

MINUTES OF THE MEETING

MEETING DETAILS			
Meeting	Institute of Computer Studies Student Council (ICSSC) Second Regular Meeting		
Date	October 26, 2025	Location	Google Meet
Time Started	8:30 PM	Time Ended	9:30 PM
Meeting Preceded	Bonamae G. Felismino	Duration	1 hour

ATTENDANCE		
Intended Position	Name	Remark
ICSSC Board Member	Dinace Joseph I. Natividad	
Chairperson	Bonamae G. Felismino	
Vice Chairperson	Mariel R. Estosane	
Secretary	Trisha Mae Ashly O. Mostoles	
Assistant Secretary	Diana Mae L. Habla	
Treasurer	Regie B. Almozara	
Assistant Treasurer	Queenie A. Rosell	
Auditor	Ma. Crissabelle Joevilyn P. Veloso	
Business Manager	Matt Andrew V. Samonte	
Public Relations Officer	Ryza Faith M. Cruz	
Councilor	Lian Andrew R. Arellano	
Councilor	Leona Laureen C. Balazuela	
Councilor	Dann Paulo Gabriel R. Balugay	
Councilor	Eiram Reoux C. Galeon	
REMARKS LEGEND		
Present	Excused Late	Excused Absent
Left Early	Unexcused Late	Unexcused Absent

PROVISIONAL AGENDA	
PRELIMINARIES	
A. Checking of Attendance	
B. Purpose of the Meeting	
MATTERS OF INFORMATION	
A. Commissioners Update	<ul style="list-style-type: none"> The council provided updates regarding the endorsed commissioners. A total of five commissioners were endorsed. Two non-ex officio and three ex-officio commissioners. The following individuals were endorsed to their respective commissions: <ul style="list-style-type: none"> Ms. Alyssa Nicole A. Laurdaudz - Commission on Discipline (CD) Mr. John Emerson A. Delos Reyes - Commission on Election (Comselec) Mr. Matt Andrew V. Samonte - Commission on Projects and Student Activities (CPSA) (<i>Ex Officio</i>) Ms. Ma. Crissabelle Joevilyn P. Veloso - Commission on Budget, Management, and Audit (CBMA) (<i>Ex Officio</i>) Ms. Leona Lauren C. Balazuela - Commission on Environmental Activities (CENAC) (<i>Ex officio</i>)
MATTERS OF DISCUSSION	
A. Council Shirt and Budget Approval	<ul style="list-style-type: none"> Council Shirt and Budget Approval The council discussed the proposed design and budget for the official council shirt. It was noted that a paper of acknowledgment from SAASU is required in the form of a resolution. <ul style="list-style-type: none"> Resolution No. 1: Approval of the official Council Shirt Design. Resolution No. 2: Approval of the Council Shirt Budget, which will be sourced from the officers own money.

B. 2025 GPOA Activities	<ul style="list-style-type: none"> The council reviewed the activities under the 2025 GPOA that need to be implemented within the month. Two events were identified as priorities: <ul style="list-style-type: none"> Connect. Create. Commit. – The ICSSC Committee Drive - Tentatively scheduled for November 10. A communication letter will be sent to SAASU for coordination and approval. PaskOne: Handog ng ITista - A community outreach activity to be held at kindergarten schools within RTU Pasig on December 1. The processing of related documents will commence after the examination week.
C. New Councilor Appointment	<ul style="list-style-type: none"> The council announced the appointment of Ms. Kit Hazel R. Ocampo as the new councilor to fill the remaining vacant position in the council. She was chosen for her outstanding qualities as a student leader. Being reliable, flexible, disciplined, and genuinely dedicated to serving the council and the student body.
OTHER MATTERS	
A. Reminders	<ul style="list-style-type: none"> All committee heads have to conduct interviews and collect the necessary requirements from their respective applicants. Officers who require publication postings are also advised to prepare and submit their materials in advance to ensure timely posting.
B. Publication Materials	<ul style="list-style-type: none"> PRO Cruz is assigned to work on the following; <ul style="list-style-type: none"> Creation of a meeting presentation template for council use. Update of the council's profile picture, to be changed with Halloween and Christmas-themed versions. Preparation of holiday-themed postings for the council's official social media pages.



