



OFFICE OF THE VICE CHANCELLOR FOR STUDENT AFFAIRS

University of the Philippines Los Baños



Office of the Vice Chancellor
for Student Affairs

3 February 2021

R **RECEIVED** **D**
FEB 23 2021
UPLB

JOSE V. CAMACHO, JR., PhD
Chancellor
UPLB, College, Laguna

Dear **Chancellor Camacho**:

We are pleased to submit for your approval the attached revisions to the Guidelines Governing the Registration of Student Organizations in UPLB.

These guidelines have been thoroughly reviewed by our office through the Office of Student Activities, the UPLB University Student Council, the College Student Councils, and the UPLB Perspective. With the mission of enriching programs that will develop the guiding principles of the true Iskolar ng Bayan, the OSA, together with the Office of the Vice Chancellor for Student Affairs, commit to further strengthening the solidarity between and among the student organizations and the University.

Thank you very much for your continued support to our students.


Truly yours,


JANETTE M. SILVA
Vice Chancellor for Student Affairs

APPROVED/DISAPPROVED:

JOSE V. CAMACHO, JR.
Chancellor

NOTED:


JANETTE H. MALATA-SILVA
Vice Chancellor for Student Affairs

GUIDELINES GOVERNING THE REGISTRATION OF STUDENT ORGANIZATIONS IN UPLB

Revised February 2021

The following Guidelines Governing the Registration of Student Organizations in UPLB shall apply exclusively to govern the registration and activities of student organizations, fraternities, sororities, and other associations of students organized for purposes not contrary to law.

This latest version of the guidelines (February 2021) was crafted by the Office of Student Activities (OSA) under the Office of the Vice Chancellor for Student Affairs (OVCSA) in consultation with UPLB Perspective, the University Student Council (USC), and the College Student Councils (CSCs), and is hereby implemented by OSA with active participation of USC as the highest governing student institution in UPLB.

These rules however, shall not apply to the UPLB Perspective, the University Student Council and College Student Councils whose organizations and activities are subject to rules approved by the Board of Regents and authority of the Chancellor as delegated by the BOR.

I. DEFINITION OF TERMS

- A. A *Student Organization* is a group of at least five (5) students who have common goals and interests. It is set out on joint activities in search of its goals and meets regularly to foster closer relationships.

Student organizations in UPLB may be classified as:

- a. Academic
 - b. Cultural
 - c. Fraternity
 - d. International
 - e. Political
 - f. Religious
 - g. Socio-civic
 - h. Sorority
 - i. Sports and Recreational
 - j. Varsity
- B. The *Office of Student Activities (OSA)* — the University's coordination center, which deals with activities of student organization members and non-members — and the *UPLB University Student Council (UPLB USC)* — the highest governing student institution democratically elected by the students in

the university — shall act as the bodies that acknowledge the registration of student organizations.

- C. *OSAM System* is the online management information system that serves as a database and facilitates organization-related transactions and registration of student organizations in UPLB.
- D. A *point person* (PP) is an appointed member of the organization that serves as the liaison between the organization and the University. In most organizations, the Secretary, Vice President for External Affairs, or the Organization Head serves as the point person. He/she is in-charge of processing the registration of the organization, informing the members of the rules, guidelines, and announcements from OSA and the University, among others.
- E. The *Organization Orientation* (OO) is an annual one-day gathering of organization leaders that serves as a venue for orientation on the guidelines for registration, and other similar concerns.
- F. *Student organization activities* are projects, programs, and events in and out of the University organized by members of student organizations. These activities may be classified according to the following or combination of any of the following.
 1. *Organizational development* deals with activities internal to the organization. This generally aims to develop certain aspects in the organization such as camaraderie and team spirit, skills, internal policies, etc. (e.g., general assembly, acceptance rites, workshops, educational discussion, induction, and rehearsals).
 2. *Community service* deals with activities that try to address certain development concerns related, but not limited to education, health, livelihood, child development, nutrition, environment, employment, and general welfare (e.g., blood drive, feeding program, clean-up drive, medical and dental missions, tree planting, and tutorial).
 3. *Promotion* includes activities or events that showcase the organization itself including its vision, mission, objectives, etc. (e.g., exhibit, orientation, and distribution of giveaways).
 4. *Academic development* refers to scholarly activities that aim to strengthen or enhance learning in a particular field or develop the academic performance of students and other stakeholders (e.g., symposium, forum, conference, workshop, career orientation, demo, contest, seminar, debate, tutorials, and exhibit, lecture).
 5. *Cultural development* refers to activities that showcase various manifestations of collective human intellectual achievements such as arts, language, social habits, music, religion, and others (e.g., concert, play, cultural night, recital, film showing, contest, exhibit, symposium, seminar, talent show, and forum).

6. *Sports and Recreational* refers to athletic and recreational activities that are usually competitive in nature (e.g., tournament, contest, demo, and fun run).
 7. *Fundraising* refers to activities done to seek financial support (e.g., film showing, concert, play, raffle, food selling, quiz contest, and fun run).
 8. *Celebration* deals with social activities which aim to commemorate or celebrate a special day/event for the organization (e.g., motorcade, open *tambayan*, concert, exhibit, and alumni homecoming).
- G. A *convergence area or tambayan* is a space in the UPLB campus that may be designated to a student organization. Its members regularly occupy this area in order to socialize and conduct activities.

II. APPLICATION FOR OFFICIAL REGISTRATION OF STUDENT ORGANIZATIONS

- A. Any student organization seeking to attach the name of the University (University of the Philippines Los Baños, UP, etc.) to the name of the organization, use the facilities of the University, conduct activities, partner with any UP unit, and participate in activities led by the University must apply for registration to OSA-OVCSA.
- B. Members of student organizations must be bona fide UPLB students who are currently enrolled in the university.
- C. Except for fraternities and sororities, students in the first semester of their freshman year may now be members of other student organizations.
- D. Organizations should have two advisers. The two advisers can be either affiliated and non-affiliated to the organization; or both non-affiliated.
- E. Student organizations must send at least one representative to the annual OO for student leaders. Any duly authorized representative of the organization may participate in this event.
- F. Student organizations that have completed the OO must submit a copy of its constitution and by-laws together with the following registration forms (available through the OSAM System (<https://uplbosa.org/orgs>):

Form 1 – Application for Registration

Form 2 – Advisers' Profile and Membership Roster

Form 3 – Advisers' Pledge

Form 4 – Certificate of Correctness and Completeness (CCC)

Note: Please refer to the Appendices for details concerning the forms listed above.

- G. Period of application for registration shall be at the start of the student registration period for each semester until one week after the last day of late registration.
- H. OSA and USC shall evaluate the application for registration and shall release the results two (2) weeks after the deadline for submission of registration forms.
- G. Registration of student organizations shall be valid for two academic years. However, organization records must be updated every semester via the OSAM system. This includes:
 - 1. Revised membership roster indicating new members (and officers, if any);
 - 2. Clearance from accountabilities (if any) in the University (through OSA);
 - 3. Lacking narrative reports of activities held during the first semester.
- H. A student organization may be denied registration for any of the following reasons:
 - 1. It did not attend the annual OO;
 - 2. It did not submit registration forms;
 - 3. It did not comply with the Revised Rules and Regulations Governing Fraternities, Sororities, and Other Organizations/RA 8049;
 - 4. It is still serving its penalty/ies at the time of its application;
 - 5. It has unsettled financial accountability with the University and other concerned institutions at the time of its application;
- I. Registered organizations shall receive their certificates of registration during the registration rites. Registration is effective until the day prior to the succeeding registration date.
- J. Appeals must be addressed to the Vice Chancellor for Student Affairs through the OSA Director. Decisions on appeals are final and irrevocable.

III. CONDUCT OF ACTIVITIES

A. Activity Permit (AP): Activities conducted inside the University

1. AP should reach OSA not later than five (5) working days before its scheduled implementation. AP must be generated via OSAM System.
2. AP must be noted by at least one adviser.¹ In the event that the adviser is not available, he/she may request another UPLB faculty member or Research, Extension, and Professional Staff (REPS) to sign on his/her behalf. The full name of the requested signatory must be written.
3. The PP must claim the AP from OSA within two working days.

B. Letter of Information (LOI): For activities conducted outside the University

1. LOI should be submitted three (3) days before the activity.
2. LOI must be signed by both advisers. If the adviser is not available, he/she may request another UPLB faculty member or Research, Extension, and Professional Staff (REPS) to sign on his/her behalf. The full name of the requested signatory must be written.
3. Student organizations may present the registration certificate as a proof that the organization is officially registered in the University, and therefore, shall no longer need the endorsement of the University in the conduct of their activities.

C. Attachments for AP and LOI:

Activity Permit (AP) and Letter of Information (LOI) forms submission must include documents related to the activity to be conducted.

D. Activity Implementation

The presence of advisers in the activities of the organizations is a must. As per Republic Act 8049, Section 3, two representatives from the University shall be present during initiation rites. The presence of advisers in the activities of the organizations is a must. As per Republic Act 11053, Section 5, two representatives from the University shall be present during initiation rites.

E. Activity Reports

Organizations must submit within 10 working days a narrative report for each activity, including clearances from the Barangay and Mayor's Office for open parties and such which were held outside the university.

¹ As an adjustment to the new normal, electronic signatures will be accepted until further notice.

