**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

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**COMPLETE NAME OF STUDENT ORGANIZATION (ABBREVIATION/INITIALISM)**

e.g., Association of Concerned Students (ACS)

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**CLASSIFICATION OF JURISDICTION**

Choose from these options:

Local Student Organization

University-Wide Student Organization

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**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

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**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

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**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 1st 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:**