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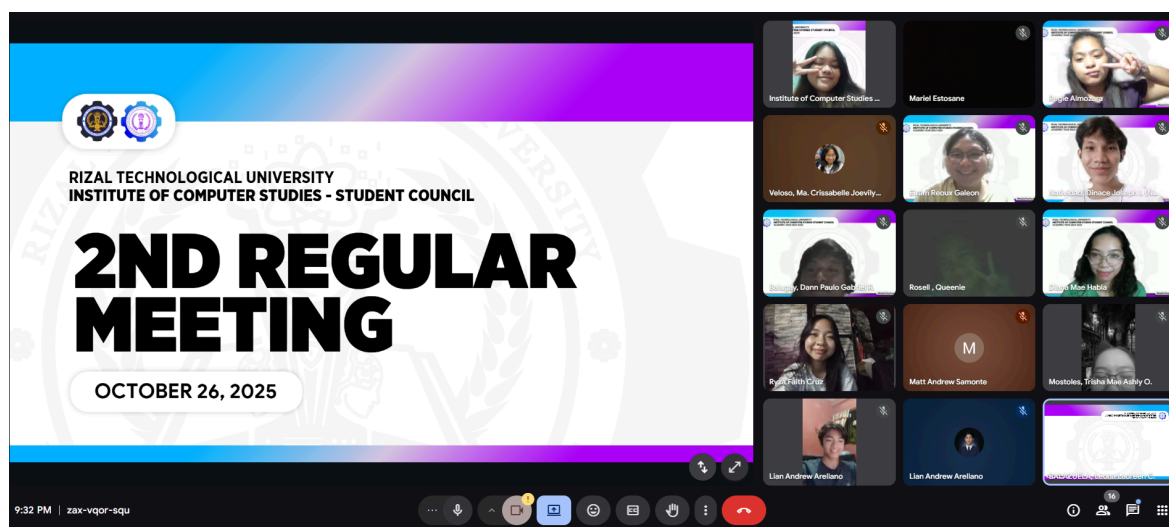
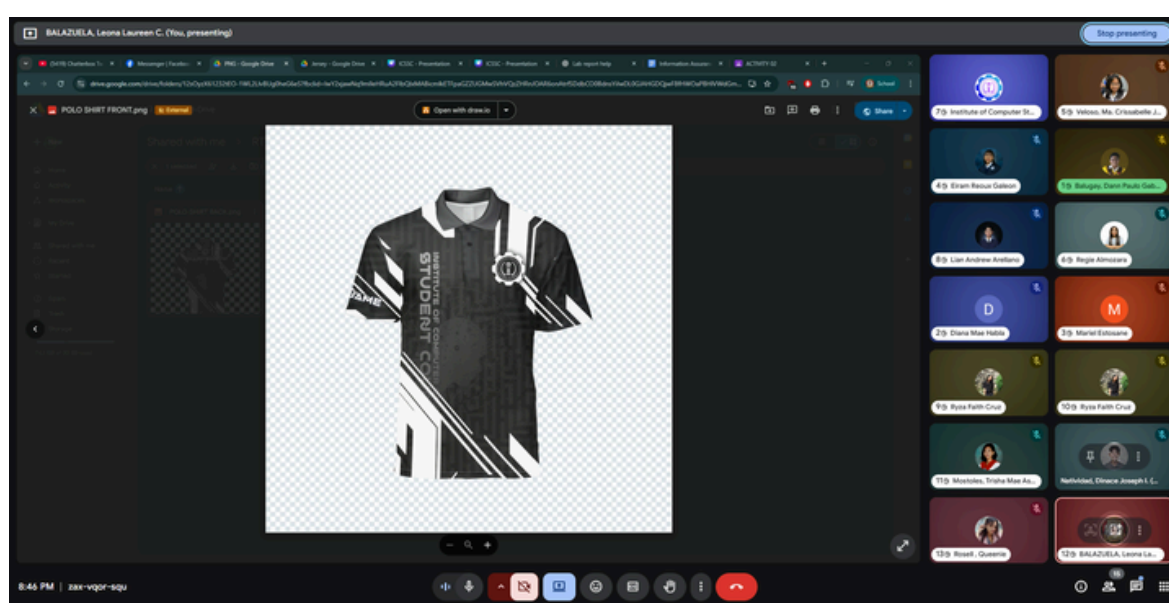


C. ICS Merchandise Launch;

- **Bit by Bit: Crafted for ITistas-** The council discussed the planned merchandise launch, scheduled for January. The items will include lanyards, pins and shirts.
- Councilor Balazuela suggested creating a new style for the lanyards.
- PRO Cruz was assigned to design new lanyard and t-shirt concepts, ensuring that the designs are readable, visible, and clearly represent Information Technology identity.

TIME ADJOURNED

- The meeting was adjourned on **October 26, 2025**, at **09:30 PM**.

DOCUMENTATION**Council Resolution on Council Shirt and Budget Approval**

Prepared by:

DIANA MAE L. HABLA

Assistant Secretary, Institute of Computer Studies Student Council

Noted by:

BONAMAE G. FELISMINO

Chairperson, Institute of Computer Studies Student Council