



Polytechnic University of the Philippines
STUDENT COUNCIL CONSTITUTIONAL COMMISSIONS
Commission on Student Organizations and Accreditation

RF001-TRACKER FORM

This document shall serve as your student organization's requirement guide. Fill out all the necessary information being solicited for the processing of your application.

I. INFORMATION

COMPLETE NAME OF STUDENT ORGANIZATION (ABBREVIATION/INITIALISM)

e.g., Association of Concerned Students (ACS)

Alliance of IT Student

CLASSIFICATION OF JURISDICTION

Choose from these options:

Local Student Organization

University-Wide Student Organization

Local Student Organization

SUB-CLASSIFICATION OF JURISDICTION

If you declared above as a Local Student Organization, choose from the options below, if otherwise, supply with University-Wide Student Organization.

College of Accountancy and Finance | CAF
College of Architecture, Design, and Built Environment | CADBE
College of Arts and Letters | CAL
College of Business Administration | CBA
College of Communication | COC
College of Computer and Information Sciences | CCIS
College of Education | COED
College of Engineering | CE
College of Human Kinetics | CHK

College of Law | CL
College of Political Science and Public Administration | CPSPA
College of Social Sciences and Development | CSSD
College of Science | CS
College of Tourism, Hospitality, and Transportation Management | CTHTM
Institute of Technology | ITECH
Open University System | OUS
Graduate School | GS
Senior High School | SHS

College of Computer and Information Sciences | CCIS

NATURE/TYPE OF STUDENT ORGANIZATION

Choose from the options below. Choose whatever is applicable separated by comma(s).

Academic Organization
Advocacy Organization
Cultural/Arts/Dance Organization
Fraternities and Sororities
Political Organization

Religious Organization
Scholars Organization
Socio-civic Organization
Special Interest Organization
Sports

Organization

Academic Organization

COMPLETE NAME OF STUDENT ORGANIZATION'S ADVISER(S)

e.g., Instructor III Juan S. Dela Cruz

JUAN PONSE ENRILE



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II. TABLE OF REQUIREMENTS

The table of requirements should only be accomplished by authorized representatives of PUP SC COSOA.

COMPLETE NAME OF STUDENT ORGANIZATION (ABBREVIATION/INITIALISM)

e.g., Association of Concerned Students (ACS)

Alliance of IT Student (AITS)

REQUIREMENTS	DATE	SIGNATURE
RD001 Certificate of Recognition from Central/Local Student Council	Nov. 22 2023	
RD002 Official List of Officers, Members*, and Adviser(s) with signatures over printed names <i>*at least 15 members including the officers/executives</i>	Nov. 22 2023	
RD003 Officers' Profile with 1 st Semester Certificate of Registration/Confirmation Slip/Certificate of Enrollment	Nov. 24 2023	
RD004 Adviser(s)'s Letter of Concurrence with scanned copy of their University-issued ID	Nov. 23 2023	
RD005 Student Organization's Constitution and Bylaws (CBL)	Nov. 23 2023	
RD006 General Plan of Activities with Budgetary Outlay	Nov. 24 2023	
RD007 Advocacy Plan	Nov. 24 2023	
RD008 Certificate of Clearance from PUP Student Council Commission on Audit (PUP SC COA)	Nov. 24 2023	
RD009 Waiver of Responsibility	Nov. 24 2023	

Remarks: Approved

Date Finalized: Nov 24, 2023

Date Approved: Nov 25, 2023

Approved by: Mark