



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

AF001-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)

CLASSIFICATION OF JURISDICTION

Choose from these options:

Local Student Organization

University-Wide 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

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

COMPLETE NAME OF STUDENT ORGANIZATION'S ADVISER(S)

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



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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)

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| REQUIREMENTS | DATE | SIGNATURE |
|---|------|-----------|
| AD001 Certificate of Recognition from Central/Local Student Council | | |
| AD002 Official List of Officers, Members*, and Adviser(s) with signatures over printed names <i>*at least 15 members including the officers/executives</i> | | |
| AD003 Officers' Profile with 1 st Semester Certificate of Registration/Confirmation Slip/Certificate of Enrollment | | |
| AD004 Adviser(s)'s Letter of Concurrence with scanned copy of their University-issued ID | | |
| AD005 Student Organization's Constitution and Bylaws (CBL) | | |
| AD006 General Plan of Activities with Budgetary Outlay | | |
| AD007 Advocacy Plan | | |
| AD008 Certificate of Clearance from PUP Student Council Commission on Audit (PUP SC COA) | | |
| AD009 Waiver of Responsibility | | |

Remarks:

Date Finalized:

Date Approved:

Approved by: