



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



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

Remarks:

Date Finalized:

Date Approved:

Approved by: