



Republic of the Philippines

DAVAO DEL NORTE STATE COLLEGE

New Visayas, Panabo City, Davao del Norte, Philippines 8105

Website: www.dnsc.edu.ph; Tel. 63 84 6284301;

Email: dnspanabo@gmail.com; jab@dnsc.edu.ph

STUDENT SERVICES

STUDENT ORGANIZATION SERVICES

PREFACE

The College recognizes student organizations as opportunities for developing students' talents and potentials according to their individual interests. They serve as channels for wholesome recreation, social involvement, leadership formation, and apostolate.

This unit directs and supervises the campus associations/organizations to the attainment of the mission, vision, and goals of the College. Filters and assesses requirements for recognition of student organizations and their authorize operation notifying the Dean of Student Services. Mobilize student organizations. Thereafter, generate quarterly accomplishment report.

A student organization shall be any approved association, club and society, whose members are bonafide students of the College.

Student organizations are categorized into two, namely:

Co-curricular Student Organizations. This refers to subject related student clubs/associations which are organized for the purpose of enhancing instruction and exposing student to actual learning situations. Activity is usually undertaken within the academic year in college.

Extra-curricular Student Organization. This shall apply to associations of students that enhance leadership and moral values but not necessarily a part of their academic subjects which goals are toward the discovery, utilization and maximization of student's potentials.

Main Functions:

The Student Services Student Organization sub-unit functions with the following objectives:

1. to enhance learning outside of formal instruction;
2. provide students with activities that further develop their special skills, talents, and interests through leadership formation, sports, culture and arts, and others; facilitate accreditation of campus student organizations;
3. organize directory of campus recognized organizations and program of activities;
4. prepare and furnish the Vice President of Academic Affairs, a comprehensive student extra and co-curricular annual calendar of activities;
5. encourage and sustain student participation to inter-developmental competitions; grant students and their organizations with incentives, merits, and awards;
6. provide facilities necessary for effective implementation of extra/co-curricular activities;
7. identify gray areas for improvement through a development plan;
8. and to provide opportunities to associate with others with similar interests.

Services Rendered

1. Process/approves registration of student organizations;
2. recommend for approval for the issuance of the activity permit;
3. evaluates performance of student organizations;
4. organizes/conducts/facilitates leadership training seminars;
5. advising student social clubs and organizations;
6. encouraging involvement in community service/volunteer activities;
7. and advising students on developing organizations and activities.



