



# AWS LEARNING CLUB

## QUEZON CITY UNIVERSITY

September 10, 2025

Dear Ms. Merly P. Dela Cruz,

On behalf of the AWS Learning Club - QCU, I am writing to submit our application for the annual student organization accreditation. We are confident that our organization has met and exceeded all the requirements and standards set forth by the Student Affairs and Services, for the academic year 2025 - 2026.

We have compiled all the necessary documentation, in the following below:

- Accreditation Form
- Organization By-Laws
- Organizational Chart
- List of Officers and Members
- Letter of Intent
- Accomplishment Report
- Plan and Activities for Aug, 2024 to 2025
- Minutes of Meetings
- Endorsement Letter from Faculty Adviser
- PDS of Adviser

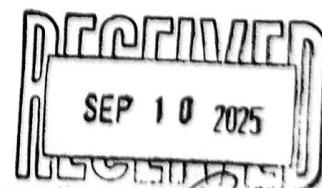
We are prepared to provide any additional information or documentation required to complete our application.

Thank you for your time and consideration. We look forward to a favorable review of our application and to continue serving as a valuable and active student organization within the university.

Sincerely,

  
**John Benedict M. Badilla**  
AWS Learning Club - QCU Chapter  
University Captain

  
**Dr. Rhonnel S. Paculanan**  
AWS Learning Club - QCU Chapter  
Club Adviser





# QUEZON CITY UNIVERSITY

SAN BARTOLOME | SAN FRANCISCO | BATASAN HILLS



**Vision:** To be recognized as the #1 local university of employable graduates

**Mission:** To provide a comprehensive education that enhances the lives of QCU students for nation building and as world citizens

## STUDENT ORGANIZATION ACCREDITATION FORM

ORGANIZATIONAL PROFILE			
Name of Organization (please include acronyms and other names, if any) <b>AWS Learning Club – Quezon City University</b>	No. of Members (this school year) <b>60</b>		
Address of Organization [Number, Street, Barangay/Village, City/Municipality, Province, Zip Code] <b>673 Quirino Highway, San Bartolome Novaliches, Quezon City, Metro Manila</b>			
Contact Information of the Organization <b>awsqcusecretary@gmail.com</b>	Organization Category (please check) <input type="checkbox"/> Academic <input type="checkbox"/> Sports/Recreation <input type="checkbox"/> Cause-Oriented <input type="checkbox"/> Campus Based <input type="checkbox"/> Institutional <input type="checkbox"/> Community Service <input checked="" type="checkbox"/> Special Interest <input type="checkbox"/> Religious		
Name of Faculty Adviser <b>Dr. Rhonnel S. Paculanan</b>	Contact Information of Faculty Adviser <b>09751032877</b>		
CONTACT PERSON DATA			
Full name <b>Badilla</b> Family Name	<b>John Benedict</b> First Name	<b>M.</b> Middle Initial	<b>N/A</b> Nickname
Home Address [Number, Street, Barangay/Village, City/Municipality, Province, Zip Code] <b>55 Betty Go Belmonte Street, Barangay Immaculate Conception, Quezon City, Metro Manila, 1111</b>			
Date of Birth [month/day/year] <b>April 2, 2006</b>	Position in the Organization <b>University Captain</b>	E-mail Address <b>johnbenedicteduc@gmail.com</b>	
Contact Numbers Landline: <b>N/A</b>	Mobile phone: <b>09955246972</b>		
ORGANIZATION DETAILS			
Brief Description The AWS Learning Club – QCU is a pioneering student organization that builds cloud computing skills, fosters innovation, collaboration, and industry engagement through AWS.			
MISSION (Parallel to the University's Mission) We strive to empower students to specialize in their desired field and its practical applications by delivering inclusive educational initiatives, interactive workshops, and avenues for networking.			
VISION (Parallel to the University's Vision) We envision a long-standing community of passionate learners from various universities across the country who embrace innovation and leverage the power of Amazon Web Services to drive technological advancements.			
QUALIFICATION Student Leaders			
All application should be addressed and received by:  You may send the following documents in a PDF Format inside a compressed zipped file thru email at <a href="mailto:qcusasd@qcu.edu.ph">qcusasd@qcu.edu.ph</a> with the Subject: OrganizationName_AR_AY2020.		<input checked="" type="checkbox"/> FOR NEW APPLICATION <input type="checkbox"/> FOR RENEWAL	
The Head Coordinator reserve the right to conduct an active search should they deem it necessary.		I hereby certify upon my honor that all facts and information indicated herein are true and correct to the best of my knowledge. I further declare that any information given that proves to be untrue may constitute a ground for disqualification in the search and filing of appropriate disciplinary charges by the University.	
FOR SASD USE ONLY  Received by: _____ Date: _____ Time: _____ Remarks/Notes:  _____ _____ _____ _____		<b>John Benedict M. Badilla</b> Signature Over Printed Name of an Official Representative of the Organization Date <b>September 10, 2025</b>	
<b>MAIN CAMPUS:</b> 673 Quirino Highway, Brgy. San Bartolome, Novaliches, Quezon City <b>SAN FRANCISCO CAMPUS:</b> San Francisco High School Compound, Brgy. Sto. Cristo, Quezon City <b>BATASAN CAMPUS:</b> IBP Road, Brgy. Batasan Hills, Quezon City qcpu1994@gmail.com (02) 88063254			



**AWS LEARNING CLUB**  
QUEZON CITY UNIVERSITY

# CONSTITUTION & BY-LAWS



# AWS LEARNING CLUB

## QUEZON CITY UNIVERSITY

### AWS LEARNING CLUB – QUEZON CITY UNIVERSITY



## CONSTITUTION AND BY-LAWS

AWS LEARNING CLUB - QUEZON CITY UNIVERSITY

### PREAMBLE

We, the members of the AWS Learning Club at Quezon City University, unite to promote learning, innovation, and collaboration in the realm of cloud computing. Recognizing the increasing significance of cloud technologies in today's digital landscape, our club aims to provide a platform for students to enhance their skills, explore innovative solutions, and engage with industry professionals. Furthermore, we are committed to promoting inclusivity, diversity, and ethical practices within our club. We value the participation of students from diverse backgrounds, academic disciplines, and skill levels. We foster a culture of respect, collaboration, and integrity, ensuring that every member feels valued and supported in their journey towards mastery of AWS.

We pledge to uphold these principles, inspire innovation, and contribute to the growth of AWS Learning computing knowledge within our university, AWS Learning Club Philippines, AWS User Group Philippines, and the broader community.



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## THE CONSTITUTION

### ARTICLE I PRELIMINARY PROVISIONS

**Section 1.** This organization shall be known as the Amazon Web Services Learning Club – Quezon City University San Bartolome, here it refers to the acronym as AWS Learning Club - QCU SB, or AWSLC – QCU.

**Section 2.** This organization was founded and established as the pioneer of AWS Learning Club at Quezon City University through the collective initiative of its students, united by a shared passion for cloud computing. The organization is located at 673 Quirino Highway, Novaliches, Quezon City, Metro Manila, Philippines.

**Section 3.** In this document, the term "Founding Members" refers to QCU students officially recognized as bona fide members of AWS Learning Club - QCU before the club's official launch on the 15th of September 2025.

**Section 4.** This Cloud Club shall be a special-interest, non-profit, non-political, and non-sectarian organization.



## ARTICLE II

### VISION, MISSION, AND GOALS

#### VISION

**Section 1.** As a pioneering Student Organization centered around Amazon Web Services and Cloud Computing, we envision a long-standing community of passionate learners from various universities across the country who embrace innovation and leverage the power of Amazon Web Services to drive technological advancements.

#### MISSION

**Section 2.** We are committed to actively participating in community service initiatives and develop a well-rounded perspective on the importance of contributing to society. Valuing the spirit of volunteerism and striving to create opportunities for students to give back and create meaningful change. We strive to empower students to specialize in their desired field and its practical applications by delivering inclusive educational initiatives, interactive workshops, and avenues for networking. We serve as the medium to equip students with the necessary tools they need to thrive in the digital economy and contribute to the transformation of industries through AWS.

#### GOALS

**Section 3.** As a Pioneering AWS Student Organization, we recognize the significance of establishing pragmatic goals to secure the successful realization of our vision and mission.

**3.1. Education and Skill Development:** Our primary goal is to facilitate learning and skill development among students by offering workshops, seminars, and training sessions focused on AWS services, architecture, and best practices. We aim to empower students with the necessary knowledge to leverage AWS tools effectively and build innovative solutions.

**3.2. Community Building Across the Country:** We aim to build a vibrant and supportive community of students interested in AWS. Through regular meetings, events, and online forums, we foster collaboration, knowledge sharing, and networking opportunities. Our goal is to create a space where students can connect, exchange ideas, and form meaningful relationships and networks.

**3.3.** The goal of building community across the country through university chapters is to foster a sense of unity, collaboration, and support among diverse communities. By assisting other communities in establishing their own university chapters, we can foster collaboration, knowledge sharing, and a sense of belonging among individuals with common interests or goals. By promoting the exchange of ideas, encouraging personal growth, and facilitating



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meaningful connections, this initiative can contribute to a more interconnected and empowered society.

**3.4. Industry Engagement:** We strive to establish strong connections with industry professionals, AWS experts, and organizations leveraging AWS. By organizing guest lectures, industry visits, and internships, we aim to bridge the gap between academia and industry, providing students with valuable insights and potential career opportunities.

**3.5. Innovation and Projects:** We encourage students to undertake innovative projects and leverage AWS services to solve real-world challenges. Our goal is to foster an environment where students can experiment, develop prototypes, and display their ideas using AWS technology.

**3.6. Student-Centric:** Our organization's student-centric goal is to prioritize the needs, growth, and success of students. We aim to create a supportive and inclusive environment where students can thrive academically, professionally, and personally. Through tailored programs, resources, and opportunities, we strive to empower students to reach their full potential, develop essential skills, and pursue their passions. Our organization is committed to fostering a student-focused approach that enhances learning, promotes collaboration, and prepares students for a successful future.

### **ARTICLE III** **DECLARATION OF BASIC PRINCIPLES**

**Section 1.** The AWS Learning Club - QCU is an organization where the authority and power lie with its members, and all governing bodies are derived from them.

**Section 2.** The organization's main objective is to provide services that enhance the members' development in their respective fields. In pursuit of this objective, all members may be requested to contribute their expertise and provide services as needed.

**Section 3.** The organization is dedicated to promoting human values and virtues, ensuring the intellectual, social, and moral well-being and growth of all members. The focus is on fostering the advancement of students in Amazon Web Services and its practical applications.

**Section 4.** The organization is affiliated with the AWS User Group Philippines and AWS Academic Advocacy and adheres to AWS Code of Conduct.



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**Section 5.** The organization is committed to upholding the principles of good citizenship and maintaining their inviolability, fostering a culture that promotes civic responsibility and encourages active community engagement.

**Section 6.** The organization strives to cultivate positive relationships and mutual understanding between society and the wider QCU community, upholding its mission to bridge the industry gap and foster collaboration that benefits all parties involved.

