



University of Southeastern Philippines  
Tagum – Mabini Campus, Tagum Unit  
Apokon, Tagum City

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University of Southeastern Philippines  
Tagum – Mabini Campus, Tagum Unit  
Apokon, Tagum City

August 17, 2020

**KENDI B. ARSITIO**  
OSAS COORDINATOR  
University of Southeastern Philippines  
Tagum-Mabini Campus

Madame:

Greetings!

With this compilation of Accomplishment and Financial Report that establishes the effort done by the Society of Information Technology Students (SITS) for good and quality service to the students of the university: serving the fellow IT students to the best the organization can.

In line with the various conduct of meetings of the organization and its series of activities for the Second Semester of Academic Year 2019 – 2020, we are respectfully submitting the Accomplishment Report of the organization.

Moreover, we would like to extend our heartfelt gratitude for your support that contributed to the success of the organization for the first semester.

Thank You, More Power and God Bless!

Respectfully Yours,

**ASMINA M. ABBAS**  
Governor, SITS

Noted by:

**MISHILL D. CEMPRON**  
Adviser, SITS



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Tagum - Mabini Campus, Tagum Unit

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**PROPERTIES OF THE ORGANIZATION  
INVENTORY**

NO.	PROPERTY	QUANTITY	YEAR ACQUIRED
1	Camel Ceiling Fan	1	--
2	Trash Bin	1	--
3	Office Table	2	--
4	Mono Block Chair	2	--
5	Printer	1	2016
6	Mirror (1x1.5)	1	--
7	Wall Clock	1	--
8	Stock Filer	1	--
9	Filers	3	--
10	Water Jug (Blue)	1	--
11	Broom	1	--
12	Bond Paper (8.5 x 13)	1	2018
13	Double Sided Tape	1	--
14	Meter Stick	2	--
15	Photo Paper	1	2019

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Apokon, Tagum City

16	Stick Glue	5	2019
17	Scissors	2	2019
18	Bond Paper (Letter)	1	2018
19	Paper clips	1	2019
20	Printer ink	4	2019
21	Bond Paper (A4)	1	2019
22	Fairy lights	2	2019

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### SOCIETY OF INFORMATION TECHNOLOGY STUDENTS

#### LIST OF OFFICERS

S.Y. 2019-2020

<b>Governor</b>	<b>Asmina M. Abbas</b>	<b>09488058002</b>
<b>Internal Vice Governor</b>	<b>Richard V. Comania</b>	<b>09064756258</b>
<b>External Vice Governor</b>	<b>Jibb E. Dawang</b>	<b>09462910342</b>
<b>Corresponding Secretary</b>	<b>Allayssa George A. Dela Cruz</b>	<b>09753323985</b>
<b>Recording Secretary</b>	<b>Zuzeinn L. Lopez</b>	<b>09480834578</b>
<b>Treasurer</b>	<b>Darlene Rose S. Muñez</b>	<b>09356155218</b>
<b>Assistant Treasurer</b>	<b>Rejoice Magbutong</b>	<b>09123453203</b>
<b>Auditor</b>	<b>Christine Joy A. Ocares</b>	<b>09774547532</b>
<b>Public Information Officer</b>	<b>Vrionie A. Lino</b>	<b>09657481150</b>
<b>Business Manager</b>	<b>James Bryan C. Fiel</b>	<b>09281728772</b>
	<b>Carmila A. Guillen</b>	<b>09306885456</b>

Approved by:

MISHILL D. CEMPRON, MIT

SITS Adviser

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## SOCIETY OF INFORMATION TECHNOLOGY STUDENTS

### LIST OF MEMBERS

S.Y. 2019 - 2020

(Page 1/3)

#### IIT1 STUDENTS

1. ACAIN, Abegail
2. ALBERT, Kem
3. ANDALES, Jomari
4. ANGGA, Johndy Bryll
5. ASUMBRADO, Maevel Erin
6. BANGAHON, Alumar
7. BATINO, Eric John
8. BIALA, Kimji
9. BIOCO, Ervin Chance
10. BUDANIO, Neil
11. DAGONDON, John Joseph
12. DAQUIL, Jocelyn
13. DELGADO, Vinch Kyle
14. ESCORO, Sophia
15. LAURONILLA, Jill Viemark
16. LIGAD, JONEL
17. LONGGAKIT, Roque Alforque Jr.
18. LORONO, Jimmie Rey
19. MEJORADA, Emmanuella
20. MUAÑA, Quenie
21. NONAN, Michelle Jean
22. ODIAS, Kenneth Jhon
23. PAGAS, Jasper Jan
24. PALAGAN, Maeryl
25. PALOMATA, Piolo
26. POLISON, Argie
27. RAZONABLE, Arnold
28. RULOMA, Ppevie Salem
29. SASING, James Irnol
30. SARAMOSING, Jericho
31. TIEMPO, Nal Semper
32. VIRTUDAZO, Leewood Marc
33. YPON, Yla Jolina

