



Republic of the Philippines
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Office of Student Affairs

June 15, 2015

SPECIAL ORDER

Unnumbered,s. 2015

TO : LAS JOHANSEN CALUZA

SUBJECT : ADVISER DESIGNATION

You are hereby designated as one of the Advisers of the Senior Class Organization for School Year 2015 – 2016. As Adviser, you will receive six (6) days leave credits and are expected to perform the following functions:

1. Conduct meetings and group assemblies for the organization;
2. Supervise closely all organization's activities.
3. Conduct the annual activities of the organization and stay with the students until the activity is done;
4. Evaluate activities conducted by the organization;
5. Advise students regarding studies, behaviour in school, participation in school related activities and observance of school policies.
6. Supervise financial matters of the organization specifically the use of organizations fund.
7. Help in monitoring student members in their academic performance/status.
8. Submit Adviser's Documentary Report on activities such as: a) Advising of student in relation to academic performance & behaviour in school; b) Financial matters; and c) Evaluation of organization's conducted activities.
9. Perform such other tasks as may be required.

For guidance and strict compliance.

Cc: Pres. Office
HRMO
Faculty
File