**Section 7.** All members of AWS Learning Club – QCU are expected to follow the rules and regulations in the Quezon City University San Bartolome Student Handbook and follow the policies and procedures set out in the QCU Student Handbook. Members who breach the QCU Student Handbook or other University policies may be subjected to disciplinary action.

## **ARTICLE IV** **MEMBERSHIP**

**Section 1.** Membership in AWS Learning Club - QCU shall be open to any bona fide student within QCU given that they have submitted all the necessary requirements.

**Section 2.** Membership eligibility and the selection of student officers in the organization shall not be restricted based on factors such as race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. The organization shall not adopt any rules or policies that discriminate based on race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.

**Section 3.** Requirements. To apply for membership, the applicant must submit the following:

**3.1.** Duly signed membership form and electronic form (via Microsoft Forms) prepared by the respective chief offices and department heads.

**3.2.** Softcopy of the latest Certificate of Registration from QCU.

**3.3.** 2x2 picture taken within 6 months.

## **OFFICES, SKILL BUILDER PROGRAM, AND BUILDERS MEMBERSHIP**

**Section 4.** Office Committee Membership.

**4.1.** All members of the AWS Learning Club - QCU shall have the opportunity to join Office Committees based on their interests and desired involvement.



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**4.2.** Office Committees shall encompass various areas of responsibility within the organization, such as:

- a. Executive Secretary Office
- b. Finance and Resource Office
- c. Operations and Events Office
- d. Marketing and Management Office
- e. Relations and Communications Office
- f. Creatives and Graphics Office

**4.3.** Prospective members may undergo an interview process conducted by the Chief Officers of the respective committee they wish to join.

### Section 5. Skill Builder Program Membership.

**5.1.** The Skill Builder Program aims to enhance the skills and expertise of club members in specific areas of specialization such as:

- a. Software and Web Development.
- b. Security.
- c. Cloud Computing.
- d. Machine Learning and Artificial Intelligence.
- e. Data Analytics.
- f. Advanced Network and Infrastructure.

**5.2.** Candidates aspiring for the position of Head or Co-Head of the Skill Builder Department shall undergo a selection process, including interviews and assessments.

**5.3.** Upon selection, the appointed Heads and Co-Heads shall be granted one month to study and familiarize themselves with their desired specialization.

**5.4.** The Board of Executives shall review and process the applications of the candidates for the position of Head or Co-Head of the Skill Builder Department based on their:

- a. On the spot technical questions related to their desired specialization.
- b. Certifications and Badges.
- c. Experiences and Community Immersion.
- d. Optional: Personal Projects.
- e. Optional: Project Management Certification.

**5.5.** Members aspiring to join the Skill Builder Departments may be interviewed and assessed by the respective Department Heads.



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**5.6.** The Department Heads shall have the autonomy to determine the number of members they can accommodate within their departments.

### Section 6. Membership Rights and Responsibilities.

**6.1.** All members, regardless of their affiliation with Offices or Skill Builder Departments, shall have equal rights and privileges within the AWS Learning Club - QCU.

**6.2.** Members shall actively contribute to the activities and initiatives of their respective committees or departments, ensuring their active participation and dedication.

**6.3.** Members shall adhere to the principles, rules, and regulations of the AWS Learning Club - QCU, and any additional guidelines set forth by their offices or departments.

**6.4.** Members shall strive for personal growth, collaborative learning, and the overall betterment of the organization.

**6.5.** Members shall maintain good conduct and with no failing grades of 5.00 and withdrawn remarks.

**Section 7. Termination.** Any of the following conditions will terminate the student's membership of the organization, and thus his/her right to enjoy the benefits and privileges derived from being a member follows it.

**7.1.** If he/she did not participate in at least one (1) event conducted by the organization within the semester.

**7.2.** If he/she already finished his/her program or has graduated.

**7.3.** If he/she behaved in such a way that the organization's integrity and that of the members is negatively affected.

**7.4.** If he/she wishes to terminate his/her role within the Skill Builder Departments or Office.

**7.5.** if he/she failed to submit their membership revalidation forms or failed to abide by the minimum requirements needed to the said form.

**7.6.** Breach of Contract, including a Non-Disclosure Agreement, dishonesty in the submission of revalidation forms, and dishonesty in credentials after confirming and certifying their accuracy.



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### Section 8. Membership Revalidation Requirements per Semester.

These revalidation requirements are to be submitted to the Skill Builder Department Heads and Chief Finance Officer for assessment and review. Upon successful revalidation, members shall continue to enjoy the benefits and privileges offered by the AWS Learning Club - QCU.

#### **8.1. Certification/s, Badge/s, and Completed Projects (Skill Builder Activities):**

Members seeking revalidation of their membership in the AWS Learning Club - QCU Skill Builder Program shall submit relevant certifications or proof of completion for skill builder activities they have participated in. These certifications should demonstrate their acquisition of specific skills and knowledge related to AWS technologies or related domains.

#### **8.2. Community Engagements (AWS User Group Participations):**

Members shall provide documentation or evidence of their active participation in AWS User Group activities within their community. This may include attendance records, event photos, or any other form of verification that displays their engagement in AWS User Group initiatives.

#### **8.3. University Chapter Engagements (AWS Learning Club Event Participation - AWS User Group):**

Members seeking revalidation shall furnish proof of their involvement in AWS Learning Club events and AWS User Group activities conducted by the university chapter. This evidence may include event attendance records, event participation certificates, or any other relevant documentation that highlights their active participation and contributions.

### Section 9. Certificate of membership shall be given to all members of the organization.

#### **9.1. Certificates of membership for all Cloud Club Members shall be given after the completion of their first semester or upon approval of revalidation in pursuant to Article IV, Section 8.**

**9.2. The validity of the certificate of membership can be revoke to the following terms but not limited to negligence, misconduct, non-compliance, breach of confidentiality, insubordination, harm to reputation, violation of policies, and failure to fulfill obligations and agreements.**

**9.3. Certification of Membership will be given to those who submit proof of creating LinkedIn accounts and joined the Regional Meetup Account of AWS Learning Clubs Philippines.**



## ARTICLE V

### ORGANIZATIONAL STRUCTURE AND HIERARCHY

**Section 1.** The AWS Learning Club - QCU is governed by an appointed board of executives, skill builder department chairperson consisting of the standing department heads and co-heads, skill-builder scholars, recognized office members, and buildhers+ student community ambassadors and directors. These individuals, along with the guidance of faculty advisers and student consultants, are entrusted with the responsibility of coordinating and overseeing all activities and initiatives of the Cloud Club.

#### THE BOARD OF EXECUTIVES

**Section 2.** The Board of Executives shall serve as the governing entity of the organization, taking the lead in strategizing, executing, coordinating, and assessing the organization's activities. They shall be responsible for monitoring the performance of organization members.

**Section 3.** The Board of Executives. It is composed of the following positions:

- 3.1.** The University Captain and Chief Executive Officer
- 3.2.** The Co-captain and Lead
- 3.2.** The Executive Secretary
- 3.3.** The Chief Finance Officer
- 3.4.** The Vice-Chief Finance Officer
- 3.5.** The Chief Operations Officer
- 3.6.** The Vice-Chief Operations Officer
- 3.7.** The Executive Secretary of Operations
- 3.8.** The Chief Marketing Officer
- 3.9.** The Vice-Chief Marketing Officer
- 3.10.** The Chief Relations Officer
- 3.11.** The Vice-Chief Relations Officer
- 3.12.** The Chief Creatives Officer
- 3.13.** The Vice-Chief Creatives Officer
- 3.14.** BuildHers+ Student Community Ambassador

**Section 4.** The General Qualifications for any member of the Board of Executives.

- a. Before submitting their application, all Board of Executives members must have a recent General Weighted Average (GWA) of at least 2.75.
- B. The Board of Executives members must not be subject to academic probation or face disciplinary charges.



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- c. Throughout their tenure, all Board of Executives members must be enrolled as full-time students at Quezon City University.
- d. It is mandatory for Board of Executives members to have a clear record within the organization, having never been impeached or dismissed.

### THE SKILL BUILDER DEPARTMENT HEADS AND CO-HEADS

**Section 5.** These appointed individuals shall serve as the Department Heads and Co-Heads of their respective Skill Builder Departments. They will be responsible for leading and managing the activities, initiatives, and projects within their departments, focusing on the development and enhancement of skills in their specialized areas.

**Section 6.** The Skill Builder Department Heads. It is composed of the following positions based on their respective domains.

- 6.1. Software and Web Development Department Head and Co-Head
- 6.2. Security Department Head and Co-Head
- 6.3. Cloud Computing Department Head and Co-Head
- 6.4. Machine Learning and Artificial Intelligence Department Head and Co-Head
- 6.5. Data Analytics Department Head and Co-Head
- 6.6. Advanced Network and Infrastructure Department Head and Co-Head

**Section 7.** The General Qualifications for any department head and co-head of the skill builder program.

- a. Before submitting their application, all department heads and co-heads of the skill builder program must have a recent General Weighted Average (GWA) of at least 2.75.
- b. It is required that the department head and co-head of the skill builder program have not been subject to academic probation or faced disciplinary charges.
- c. Throughout their tenure, all department heads and co-heads of the skill builder program must be enrolled as full-time students at Quezon City University.
- d. It is mandatory for department heads and co-heads of the skill builder program to have a clean record within the organization, having never been impeached or dismissed.



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### FACULTY ADVISERS AND STUDENT CONSULTANTS

#### **Section 8.** Faculty Adviser/s for the AWS Learning Club.

- 8.1.** The AWS Learning Club - QCU shall be assigned a Faculty Adviser/s with expertise in Technology.
- 8.2.** The Faculty Adviser/s may consist of faculty members, administrative heads, chiefs of various university offices, or employees who willingly offer their expertise, guidance, and support to the club.
- 8.3.** The Faculty Adviser/s shall share an ordinary understanding of and commitment to the mission and vision of the AWS Learning Club - QCU, and they shall adhere to its constitution and by-laws.
- 8.4.** Additionally, the Faculty Adviser/s shall be responsible for providing regular reports and other pertinent documents to highlight the club's activities and progress.

#### **Section 9.** AWS Learning Club Student Consultant/s.

- 9.1.** The AWS Learning Club - QCU of having Student Consultant is optional. The Board of Executives may appoint student consultants who meet the following eligibility criteria:
- 9.2.** Academic Standing: Student consultants must maintain a satisfactory academic standing as determined by the club's guidelines.
- 9.3.** Knowledge and Expertise: Student consultants should possess knowledge and expertise in AWS technologies, demonstrated through certifications, relevant coursework, or practical experience.
- 9.4.** Commitment: Student consultants should display a strong commitment to the club's mission and actively contribute to its activities and initiatives.
- 9.5.** Selection Process: The selection of student consultants shall be based on an application and evaluation process, which may include interviews and assessments.
- 9.6.** Membership Requirement: Student consultants must be official members of the AWS Learning Club - QCU before being eligible for appointment.



