



OFFICE OF THE STUDENT DEVELOPMENT AND WELFARE

Accreditation / Re – Accreditation

All specialized organizations are subject to accreditation by the OSDW every school year.

4.7.1. Requirements for Accreditation

- a. Request letter addressed to the Campus Executive Officer duly endorsed by the Office of the Student Development and Welfare
- b. Constitution and by-laws duly signed by the adviser/s and initial set of officers and members of the organization
- c. Request letter and acceptance of adviser/s
- d. Directory of Officers and Members
- e. General Action Plan for the school year

4.7.2. Requirements for Re-accreditation

- a. Request letter addressed to the Campus Executive Officer duly

4.8. Advising of Student Organizations

4.8.1. For campus organizations, student leaders recommend regular faculty members as advisers, to be endorsed by the Campus Student Development and Welfare Coordinator for the approval of the Campus Executive Officer.

- a. Endorsed by the Office of the Student Development and Welfare
- b. Constitution and by – laws duly signed by the adviser/s and officers of the organization (if amended)
- c. Request letter and acceptance of adviser/s
- d. Updated Directory of Officers and Members
- e. General Action Plan for the school year
- f. Accomplishment Reports
- g. Financial Reports prepared by the financial secretary, checked by the auditor, noted by the president and the adviser/s and further noted by the College Dean
- h. Inventory of Supplies and Equipment

4.8.2. For college student council and specialized organizations, regular faculty members shall be recommended as advisers by the student organization. Student leaders recommend faculty advisers, noted by the College Dean, to be endorsed by the Campus Student Development and Welfare Coordinator for the approval of the Campus Executive Officer.

4.8.3. Duties and Responsibilities of Student Organization Adviser/s

- a. Oversee organizational meetings and implementation of organizational projects and activities
- b. Make themselves available for consultation
- c. Accompany students in all official activities

Source: *Student Manual Revised 2019*