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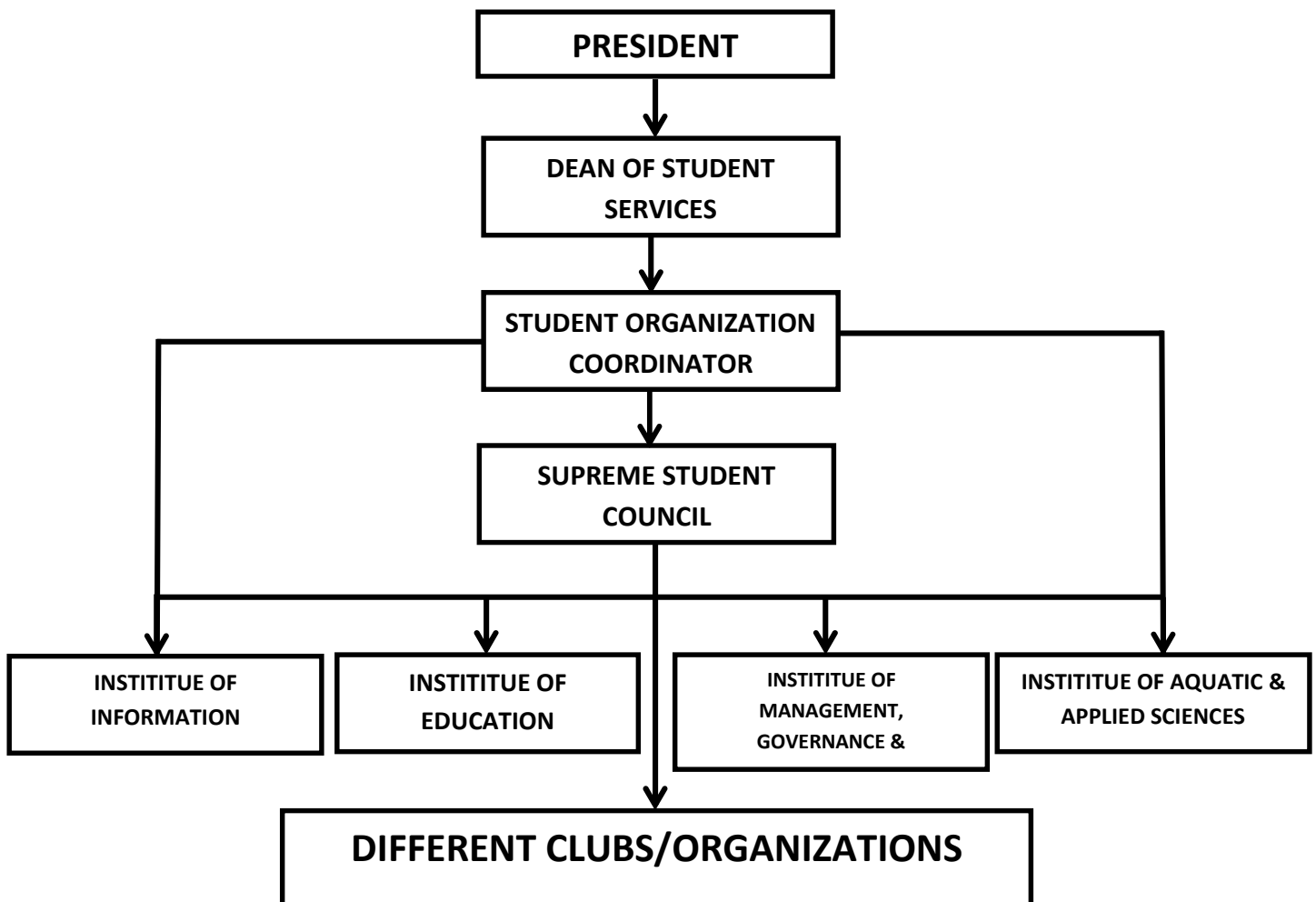
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Organizational Chart:





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STUDENT SERVICES

PROCEDURES OF ACCREDITING STUDENT ORGANIZATIONS

Excerpt from the Student Handbook (revised 2106) pp. 51-54

D. Rule IV. Operation of the Student Organization

Section 1. Accreditation. This is the procedural aspect in operationalizing any organized student group in the College campus which provides autonomy to the respective student groups to establish their identity by applying for the grant of authority to operate as an organized group. This applies specifically in the case of student organization as defined in Rule II, Section 4, 5.

Section 2. Requirements for Accreditation. Any group of 25 students may apply for accreditation, provided that the following requirements are submitted to the Office of Student Services through the Chairperson on Student Organization in triplicate; 3 weeks after the formal opening of classes in a school year:

- a. Letter of Application for Accreditation. This letter should be addressed to the Dean of Student Services through the Chairperson on student organizations to be screened by the Committee on Student Organizations.
- b. List of Officers of the club/organization with their corresponding specimen signatures, courses and ID pictures:
- c. List of members of the student club/organization;
- d. Constitution and By-laws of the student club/organization;
- e. Plans/Activities/Projects with tentative schedule, venue and budgetary requirements.
- f. A letter or certification of willingness of the faculty chosen to be the adviser of the club/organization as recommended by the members and officers.

Section 3. Application for Re-accreditation. Any student club/organization who has been accredited during the previous school year and wishes to renew its contract for the accreditation may do so, provided, that the requirements for accreditation as stated in Article 1 of this same guidelines will be submitted and provided further, that a certificate of clearance for the operation of the student organization during the previous school year from the Office of Student Services will also be submitted.

Section 4. Constitution and By-laws. The student club/organization shall have a Constitution and By-laws drafted and ratified by the members. No such student organization shall be allowed to function in the College without constitution and by-laws.

