



# University of Southeastern Philippines (USEP)

F. Iñigo St., Bo. Obrero, Davao City 8000 Philippines  
Telefax: (082) 227-8192  
www.usep.edu.ph ; email: president@usep.edu.ph

Document No.	PM-USEP-ASO
Issue Status	02
Revision No.	01
Date Effective	01 MARCH 2018
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## PROCEDURES MANUAL

PROCESS FLOW	NOTES	RESPONSIBLE PERSON /OFFICE	PROCESS OUTPUT/S
Request/Application for Recognition or Re-accreditation	1	Prospective Student Organization	• Oath of Office (FM-USEP-ASO-01)
↓ Evaluation of Application	2	OCSC/CCO	• AR Findings (FM-USEP-ASO-02) • Audited FS Findings (FM-USEP-ASO-03)
↓ Verification and Issuance of Certificate of Recognition	3	OSAS	Certificate of Registration

### NOTE 1:

- The student organization writes a letter of intent to the Office of Student Affairs and Services (OSAS) duly signed by its President and Adviser indicating submission of the required documents enumerate in the checklist as follows:

#### A. Recognition

1. Application Letter
2. Mission, Vision, Statement
3. Affidavit of Leadership
4. Resolution
5. Letter of Permission
6. Letter of Consent
7. Action and Financial Plan
8. List of Officers and Members
9. Constitutional-by-Laws
10. Logo

#### B. Re-accreditation

1. Accomplishment Report
2. Audited Financial Statement

Prepared by:	Reviewed by:	Approved by:
TAMSI JASMIN D. GERVACIO Process Owner/ Directress, Office of Student Affairs and Services	 ARISTEO C. SALAPA QMC	 LOURDES C. GENERALAO President

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### NOTE 2:

1. The Campus Club Organization (CCO) evaluates the application of a prospective student organization and verifies their compliance of the required documents. The CCO endorses the same to the Obrero Campus Student Council (OCSC) for validation.
2. If the student organization is compliant, the OCSC issues the second endorsement to the Office Student Affairs and Services (OSAS).
3. The duly recognized organizations must submit their Accomplishment Report, Audited Financial Statement at least Thirty (30) Calendar Days before the end of each semester.
4. The Accomplishment and Audited Financial Reports will be referred to the approved action plan to check for compliance.
5. A report from CCO (compliant or with discrepancies) will be submitted to the OSAS directress.
6. For Organizations with discrepancies/findings, the adviser must submit a letter bearing a CAPA to the OSAS within 7 working days.

### NOTE 3:

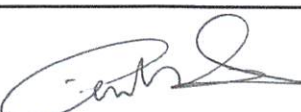

1. The OSAS conducts verification of the endorsed documents and checks for completeness.
2. For those with complete documents, the OSAS issues Certificate of Recognition/Re-accreditation. Incomplete documents are returned to the prospective student organization for compliance. Certificate of Recognition will be issued as soon as possible as deficiencies are complied.
3. The OSAS conducts mass oath-taking for all recognized/re-accredited student organizations, (using the FM-USEP-ASO-01 for the Oath of Office Form).

### RECORDS GENERATED:

Oath of Office	FM-USEP-ASO-01
Certificate of Recognition	
Accomplishment Report Findings	FM-USEP-ASO-02
Audited Financial Statement Findings	FM-USEP-ASO-03

### FORMS:

Oath of Office	FM-USEP-ASO-01
Accomplishment Report Findings	FM-USEP-ASO-02
Audited Financial Statement Findings	FM-USEP-ASO-03

Prepared by:	Reviewed by:	Approved by:
<b>TAMSI JASMIN D. GERVACIO</b> Process Owner/ Directress, Office of Student Affairs and Services	 <b>ARISTEO C. SALAPA</b> QMC	 <b>LOURDES C. GENERALAO</b> President

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	Republic of the Philippines	Form No.	FM-USEP-ASO-01
	<b>University of Southeastern Philippines</b>	Issue Status	02
	Iñigo St., Bo. Obrero, Davao City 8000	Revision No.	01
	Telephone: (082) 227-8192	Date Effective	01 MARCH 2018
	Website: www.usep.edu.ph Email: president@usep.edu.ph	Approved by	President
<b>OATH OF OFFICE</b>			

I \_\_\_\_\_, having been \_\_\_\_\_ to the position of \_\_\_\_\_, of the USEP Obrero Campus Student Council, hereby solemnly swear that I will faithfully discharge to the best of my ability the duties and obligations bestowed upon me that I will bear true faith and allegiance to the same; and that I impose this obligation upon myself voluntarily, without mental reservation or payment of evasion.



So help me God.

\_\_\_\_\_  
Signature over printed name

Done this \_\_\_\_\_ in the year of the Lord at University of Southeastern Philippines, Davao City.

**DR. LOURDES C. GENERALAO**  
University President

Office of Student Affairs and Services	Page 1 of 1
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Prepared by:	Reviewed by:	Approved by:
<b>TAMSI JASMIN D. GERVACIO</b> Process Owner/ Directress, Office of Student Affairs and Services	 <b>ARISTEO C. SALAPA</b> QMC	 <b>LOURDES C. GENERALAO</b> President

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	<b>University of Southeastern Philippines</b>	Issue Status	02
	Iñigo St., Bo. Obrero, Davao City 8000	Revision No.	01
	Telephone: (082) 227-8192	Date Effective	01 MARCH 2018
	Website: <a href="http://www.usep.edu.ph">www.usep.edu.ph</a>	Approved by	President
	Email: president@usep.edu.ph		
<b>ACCOMPLISHMENT REPORT FINDINGS</b>			

Findings Date: \_\_\_\_\_  
Process/Area: \_\_\_\_\_

MAJOR	MINOR
<input type="checkbox"/> Not in-line with the organization's approved Action Plan;	<input type="checkbox"/> Delay on submission of Accomplishment Report;
<input type="checkbox"/> 75% overspending/under spending expenses;	<input type="checkbox"/> 25% overspending/under spending expenses;
<input type="checkbox"/> Organization collected without an approved resolution;	
<input type="checkbox"/> Unnecessary collections from members (e.g. insurance, printing, etc.);	
<input type="checkbox"/> Misleading Receipts	
<input type="checkbox"/> Mis-presentation of Receipts;	
<input type="checkbox"/> Not declaring of Sponsorships/Donations;	
<input type="checkbox"/> Excessive Reimbursements.	
<b>For Major Finding/s</b>	
Preventive Action: (Action to avoid recurrence) Leading to possible non-compliance.	
_____	
_____	
<b>For Minor Finding/s</b>	
Corrective Action: (Action to prevent recurrence) An act to eliminate the cause of identified non-conformity.	
_____	
_____	
<b>NOTE:</b>	
A Letter of Response must be submitted within 7 working days after the organization received the findings.	

Prepared by: \_\_\_\_\_  
General Secretary

Noted by: \_\_\_\_\_  
President/Governor

Approved by: \_\_\_\_\_  
Director, OSAS

Office of Student Affairs and Services Page 1 of 1

Prepared by:	Reviewed by:	Approved by:
<b>TAMSI JASMIN D. GERVACIO</b> Process Owner/ Directress, Office of Student Affairs and Services	 <b>ARISTEO C. SALAPA</b> QMC	 <b>LOURDES C. GENERALAO</b> President

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		Issue Status	02
		Revision No.	01
		Date Effective	01 MARCH 2018
		Approved by	President
<b>AUDITED FINANCIAL STATEMENT FINDINGS</b>			

Findings Date: \_\_\_\_\_  
Process/Area: \_\_\_\_\_

MAJOR	MINOR
<input type="checkbox"/> Not in-line with the organization's approved Action Plan; <input type="checkbox"/> 75% of the activity/ies in the approved Action Plan was/were not materialized; <input type="checkbox"/> No approved letter/s and/or contract/s for activity/ies both inside and outside the campus; <input type="checkbox"/> Off-campus/Outreach Activity/ies must be realized.	<input type="checkbox"/> Delay on submission of Accomplishment Report; <input type="checkbox"/> 25% of the activity/ies in the approved Action Plan was/were not materialized; <input type="checkbox"/> Response to immediate concern.
<b>For Major Finding/s</b> Preventive Action: (Action to avoid recurrence) Leading to possible non-compliance. _____ _____	
<b>For Minor Finding/s</b> Corrective Action: (Action to prevent recurrence) An act to eliminate the cause of identified non-conformity. _____ _____	
<b>NOTE:</b> A Letter of Response must be submitted within 7 working days after the organization received the findings.	

Prepared by: \_\_\_\_\_ CCO General Secretary  
Noted by: \_\_\_\_\_ CCO President  
Approved by: \_\_\_\_\_  
Director, OSAS

Office of Student Affairs and Services | Page 1 of 1

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<b>TAMSI JASMIN D. GERVACIO</b> Process Owner/ Directress, Office of Student Affairs and Services	 <b>ARISTEO C. SALAPA</b> QMC	 <b>LOURDES C. GENERALAO</b> President

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