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**9.7. Term of Service:** Student consultants shall serve for a specified term, as determined by the club, and may be reappointed based on performance and availability.

**9.8. Obligations:** Student consultants are expected to fulfill their responsibilities, provide guidance and support to club members, and actively participate in club meetings and events.

**9.9. Removal:** The club reserves the right to remove a student consultant from their position due to misconduct, failure to fulfill obligations, or any other valid reason as determined by the club's governing body.

**9.10. Faculty Adviser Approval:** The appointment of student consultants is subject to the approval of the AWS Learning Club - QCU Faculty Adviser/s.

**9.11. Amendments:** Any changes or amendments to the eligibility criteria for student consultants shall be made in accordance with the club's constitution and by-laws.

### SKILL BUILDER DEPARTMENT CHAIRPERSON

#### **Section 10. Skill Builder Department Chairperson**

The Skill Builder Department or Program Chairperson is the head of the Skill Builder Department within the AWS Learning Club - QCU. The Chairperson plays a crucial role in fostering the development of members' skills and knowledge within the organization, contributing to their personal and professional growth in the field of technology and AWS. This position entails the following responsibilities:

**10.1. Program Development:** The Chairperson is responsible for developing and enhancing the Skill Builder Program to meet the needs and interests of club members. This includes designing a diverse range of skill-building activities, workshops, and supervisions to department heads and co-heads.

**10.2. Coordination and Planning:** The Chairperson oversees the coordination and planning of all Skill Builder Program activities. This involves working closely with department heads, club officers, and other relevant stakeholders to ensure smooth execution of the program.

**10.3. Resource Management:** The Chairperson manages the resources allocated for the Skill Builder Program, including budgeting, procurement of materials, and equipment needed for various skill-building initiatives.

**10.4. Recruitment and Selection:** The Chairperson is involved in the recruitment and selection process for trainers, facilitators, and guest speakers who will contribute to the Skill Builder



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Program. They may collaborate with department heads and club officers to identify suitable candidates.

**10.5. Evaluation and Feedback:** The Chairperson conducts evaluations and collects feedback from participants to assess the effectiveness and impact of the Skill Builder Program. They use this information to make improvements and adjustments, as necessary.

**10.6. Reporting:** The Chairperson provides regular reports to the club's Executive Board, highlighting the progress, achievements, and challenges of the Skill Builder Program. They may also present proposals and recommendations for future enhancements.

**10.7. Appointment Process:** The appointment of the Skill Builder Department Chairperson shall be based on the decision of the Chief Executive Officer, which may involve interviews and assessments.

**10.8. Membership Requirement:** The Chairperson must be an official member of the Board of Executives of AWS Learning Club - QCU Manila before being eligible for appointment.

**10.9. Term of Service:** The Chairperson shall serve for a specified term, as determined by the club, and may be reappointed based on performance and availability.



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## BUILDHERS+ STUDENT COMMUNITY AMBASSADORS AND DIRECTORS

### **Section 11.** The Ambassadors.

These two (2) appointed individuals the Lead and Co-Lead shall serve as Ambassadors within the Women and LGBTQIA Community, ensuring representation and inclusivity. They will be responsible for leading and managing the activities, initiatives, and projects within their members either in offices or skill builder departments, with a primary focus on fostering skill development and empowerment within their respective areas of expertise.

### **Section 12.** The Directors.

These appointed individuals shall collaborate with the Ambassadors in representing the community's interests concerning academic rights, gender expression, inclusivity, and combating prejudices against women and LGBTQIA individuals within the organization.

### **Section 13.** Ambassadors and Directors must be affiliated with the AWS User Group BuildHers+ to facilitate effective mentorships, networking, and consolidated advocacy for inclusivity and representation.

## SKILL-BUILDER SCHOLARS, ACTIVE OFFICE COMMITTEE MEMBERS AND BUILDHERS+ STUDENT COMMUNITY

### **Section 13.** Skill-Builder Scholars

**13.1.** Skill-Builder Scholars shall be responsible for reporting to their respective skill builder department heads in accordance with the AWS Learning Club – QCU Constitution, Article IV, Section 5.1.

**13.2.** To be eligible for the position, individuals must be active members of the Cloud Club.

**13.3.** Skill-Builder Scholars are expected to volunteer their services willingly.

**13.4.** The Skill Builder Department Heads and Co-Heads shall provide training to equip Skill-Builder Scholars with the necessary skills in accordance with the AWS Learning Club – QCU Constitution, Article IV, Section 5.1.

**13.5.** In addition to their main responsibilities, Skill-Builder Scholars shall undertake other duties as assigned by the Board of Executives and Skill Builder Department Heads and Co-Heads.

**13.6.** Each Skill-Builder Scholars shall be assigned a specific task supervised by a Department Head. They will fulfill the duties and responsibilities associated with their chosen specialization.

### **Section 14.** Active Office Cloud Club Members



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**14.1.** Active Office Cloud Club Members shall be responsible for reporting to their respective Chief Officers of the Board of Executives in accordance with the AWS Learning Club – QCU Constitution, Article IV, Section 3.

**14.2.** To be eligible for the position, individuals must be active members of the Cloud Club.

**14.3.** Active Office Cloud Club Members are expected to volunteer their services willingly.

**14.4.** Chief Officers of the Board of Executives shall provide training to equip Scholars with the necessary skills in accordance with the AWS Learning Club – QCU Constitution, Article IV, Section 3.

**14.5.** In addition to their main responsibilities, Active Office Cloud Club Members shall undertake other duties as assigned by the Board of Executives.

**14.6.** Each Active Office Committee Members shall be assigned to a specific committee supervised by the Chief Officers of the Board of Executives. They will fulfill the duties and responsibilities associated with their chosen office.

### **Section 15. BuildHers+ Student Community Members.**

Active BuildHers+ Student Community Members shall be responsible for reporting to their respective Ambassadors and Directors in accordance with the AWS Learning Club – QCU Constitution, Article IV, Section 3,11, and 12.

**15.1.** To be eligible for the position, individuals must be identified as a woman, part of the LGBTQIA+ community, an ally, and an active member of the Cloud Club.

**15.2.** Members are expected to volunteer their services willingly.

**15.3.** Chief Officers of the Board of Executives shall provide training to equip Scholars with the necessary skills in accordance with the AWS Learning Club – QCU Constitution, Article IV, Section 3.

**15.4.** In addition to their main responsibilities, Active Office Cloud Club Members shall undertake other duties as assigned by the Board of Executives.

**15.5.** Each member shall be assigned by the Directors to a specific committee under the supervision of the Ambassadors, and they shall fulfill the duties and responsibilities associated with their chosen roles.



## ARTICLE VI

### ROLES, DUTIES, AND RESPONSIBILITIES

**Section 1.** The board of executives serves as the governing body of this organization, responsible for executing plans, programs, and policies in an efficient and appropriate manner.

**Section 2.** The board of executives shall fulfill the following duties and responsibilities:

- 2.1.** Make decisions on significant matters concerning the club.
- 2.2.** Communicate and enforce rules and regulations.
- 2.3.** Develop and implement comprehensive plans, activities, policies, and programs for the organization.

### THE EXECUTIVE OFFICE

**Section 3.** The University Captain and Chief Executive Officer. The Executive Office is instrumental in supporting the smooth operation and effective governance of the organization, ensuring proper documentation, coordination, and compliance with necessary processes and procedures.

**3.1.** The University Captain and Chief Executive Officer (CEO) must be a bona fide student in the university, must have at least become a member of the board of executives for a year, as prescribed in Article V, section 3, and must undergo the application process of AWS Learning Clubs with the approval of Academic Advocacy Team Management.

**3.2.** The University Captain and Chief Executive Officer (CEO) shall assume the responsibilities of the Executive Office, which serves as the highest governing body within the organization. The Executive Office, led by the CEO, is responsible for executive governance and facilitating the approval process for significant decisions and actions undertaken by the organization.

**3.3.** Organizing and Compiling Paperwork: The Executive Office is responsible for organizing and compiling various paperwork related to the organization's activities, ensuring proper documentation of the General Plan of Action and record-keeping.

**3.4.** Providing Report Templates: The Executive Office creates and provides templates for reports, streamlining the reporting process for different purposes within the organization.

**3.5.** Coordination with Program and Event Managers: The Executive Office works closely with event managers, specifically the Operations Office, to gather information and write comprehensive accomplishment reports. These reports may include narrative descriptions, post-analysis, post-evaluation, documentation, and the necessary financial papers such as liquidation and reimbursement documents from the Financial and Resource Office.



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**3.6. Accreditation and Revalidation:** The Executive Office handles the accreditation and revalidation processes, ensuring that the organization meets the necessary requirements and maintains its official status.

**3.7. Ensuring Security, Stability, and Survivability:** The Executive Office plays a vital role in ensuring the security, stability, and overall survivability of the organization.

a. This includes implementing appropriate measures to safeguard sensitive information, maintain a secure environment for members, and the reputation of the organization,

b. to endure and sustain its operations over the long term, even in the face of challenges or adverse circumstances. It involves implementing strategies and measures to ensure the organization's continued existence, growth, and success,

c. and to maintain a steady and balanced state, both internally and externally, over time. It involves establishing a solid foundation and equilibrium in various aspects of the organization, including its operations, finances, departments, and relationships with sponsors, and partnered organizations.

**3.8. Providing Non-Disclosure Agreements (NDA):** The Executive Office facilitates the provision of Non-Disclosure Agreements to members, ensuring confidentiality and protection of sensitive information shared within the organization.

**3.9. Succession and Appointment:** The CEO shall be filed through a selection process or appointment conducted by the Executive Office with proper mentorship, training, and enablement by the current captain and CEO themselves.

**3.10. Reappointment and Renewal of Contract:** The term of the Captain and CEO shall be a year, with the possibility of reappointment if he/she wishes to stay with the approval of the Board of Executive.

**Section 4. The Right Hand and Executive Secretary.** The Executive Secretary serves as an administrative role within an organization, providing support and assistance to top-level executives, the CEO and University Captain. Ensuring the smooth functioning of an organization's executive office, enabling executives to focus on strategic decision-making and leadership responsibilities.

**4.1. Communication and Correspondence:** The Executive Secretary handles incoming and outgoing communications, including emails, phone calls, and letters, on behalf of the executives. They ensure effective communication within the organization and with external stakeholders.



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**4.2. Calendar and Schedule Management:** The Executive Secretary manages the executives' calendars, schedules appointments, and arranges meetings, ensuring optimal time management and coordination of activities.

**4.3. Meeting Coordination and Documentation:** The Executive Secretary assists in organizing meetings, prepares meeting agendas, takes minutes, and ensures the timely distribution of meeting materials. They may also follow up on action items and track progress.

**4.4. Record-Keeping and Documentation:** The Executive Secretary maintains and organizes important documents, records, and files, ensuring confidentiality and easy retrieval when needed.

**4.5. Administrative Support:** The Executive Secretary provides general administrative support, such as preparing reports, drafting correspondence, managing office supplies, and performing other tasks as required.