IV. USE OF TAMBAYAN

- A. Benches or *tambayans* are open for all on a first come, first use basis.
- B. No student organization, individual or group has the right to own or claim exclusive use and modification of these concrete benches or *tambayan*, if it is a university property.
- C. No student organization, individual, or group has the right to vandalize or post logos or tarpaulins on any University infrastructure of property, including trees, roads and signages. Violations will be reported to the Student Disciplinary Tribunal (SDT).
- D. Requests to put up or use space for *tambayans* must be addressed to the venue administrator in cases when the space needed is within a facility. For open spaces, requests should be addressed to the Office of the Vice Chancellor for Community Affairs (OVCCA). Letters of request must be endorsed by the OSA-OVCSA upon submission of necessary documents.

V. OTHER POLICIES CONCERNING STUDENT ORGANIZATION-RELATED ACTIVITIES

- A. All letters submitted to OSA must be addressed to the Director and signed by at least one adviser. In the event that the adviser is not available, he/she may request another UPLB faculty member or UP REPSS to sign on his/her behalf. The full name of the requested signatory must be written.
- B. All activities and documents of international student organizations composed of non-Filipino members shall be endorsed by the head of International Student Relations (ISR) before submission to OSA.
- C. Student organizations shall not schedule activities after the last day of holding activities. The activities of the UPLB Perspective, the University Student Council, and the College Student Councils, which are recognized as autonomous under Rules approved by the BOR, to be held beyond the last day for holding activities being primarily initiated by students shall be exempted from this rule.
- D. Teasers, posters, and other promotional materials, which are to be placed within University premises, must have a corresponding Activity Permit.
- E. Cases of dishonesty, perjury, and falsification of documents, etc. will be filed at the Student Disciplinary Tribunal (SDT). Failure to comply with any of the provisions of these guidelines is subject to disciplinary action as provided in the Rules and Regulations on Student Conduct and Discipline.
- F. Motorcades during organization celebrations are not allowed within the University.

Appendix 1. Process of Applying for Registration

Guidelines enumerated here are strictly implemented. Organizations are advised to adhere to the guidelines to expedite the processing of application for registration. Transactions involving the application for registration of UPLB organizations must be done through the organization's point person (PP).

A. Change of Point Person (PP)

Only the head of the organization or the point person is authorized to assign a new PP via the OSAM System.

B. New Organizations

1. PP must register the organization in OSAM System (Forms->Register Organization).
2. PP must complete the organization profile and membership roster.
3. All members must login to OSAM System using their UP Mail account to confirm their membership.
4. All members must update their profiles, upload a valid photo.
5. PP must generate and print registration forms.
6. Officers and adviser/s must sign the registration forms.
7. PP must submit the registration forms along with the constitution and by-laws on or before the deadline.

C. Existing Organizations

1. PP may apply for renewal of registration OSAM System (Forms > Renew Registration).
2. PP must update the organization profile and membership roster.
3. All members must login to OSAM System using their UP Mail account to confirm their membership. All resident members, both active and inactive, must confirm their membership yearly. If a member wishes to file for inactivity, he/she must declare this via OSAM System.
4. A member may be removed from the roster for the following reasons:
 - a. has graduated;
 - b. filed for leave of absence (LOA);

- c. been absent without leave (AWOL);
 - d. been dismissed from the University;
 - e. been expelled from the organization; and
 - f. has passed away.
5. All members must update their profiles, upload a valid photos
 6. PP must generate registration forms.
 7. PP must print ONLY the Certificate of Correctness and Completeness (CCC).
 8. Officers and advisers must sign the CCC.
 9. PP must submit the CCC on or before the deadline.

Appendix 2. Notes regarding the Registration Forms

F1 – Application for Registration

1. This form stipulates all pertinent information describing the organization. This includes the ORG ID (located in their respective OSAM System profiles), mailing address, *tambayan* (if applicable), e-mail address, website, date established, date officially registered to OSA, SEC Registration (if applicable), brief description, vision, mission, and objectives. This should also contain the Pledge Against the Use of Hazing, Violent Form of Initiation Rites and all other Forms of Violence in accordance to RA 11053.
2. PP must ensure that all information is correct.

F2 – Advisers' Profile and Membership Roster

1. There should be two advisers per organization. An adviser may either be a faculty member or Research, Extension and Professional Staff (REPS).
2. All information about the advisers must be complete and correct.
3. The list of members should be complete and the designation of each member is clearly indicated. Label whether they are part of the executive committee or members only.
4. Make sure that all information regarding each member is updated.

F3 – Advisers' Pledge

This form certifies that the advisers upon signing are aware of the organization's activities and pledge to ensure that the organization is abiding by the rules of the University. This also certifies that the advisers have verified the correctness and completeness of the forms submitted.

F4 – Certificate of Correctness

The printed CC is submitted by old organizations. Signing the CC means all signatories have agreed to the electronic version of the registration forms.

1. This form attests to the correctness and completeness of the forms submitted to OSA. The signatures of the organization's president, vice president, secretary, treasurer, adviser/s must be affixed to this form..
2. In the event that an adviser is not present, the adviser may designate another faculty or UP REPSS to sign for him/her. The full name of the representative must also be written.