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## SOCIETY OF INFORMATION TECHNOLOGY STUDENTS

### LIST OF MEMBERS S.Y. 2019 - 2020 (Page 1/3)

#### 2IT1 STUDENTS

- |                                 |                           |
|---------------------------------|---------------------------|
| 1. ABBAS, Asmina                | 31. PROLLO, Jan Andrianne |
| 2. ARABEJO, Glyde Len           | 32. RAAGAS, Randel        |
| 3. BONZA, Jizter Dave           | 33. REDULLA, Ereka Rose   |
| 4. BUHIA, Janella Simmone Raine | 34. SASAM, Kesiah Joy     |
| 5. COMANIA, Richard             | 35. VIOVICENTE, Jherico   |
| 6. DAWANG, Jibb                 |                           |
| 7. DIVA, Christine Marie        |                           |
| 8. DELA CRUZ, Allyssa George    |                           |
| 9. ESPINOSA, Jonel Joshua       |                           |
| 10. FEIL, James Bryan           |                           |
| 11. GADO, Queen Angelica        |                           |
| 12. GUILLEN, Carmella           |                           |
| 13. HIJARA, Charelyn            |                           |
| 14. INSO, Therese Joy           |                           |
| 15. LAGUNSAD, Jessa Mae         |                           |
| 16. LARITA, Ardy                |                           |
| 17. LEMINDOG, Abel June         |                           |
| 18. LINO, Vrionie               |                           |
| 19. LOPEZ, Zuzeinn              |                           |
| 20. LUGATIMAN, Lloyds Ryan      |                           |
| 21. MABUTONG, Rejoice           |                           |
| 22. MANCAO, Ailyn               |                           |
| 23. MAUREAL, Hanna Jane         |                           |
| 24. MIRAFUENTES, Henry          |                           |
| 25. MONTERA, Ramel              |                           |
| 26. MUÑEZ, Darlen Rose          |                           |
| 27. OCARES, Christine Joy       |                           |
| 28. PAMPAG, Edwin               |                           |
| 29. PATAO, Vern                 |                           |
| 30. PINEZA, Dina                |                           |

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SOCIETY OF INFORMATION TECHNOLOGY STUDENTS

**LIST OF MEMBERS  
S.Y. 2019 - 2020  
(Page 3/3)**

## 4IT1 STUDENTS

1. GRANADA, Christine S.
  2. B.OJA, Yrone Mike R.
  3. ARMECIN, Wilmar Jhon L.
  4. POSAS, Eden Joy P.
  5. BUAL, Lorefe
  6. PAULINO, Diana Queen D.
  7. TANGPUS, Clariza Mae D.
  8. NALLA, Carolyn Joy L.
  9. SIMBAJON, Donna Joy M.
  10. MADELOZO, Erwin C.



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## SOCIETY OF INFORMATION TECHNOLOGY

### CONSTITUTION AND BY LAWS

#### ARTICLE I NAME

**Section I:** The name of this organization shall be "**SOCIETY OF INFORMATION TECHNOLOGY STUDENTS**" (SITS).

**Section II:** The official seal of the organization:



Meaning of the seal:

The seal contains the name of the organization: Society of Information Technology Students. A circular gear-shaped which is one of the general parts of the very first computing machine, combined the green and black colors in which the previous symbolizes growth and freshness as Information Technology continues to evolve year by year, and black symbolizes the sky in Chinese Philosophy which describes the limitless possibilities technology can accomplish.

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## ARTICLE II AIMS AND OBJECTIVES

- Section I:** The organization aims to build well-balanced relationship not only among the Information Technology students within the university but also on the other competitive campuses.
- Section II:** To cultivate each member's educational and social life through appropriate programs and activities.
- Section III:** It shall encourage each member to enhance skills and abilities in their field of interest.
- Section IV:** To establish academic community to augment the knowledge and capabilities of each of the constituents.
- Section V:** To inspire the Information Technology students to apply their knowledge to contribute to the development of their community.
- Section VI:** For the Information Technology students to be recognized by the university and to offer service to the university through the projects and systems created by the students.

## ARTICLE III MEMBERSHIP

- Section I:** Every Information Technology student of the university is a bona fide member of the organization.
- Section II:** The membership will terminate when the student finishes his/her study to transfer to other courses, college or university.

## ARTICLE IV DUTIES AND OBLIGATIONS

- Section I:** Each of the member should follow the rules, regulations, memoranda and the ordinance of the Society of Information Technology Students.
- Section II:** The members should keenly participate in all programs and activities of the organization.



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**Section III:** The membership fee shall be collected very beginning of every semester for the fulfillment of programs and projects of the organization.

**Section IV:** In case of dues, the coordinators shall determine whether these dues are necessary and sufficient and subsequently decide whether another set of dues shall be imposed.

**Section V:** Each of the constituents should be open-minded to others' opinions, religious and cultural beliefs.

## ARTICLE V OFFICERS

**Section I:** Composition: The elective officers of the organization shall be bona fide student of this university as follows:

1. One (1) Governor – must be a third year Information Technology student
2. Two (2) Vice Governor
  - External - must be third year Information Technology students
  - Internal – must be a second year or third year Information Technology student
3. Two (2) Secretary
  - Corresponding – either first year, second year or third year Information Technology student
  - Recording – either first year, second year or third year Information Technology student
4. Two (2) Treasurer – either first year, second year or third year student
  - Assistant Treasurer – either first year, second year or third year student
5. One (1) Auditor – either first year, second year or third year student
6. One (1) PIO – either first year, second year or third year student
7. One (1) Business Manager – either first year, second year or third year student

**Section II:** Duties and responsibilities of the officers:

**A. Governor**

The Governor shall be the administrative officer of the SITS and shall supervise over all board and organizational meetings. The governor with the approval of the coordinators may create other committees otherwise



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proved for. He/she shall sign all the payments and contracts with the treasurer.

**B. Vice- Governor**

The Internal Vice-Governor shall be the one of the official representatives of all activities within the school. He/she shall perform duties entrusted by the governor and shall be the coordinator in the absence of the governor. He/she shall submit annual accomplishments report as well as the other reports concerning SITS which the governor may require.

The External Vice-Governor shall be the official representative of the organization outside school. He/she shall perform duties entrusted by the governor. He/she shall submit annual accomplishment reports as well as other reports concerning SITS which the governor might require.

**C. Secretary**

The secretary shall be with the governor in the writing board during sessions and keeps the minutes of every meeting. The secretary shall take charge of all the important documents of the organization.

The Corresponding Secretary shall send notices of meeting to executives' board members and/or association members as directed. Read correspondence at executive board and association meetings as requested by the governor. Check with the governor about letters to be written immediately after the meeting. Write authorized letters promptly. Also, corresponding secretary will keep file of all the letters received and copies of replies written.

The Recording Secretary must be expert in shorthand or be able to quickly summarize and compile notes from the organization's meetings, otherwise known as the "minutes" to the meetings. A recording might also track attendance at meetings, record results when votes are taken.

**D. Treasurer**

The treasurer shall collect all dues, assess and receive all the money from the members or through the treasurers of every year level with the help of assistant treasurer. The treasurer shall be the keeper of all the funds of the organization. He/she shall make payments in accordance with the budget. Expenses shall be acquired and shall be paid only upon the approval of the coordinators. He/she shall keep and maintain a full and accurate accounting of all funds off all times. He/she shall publish the updated financial statement during the general membership meetings with the



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governor and the auditor every end of semester. He/she shall deposit the money in the bank under the name of the SITS and conduct withdrawal with the consent of the authorized signatories.

The Assistant Treasurer will assist the treasurer. With the absence of the treasurer, the assistant treasurer can temporarily take charge of the treasurer's duty. This action is under the permission of the governor.

E. Auditor

The auditor shall make and examination of all the accounts to test and guarantee its accuracy. He/she signs the treasurer's periodical report to the members for the annual election meeting and if necessary.

F. Public Information Officer (PIO)

**Public Information Officer (P.I.O)**  
The P.I.O will be the responsible for spreading out the information or updates about the organization.

**G. Business Manager**

Will be in-charge for buying the items needed by the organization, they will report it to the treasurer.

## ARTICLE VI ELECTION

**Section I:** Officers shall be elected annually with at least one-year term of service

## Section II: Voting members

Each member is entitled to vote once. They shall elect the following: governor, internal and external vice governor, corresponding and recording secretary, treasurer and assistant treasurer, auditor, P.I.O and business manager.

**Section III:** Officer's meeting. The officers meeting shall be done twice a month.

VISION

Premier Research University

## MISSION

USeP shall produce world-class graduates and relevant research and extension through quality education and sustainable research management.

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## MINUTES OF MEETING

**Regular Meeting**

**November 22, 2019**

**4:30pm – 5:00pm**

**Meeting called by:** Asmina M. Abbas – SITS Governor

**Opening Prayer:** Darlene Rose Muñez

**Time started:** 4:30pm

**Agenda:**

USEP Local Foundation Activities

- Planning for Belen and Parol Making
- Materials Needed
- Assigning of Tasks
- Battle of the Bands Representative

**Closing Prayer:** Darlene Rose Muñez

**Time ended:** 5:00pm

**Prepared by:**

ZUZEINN L. LOPEZ

**Recording Secretary, SITS**

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## **MINUTES OF MEETING**

## **Regular Meeting**

December 04, 2019

5:00pm – 5:20pm

**Meeting called by:** Asmina M. Abbas – SITS Governor

**Opening Prayer:** Zuzeinn I. Lopez

**Time Started:** 5:00pm

## **Agenda:**

## Booth for Opening of Local Foundation

## **Planning of the Booth**

## Planning of the Budget Materials Needed

**Closing Prayer:** Allyssa George A. Dela Cruz

Time ended: 5:20pm

**Prepared by:**

ZUZEINN L. LOPEZ

### **Recording Secretary, SITS**

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## MINUTES OF MEETING

**Regular Meeting**

**December February 12, 2019**

**3:14pm – 3:28pm**

**Meeting called by:** Ms. Mishill de Gracia Cempron – SITS Adviser

**Opening Prayer:** Allayssa George A. Dela Cruz

**Time Started:** 3:14pm

**Agenda:**

Plans for Intrams on April

- Canvas for tshirts and etc.
- Cheerdance Expenses
- Pageant Expenses
- Set for Possible Expenses
- Budget for Snacks and Lunch for 3 days
- Events in Intrams
- Make a resolution if needed mag amot
- Budget the organization's on-hand funds

**Closing Prayer:** Allayssa George A. Dela Cruz

**Time ended:** 3:28 pm

**Prepared by:**

ZUZEINN L. LOPEZ

**Recording Secretary, SITS**

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## PROJECTS / ACTIVITIES

### SEMINARS AND ACTIVITIES ORGANIZED

#### SITS ORGANIZATION BOOTH



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## **PROJECTS / ACTIVITIES**

#### **SEMINARS AND ACTIVITIES ORGANIZED**

**BELEN AND PAROL MAKING CONTEST, BATTLE OF THE BANDS AND AWARDING CEREMONY**



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## PROJECTS / ACTIVITIES

### SEMINARS AND ACTIVITIES ORGANIZED

#### SITS VALENTINES DAY JAIL BOOTH



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## ORGANIZATIONAL CHART

### ADMINISTRATION



Cesar Limabaga Jr.



