



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

#### STUDENT ORGANIZATION CONTROL NUMBER (SOCN)

Issued SOCN for the previous ANR Period

#### 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



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

---

## 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)

--

REQUIREMENTS	DATE	SIGNATURE
<b>RD001</b> Certificate of Recognition from Central/Local Student Council		
<b>RD002</b> Official List of Officers and Adviser(s) with signatures over printed names		
<b>RD003</b> Officers' Profile with 1 <sup>st</sup> Semester Certificate of Registration/Confirmation Slip/Certificate of Enrollment		
<b>RD004</b> Adviser(s)'s Letter of Concurrence with scanned copy of their university-issued ID		
<b>RD005</b> Student Organization's Constitution and Bylaws (CBL) with emphasis on amendments (if any)		
<b>RD006</b> General Plan of Activities with Budgetary Outlay		
<b>RD007</b> Advocacy Plan		
<b>RD008</b> Accomplishment Report		
<b>RD009</b> Certificate of Clearance from PUP Student Council Commission on Audit (PUP SC COA)		
<b>RD010</b> Turnover of Assets and Funds		
<b>RD011</b> Waiver of Responsibility		

Remarks:

Date Finalized:

Date Approved:

Approved by: