**AD004-LETTER OF CONCURRENCE**

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| --- | --- | --- |
| **DATE** | : | DD Month YYYY |
| **TO** | : | **Asst. Prof. Jimmy M. Fernando, MEM**  Director  Office of Student Services  **Inst. Abraham T. Sagun**  Chief  Student Affairs and Services  **Assoc. Prof. Christo Rey S. Albason, MAF**  Coordinator  Student Monitoring and Evaluation |
| **THROUGH** | : | **Mr. Charles Janssen B. Dela Peña**  Chairperson  PUP Student Council Commission on Student Organizations and Accreditation |

Dir. Fernando:

I, **Complete Name of Adviser**, a **part-time/full-time** faculty member from the **PUP College of Insert College Name** concurs to be the adviser of **Complete Name of Student Organization** for the academic year 2022-2023.

Upon the acceptance of my advisership, I also concur to the following provisions:

1. not an honorary member/alumnus/alumna of the student organization I am advising to;
2. establish communication with the student organization to ensure my involvement; and
3. recognize responsibility for keeping updated with the student organization’s operations and providing guidance to its officers on the suitability and overall merits and drawbacks of policies and initiatives.

Agreed and accepted.

**COMPLETE NAME**

Adviser

Complete Name of Student Organization

**CERTIFICATION OF NON-ISSUANCE OF ID**

This is to certify that **Complete Name of Adviser**, is a **part-time/full-time** faculty member from the **PUP College of Insert College Name,** the adviser of **Complete Name of Student Organization** for the academic year 2022-2023.

Furthermore, this is to certify that there is no issued university identification card for the nonce and shall serve as a document substitution solely for the accreditation of the student formation handled by the above-stated name.

This certification is issued upon the request of **Complete Name of Student Organization** to support the adviser’s concurrence as one of the requirements for the application for Accreditation to the Polytechnic University of the Philippines Student Council Commission on Student Organizations and Accreditation (PUP SC COSOA) and Office of Student Services (OSS) for the academic year 2022-2023.

Issued this **XX Month 2022** at **PUP College of Insert College Name.**

**COMPLETE NAME**

Department Chairperson

PUP College of Insert College Name

**COMPLETE NAME**

College Dean

PUP College of Insert College Name