

ASSISTANT SECRETARY

MS. KAREN PET C. PABROWADA

THE ASSISTANT SECRETARY SHALL:
A. AID THE SECRETARY IN JOURNALING USG PROCEEDINGS.
B. MANAGE USG DOCUMENTS AND CORRESPONDENCE.
C. CO-SIGN OFFICIAL DOCUMENTS WITH THE SECRETARY AND OVERSEE EXTERNAL COMMUNICATIONS.
D. EXECUTE ADDITIONAL TASKS ASSIGNED BY THE PRESIDENT, VICE PRESIDENT, OR SECRETARY.

TREASURER

**MR. JOHN MARS F. SORIANO &
MR. CARLOS MIGUEL S. LOPEZ**

THE TREASURER SHALL:
A. SAFEGUARD USG FUNDS
B. MAINTAIN FINANCIAL RECORDS.
C. PRESENT SEMESTER-END FINANCIAL REPORTS TO THE USG, SUBJECT TO REVIEW BY DESIGNATED SIGNATORIES.
D. BE RESPONSIBLE TO ALL THE DEFICIENCIES.
E. EXECUTE ADDITIONAL DUTIES AS ASSIGNED BY THE USG PRESIDENT.

AUDITOR

MR. LOREL A. CASAN

THE AUDITOR SHALL:
A. ACT AS CONTROLLER OF FUNDS OF THE USG
B. AUDIT THE FINANCIAL STATEMENT/REPORT AS PREPARED BY THE FINANCE SECRETARY.
C. PERFORM SUCH OTHER DUTIES AS MAY BE ASSIGNED TO HER FROM TIME TO TIME BY THE USG PRESIDENT.

INFORMATION DISSEMINATION OFFICER

MR. MARK SYMON MARTINEZ

THE INFORMATION DISSEMINATION OFFICERS SHALL:
A. RELEASE NEWS ITEMS REGARDING THE UNIVERSITY STUDENT GOVERNMENT'S ACTIVITIES TO ALL MEDIA.
B. PROMOTE GOOD RELATIONS WITH THE STUDENT PRESS AND THE PUBLIC.
C. ANSWER INQUIRIES ABOUT THE USG'S ACTIVITIES/ISSUES.
D. PERFORM SUCH OTHER DUTIES AS MAY BE ASSIGNED TO HER FROM TIME TO TIME BY THE USG PRESIDENT.

STUDENTS' RIGHTS AND WELFARE

MS. LOUISE NICOLE J. BONA

THE STUDENTS' RIGHTS AND WELFARE OFFICERS SHALL:
A. SAFEGUARD STUDENTS' CONSTITUTIONAL RIGHTS AND EQUAL PROTECTION UNDER THE LAW.
B. CHAMPION FREEDOM OF SPEECH, PEACEFUL ASSEMBLY, AND PETITIONS.
C. ADVOCATE FOR STUDENT RIGHTS AND WELFARE.
D. BE THE REPRESENTATIVE OF THE UNIVERSITY STUDENT GOVERNMENT TO THE STUDENT DISCIPLINARY TRIBUNAL.
E. FULFILL ADDITIONAL DUTIES ASSIGNED BY THE USG PRESIDENT.

USG OFFICERS



SPECIAL PROJECTS

**MR. CLYDE EDZIL A. ABABON &
MR. CLAYBORNE E. RESSURRECCION**

THE SPECIAL PROJECTS OFFICERS SHALL:
A. SUPERVISE ALL PROGRAMS AND FUNDRAISING ACTIVITIES OF THE USG.
B. SUBMIT RECOMMENDATIONS TO THE USG IN PRIORITIZING THE EXPENDITURES OF THE PROJECTS AND PROGRAMS.
C. PERFORM SUCH OTHER DUTIES AS MAY BE ASSIGNED TO HIM FROM TIME TO TIME BY THE USG PRESIDENT.

SPORTS AND CULTURE

**MR. LEE FRANCIS A. TEPAIT &
MR. ROB TERRY P. LIGERALDE**

THE SPORTS AND CULTURE OFFICERS SHALL:
A. PROMOTE PHYSICAL AND MENTAL FITNESS TO EVERY STUDENT.
B. LEAD ALL ACTIVITIES PROMOTING PHYSICAL AND MENTAL FITNESS.
C. COORDINATE WITH THE DEPARTMENT OF PHYSICAL EDUCATION, CULTURE, AND SPORTS ON LAUNCHING ACTIVITIES TO PROMOTE A HEALTHY BODY AND MIND.
D. PERFORM SUCH OTHER DUTIES AS MAY BE ASSIGNED TO HER FROM TIME TO TIME BY THE USG PRESIDENT.

GENDER AND DEVELOPMENT

**MS. MARY JOY M. PADILLA &
MR. LORD JAISSON C. RIBERAL**

THE GENDER AND DEVELOPMENT OFFICERS SHALL:
A. SAFEGUARD STUDENTS' CONSTITUTIONAL RIGHTS.
B. REPRESENT THE USG AT THE CAMPUS GENDER AND DEVELOPMENT COMMITTEE.
C. ORGANIZE GENDER EMPOWERMENT ACTIVITIES.
D. ADVOCATE FOR STUDENT EQUALITY AND EQUITY.
E. FULFILL ADDITIONAL DUTIES ASSIGNED BY THE USG PRESIDENT.

ENVIRONMENT, HEALTH, SANITATION, SAFETY, AND SECURITY

**MR. RAFAEL E. MOOG &
MS. MARIA DIVINA M. VILLA**

THE ENVIRONMENT, HEALTH, SANITATION, SAFETY, AND SECURITY OFFICERS SHALL:
A. PROMOTE CLEAN AND HEALTHY ENVIRONMENTS.
B. ENGAGE IN EMERGENCY AWARENESS INITIATIVES.
C. ENCOURAGE CAMPUS CLEANLINESS.
D. ORGANIZE SEMINARS AND CLEAN-UP DRIVES.
E. MONITOR AND ASSESS CAMPUS HEALTH AND SANITATION.
F. FULFILL ADDITIONAL DUTIES ASSIGNED BY THE USG PRESIDENT.