Kendi B. Arsitio

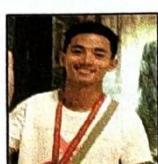


Mishill D. Cempron, MIT

### SITS OFFICERS



Asmina M. Abbas



Richard V. Comania



Jibb E. Dawang

#### GOVERNOR



Zuzeinn Lopez

#### RECORDING SECRETARY



Allyassa A. Dela Cruz

#### CORRESPONDING SECRETARY



Darlene S. Munez

#### TREASURER



Rejoice Magbutong

#### ASSISTANT TREASURER



Christine A. Ocares

#### AUDITOR



Vrionie A. Lino

#### P.I.O.



James Bryan C. Fiel

#### BUSINESS MANAGER



Carmilla A. Guillen

#### BUSINESS MANAGER

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# CERTIFICATES

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**SECOND SEMESTER**  
**ACCOMPLISHMENT REPORT**

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NO.	DATE	ACTIVITY	REMARKS
1	September 10, 2019	Departmental Orientation	AFFIRMATIVE
2	October 18, 2019	ACQUAINTANCE 2019	AFFIRMATIVE

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#### FINANCIAL REPORT

As being part of the activity of **Tagum Campus Student Council (TCSC)** Campus Club Day, here is the financial report of the organization.

##### TOTAL ASSETS FROM:

Cash-on-hand	30, 179.70
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<b>TOTAL CASH ON HAND:</b>	<b>30, 179.70</b>
----------------------------	-------------------

##### Expenses:

Nails#1	28.00
2x10 Kahoy	90.00
Double Sided Tape	28.00
CS Hallmark Yam	21.75
White Cartolina	10.00
Orions Bond Paper (Blue)	51.98
Stick-ee White Glue	15.00
Peacock Brass Pin	13.00
Pongee Plain (Black)	144.00
Staple wire	5.00
Thumb Tacks	7.00
Tarpaulin	429.00
Lechon Manok	100.00
Bread	35.00
Softdrinks	25.00
Total Fare	122.00

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<b>TOTAL:</b>	<b>1, 121.73</b>
---------------	------------------

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Therefore, after subtracting the total expenses from the remaining amount

**TOTAL CASH:**

Cash-on-hand	: Php 30, 179.70
Total Expenses	: Php 1, 121.73
<b>Remaining cash on hand</b>	<b>: Php 29, 057.97</b>

Prepared by:

**DARLEN ROSE S. MUÑEZ**

Treasurer

**ASMINA M. ABBAS**

Governor

Audited by:

**CHRISTINE JOY A. OCARES**

Auditor

Noted by:

**MISHILL D. CEMPRON, MIT**

SITS Adviser

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**Society of Information Technology Students**

**FINANCIAL REPORT**

DATE	PARTICULARS	AMOUNT
08-22-19	Nails#1	28.00
08-22-19	2x10 Lumber	90.00
08-22-19	Double Sided Tape	28.00
08-22-19	CS Hallmark Yarn	21.75
08-22-19	White Cartolina	10.00
08-22-19	Orions Bond Paper(Blue)	51.98
08-22-19	Stick-ee White Glue	15.00
08-22-19	Peacock Brass Pin	13.00
08-22-19	Pongee Plain(Black)	144.00
08-22-19	Staple wire	5.00
08-22-19	Thumb Tacks	7.00
08-22-19	Tarpaulin	429.00
08-22-19	Lechon Manok	100.00
08-29-19	Bread	35.00
08-29-19	Softdrinks	25.00
	Total Fare	122.00
<b>TOTAL:</b>		<b>1,121.73</b>

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## **FINANCIAL REPORT**

As of the activity of **Society of Information Technology (SITS)** Departmental Orientation, here is the financial report of the organization.

**TOTAL ASSETS FROM:**

**Cash-on-hand** **29,057.97**

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**TOTAL CASH ON HAND:**

Expenses:	
Pongee Plain (BLUE)	144.00
Pencil	48.00
Sharpener	5.00
Needle	1.00
Thread	10.00
A4 Bond Paper	20.00
Gomoco RBN	25.00
Raffle Lace	60.00
Refresh orange flavour	527.20
Mountain dew flvrd	130.05
Refresh mineral water	24.00
Bitbit 6s-fluffy mammon	1,495.00
Mammon fluffy	100.00
Cake slice-heavenly marble	81.00
Cake slice-double dutch	27.00
Tarpaulin	660.00
Total Fare	70.00

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Therefore, after subtracting the total expenses from the remaining amount

**TOTAL CASH:**

Cash-on-hand	: Php 29, 057.97
Total Expenses	: Php 3, 427.25
<b>Remaining cash on hand</b>	<b>: Php 25, 630.72</b>

Prepared by:

**DARLEN ROSE S. MUÑEZ**

Treasurer

**ASMINA M. ABBAS**

Governor

Audited by:

**CHRISTINE JOY A. OCARES**

Auditor

Noted by:

**MISHILL D. CEMPRON, MIT**

SITS Adviser

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**Society of Information Technology Students**

**FINANCIAL REPORT**

DATE	PARTICULARS	AMOUNT
09-10-19	Pongee Plain (Blue)	144.00
09-10-19	Pencil	48.00
09-10-19	Sharpener	5.00
09-06-19	Needle	1.00
09-06-19	Thread	10.00
09-06-19	A4 Bond Paper	20.00
09-04-19	Gomoco RBN	25.00
09-04-19	Raffle Lace	60.00
09-09-19	Refresh Orange Flavor	527.20
09-09-19	Mountain dew flvrd	130.05
09-09-19	Refresh mineral water	24.00
09-09-19	Bitbit 6s –fluffy mamon	1,495.00
09-09-19	Mamon fluffy	100.00
09-09-19	Cake slice heavenly marble	81.00
09-09-19	Cake slice double dutch	27.00
09-09-19	Tarpaulin	660.00
	<b>Total Fare</b>	<b>70.00</b>
<b>TOTAL:</b>		<b>3,427.25</b>

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#### FINANCIAL REPORT

As being part of the activity of Tagum Campus Student Council (TCSC) Acquaintance Party, Fresh new Face. Here is the financial report of the organization.

