Republic of the Philippines

**OFFICE ADVISORY**

**No. 21. s. 2024**

02 September 2024

**To: ALL COLLEGE DEANS**

**ALL DEPARTMENT CHAIRPERSONS**

**ALL CO-CURRICULAR AND INTEREST CLUB ADVISERS**

Subject: **ACCREDITATION/RE-ACCREDITATION OF CO-CURRICULAR AND INTEREST CLUBS FOR ACADEMIC YEAR 2024-2025**

1. This is to request your good office to advise the newly elected officers of co-curricular and interest clubs to submit all of the following requirements together with a letter of application for renewal to operate on or before September 9, 2024:

a. Approved Constitution and By-Laws;

b. List of Officers and their respective positions;

c. Profile of Adviser/s together with the letter of acceptance from the elected and/or appointed Adviser/s;

d. Approved Calendar of Activities for Academic Year 2024-2025 (see attached template);

e. Accomplishment Report per activity conducted last academic year which is composed of;

e.1. Activity Application Form or Letter of Permission/Approval

e.2. Narrative Report with Pictures

e.3. Evaluation Summary and

e.4. Other attachments (project proposal/program/attendance sheets)

Note: Please attach also a copy of the Approved Calendar of Activities last academic year to review the actual accomplishment of the organization.

f. Financial Report prepared by the treasurer, audited by the auditor or its equivalent, attested by the president and adviser, and noted by the department chair and college dean (for co-curricular clubs) or Campus Executive Director (for interest clubs) with attached approved resolution or liquidation report per activity or project; and

g. Declaration of Organization's Fund Beginning Balance as certified by the adviser with attached proof of bank account deposit.

1. For requirements and application guidelines for new student organizations, please refer to Article IV, Sections 16 and 19 of the PSU Student Handbook.
2. The requirements must be submitted both in a hardcopy and softcopy ( https://drive.google.com/drive/folders/1ICzZhNmPqLycalhPH8yq6-tuWxSMMcje?usp=sharing ) on or before the stated deadline at the Campus Students and Alumni Affairs Office, 2/F PSU Student Center Building.
3. Please use legal size paper (8.5 in x 13 in) for the uniformity of submission.
4. Failure to submit the requirements shall be considered as a ground for non-renewal of co-curricular and interest clubs. Thus, prohibiting them from operating and conducting any activities as stated in the PSU Student Handbook (Article IV, pp 37-42).
5. For the information and guidance of everyone.

**RHEGINA F. TUBERA, PhD**

Dean, Students and Alumni Affairs

Approved:

**RENATO E. SALCEDO, PhD**

Campus Executive Director

(Signature)

OIC CED

09/03/2024