Section 5. Faculty Adviser. Every student organization shall recommend three faculty advisers from which, one shall be chosen and be approved by the Office of Student Services. No student organization may hold any meeting or undertake any activity for any purpose whatsoever without the adviser except for adopting a constitution, before its adviser is appointed and had assumed office as such. The faculty adviser shall be employed on a full-time basis in the College at the time of his acceptance of the responsibility. He shall guide the members and officers from the conceptualization up to the finalization of plans and direction of the organization; sees to it that the necessary documents are complete and ready for the accreditation; monitors and oversees the over-all activities of the organization; sees to it that the activities of the organization are consistent with the existing policies and guidelines of the College; and ensures safety of students during off-campus activities. A faculty adviser shall only handle one organization

Section 6. Pledge of Commitment. The faculty adviser and the elected officers of the organization will sign a pledge of commitment to the College through the Dean of Student Services which aim is to solicit the cooperation of the student organization in carrying out the mission of the College and the government. This would likewise be required of the student organization before the certificate of Accreditation will be granted.

Section 7. Recommendation for Probationary Status. The Office of Student Services through the Office of Student Organization Chairperson could recommend the probationary status of

operation of a certain student organization that has applied for accreditation based on the following grounds:



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STUDENT SERVICES

- a. Non-compliance of the requirements.
- b. Constitution and By-laws needs to be reviewed further by the Dean of Student Services.
- c. Failure of the student organization to have completed at least 50% of its plans/activities/projects the previous year of its operation/accreditation.

Section 8. Certificate of Accreditation. The recognition or the authority to operate shall be required of any organized student group in the campus. A corresponding Certificate of Accreditation shall be issued to the student organization upon full compliance of the requirements prescribed in this section, provided, however, that such certificate shall be effective for one academic year only and may be renewed each time for a similar period; and provide. Further that the certificate may be revoked or canceled in violation of Rule VI hereof and other school rules and regulations.

Section 9. Registration. The College shall provide and maintain a registry of all organized accredited student groups in the Office of Student Services through the Office of Student Organization which shall consist, among others, updated information on the following;

- a. An entry book containing the name of the organization, the date of registration, the date of filing of the constitution and by-laws, and the date of filing of the list of officers and their specimen signatures and other required documents stated in this implementing guidelines.

Section 10. Inspection of Registry Book. Any members of the College administration, faculty, and student body shall have access to any information in the Registry Book, during regular office hours, subject to the school rules and regulations of the College.

Section 11. Appeals. An appeal to the decision of the Dean of Student Services shall be made within 36 hours from the time the decision is made know to the groups concerned. All appeals shall be taken up with Vice-President.

Section 12. Committee on Student Organization. There shall be a created committee on Student Organizations and Activities under the Office of Student Services (Co-Curricular and extracurricular) who shall screen and accredit the student organizations in accordance with existing rules and regulations. The committee shall be composed of representatives from various units/departments and student representatives recommended by the student council the Committee shall be headed by the Dean of Student Services through the Chairperson on Student Organization.

Section 13. Channel of Communications. All matters pertaining to the operation of all organized student activities shall be coursed through the Office of Student Services through the Chairperson on Student Organization who will make the necessary recommendations to the Dean of Student Services for approval. In case wherein the activity will disrupt classes across institutes, the institute deans shall be informed on the matter in "Conforme" before the approval by the Vice-President for Academic Affairs.

Section 14. Procedure for the Approval of Student Activities/Projects. All accredited student organizations, whenever wishing to pursue an activity/project, should express their intension to do so in writing, and should submit as part of requirements for accreditation. A Semestral calendar of student activities, based on the operational plan and other intervening projects/activities, shall be approved by the Dean of Office of Student Services. This calendar will include the date, time, venue and required budget of the project/activity. Student activities/projects to be conducted outside the College shall seek approval from the Vice President for Academic Affairs through the recommendation of the Dean of Office of Student Services. No accredited student organization can carry out or implement project if it is not included in the Calendar of Student Activities as approved by the Office of Student Services.

Section 15. Conduct of Activities. As much as possible, all co-curricular and extra-curricular activities of student shall be suspended one week before any periodic examinations unless approved by the College President.

Section 16. Financial and Accomplishment Reports. The officers of the accredited student organization, through their respective presidents shall render Financial and Accomplishment reports to

the Dean of Student Services ten days before the end of the semester. It shall include the financial statement and evaluation of the activities undertaken during each semester and an annual report at the end of the academic year.



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Section 17. Formal Dissolution. When the dissolution of an organization is through deliberate and voluntary action of its members, it shall be the responsibility of its president to formally issue a corresponding written notice to the Dean of Student Services through the Chairperson on Student Organization.

Section 18. Solicitation. Any form of solicitation for whatever purpose is not allowed.

FLOWCHART

Letter of Application for Accreditation

(Student Organization)



Submission and Evaluation of the Requirements

(List of Officers of the club/organization with their corresponding specimen signatures, courses and ID pictures, list of members of the student club/organization, Constitution and By-laws of the student club/organization, Plans/Activities/Projects with tentative schedule, venue and budgetary requirements, A letter or certification of willingness of the faculty chosen to be the adviser of the club/organization as recommended by the members and officers)

(Student Organization Coordinator)



Approval of the Accrediting Organization

(Dean, Student Services)



Conduct of Activities

(Accredited Student Organizations)



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STUDENT SERVICES

Accreditation Application Forms:

OSS- SO FORM B1

APPLICATION FOR RECOGNITION/ RENEWAL

A. Y. 2016-2017

Date Filed: _____

Please Check: [] New [] Renewal

Full Name of Co/ Extra-Curricular Organization:

Please Check: [] Original [] Chapter

Objectives of the Organization

Amount of Membership Fee: _____

Manner of Collection: _____

Filed by:

Position/Name and Signature

Endorsed by:

Adviser

Recommending Approval:

IAN S. SOMOSOT

Coordinator

Student Organization

Approved:

JO MARK M. LIBRE, DPA

Dean

Office of the Student Affairs



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STUDENT SERVICES

REQUIREMENTS FOR APPLICATION OF STUDENT ORGANIZATION

(Based on the Revised Student Handbook)

- Application Form (OSS- SO Form B1)
- List of Officers of the Club/ Organization with their corresponding specimen signatures, and courses
- List of members of the student club/ organization
- Constitution and By Laws
- Activity Plan/ Operational Plan with tentative date, venue, and budgetary requirements
- Nomination of Organization Adviser
- Letter or Certification of willingness of the faculty chosen to be the adviser of the club/ organizations as recommended by the members and officers

Additional requirements for renewal

- Accomplishment Report (Previous Academic Year)
- Financial Statement (Previous Academic Year)
- Book of Account

Remarks:

Checked by:

IAN S. SOMOSOT
Coordinator
Student Organization



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STUDENT SERVICES

(PRINT SSC CONSBY and ORG CHART)



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PROGRAM SERVICE AREA QUALITY

Staffing:

NAME	POSITION/DESIGNATION	NATURE OF APPOINTMENT	EDUCATIONAL ATTAINMENT	SIGNATURE
Prof. Ian S. Somosot	Instructor I Student Organization Coordinator	Permanent	CAR for MAEd BSED	

Materials & Equipment:

One Office chair

One Office table

One Cabinet

One long chair

Three storage boxes for the filing of folders of student organizations documents

WORK AND FINANCIAL PLAN (ACTION PLAN)

CORE FUNCTIONS	INDICATORS	STRATEGIES	BUDGET ALLOCATION
3. Directs and supervise the campus associations/organizations to the attainment of the mission, vision, and goals of the College.	Percentage of campus co-curricular and extra-curricular organizations. Percentage of student participation in different co-curricular and extra-curricular organizations.	Conducts re-organization to encourage students to join in different co-curricular and extra-curricular clubs and organizations. Monitors the activities to be conducted by the co-curricular and extra-curricular organizations. Ensures active participation of the students in the different co-curricular and extra-curricular organizations through monitoring of the attendance in every event held.	