**4.6. Relationship Management:** The Executive Secretary liaises with internal and external partners, maintaining positive working relationships and handling inquiries or requests on behalf of the executives.

**4.7. Confidentiality and Professionalism:** The Executive Secretary handles sensitive and confidential information with utmost discretion, maintaining an important level of professionalism and integrity in all interactions.

**4.8. The Executive Secretary may be supported by a maximum of two Associate Executive Secretaries.** These Associate Executive Secretaries assist the Executive Secretary in carrying out administrative duties and responsibilities.

a. They work closely with the Executive Secretary to ensure efficient office operations and provide support to executives or top-level management within the organization.

b. The specific tasks and responsibilities of the Associate Executive Secretaries may vary based on the needs of the organization and the directives of the Executive Secretary.

c. Assist in tasks such as communication management, scheduling, document preparation, coordination of meetings and events, record-keeping, and providing administrative support to the executive office.

d. The Associate Executive Secretaries work collaboratively with the Executive Secretary and other members of the executive office to ensure smooth functioning and effective support for the organization's executives.



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### THE FINANCE AND RESOURCE OFFICE

**Section 5.** The Chief Finance Officer. The Chief Finance Officer shall assume the responsibilities of the Finance and Resource Office, which maintains effective financial controls, policies, and procedures to safeguard the organization's assets, members, and ensure compliance with the university regulations. The Finance and Resource Office, led by the CFO (Chief Finance Officer), is responsible for the budgeting and forecasting process. They work closely with the board of executives and department heads to develop budgets, monitor expenditures, and provide guidance on financial targets and resource allocation. They also conduct financial forecasting to assess future financial performance and support strategic planning for events.

**5.1.** The Chief Finance Officer (CFO) must be a bona fide student in the university, must have at least become a member of the club for a year, as prescribed in Article IV, and must undergo the application process of AWS Learning Clubs with the approval of Academic Advocacy Team Management.

**5.2.** In the CEO's absence due to following reasons but not limited to removal from office, leave of absence, and resignation, the CFO may assume executive powers and responsibilities as an interim measure to be the new CEO. During this time, the CFO would oversee the organization's overall operations and take over from the Executive.

**5.3.** In such a scenario, the Executive Secretary, who typically provides executive support to the CEO and Executive Office, would report to, and take direction from the CFO. The CFO would provide guidance and instructions to the Executive Secretary regarding administrative matters and ensure the smooth functioning of the executive office.

**5.4.** Records and Audits (Inflow and Outflow of Budget): The Finance and Resource Office is responsible for overseeing the maintenance of accurate financial records regarding the organization's income and expenses. This includes managing the budgeting process, monitoring financial transactions, and ensuring compliance with relevant regulations within the university. They collaborate with the Executive Office to conduct internal and external audits, ensuring the accuracy and integrity of financial data.

a. Coordination with Executive Officers (Auditing and Approval): The Finance and Resource Office will collaborate with Executive Officer, such as the CEO or other top-level executives, providing financial insights and guidance. This involves presenting financial reports, analyzing financial data, and participating in strategic planning and decision-making processes. The CFO may also assist in auditing financial operations and seeking executive approval for major financial initiatives.



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**5.5. Human Resource:** Gather the required information from members, such as their name, address, contact details, and any other necessary details based on your membership requirements. Input this information into the database.

- a. Create Membership Cards or IDs: Design and produce physical membership cards or IDs based on the generated member IDs. Include relevant information such as the member's name, ID number, organization logo, and any additional details required.
- b. Secure the Database: Implement appropriate security measures to protect the membership database and member information. This may include encryption, access controls, regular data backups, and compliance with data protection regulations.
- c. Maintain and Update the Database: Regularly update the membership database to reflect changes in member information, such as renewals, terminations, or updates to contact details. Ensure data accuracy and integrity by performing regular database maintenance tasks.
- d. Provide Access to Members: Set up a system for members to access their own information, such as an online portal or member self-service platform. This allows members to update their details, view membership status, or access relevant resources.

**5.6. Liquidation and Audit:** The Finance and Resource Office oversees the process of liquidating assets or investments when necessary and manages cash flow to ensure the organization's financial obligations can be met. They are responsible for authorizing and overseeing reimbursement processes for members, other partnered organizations, or sponsors.

**5.7. Revalidation of Membership Processes:** The Finance and Resource Office shall have a role in validating and maintaining membership records in organizations with membership structures. This involves reviewing membership applications, ensuring compliance with membership criteria, and the time of managing membership fees or dues.

**5.8. Sign the Notarized Contract Agreement of Handling the Organization's Budget:** The Finance and Resource Office key responsibilities is signing important financial contracts, including agreements related to budget management, investments, loans, and other financial arrangements. These contracts may or may not require notarization to ensure their legality and authenticity.

**Section 6.** The Vice-Chief Finance Officer of the AWS Learning Club. The Vice-Chief Finance Officer (Vice-CFO) is a key member of the financial leadership team within the AWS Learning Club and plays



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a pivotal role in assisting the Chief Finance Officer (CFO) in managing the financial aspects of the organization. Their contributions are instrumental in ensuring that the club's financial objectives are achieved, resources are allocated efficiently, and compliance and transparency are upheld throughout financial operations. While sharing similar responsibilities with the CFO, the Vice-CFO has specific duties and functions within the Finance and Resource Office:

**6.1. Financial Oversight and Controls:** The Vice-CFO assists in maintaining effective financial controls, policies, and procedures that safeguard the club's assets and ensure compliance with AWS and university regulations. This includes monitoring financial transactions, implementing internal controls, and conducting regular audits to mitigate financial risks, with a particular focus on auditing AWS Credits usage to optimize their utilization.

**6.2. Budgeting and Forecasting:** Like the CFO, the Vice-CFO actively participates in the budgeting and forecasting process. They collaborate with department heads, executives, and the CFO to develop budgets that align with the AWS Learning Club's strategic goals. The Vice-CFO helps monitor expenditures against budgeted figures, identify variances, and propose corrective actions, when necessary, with specific attention to AWS Credits allocation.

**6.3. Financial Reporting:** The Vice-CFO contributes to the preparation of financial reports, which are crucial for providing accurate and timely information to the organization's stakeholders, including club members, university administration, and AWS representatives. These reports aid in assessing the club's financial health and making informed decisions regarding AWS Credit utilization and cost optimization.

**6.4. Resource Allocation:** In conjunction with the CFO, the Vice-CFO assists in allocating financial resources effectively to support various AWS-related programs, projects, and initiatives. They prioritize funding based on strategic objectives, performance metrics, and available resources while maximizing the value of AWS Credits.

**6.5. Financial Forecasting:** The Vice-CFO plays a role in conducting financial forecasting exercises to predict the AWS Learning Club's future financial performance. By analyzing potential risks, they provide valuable insights that guide strategic planning and decision-making, including optimizing AWS Credit usage.

**6.6. Compliance and Risk Management:** Ensuring compliance with AWS terms and conditions, as well as university and regulatory requirements, is a core responsibility of the Vice-CFO. They stay updated on relevant AWS policies and financial regulations, proactively addressing any compliance issues related to AWS Credits and financial operations.

**6.7. Team Leadership and Development:** In the absence of the CFO or when necessary, the Vice-CFO may lead the Finance and Resource Office team, providing guidance and support to



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staff members. They also actively participate in recruiting and developing financial professionals within the AWS Learning Club who specialize in auditing AWS Credits and optimizing their usage.

**6.8. Strategic Initiatives:** The Vice-CFO actively engages in strategic discussions and initiatives, leveraging their financial expertise to identify opportunities for growth, cost optimization, and efficient utilization of AWS Credits, aligning these initiatives with the club's mission and objectives.

### THE OPERATIONS AND EVENTS OFFICE

**Section 7.** The Chief Operations Officer and Vice-Chief Operations Officer of the Cloud Club. The Chief Operations Officer (COO, Vice-Chief Operations Officer (Vice-COO), and Executive Secretary of Operations (ESO) of the Cloud Club collectively shoulder the responsibilities of the club's Operations and Events Office. These roles are pivotal in ensuring the smooth functioning of the club's day-to-day operations and the successful execution of its events. The Chief Operations Officers of the Club are central to the club's success by overseeing its daily operations and the execution of engaging events. Their teamwork contributes to achieving the club's mission, optimizing available resources, and providing valuable experiences to club members. Here are their specific duties and functions:

**7.1. Strategic Planning:** The COO, in collaboration with the Vice-COO and ESO, plays a vital role in developing operational and event strategies aligned with the club's mission and objectives. They work to optimize resources, enhance operational efficiency, and deliver impactful events for club members.

**7.2. Resource Allocation:** The COO, Vice-COO, and ESO manage the allocation of resources, including budgeting, volunteer staffing, and equipment, to support the club's operations and the planning and execution of events. They ensure that resources are utilized effectively to fulfill the club's mission.

**7.3. Event Planning and Execution:** Both the COO and Vice-COO oversee the planning and execution of club events. This includes coordinating logistics, securing venues, managing partnerships, and ensuring events run smoothly to provide valuable experiences for club members.

**7.4. Operations Management:** The COO is responsible for overseeing the overall operations of the Club, including administrative functions, membership management, and communications. The Vice-COO and ESO in these efforts, ensuring that operational processes are efficient and member centric.



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**7.5. Team Leadership:** The COO provides leadership to the Operations and Events Office team, guiding volunteers and committee members in their roles and responsibilities. The Vice-COO supports the COO in managing and developing this team, fostering a culture of collaboration and dedication.

**7.6. Quality Assurance:** The COO, Vice-COO, and ESO continuously monitor and evaluate the quality of operations and events, seeking opportunities for improvement and implementing enhancements. They aim to deliver outstanding services and experiences to club members.

**7.7. Risk Management** The COO, Vice-COO, and ESO assess and mitigate operational and event-related risks, ensuring the safety of participants and compliance with university policies and regulations.

**7.8. Stakeholder Engagement:** They engage with club members, university staff, sponsors, and event attendees to gather feedback and enhance the club's operations and events based on their input. This ensures that the club remains responsive to the needs and interests of its members.

**7.9. Technology Integration:** The COO, Vice-COO, and ESO explore opportunities for technology integration to streamline operations and improve member engagement. This may include the use of club management software and communication tools to enhance the member experience.

**7.10. Financial Oversight:** While primary financial responsibilities rest with the club's and Finance Committee, The COO, Vice-COO, and ESO collaborate closely with them to ensure that operational and event budgets are adhered to, and financial resources are used efficiently to support club activities.

### THE MARKETING AND MANAGEMENT OFFICE

**Section 8.** The Chief Marketing Officer and Vice-Chief Marketing Officer of the Cloud Club. The Chief Marketing Officer (CMO) and Vice-Chief Marketing Officer (Vice-CMO) are responsible for handling the Marketing and Management Office. They are integral to the Cloud Club's success, playing a pivotal role in enhancing community exposure and engagement. They expertly manage a range of social media platforms, including TikTok, Facebook, and Instagram, and their adeptness extends to crafting engaging captions and compelling content that foster a strong online presence. The Chief Marketing Officer and Vice-Chief Marketing Officer are responsible for managing the club's social media presence, reputation, and branding. Their efforts not only enhance community engagement but also ensure a secure and positive digital presence, contributing to the club's overall success in reaching its goals and expanding its influence within the community. Their responsibilities include:



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**8.1. Social Media Management:** The CMO and Vice-CMO oversee the club's presence on various social media platforms. They curate and publish content that resonates with the club's community, ensuring it aligns with the organization's goals and values.

