



## **2. Student Organization Revalidation**

Student Organization Revalidation 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).



<b>Office or Division:</b>	<b>Operations Section</b>			
<b>Classification:</b>	<b>Complex</b>			
<b>Type of Transaction:</b>	<b>G2C</b>			
<b>Who may avail:</b>	<b>Officially Enrolled Students and Registered Student Organizations</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Revalidation 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.		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
5. Secure Checklist of Requirements from COSOA		None	5 Minutes	<i>COSOA Officer</i> (Charlie del Rosario Building)
6. Submit completely filled-up checklist and complete requirements to COSOA for initial evaluation		None	2 Days	<i>COSOA Officer</i> (Charlie del Rosario Building)
7. COSOA to submit the evaluated documents and checklist to OSS	7.1 Stamp-received Accreditation/Re-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)
	7.2 Evaluate Checklist and Requirements submitted	None	2 Days	<i>OSS Staff</i> (OSS Office, Charlie M. Del Rosario Building)
	7.3 Printing and signing of Accreditation/Revalidation Certificate	None	5 Minutes	<i>OSS Staff</i> (OSS Office, Charlie M. Del Rosario Building)
	7.4 Issuance of Accreditation/Reva-	None	20 Minutes	<i>OSS Staff</i>



	Validation Certificate			(OSS Office, Charlie M. Del Rosario Building)
8. Receiving of Accreditation and Revalidation Certificate (signing in the logbook and receiving copy)		None	5 minutes	
	<b>TOTAL:</b>		<b>4 Days, 55 Minutes</b>	