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<p>4. Assesses requirements for the recognition of student organizations and authorize their operation upon approval.</p>	<p>Percentage accredited co-curricular and extra-curricular clubs/ organizations.</p> <p>Percentage of approved co-curricular and extra-curricular activities by clubs/ organizations.</p>	<p>Disseminates the guidelines and policies in organizing co-curricular and extra-curricular clubs and organizations.</p> <p>Inform every club and organization on the different requirements for accreditation and renewal.</p> <p>Approves co-curricular and extra-curricular organizations.</p> <p>Issues Certificate of Accreditation to the approved co-curricular and extra-curricular clubs/ organizations.</p>	
<p>5. Mobilizes students organizations, thereafter, generate quarterly accomplishment report.</p>	<p>Percentage of accomplished activities conducted by the co-curricular and extra-curricular organizations.</p> <p>Percentage of monitored and evaluated activities conducted by the co-curricular and extra-curricular organizations.</p>	<p>Approves co-curricular and extra-curricular activities stated in the operational plan submitted in the office of the Student organizations.</p> <p>Mandates every adviser/ president of every organization to submit accomplishment reports every quarter of the school year.</p> <p>Mandates every adviser/ president of every organization to submit financial reports every quarter of the school year.</p>	



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STUDENT SERVICES

ORGANIZATION	NO. OF MEMBERS	FACULTY ADVISER/S	FACULTY ADVISER'S MAJOR FIELD	NO. OF YEARS AS ADVISER
DNSC Society for Teacher Education (D'STED)	All Education Students	Prof. Nancy R. Raiz	Mathematics	
Youth Revival Movement (YRM)	30	Prof. Rogelio A. Masangkay	Programming	
Society of English Major Students (SEMS)	113	Prof. Samsel Rhys Pampilon	English	
Society for Mathematics Educators (SMED)	81	Dr. Ronald S. Decano	English	
ESGP-PA Society	397	Prof. Josiedel C. Santamaria	Social Science	
Movement for the Advancement of Student Power	67	Prof. Joyly Jill C. Apud	Public Administration	
Philippine Association of Food Technologists (PAFTPhi Chapter)	93	Prof. Paquito E. Relox	Fisheries	
Society of Committed Individuals and Enthusiastic, Naturalistic, Concerned Environmental (SCIENCE)	All students with Science subjects	Prof. Sevetrim B. Torrejos	Arts & Sciences	
God Embodied Movers Society (GEMS)	48	Dr. Rosario B. Saligan	Fisheries	
Kapisanan ng mga Litratista (KLik)	27	Prof. Ian Jay Padios	Networking/Programming	
Society of Livelihood Education Technologists (SLET)	115	Prof. Ma. Kristine I. Arriola	TLE	
Marine Biological Society (MBS)	80	Prof. Joan Christine E. Alipoyo	Biology	
Society of Fisheries Students	299	Dr. Rosario B. Saligan	Fisheries	
Coalition of Future Public Administrators	126	Prof. Glenne B. Lagura	Public Administration	
Muslim Students Association (MSA)	25	Prof. Bonita P. Cantere	Social Science	
Samahan ng mga Mag-aaral sa Filipino (SAMAFIL)	166	Prof. Christy Lyne C. Relox	Filipino	
Information Technology Society (ITS)	537	Prof. Mariannie A. Rebordera	Information Technology	
Movement of Adventist Ministry to College and University Students (MAS-AMiCUS)	52	Prof. Souci Hannah Bedoya	Information Technology	



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STUDENT SERVICES

Society of English Enthusiasts (SEE)	745	Prof. Melissa G. Dalumay	English	
Society of Integrated Fisheries and Applied Sciences Students (SIFFTS)	380	Prof. Quirino M. Bero	Arts & Sciences	
Association of Mathematics Students (AMS)	450	Prof. Jean Centina	Arts & Sciences	
Glee Club (Sychrophonica)	29	Prof. Sabar G. Hasan	Physics/Biology	
Scholar's Guild	All Scholars			
The Catholic Faith Herald Society	All Catholic Students			
Future Educators of Biological Sciences Society	89			



