**RD008X-ACCOMPLISHMENT REPORT SUBSTITUTE**

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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:

Greetings in ceaseless pursuit of student empowerment!

The **Complete Name of Student Organization** from **PUP College of Insert College Name** is a/an **type/nature of organization** organization that **brief description of student organization here**. This is to inform you that the organization would not be having any accomplishment report to turn in for the academic year 2021-2022 due to lack of activity/program execution.

Rest assured, we will do our best to plan and effectively execute activities/programs for this academic year.

We are looking forward to having your understanding regarding this matter.

Thank you for your consideration.

Regards,

**COMPLETE NAME**

President

Complete Name of Student Organization

Noted by:

**COMPLETE NAME**

Adviser

Complete Name of Student Organization