##### TOTAL ASSETS FROM:

Cash-on-hand	25, 630.72
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<b>TOTAL CASH ON HAND:</b>	25, 630.72
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##### Expenses:

Photo shoot Make-up fee	250.00
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Search for Mr. & Ms. Fresh new face	4, 000.00
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<b>TOTAL:</b>	4, 250.00
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Therefore, after subtracting the total expenses from the remaining amount

##### TOTAL CASH:

Cash-on-hand	: Php 25, 630.72
--------------	------------------

Total Expenses	: Php 4, 250.00
----------------	-----------------

Remaining cash on hand	: Php 21, 380.72
------------------------	------------------

Prepared by:

**DARLEN ROSE S. MUÑEZ**

Treasurer

**ASMINA M. ABBAS**

Governor

Audited by:

**CHRISTINE JOY A. OCARES**

Auditor

Noted by:

**MISHILL D. CEMPRON, MIT**

SITS Adviser

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**Society of Information Technology Students**

**FINANCIAL REPORT**

DATE	PARTICULARS	AMOUNT
10-15-19	Hair and make-up package	4,000.00
10-17-19	Make-up service fee	250.00
TOTAL:		4,250.00

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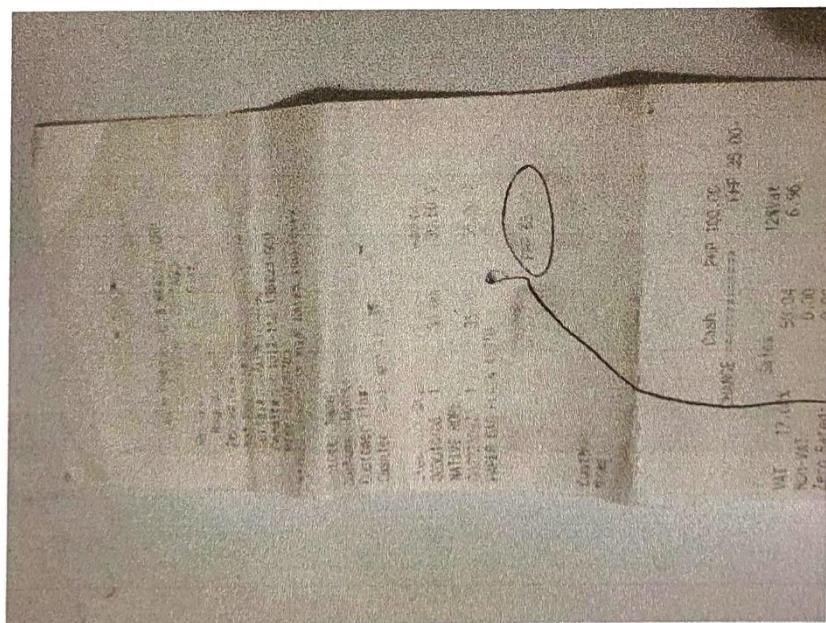