**8.2. Publication Material:** They contribute to the creation of publication materials, offering valuable suggestions to shape content that effectively communicates the club's mission and objectives.

**8.3. Reputation and Branding:** With a keen eye on maintaining the club's reputation and branding, they ensure that social media pages reflect the organization's values and guard against potential harm. They actively monitor online interactions and address any offensive comments promptly, taking actions such as blocking and muting accounts when necessary to protect the community.

**8.4. Marketing Strategy:** The CMO and Vice-CMO contribute to the development and execution of the club's branding and marketing strategies. They play a vital role in maintaining a cohesive and impactful online identity that resonates with the club's target audience.

**8.5. Security Measures:** Demonstrating a strong focus on security, they regularly update social media account passwords and utilize the highest available measures to safeguard sensitive information. This ensures that the club's online presence remains secure and protected against potential threats.

**8.6. Online Influence:** Through their efforts, the CMO and Vice-CMO amplify the organization's online influence. They engage with the community, promote club events and initiatives, and create a positive digital presence that attracts and retains members.

### THE RELATIONS AND COMMUNICATIONS OFFICE

**Section 9.** The Chief Relations Officer and Vice-Chief Relations Officer of the Cloud Club. The Chief Relations Officer and Vice-Chief Relations Officer will be responsible for the Relations and Communications Office. The Chief Relations Officer (CRO) and Vice-Chief Relations Officer (Vice-CRO) are instrumental figures within the Cloud Club, serving in multifaceted roles that encompass many responsibilities. Their contributions are pivotal to the club's growth and success, as they excel in securing valuable resources, enriching events, and forging crucial partnerships. The Chief Relations Officer and Vice-Chief Relations Officer are pivotal figures within the Cloud Club, contributing comprehensively to elevate the organization's reputation, foster growth, and secure vital partnerships. Their multifaceted roles encompass resource acquisition, content creation, partnership development, professional correspondence, cybersecurity, and agreement alignment, all of which propel the organization's mission forward and enrich the club's standing within the community.



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**9.1. Resource Acquisition:** One of the primary roles of the CRO and Vice-CRO is to proactively secure valuable resources for the club. They achieve this by leveraging their networks and expertise to invite esteemed Resource Speakers to club events. These speakers bring a wealth of knowledge and insights, enriching the quality of events and providing valuable learning opportunities for club members.

**9.2. Content Creation:** Beyond their resource acquisition skills, the CRO and Vice-CRO also excel as adept content creators. They can capture and encapsulate the essence of the club's initiatives in a compelling and engaging manner. Whether it is crafting thought-provoking articles, designing visually appealing presentations, or producing informative videos, their content creation prowess enhances the club's online presence and ensures that its mission and goals are effectively communicated to a wider audience.

**9.3. Partnerships and Sponsorships:** Building and nurturing partnerships and sponsorships is another key aspect of their role. The CRO and Vice-CRO leverage their extensive networks to identify potential partners and sponsors who align with the club's mission and values. They negotiate and establish mutually beneficial agreements that not only provide financial support but also open doors to collaborative initiatives, further expanding the club's reach and impact.

**9.4. Professional Correspondence:** Effective communication is at the heart of their responsibilities. They adeptly manage emails and other forms of correspondence, maintaining an elevated level of professionalism and attention to detail. Every interaction they have reflects the organization's high standards and commitment to excellence, whether it is responding to inquiries, sending invitations, or conveying appreciation to partners and sponsors.

**9.5. Cybersecurity:** Recognizing the importance of data security, the CRO and Vice-CRO are committed to ensuring the cybersecurity of the club's digital assets. They take proactive measures to safeguard sensitive information, particularly regarding Gmail accounts. Regular password updates and the utilization of the highest available security measures are among their strategies to maintain the integrity and confidentiality of club-related data.

**9.6. Agreements and Alignment:** Navigating complex agreements is a skill that the CRO and Vice-CRO excel at. They possess the ability to dissect intricate memoranda and agreements, ensuring that every clause aligns perfectly with the club's goals and objectives. This meticulous attention to detail not only safeguards the club's interests but also fosters trust and reliability in its partnerships.



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## THE CREATIVES AND GRAPHICS OFFICE

**Section 10.** The Chief Creatives Officer and Vice-Chief Creatives Officer of the Cloud Club. The Chief Creatives Officer (CCO) and Vice-Chief Creatives Officer (Vice-CCO) are entrusted with the leadership of the Creatives and Graphics Office within the Cloud Club. They play a pivotal role in the organization's visual communication and content creation. The Chief Creatives Officer and Vice-Chief Creatives Officer are integral to the Cloud Club's visual identity and effective communication. Their roles encompass visual content creation, media enhancement, documentation and planning, and the development of impactful presentations, all of which enhance the club's ability to engage and connect with its audience. Their responsibilities are diverse and encompass various crucial aspects:

**10.1. Visual Content Creation:** The CCO and Vice-CCO excel in producing captivating visual content, specializing in creating engaging Publicity Materials (PUBMAT). They leverage their creativity to craft visuals that effectively convey the organization's message, leaving a lasting impact on the audience.

**10.2. Media Enhancement:** Proficient in video and photo editing, they enhance media materials to ensure they align seamlessly with the organization's objectives. Their skills in media enhancement contribute to the creation of compelling and visually appealing content.

**10.3. Documentation and Planning:** The talents of the CCO and Vice-CCO extend to designing compelling Documentation layouts and crafting dynamic Gantt Charts. These tools are essential for meticulous project planning, ensuring that the club's initiatives are well-organized and executed efficiently.

**10.4. PowerPoint Presentations:** They possess a unique knack for developing impactful PowerPoints and Presentations. These presentations captivate and inform, making them valuable assets for conveying information and engaging with the club's members and partners.

## ARTICLE VII MEETINGS

**Section 1.** Regular meetings shall be held at least every month during the academic year.

**Section 2.** Special meetings may be called by the Captain and CEO or most of the Executive Board. All members must be given at least twenty-four (24) hours' notice before the meeting.

**Section 3.** Emergency meetings may be called by the Captain and CEO or most of the Executive Board/Committee. All members must be given at least four (4) hours' notice before the meeting.



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**Section 4.** Chief Officers, Department Heads, and Ambassadors can conduct an official meeting on their own autonomy.

**Section 5.** Skill Builder Department Heads training, meetings, and teachings can provide certification of attendance as incentives to active participants.

## ARTICLE VIII INDEBTEDNESS

No debt shall be incurred by this organization.

## ARTICLE IX BY-LAWS

The organization shall adopt By-laws consistent with the constitution embodying such provisions as may be necessary for the proper and successful management of the organization.

## ARTICLE X AMENDMENTS

This constitution may be amended by two-thirds vote of members present at any regular meeting provided notice of the proposed amendment shall have been submitted in writing to all the members, at least two weeks prior to such meeting.

## **THE BY-LAWS**

## ARTICLE XI PURPOSE AND PLATFORM

**Section 1.** This organization's purpose shall be to seek every opportunity to grow mentally, physically, and socially.

**Section 2.** The platform of this organization consists of:

- a. Personal Discipline



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- b. Leadership
- c. Social Responsibility
- d. Service
- e. Community Engagement

## ARTICLE XII

### AWS LEARNING CLUB – QUEZON CITY UNIVERSITY EMBLEM



**Section 1.** The official logo of the AWS Learning Club – QCU is shown above.



**Section 2.** The official mascot of the AWS Learning Club – QCU “Bunny” is shown above.





**Section 3.** The round logo mascot of the AWS Learning Club – QCU for AWS User Group Philippines affairs is shown above.

## ARTICLE XIII RENEWAL FOR OFFICE AND SELECTION PROCESS OF SUCCESSORS

**Section 1.** This Article ensures a smooth transition of leadership within the organization, allowing for experienced Officers to mentor their successors, promoting continuity and the transfer of knowledge.

### MEMBERS OF THE BOARD OF EXECUTIVES

**Section 2.** Renewal of Board of Executive Membership shall be held in the Month of April. Registration and Selection of the New/Vacant Executive Board Member shall be held in May.

**Section 3.** Approval of Renewal of Board of Executive Membership shall be held anonymously by two-thirds vote of members present. It shall be held in the last week of April.

**Section 4.** Every member of the Board of Executive has the right to renew their membership pursuant to Article V, Section 4 of the constitution and without prejudice to Article IV, Section 8, and the succeeding sections of this article.

**Section 5.** University Captainship.

In the event of a vacancy in the positions of Chief Executive Officer and University Captain for the next term due to the current University Captain not renewing their membership in the month of April, the Board of Executive shall actively seek and nominate the most suitable candidate for these positions. This candidate's approval will require a two-thirds majority vote from the current Board of Executives members present at the meeting scheduled for the last week of April.

**5.1.** Registration will not be held in this position.

**5.2.** As prescribed in Article VI, section 3.1, the candidate must undergo the application process of AWS Learning Clubs with the approval of Academic Advocacy Team Management.

**Section 6.** Co-Captainship.

In the event of a vacancy in the positions of Co-Captain for the next term due to the current Co-Captain not renewing their membership in the month of April, the Board of Executive shall actively seek and nominate the most suitable candidate for these positions. This candidate's approval will require a two-thirds majority vote from the current Board of Executives members present at the meeting scheduled for the last week of April.



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**6.1.** Registration will not be held in this position.

**6.2.** As prescribed in Article VI, section 5.1, the candidate must undergo the application process of AWS Learning Clubs with the approval of Academic Advocacy Team Management.

### **Section 7.** Transition to Another Office.

If an Officer wants to transition to another office, they should not renew their executive membership in April and should wait for the Registration in May.

### **Section 8.** Continuation of Service.

If an Officer wishes to serve for another year, they must renew their Executive Membership.

### **Section 9.** Endorsement of Successor.

If an Officer does not wish to renew for another year in service, they must find and endorse a candidate who will register and apply in May.

### **Section 10.** Successor Training.

The outgoing Officer is required to train the selected successors based on their selected office. This is achieved by letting the next set of officers handle the latest events of the club. They should be there to mentor, guide, teach, and demonstrate the responsibilities of their office.

**Section 11.** If a selected successor withdraws from assuming their designated office, they shall be barred from holding any office membership for the following academic year as a sanction.

**11.1.** Under these circumstances, the current successors may endorse another student to fill the vacant position, subject to approval by the current board of executives.

**11.2.** The sanction may be lifted by submitting a letter with supporting documents that convinces the board of executives to withdraw it.

### **Section 12.** Switching Positions within the Same Office.

In the event that the Chief Officer and Vice-Chief Officer (or Operations Secretary in the case of the Operations and Events Office) within the same office wish to exchange their positions through mutual agreement, they are required to submit a contract agreement bearing their full names, a letter of intent to switch positions, and electronic signatures of both parties, which must be approved by the Members of the Board of Executives, in pursuant to Article XIII, Section3.

**12.1.** Switching positions is not applicable within the Executive Office and Finance and Resource Office.



### SKILL BUILDER DEPARTMENT

**Section 13.** The renewal of SBD Heads and Co-Heads shall be held 2 weeks after the last conducted event of the current term. Registration and Selection of the Vacant Department's Heads and Co-Heads shall be held after the renewal of the Heads and Co-Heads pursuant to Article IV, Section 5 and Article V, Section 7 of the constitution led by the appointed SBD Chairperson of the specified term.

### BUILDHERS+ STUDENT COMMUNITY AMBASSADORS

**Section 14.** Renewal of BuildHers+ Ambassadors as Lead and Co-Lead shall be held 2 weeks after the last conducted event of the current term. Appointment of the new ambassadors shall be held after the term approved by the Board of Executives and supported by the AWS User Group BuildHers+ Community.

## ARTICLE XIV NON-HAZING CLAUSE

The Quezon City University prohibits any fraternity, sorority, or student organization from permitting any of its alumni, associates, possible new members, new members, members, or other individuals to participate in any kind of hazing. Hazing is defined as any planned or spontaneous activity or situation, on or off campus, that is demeaning to an individual; calculated to produce ridicule or harassment; produces physical or mental duress; reduces a person to a state of subjection by physical or psychological means that impairs or destroys an individual's freedom of thought; or threatens or endangers the health or safety of an individual. These acts and circumstances include, but are not limited to:

- A. any type of paddling;
- B. any physical exertion that causes discomfort, suffering, or undue exhaustion;
- C. any morally degrading, embarrassing, or humiliating experience; and
- D. physical, mental, or emotional exertion.

Any superfluous, required activities that interfere with academic class schedules or other scholastic activities are seen to be inappropriate. Individual or organizational offenses will be investigated immediately, and if found guilty, suspension penalties will be enforced. Depending on the gravity of the infraction, additional punishments may be necessary.

## ARTICLE XV REMOVAL FROM OFFICE

**Section 1.** The Captain and Chief Executive Officer shall assess the charge(s) and, if considered necessary, undertake a preliminary investigation. If the preliminary inquiry reveals that misbehavior appears to have occurred, the Captain and Chief Executive Officer will consult the Executive Board to



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determine if disciplinary action is required. Possible consequences may include expulsion, suspension, or lesser sanction(s) such as censure, removal from office, a sanction, or other corrective measures.

**Section 2.** Any member may initiate the removal of an officer using the following procedure:

- A. File a petition with the executive board, accompanied by signatures from all voting members.
- B. the Executive Board must then notify officers and arrange for a vote on removal within seven days of the petition's submission. An individual who is subject to removal from office and fails to confirm their attendance within five days after the notification has been sent will be grounds for removal from office without the need for meetings and voting;
- C. members must be notified at least one week before a vote to remove takes place. Members eligible to participate in the removal process include petitioners, members of the board of executives, and the individual who is the subject of the petition for removal from office;
- D. at the meeting for removal, the petition's stated grievances must be made public, and names must be kept private or undisclosed. The charged member must also be permitted to respond to the petition's claims and;
- E. removal from office requires the approval of two-thirds (2/3) of all voting present members.

## ARTICLE XVI VACANCY OF THE POSITION

**Section 1.** In the event of a resignation, removal of an officer, or vacancy of the position from its membership, the Executive Board will select an interim officer approved by the Captain and Chief Executive Officer.

**Section 2.** Should the position of the Captain and CEO become vacant, the Co-Captain should complete the remainder of the Captain's term and call for a Co-Captain appointment and audition them to AWS Academic Advocacy Team in accordance with the Article VI, Section 5.2 of the Constitution.

**Section 3.** Should the position of the Co-Captain and CFO become vacant, the Captain should call for a Co-Captain appointment and audition them to the AWS Academic Advocacy Team in accordance with Article VI, Section 5.1 of the Constitution.

## ARTICLE XVII TERMS OF OFFICE

The officers' term of office shall commence and end on 11<sup>th</sup> of September every year.



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## ARTICLE XVIII AMENDMENTS AND REVISIONS

**Section 1.** The club upon a vote of two-thirds of its active members may propose amendments to the revisions of this constitution, provided that the proposed amendments/revisions are presented in writing at a session at least ten days prior to its consideration.

**Section 2.** Any amendments to our revisions of its constitution shall be valid when ratified by a majority of the vote cast in by the members of the club's referendum, which shall be held not later than one month after approval of such amendment/revision by the members of the club.

-X-

This Constitution and Bylaws shall take effect on the day following its ratification.

**AWS LEARNING CLUB – QCU  
THE BOARD OF EXECUTIVE  
FOUNDING MEMBERS  
A.Y 2025-2026**

**MC LARRON BRACERO**  
*FOUNDER*

**JOHN BENEDICT BADILLA**  
*UNIVERSITY CAPTAIN, AND CHIEF EXECUTIVE OFFICER*

**JV BIALEN**  
*CO-CAPTAIN AND TECH LEAD*

**JEAN PIERRE R. ROXAS**  
*EXECUTIVE SECRETARY AND FOUNDING MEMBER*



# AWS LEARNING CLUB

## QUEZON CITY UNIVERSITY

### BEA BECATO

*CHIEF FINANCE OFFICER AND FOUNDING MEMBER*

-

*VICE-CHIEF FINANCE OFFICER AND FOUNDING MEMBER*

### STEPHEN MARK MIRADOR

*CHIEF OPERATIONS OFFICER AND FOUNDING MEMBER*

-

*VICE-CHIEF OPERATIONS OFFICER AND FOUNDING MEMBER*

-

*EXECUTIVE SECRETARY OF OPERATIONS AND FOUNDING MEMBER*

-

*CHIEF MARKETING OFFICER AND FOUNDING MEMBER*

-

*VICE-CHIEF MARKETING OFFICER AND FOUNDING MEMBER*

-

*CHIEF RELATIONS OFFICER AND FOUNDING MEMBER*

=

*VICE-CHIEF RELATIONS OFFICER AND FOUNDING MEMBER*

### CHIPER JOHN FELIX

*CHIEF CREATIVES OFFICER AND FOUNDING MEMBER*

=



# AWS LEARNING CLUB

## QUEZON CITY UNIVERSITY

*VICE-CHIEF CREATIVES OFFICER AND FOUNDING MEMBER*

=

*BUILDHERS+ AMBASSADOR AND FOUNDING MEMBER*

### AWS LEARNING CLUB – QCU THE FACULTY ADVISERS

#### ATTESTATION

The aforesaid Constitution and Bylaws of the **AWS Learning Club – Quezon City University** were approved and ratified by votes falling to the super majority of the Executive Board officers present in the meeting on the 10<sup>th</sup> day of September 2025.

**DR. RHONNEL S. PACULANAN**  
FACULTY ADVISER



**AWS LEARNING CLUB**  
QUEZON CITY UNIVERSITY

# ORGANIZATIONAL CHART



# AWS LEARNING CLUB

## QUEZON CITY UNIVERSITY

### ORGANIZATIONAL CHART BOARD OF EXECUTIVES





**AWS LEARNING CLUB**  
QUEZON CITY UNIVERSITY

# LIST OF OFFICERS, MEMBERS AND ADVISER



# AWS LEARNING CLUB

## QUEZON CITY UNIVERSITY

### AWSLC-QCU List of Officers, Members and Adviser

Organization Officers	
Name	Position
John Benedict M. Badilla	University Captain & Chief Executive Officer
Jv Bialen	Co-Captain & Lead
Jean Piere R. Roxas	Executive Secretary
Bea M. Becato	Chief Finance Officer
Stephen Mark A. Mirador	Chief Operations Officer
	The Executive Secretary of Operations
	Chief Marketing Officer
	Chief Relations Officer
Chiper John M. Felix	Chief Creatives Officer
	BuildHers+ Student Community Ambassador

### List of Members

1. Abendanio, Katrina Danica S.
2. Abianda, Luzviminda D.
3. Ador, Prince David Y.
4. Aguirre, Rain Alexander S.
5. Alaan, Beverly Shayne L.
6. Alconaba, Annette Mikalah Q.
7. Asis, Jonah Francis Restubog
8. Balais, Ayessa Khiz G.
9. Balang, Charlotte A.
10. Basilio, John Michael F.
11. Bautista, Vergel A.
12. Boborol, Marcel Angelo B.
13. Broncano, Elijah Regan C.
14. Canceran, Mica Ela S.
15. Cayabyab, Jaymee A.
16. Cayubit, Rio Hillary F.
17. Costelo, Jana Margaret M.
18. Coton, Franc Randell J.
19. Cunanan, Ma. Princess G.
20. Diverson, Andrew T.
21. Dizon, Marc Jordane R.
22. Fernandez, Rochele L.
23. Francisco, Paulo Aaron L.
24. Francisco, Yensyd Symond O.
25. Gabion, Elieza Mae Z.
26. Gelicame, Aryhana C.



# AWS LEARNING CLUB

## QUEZON CITY UNIVERSITY

27. Ko, Carl Christian G.  
28. Lacsamana, Kurt Dane Evan Y.  
29. Laguna, Carl Edrhei S.  
30. Licup, Aldrin Jazler M.  
31. Lorete, Rjay Calizo  
32. Lotilla, Jessa Mae S.  
33. Malate, Sean T.  
34. Manicar, Jaimes Aldrich T.  
35. Mito, Mark Sean G.  
36. Montes, Daisy Dj.  
37. Morales, Anthony Joshua M.  
38. Naynes, Jeyanne L.  
39. Pelayo, Mark Jorelle D.  
40. Pole, Ricwels A.  
41. Povadora, Jay Marc M.  
42. Quinto, Lara Aaliyah L.  
43. Ricamata, Michael Angelo D.  
44. Ritaga, Justine E.  
45. Rubia, Jairo Nathanael E.  
46. Sambrano, Mary Hae Flordelize M.  
47. Santiago, Domingo Gabriel S.  
48. Sta. Ana, Banjo B,  
49. Toledo, Buen Carlos Dm.  
50. Tusaneza, Jilian Rai R.  
51. Tuvieron, Diane B.  
52. Valeroso, Elisha Marianne S.  
53. Velitario, Ylyza Shean Q.  
54. Villanueva, Cleo Mel P.  
55. Zabala, Cary Jonathan

Dr. Rhonnel S. Paculanan  
**Adviser**



**AWS LEARNING CLUB**  
QUEZON CITY UNIVERSITY

# LETTER OF INTENT



# AWS LEARNING CLUB

## QUEZON CITY UNIVERSITY

September 10, 2025

Dear Dr. Theresita V. Atienza,

Greetings of peace and progress!

We, the undersigned, would like to formally express our intent to establish the AWS Learning Club – QCU Chapter. This student organization aims to provide Quezon City University students with opportunities to develop technical knowledge and practical skills in cloud computing, particularly in Amazon Web Services (AWS).

