**RD003-OFFICERS’ PROFILE WITH PROOF OF ENROLLMENT**

The PUP SC COSOA gives the student organizations the freedom to curate their respective officers’ profile formatting; however, **the following specifications/information should at least be present:**

1. Data Privacy Notice
2. 2x2 formal picture w/ solid background
3. Elected Office
4. Academic Year
5. Complete Name, e.g., Given Name Middle Name\* Surname
6. Pronouns
7. Program, e.g., Bachelor of Science in Accountancy
8. Year and Block, e.g., 3-4
9. Student Number, e.g., 20XX-XXXXX-MN-X
10. Birthdate, e.g., DD Month YYYY
11. Age
12. Contact Number
13. Facebook/Messenger link

**Right after the profile for each officer, their PUPSIS-generated 1st Semester Certificate of Registration**/Confirmation Slip\*/Certificate of Enrollment\* **must follow, presented in a whole page format (landscape).**