



WORK INSTRUCTION

Title: Application for Accreditation and Recognition of old and new campus – based student organization

LSPU-OSAS-WI-01

ISSUED

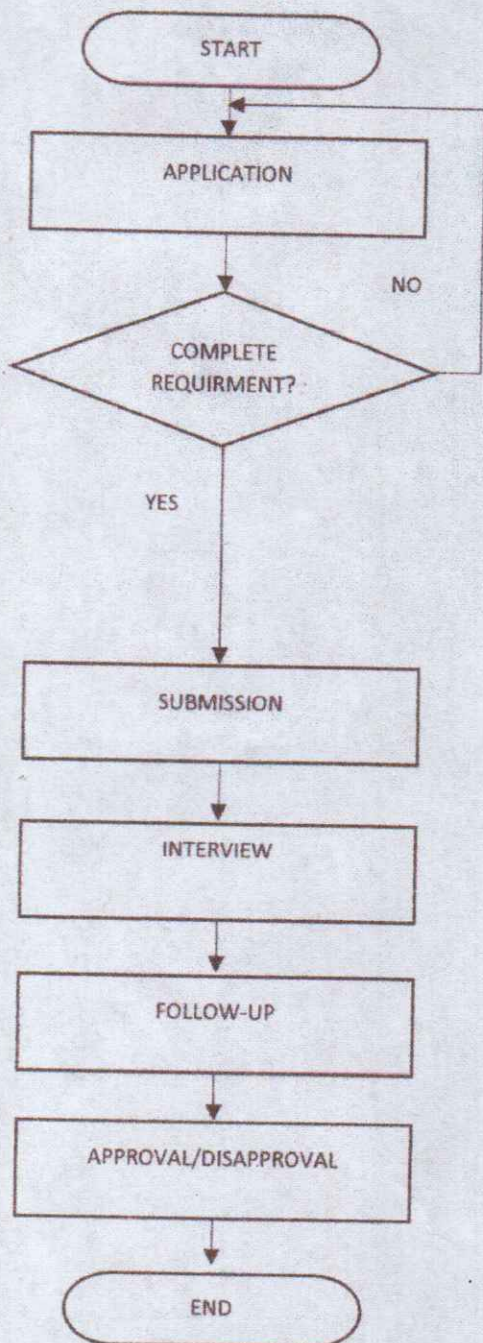
LSPU
Date: 8/15/2018

- 1.0 **Objective**
To accredit and recognize the old and new LSPU student organizations
- 2.0 **Scope**
This shall apply to all LSPU student organizations.
- 3.0 **Procedure**

PROCESS FLOW

RESPONSIBILITY

DETAILS



Coordinator, Student Organization Unit (SOU)

Submit a written application addressed to OSAS Director with a roster of officers indicating full names with corresponding positions, name of faculty adviser, and list of members.

Coordinator, Student Organization Unit (SOU)

Submit names of at least 15 founding members and other documents such as:

- Letter of application
- Statement of organization's goal and objective
- Constitution and by Laws
- Proposed activities/projects with corresponding dates of implementation
- Name of faculty adviser with letter of acceptance

Coordinator, Student Organization Unit (SOU)

Application should be submitted on time in the date set by OSAS. Failure to meet the deadline automatically deprives the recognition.

Coordinator, Student Organization Unit (SOU), OSAS Chairperson/Director

An interview with the Coordinator, SOU will be conducted.

Coordinator, Student Organization Unit (SOU)

A follow-up of the application for recognition one (1) week after submission is required for every organization.

OSAS Chairperson/Director

The OSAS approves the application for recognition



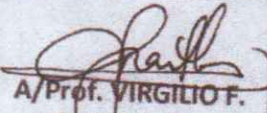
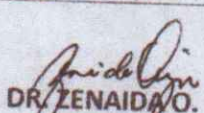
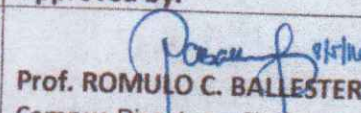
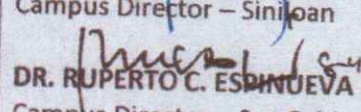
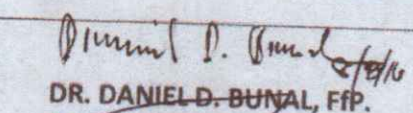

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4.0 Reference Documents/Records

LSPU-QM	Quality Manual
LSPU-PM-01	Control of Documents & Records
LSPU-PM-03	Control of Non-conformance, Corrective & Preventive Action
LSPU-OSAS-SF-001	Accreditation for Recognition/Renewal of Accredited Student Organization
LSPU-OSAS-SF-002	Renewal Form
LSPU-OSAS-SF-003	Commitment Form
LSPU-OSAS-SF-004	Plan of Activities
LSPU-OSAS-SF-005	List of Members
LSPU-OSAS-SF-006	Certification

Prepared by:  A/Prof. VIRGILIO F. BARTOLOME OSAS Director	Reviewed by:  DR. ZENAIDA O. VITASA CIDQA Director	Approved by:  Prof. ROMULO C. BALLESTEROS Campus Director – Siniloan  DR. RUPERTO C. ESPINUEVA Campus Director – San Pablo	 DR. DANIEL D. BUNAT, FFP. Campus Director – Los Baños  DR. ROBERTO C. MIRANDA Campus Director – Sta. Cruz
Date: 07-27-16	Date: 8/1/16		