The objectives of the AWS Learning Club – QCU Chapter are as follows:

- To organize workshops, training sessions, and seminars on AWS and cloud technologies.
- To foster a collaborative learning environment for students interested in cloud computing.
- To prepare members for future careers by aligning activities with industry trends and certifications.
- To contribute to the university's vision of producing globally competitive graduates.

In this regard, we respectfully seek the endorsement and support of Dr. Theresita V. Atienza in the establishment and recognition of this organization within the university.

We firmly believe that this initiative will greatly benefit QCU students by enhancing their technical competencies and professional readiness.

Thank you for considering our intent. We look forward to your favorable response.

Respectfully yours,

**John Benedict M. Badilla**  
AWS Learning Club – QCU Chapter  
University Captain

**Dr. Rhonnel S. Paculanan**  
AWS Learning Club – QCU Chapter  
Club Adviser



**AWS LEARNING CLUB**  
QUEZON CITY UNIVERSITY

# **AWS Learning Club - QCU**

## **ACCOMPLISHMENT REPORT**

**AY. 2025**



# AWS LEARNING CLUB

## QUEZON CITY UNIVERSITY

### Discussion about the core responsibilities of captains, and community day this year

**DATE OF EVENT:** April 2025

**VENUE:** AWS Office, BGC

**SPEAKERS:** **Asi Guiang**  
AWS Regional Captain

#### Attendees:

Name	Department / Position
Bracero, Mc Larron	University Captain

#### Summary:

In April 2025, the **AWS Learning Club – QCU** actively took part in a session hosted at the AWS Office in BGC, focusing on the essential responsibilities of university captains and the preparations for this year's **AWS Community Day**. The event was facilitated by **Asi Guiang, Regional Captain**, who provided in-depth guidance on leadership, accountability, and the importance of cultivating stronger, more collaborative communities within AWS student organizations. His discussion highlighted not only the role of captains in managing their respective clubs but also the long-term impact of fostering innovation, inclusivity, and growth among student leaders.

Representing our organization, **University Captain Mc Larron Bracero** gained valuable insights and practical strategies that can be applied to strengthen the club's initiatives, improve engagement, and create a more meaningful experience for members. The session also emphasized the importance of collaboration, as it opened opportunities for participants to exchange ideas, share best practices, and establish partnerships with other AWS communities across different universities. These connections are expected to inspire joint efforts, paving the way for impactful projects that go beyond the campus and contribute to the wider AWS ecosystem. Ultimately, the experience reaffirmed the club's commitment to leadership development, community building, and the pursuit of innovation through AWS technologies.

#### Documentation:



# AWS LEARNING CLUB

## QUEZON CITY UNIVERSITY





# AWS LEARNING CLUB

## QUEZON CITY UNIVERSITY

### The Community Builders Blue Print

**DATE OF EVENT:** June 28, 2025

**VENUE:** Globe Tower BGC

**SPEAKERS:** N/A

#### Attendees:

Name	Department / Position
Bracero, Mc Larron	University Captain
Bacato, Bea	Head, Finance Office

#### Summary:

The "**The Community Builders Blue Print**" event, organized by Globe, is part of the Globe Community Builders initiative, specifically highlighting the Globe Community Builders Pitching Day. This event provides a platform for schools and universities to showcase their innovative projects, advocacies, and activities that align with Globe's vision and mission to positively impact every Filipino. Our **Finance Head, Bea Bacato**, and our **University Captain, Mc Larron Bracero**, pitched our organization's initiatives, demonstrating how they contribute to community development and social responsibility.

By attending, participants gain valuable exposure and insights into effective community-building practices, as well as strategies for engaging with partners and sponsors. The event serves as a bridge between educational institutions and Globe Telecom, offering a potential pathway for partnerships, sponsorships, and collaborative initiatives. Overall, the purpose of this event is to foster creativity, innovation, and meaningful engagement, empowering participants to make a lasting impact in their communities while aligning with Globe's corporate social responsibility goals. The experience also inspired our members to implement similar initiatives within our organization to further support community development.



# AWS LEARNING CLUB

## QUEZON CITY UNIVERSITY

### Documentation:





# AWS LEARNING CLUB

## QUEZON CITY UNIVERSITY

### Globe #GoForIt Student Fest 2025

**DATE OF EVENT:** June 29, 2025

**VENUE:** Ayala Malls Circuit Makati

**SPEAKERS:** Singer-songwriter **Zack Tabudlo**, Student Entrepreneur **Soj Gamayon**, and Artist-tech Influencer **Mikael Daez**

#### Attendees:

Name	Department / Position
Badilla, John Benedict	Head, Secretary Office
Bacato, Bea	Head, Finance Office
Felix, Chiper John	Head, Creatives Office
Lotilla, Jessa Mae	Secretary Office
Diverson, Andrew	Skill Builder Department

#### Summary:

The "Globe #GoForIt Student Fest 2025", held at the Power Mac Center Black Box Theatre in Ayala Malls Circuit Makati, brought together over 250 student leaders from across the country to explore their aspirations, connect with peers, and be inspired by speakers who turned their dreams into reality. Anchored on the theme "Let's go for that dream. Go for it," the event emphasized the importance of technology, connectivity, and innovation in youth and community development. Participants engaged in interactive activities such as the Dream Booth and Human Bingo to reflect on their goals and network with others.

Our representatives, **Finance Head Bea Bacato**, **Executive Secretary John Benedict Badilla**, **Creatives Head Chiper John Felix**, and members **Jessa Mae Lotilla**, and **Andrew Diverson**, actively connected with various universities and organizations, establishing valuable partnerships and exploring potential collaborations. The event also offered opportunities like internships, mentorships, student grants, and volunteer roles, providing a platform for student leaders to gain insights, build networks, and strengthen their impact in their communities.

#### Documentation:



# AWS LEARNING CLUB

## QUEZON CITY UNIVERSITY





# AWS LEARNING CLUB

## QUEZON CITY UNIVERSITY

### Globe: Fantastic Four Exclusive Block Screening

**DATE OF EVENT:** July 26, 2025

**VENUE:** Ayala Malls TriNoma

**SPEAKERS:** N/A

#### Attendees:

Name	Department / Position
Badilla, John Benedict	Head, Secretary Office
Felix, Chiper John	Head, Creatives Office
Lotilla, Jessa Mae	Secretary Office
Roxas, Jean Piere	Secretary Office

#### Summary:

The "**Globe: Fantastic Four Exclusive Block Screening**" was held on **July 26, 2025**, at **Ayala Malls TriNoma**, and **AWS Learning Club - QCU** was invited by **Globe** to attend. The event provided a special opportunity to watch *The Fantastic Four: First Steps* before its general release while promoting the value of courage and action, inspired by the quote, "The world needs more people who run toward trouble, not away from it." Participants and representatives from other universities also engaged in the activities and interacted with fellow attendees, making it an inspiring and memorable experience.

Our representatives, **Executive Secretary John Benedict Badilla**, **Head of Creatives Office Chiper John Felix**, and secretaries **Jessa Mae Lotilla** and **Jean Piere Roxas**, attended the event, gaining exposure to creative initiatives, networking with other participants and universities, and building connections through Globe's collaborative activities. The experience highlighted teamwork, creativity, and engagement in delivering meaningful projects, encouraged members to apply these lessons in future club activities, and strengthened the club's relationship with Globe for future collaborations.



# AWS LEARNING CLUB

## QUEZON CITY UNIVERSITY

### Documentation:





## MINUTES OF THE MEETING



**AWS LEARNING CLUB**  
QUEZON CITY UNIVERSITY

## PLANS AND ACTIVITIES



# AWS LEARNING CLUB

## QUEZON CITY UNIVERSITY

### 2025 - 2026 Plans and Activities

#	Activity Title	Date	Objectives	Materials/ Equipments Needed	Expected Output
1	Day One with AWS: Step Into the Cloud	September, 28 2025	To promote cloud computing within the university.  To help students understand that AWS is a nationwide community.  To educate students on how AWS services work.  Target Participants: 50 Estimated Participants	Stable high-speed internet connection Online meeting platform Laptops/PCs with webcams and microphones Registration desk materials	Students will gain theoretical knowledge of AWS and understand how it functions within cloud technology.
2	Cloudbound: Ignite Your Day One. Build Beyond the Cloud.	October 26, 2025	To organize an event focused on cloud technology and its practical implementation.  To invite speakers with professional expertise in cloud computing and provide students with valuable insights.  Target Participants: 100 Estimated Participants	AWS credits Projector and screen Sound system with microphones Whiteboard and markers Registration desk materials	Students will gain practical knowledge of cloud technology and have the opportunity to connect with experts in the field.
3	Cloud Innovation: Innovate in the Cloud	November 23, 2025	To conduct a workshop focused on AWS cloud technology.	AWS credits Projector and screen	Students will gain hands-on experience



# AWS LEARNING CLUB

## QUEZON CITY UNIVERSITY

			To engage cloud experts in the event and provide students with deeper knowledge and insights.  Target Participants: 150 Estimated Participants	Whiteboard and markers Sound system with microphones Registration desk materials	with AWS services and learn how to implement their key functionalities.
4	Cloud Camp: Your Training Ground for Tomorrow's Tech	December 7, 2025	To provide students with AWS credits that will help them develop in-depth skills using AWS services.  To enable students to explore AWS technology and become familiar with its innovative and transformative impact.  Target Participants: 200 Estimated Participants	AWS credits Projector and screen Whiteboard and markers Sound system with microphones Registration desk materials	Students will learn from industry experts and gain hands-on experience with AWS services. The workshop will enhance their knowledge of cloud technology while allowing them to dive deeper into AWS itself.



**AWS LEARNING CLUB**  
QUEZON CITY UNIVERSITY

# ENDORSEMENT LETTER



# AWS LEARNING CLUB

## QUEZON CITY UNIVERSITY

September 10, 2025

Dear Dr. Theresita V. Atienza,

Greetings of peace and progress!

This is to formally endorse the AWS Learning Club – Quezon City University, under my advisership as part of the university's recognized student organizations.

As the adviser, I have personally witnessed the commitment, professionalism, and dedication of the members in promoting cloud computing knowledge and advancing technological skills among students. Their initiative to organize programs and activities aligned with Amazon Web

Services (AWS) reflects not only their passion for innovation but also their commitment to empowering the academic community with relevant and practical digital skills.

I strongly support and recommend the activities of the AWS Learning Club – Quezon City University, confident that their endeavors will create meaningful learning opportunities, foster collaboration, and contribute to the holistic development of our students.

We firmly believe that this initiative will greatly benefit QCU students by enhancing their technical competencies and professional readiness.

Thank you for considering our intent. We look forward to your favorable response.

