



D.4 STUDENT ORGANIZATION ACCREDITATION AND REVALIDATION

1. Student Organization Accreditation

1. Student Organization Accreditation is regulated and provisions are set forth in the Student Handbook (published 2013) under Section 7 of Title 7 (specifically page 47 of the Student Handbook).

Office or Division:		Operations Section		
Classification:		Complex		
Type of Transaction:		G2C		
Who may avail:		Officially Enrolled Students and Registered Student Organizations		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accreditation Checklist of Requirements		Form originating from the Internal Audit Office, distribution currently is done by COSOA since IAO made them partner on the Accreditation and Revalidation Activities for them to monitor the Student Organizations as well.		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Checklist of Requirements from COSOA		None	5 Minutes	<i>COSOA Officer</i> (Charlie del Rosario Building)
2. Submit completely filled-up checklist and complete requirements to COSOA for initial evaluation		None	2 Days	<i>COSOA Officer</i> (Charlie del Rosario Building)
3. COSOA to submit the evaluated documents and checklist to OSS	3.1 Stamp-received Accreditation/R e-validation Checklist and Documents, Log into Checklist/Monitoring Report, assign queue number	None	20 Minutes	<i>OSS Staff</i> (OSS Office, Charlie M. Del Rosario Building)
	3.2 Evaluate Checklist and Requirements submitted	None	2 Days	<i>OSS Staff</i> (OSS Office, Charlie M. Del Rosario Building)



	3.3 Printing and signing of Accreditation/Revalidation Certificate	None	5 Minutes	OSS Staff (OSS Office, Charlie M. Del Rosario Building)
	3.4 Issuance of Accreditation/Revalidation Certificate	None	20 Minutes	OSS Staff (OSS Office, Charlie M. Del Rosario Building)
4. Receiving of Accreditation and Revalidation Certificate (signing in the logbook and receiving copy)		None	5 minutes	
	TOTAL:		4 Days, 55 Minutes	