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OSS Form 01

STUDENT ACTIVITY REQUEST FORM

PROVISIONS ON THE CONDUCT OF ANY STUDENT ACTIVITY

- FILING OF ACTIVITY REQUEST.** 7 days before the activity proper. Attach the following documents: a. Approved Action Plan b. Activity Design c. Parent Consent and Student Waiver if it is an out-campus or Saturday and Sunday activity.
- MORATORIUM:** One week prior to preliminary, mid-term and pre-final; and two weeks before final examinations, all student organizations activities shall be suspended.
- LIQUIDATION/ACCOMPLISHMENT DEADLINE.** Organizations should submit one (1) copy of documentation report (Liquidation and Accomplishment Reports) not later than one (1) week or 7 days after the activity was conducted. Non-submission would mean non-approval of the next activity.
- OFFICIAL RECEIPT:** All expenses incurred by the student organization should have corresponding Official Receipts. Job orders, cash vouchers, order receipts and delivery receipts are **NOT** accepted.
- POSTING/DISPLAY OF ANNOUNCEMENT AND NOTICES.** All materials (flyers/posters/tarpaulin/streamers) are allowed for posting/hanging in designated areas that it is duly approved and signed by the OSS Dean.
- VERIFICATION OF FINANCIAL REPORTS.** Always attach Approved Student Activity Request Form for verification purpose (includes purchase of supplies & materials and services) in submission of financial reports. Absence of Approved SARF would mean non-approval of financial reports.

I. NATURE OF ACTIVITY/EVENT: Kindly fill-in necessary data/information below especially if it is necessary.

Date of Activity Application				
Name of the Organization				
Name of the Representative				
Title of Event				
Type of Event (Symposium, Seminar-Workshop, Conference, Training, Concert, Assembly etc.)				
General Objective				
Date of Event	Hours Duration	Start	End	
# of Participants	Venue of Event	Amount Allocated		
Source of Funds				

I) RECOMMENDATION: For approval For Disapproval

Reason/s for Disapproval:

Name of Adviser Date
Signature-Over-Printed Name

CONFIRMED BY INSTITUTE DEAN/S

II) RECOMMENDATION: For approval For Disapproval

Name	Reason/s for Disapproval	Signature
PROF. NANCY R. RAIZ Acting Dean, IEd		
ENGR. REIR ERLINDA E. CUTAD Dean, IIT		
DR. MARILOU D. JUNSAY Dean, IMaGOCS		
DR. GIRLEY S. GUMANAO Dean, IAAS		

Note: (1) If Activity engages on Institutes, signatory is only the Institute Dean concerned. However, if the use of facilities will affect the classes of the other program, signatories of all deans are needed. (2) If Activity engages all Institutes, signatories are all Deans of Institutes. Suspension of Classes across Institutes in favor of an activity requires approval of the College President through a formal letter.)

III) RECOMMENDATION: For approval For Disapproval

Reason/s for Disapproval:

Prof. Ian S. Somosot Date
Coordinator, Student Organization

IV) RECOMMENDATION: Approved for Extra and Co-Curricular Activities

Reason/s for Disapproval:

Dr. Jo Mark M. Libre Date
Dean, Office of the Student Services

REQUEST APPROVAL OF UTILIZATION OF FACILITIES AND SERVICES

Facilities	Approving Person	Signature
Sound System	MR. ROLDAN JUNSAY Physical Facilities In-charge	
AVR	MS. PAULINA T. BABA College Librarian	
GYM	MR. MAXIMIANO MENDOZA Gym Keeper	
Campus Security	MR. RODOLFO J. LEDESMA	

Facilities	Approving Person	Signature
Sports (Equipment)	PROF. EDISON Q. BERNALDEZ Coordinator Sports	
Campus Security	Security Guard on Duty	
Lecture Room	Dean Concerned	
Conference	MS. AMALIA CABALLERO	



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STUDENT SERVICES

	Head Campus Safety	
Chairs	MS. JINNAH T. ENUMERABLES Supply Officer	

Board Room	Record Officer	
Other/s		

V) APPROVED

Reason/s for Disapproval:

Dr. Jo Mark M. Libre
 Dean, Office of the Student Services

 Date

RECEIVED COPIES Please acknowledge upon notification.

Personnel In-Charge	Signature
Office of the Student Services	
Adviser of the Organization	

Personnel In-Charge	Signature
Security Guard on Duty	
Facilities and Services In-Charge	