Respectfully yours,

**John Benedict M. Badilla**  
AWS Learning Club – QCU Chapter  
University Captain

**Dr. Rhonnel S. Paculanan**  
AWS Learning Club – QCU Chapter  
Club Adviser

# PERSONAL DATA SHEET

*WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative or criminal cases against the person concerned.*

*READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.*

Print legibly. Tick appropriate boxes (  ) and use separate sheet if necessary. Indicate N/A if not applicable. **DO NOT ABBREVIATE**

1. CS ID No.

(Do not fill up. For CSC use only)

## I. PERSONAL INFORMATION

2. SURNAME			
FIRST NAME	RHONNEL		NAME EXTENSION (JR., SR.) N/A
MIDDLE NAME	SUPEÑA		
3. DATE OF BIRTH (mm/dd/yyyy)	May 28, 1970		16. CITIZENSHIP  If holder of dual citizenship, please indicate the details.  Philippines
4. PLACE OF BIRTH	Sta Cruz, Manila		<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
5. SEX	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pls. indicate country:  ▼
6. CIVIL STATUS	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	17. RESIDENTIAL ADDRESS  House/Block/Lot No. 684 Geronimo St. Street NA Barangay 432 Zone 44 Subdivision/Village Barangay Sampaloc, Manila Metro Manila City/Municipality Province
7. HEIGHT (m)	1.92		ZIP CODE 1015
8. WEIGHT (kg)	77.11		
9. BLOOD TYPE	O		18. PERMANENT ADDRESS  House/Block/Lot No. 12 Sipat St. Street Carreton Subdivision Talipapa Subdivision/Village Barangay Novaliches Quezon City Metro Manila City/Municipality Province
10. GSIS ID NO.	2005473054		ZIP CODE 1116
11. PAG-IBIG ID NO.	1050-0054-0658		
12. PHILHEALTH NO.	19-051606800-4		
13. SSS NO.	33-1216535		19. TELEPHONE NO.
14. TIN NO.	157-796-590		20. MOBILE NO.
15. AGENCY EMPLOYEE NO.			21. E-MAIL ADDRESS (if any)

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	PACULANAN		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	JOAN	NAME EXTENSION (JR., SR.) N/A	NISSI RUTH ESTHER TEH PACULANAN	10/21/2011
MIDDLE NAME	TEH		MA TSIDKENU TEH PACULANAN	07/20/2014
OCCUPATION	CAD DESIGNER			
EMPLOYER/BUSINESS NAME	TAP ASSOCIATE, Inc			
BUSINESS ADDRESS	L6 B7, Batasan-San Mateo Rd, Quezon City			
TELEPHONE NO.	503 5756			
24. FATHER'S SURNAME	PACULANAN			
FIRST NAME	POLICARPIO	NAME EXTENSION (JR., SR.) N/A		
MIDDLE NAME	ESTOCONING			
25. MOTHER'S Maiden NAME	VERDE			
SURNAME	PACULANAN			
FIRST NAME	CRISPINA			
MIDDLE NAME	SUPEÑA			

*(Continue on separate sheet if necessary)*

## III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/Academic Honors Received
			From	To			
ELEMENTARY	San Francisco Elementary School	Elementary	1976	1983	N/A	1983	N/A
SECONDARY	Capitol Institute	High School	1983	1987	N/A	1987	N/A

COLLEGE	AMA Computer University	Bachelor of Science in Computer Science	1989	2005	N/A	2005	N/A
GRADUATE STUDIES	AMA Computer University	Master of Science in Computer Science	2005	2007	N/A	2006	N/A
GRADUATE STUDIES	West Visayas School of Theology	Master in Christian Education major in Educational Management	2019	2022	N/A	2022	N/A
GRADUATE STUDIES	Philippines Christian University	Master in Information Technology	2022	2023	24 units	N/A	N/A
GRADUATE STUDIES	West Visayas School of Theology	Doctor in Philosophy in Christian Education major in Educational Management	2017	2019	N/A	2019	N/A
GRADUATE STUDIES	Technological University of the Philippines	Doctor of Technology	2007	2017	48 units	N/A	N/A
GRADUATE STUDIES	LA Consultation University Philippines	Doctor of Information Technology	2022	Present	36 units	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE

DATE

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#### IV. CIVIL SERVICE ELIGIBILITY

27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	NUMBER	Date of Validity
N/A	N/A	N/A	N/A	N/A	N/A	N/A

#### V. WORK EXPERIENCE

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

28. INCLUSIVE DATES (mm/dd/yy yy)	POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALAR V./JOB/ PAY GRADE (if applicable)& STEP (Format '00-0')/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y / N)
From	To					
10/1/24	Present	Professor 4	Quezon City University	490/hr	N/A	Contractual
7/30/22	01/05/2025	Dean of School of Information Technology and Education	Arellano University - Pasig	65,000.00	N/A	Contractual
7/30/22	Present	Part time Faculty	Universidad de Manila	40,000.00	N/A	Contractual
7/1/2021	7/15/22	Faculty	Far Eastern University - Technology	45,000.00	N/A	Contractual
6/15/2018	6/30/2021	Assistant Professor 4 - Casual	University of Makati	38,000.00	N/A	Casual
11/15/2013	6/05/2018	College Dean	AMA Computer Learning Center College Taguig	45,000.00	N/A	Permanent
7/16/2012	6/8/2013	Department Head & IST Head	St. Jude College	50,000.00	N/A	Contractual
6/01/2011	5/01/2012	College Dean	National Polytechnic College of Science & Technology	10,000.00	N/A	Provisionary
01/06/2009	5/15/2011	Faculty	San Beda College	32,000.00	N/A	Permanent
7/10/2009	3/31/2009	Part time Faculty	Centro Escolar University	5,000.00	N/A	Provisionary
10/01/2008	8/19/2009	Part time Faculty	Golden Success Technical & Educational Institute, Inc	8,000.00	N/A	Contractual
11/14/2007	3/31/2008	Part time Faculty	De Los Santos- STI College	5,000.00	N/A	Contractual
6/15/2006	8/4/2008	Part time Faculty	Far Eastern University -East Asia	30,000.00	N/A	Contractual
9/18/2006	03/31/2007	Faculty	Philippines Women's University	18,000.00	N/A	Provisionary
6/15/2003	3/15/2004	Primary Computer Teacher	Blessed Sacrament Parochial School	8,000.00	N/A	Provisionary
7/15/1993	7/15/2004	High School Computer Teacher	Capitol Institute	11,000.00	N/A	Permanent

SIGNATURE

DATE

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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATIONS/S					
29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	The Redeemed Christian Church of God - House of Praise - Manila, Philippines	11/18/2010	Present	N/A	Secretary
	The Redeemed Christian Church of God - House of Praise - Manila, Philippines	11/18/2012	Present	N/A	Assistant Pastor-Administrative Work and Preaching

#### VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

(Start from the most recent L&D/training program and include only the relevant L&D/training taken for the last five (5) years for Division Chief/Executive/Managerial positions)

30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD ( Managerial/ Supervisory / Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
	From	To			
3rd International Conference on Multidisciplinary Research Trends in European, Asian and African Countries	09/27/2024	09/28/2024	20 hrs	Technical	Eudoxia Research University - India/ America
Faculty Development Program on Qualitative and Quantitative Research Design in Higher Education	9/12/2024	9/21/2024	20 hrs	Technical	Eudoxia Research University - India/ America
Embracing educational excellence in ITE through best practices and standards	9/19/2024	9/19/2024	8 hrs	Technical	Council of Deans for Information Technology Education-National Capital
How to Prepare for Microsoft Certifications	9/09/2024	9/09/2024	3 hrs	Technical	Styava.dev
6th International Conference on New Frontiers in Engineering, Science, Law, Management, Humanities and Social Sciences	8/30/2024	8/31/2024	20 hrs	Technical	Eudoxia Research University - India/ America
Online-MSW: Meet and Greet with CHED NCR ITE Supervisor	8/29/2024	8/29/2024	4 hrs	Technical	Philippine Society of Information Technology Educators-National Capital
Getting informed consent in research	8/28/2024	8/28/2024	4 hrs	Technical	University of the Philippines - Cebu
Orientation on Philippines Skills Framework	8/16/2024	8/16/2024	4 hrs	Technical	Philippine Society of Information Technology Educators-National Capital
17th International Workshop on Research Method and Methodology	8/09/2024	8/19/2024	20 hrs	Technical	Eudoxia Research University - India/ America
International Multidisciplinary Conference on Current Research Trends-2024	6/27/2024	6/28/2024	20 hrs	Technical	Eudoxia Research University - India/ America
Faculty Development Program on Qualitative and Quantitative Research Design in Higher Education	6/27/2024	7/03/2024	20 hrs	Technical	Eudoxia Research University - India/ America
International Workshop on Research Method and Methodology	06/03/2024	06/10/2024	20 hrs	Technical	Eudoxia Research University - India/ America

#### VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Programming	MATLAB and simulink Online Training	Philippine Society of Information Technology Educators
Body Massage	Retooling Webinar on Modeling and Simulation	International Society of Teachers, Administration and Researchers
Sing and Dance	Artificial Intelligence in Robotics	Independent Perception and Research Hub
Acting	Innovation and Application of Interdisciplinary Research in Science, technology and Engineering	Institute Global Professional
	A Practical Guide on Using ICT in Research Teaching	Leadership in Education Academy and Development
	Application of Machine Learning	Indonesian Education Share to care volunteers

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34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed, a. within the third degree? b. within the fourth degree (for Local Government Unit- Career Employees)?	<input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	If YES, give details:
35. a. Have you ever been found guilty of any administrative offense?  b. Have you been criminally charged before any court?	<input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>	If YES, give details:  <input type="checkbox"/> <input checked="" type="checkbox"/>
			Date Filed: _____
			Status of Case/s: _____

36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	<input type="checkbox"/> <input checked="" type="checkbox"/> If YES, give details: _____
37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?	<input checked="" type="checkbox"/> <input type="checkbox"/> If YES, give details: _____ Resigned
38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?  b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?	<input type="checkbox"/> If YES, give details: _____  <input type="checkbox"/> If YES, give details: _____
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> <input checked="" type="checkbox"/> If YES, give details (country): _____
40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items:  a. Are you a member of any indigenous group?  b. Are you a person with disability?  c. Are you a solo parent?	<input type="checkbox"/> If YES, please specify: <input checked="" type="checkbox"/> _____  <input type="checkbox"/> If YES, please specify ID No: <input checked="" type="checkbox"/> _____  <input type="checkbox"/> If YES, please specify ID No: <input checked="" type="checkbox"/> _____

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
Elizalde Duran	Sampaloc Manila	0956-7593036
Erwin Gueria	Fairview, Cal City	0926-6495959
Virgie Obiegbu	Quezon Ave, Quezon City	0915-3725088

42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)	PLEASE
Government Issued ID: <b>Passport</b>	
ID/License/Passport No. <b>P0028307B</b>	
Date/Place of Issuance: <b>2/2/2022 -DFA Manila</b>	

Signature (Sign inside the box)	
December 4, 2024	
Date Accomplished	

PHOTO
Right Thumbmark

SUBSCRIBED AND SWEORN to before me this \_\_\_\_\_, affiant exhibiting his/her validly issued government ID as indicated above.

Person Administering Oath
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