



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

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### 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

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

**Remarks:**

**Date Finalized:**

**Date Approved:**

**Approved by:**