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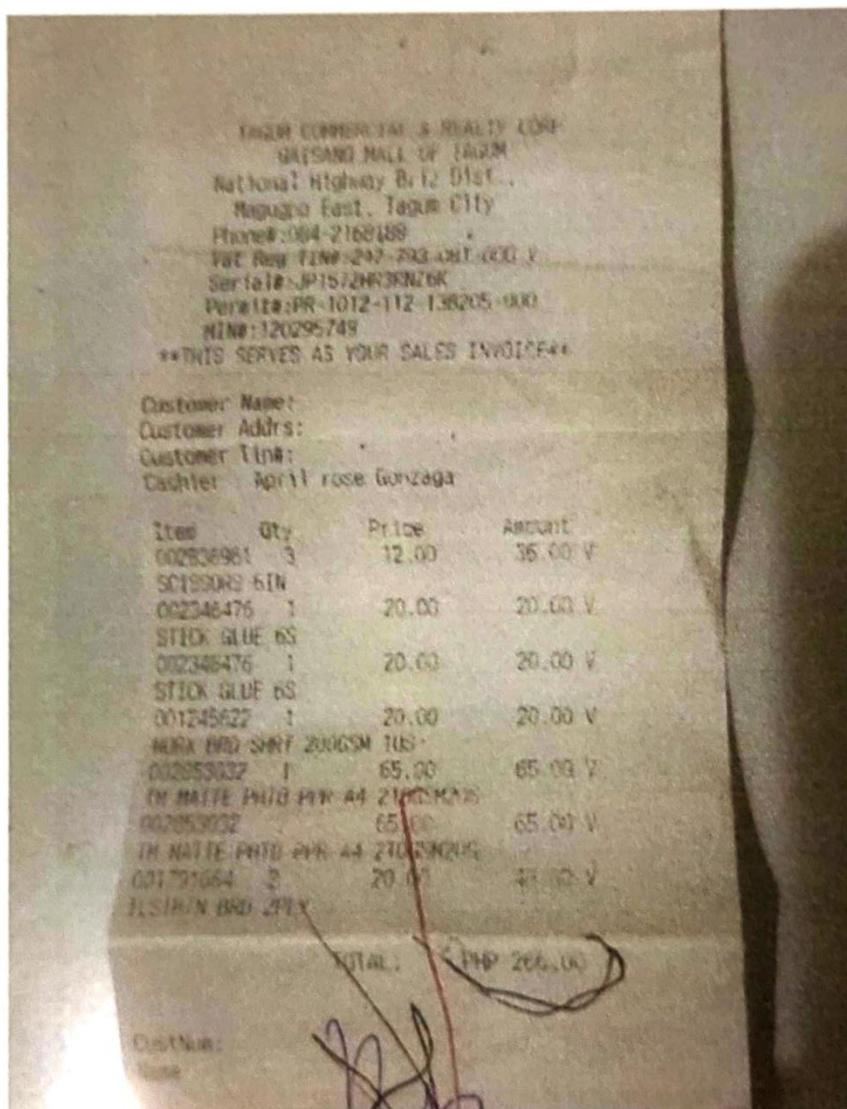
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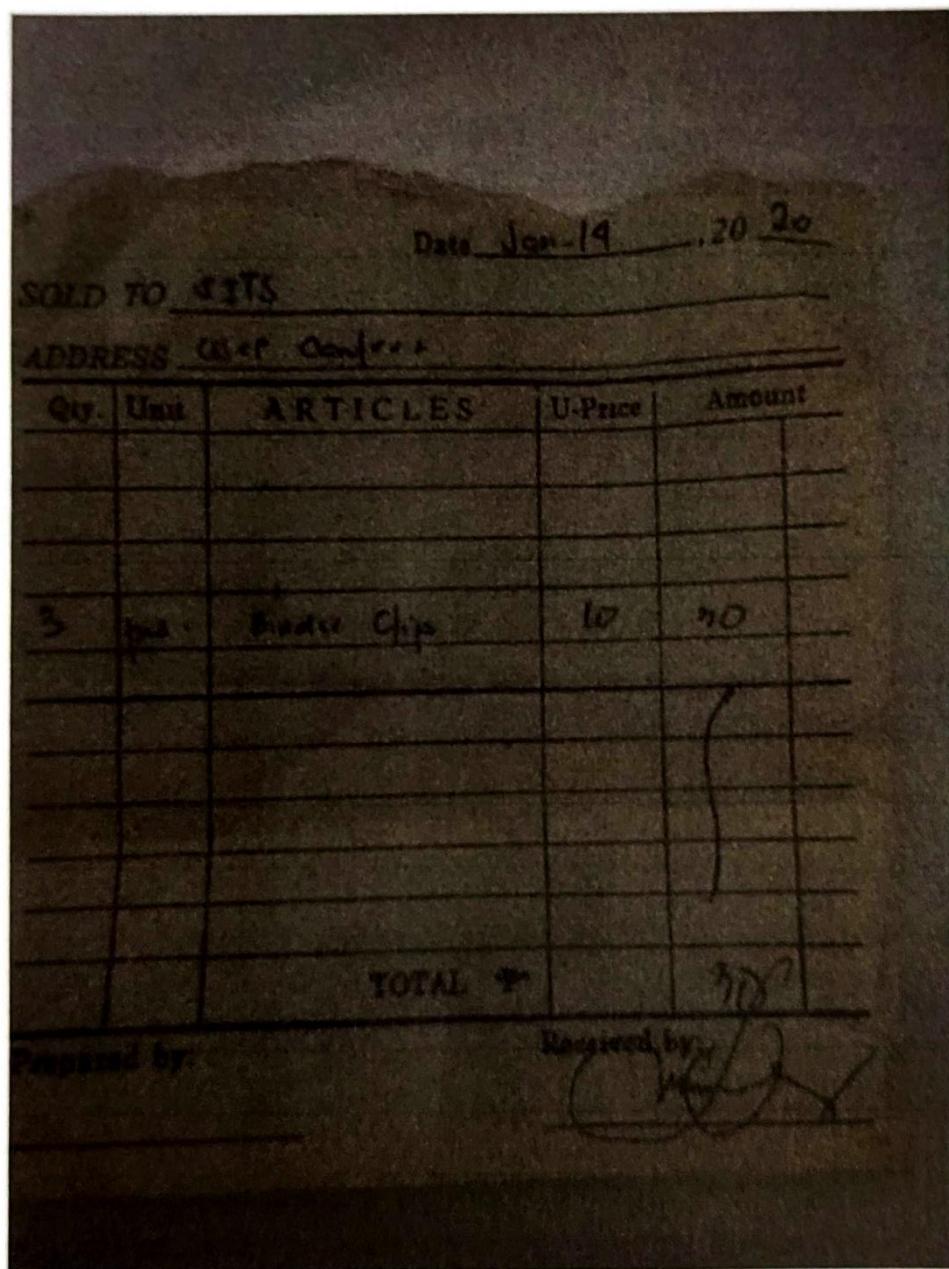
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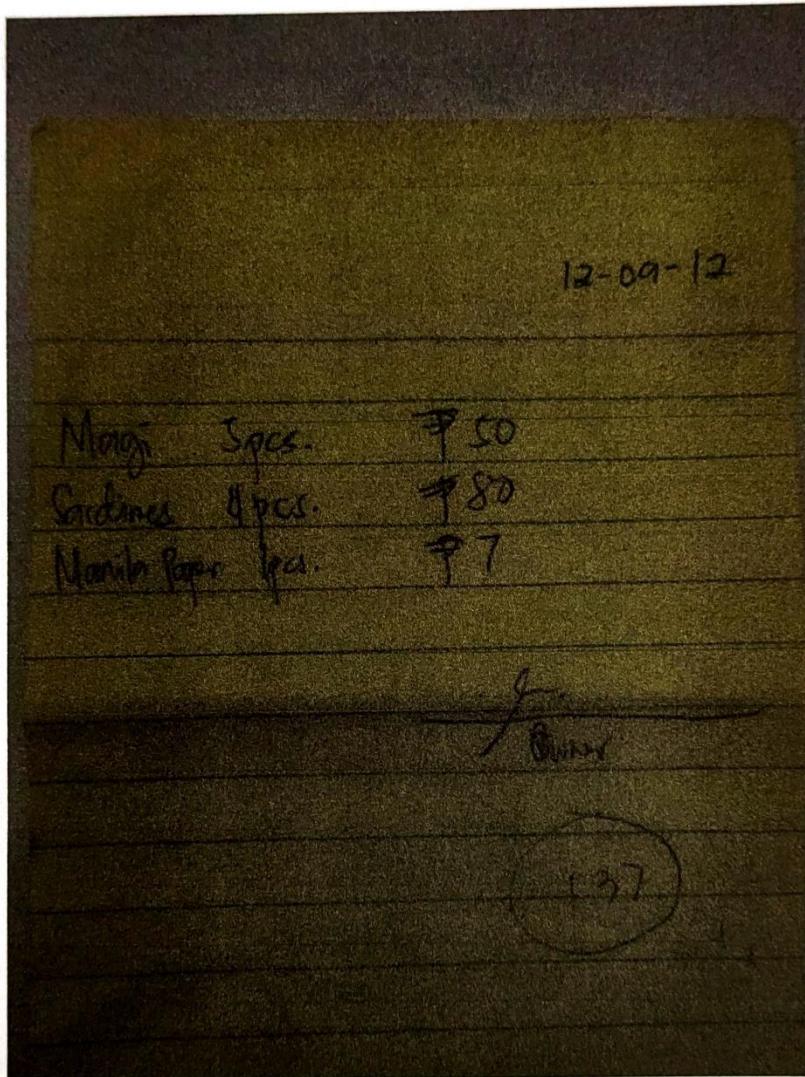
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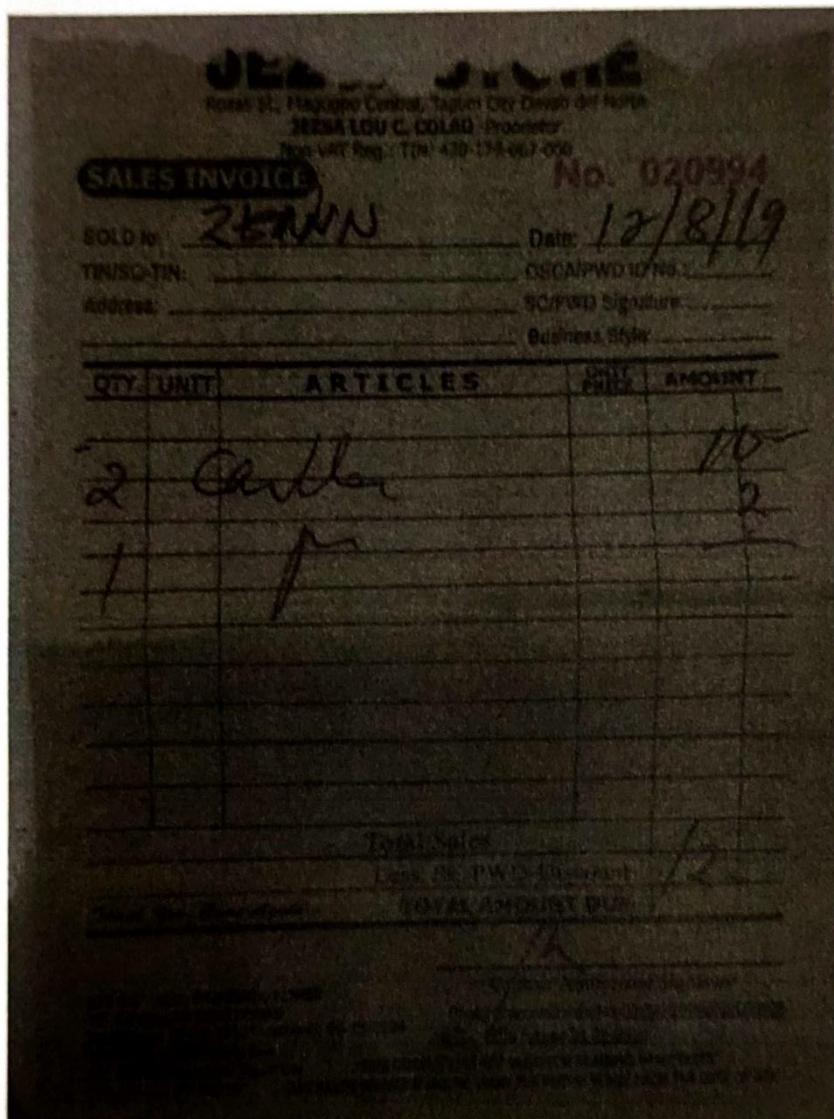
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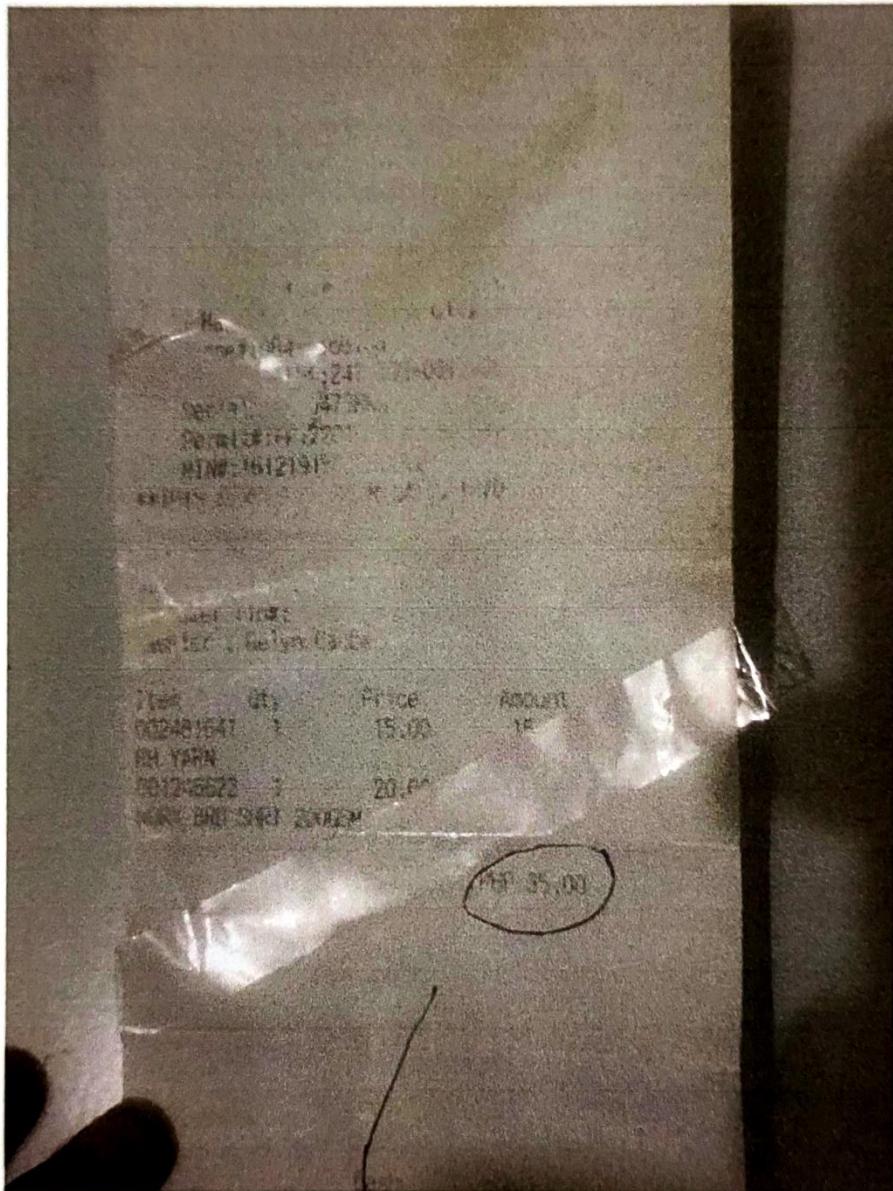
