



RIZAL TECHNOLOGICAL UNIVERSITY

# INSTITUTE OF COMPUTER STUDIES - STUDENT COUNCIL



## MINUTES OF THE MEETING

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



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## PROVISIONAL AGENDA

### PRELIMINARIES

#### A. Checking of Attendance

#### B. Purpose of the Meeting

### MATTERS OF INFORMATION

#### A. Commissioners Update

- 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:
  - Ms. Alyssa Nicole A. Lauraudz - 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) (*Ex Officio*)
  - Ms. Ma. Crissabelle Joevilyn P. Veloso - Commission on Budget, Management, and Audit (CBMA) (*Ex Officio*)
  - Ms. Leona Laureen C. Balazuela - Commission on Environmental Activities (CENAC) (*Ex officio*)

### MATTERS OF DISCUSSION

#### A. Council Shirt and Budget Approval

##### • 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.

- **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**

- The council reviewed the activities under the 2025 GPOA that need to be implemented within the month. **Two events were identified as priorities:**
  - **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**

- 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**

- 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**

- **PRO Cruz is assigned to work on the following;**
  - 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**.



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## DOCUMENTATION

The screenshot shows a video conference interface. At the top left is the Rizal Technological University logo. The main title "2ND REGULAR MEETING" is displayed prominently. Below it, the date "OCTOBER 26, 2025" is shown. On the right side of the screen, there is a grid of participant thumbnails, each with a name label below it. The names include Mariel Estosane, Regie Almocina, Veloso, Ma. Crissabelle Joeyly..., Etham Rezua Galzon, Roseli Queenie, Diana Mae Halliza, Mostoles, Tripha Mae Ashly O., Matt Andrew Samonte, and Lian Andrew Arellano. The video conference interface includes standard controls like volume, mute, and share.

### Council Resolution on Council Shirt and Budget Approval

The screenshot shows a video conference interface with a presentation slide. The slide displays a black polo shirt with white stripes on the sleeves and a central vertical stripe. The shirt has the text "INSTITUTE OF COMPUTER STUDIES STUDENT COUNCIL" printed on it. The video conference interface includes participant thumbnails and names on the right, and standard controls at the bottom.

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*