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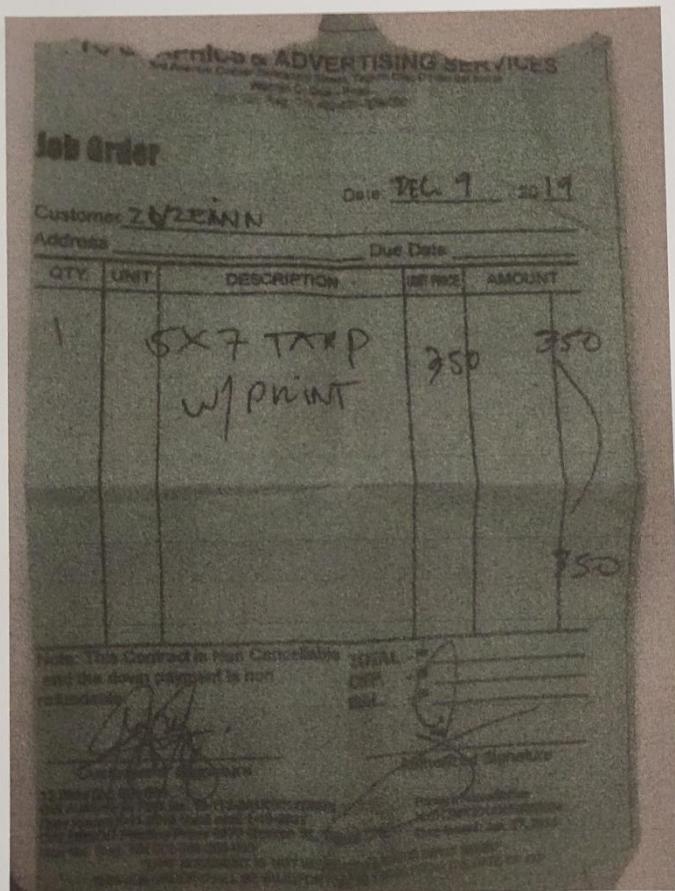




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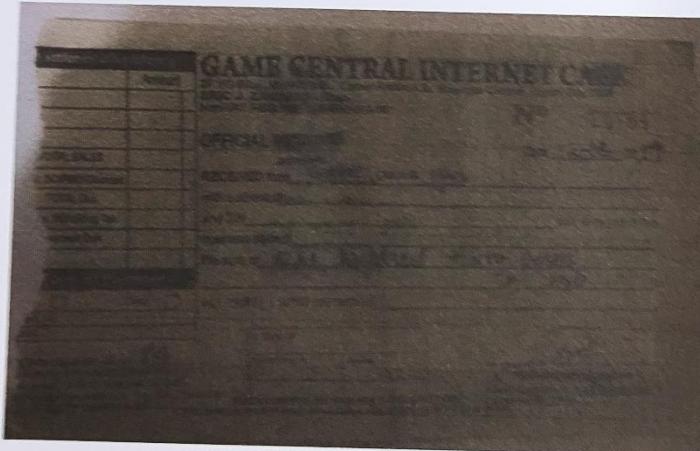
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