

ACCREDITATION/ REACCREDITATION OF STUDENT ORGANIZATIONS

Schedule of Availability of Service:	8:00 am – 5:00 pm; Monday to Friday(3rd week of June or as scheduled)
Clients/ Customers:	Officers of Student Organizations
Requirements:	Complete papers for accreditation (Letter of Application, Recommendation from the SSC, List of officers, Name of adviser and his /her letter of acceptance, List of members with specimen signares, Proposed action plan, Constitution and by-laws
Processing Time	55 minutes

STEP	CUSTOMER/ APPLICANT	SERVICE PROVIDER	DURATION OF THE ACTIVITY	FEE	PERSON RESPONSIBLE	FORMS
1	Submits requirements	Receives requirements and checks for completeness and authenticity	20 minutes	None	Staff	Student Organization Form
2	Presents proposed Action Plan, Financial Statement and Accomplishment Report*	Evaluates presentation	20 minutes	None	Staff/OSS Director/SSC Officers	
3		Approves/ Disapproves Presentation Affixes signature on documents if approved.	10 minutes	None	OSS Director	Action Plan
4	Photocopies the signed documents (4 copies)	Receives the original copy	5 minutes	None	OSS Director	
END OF TRANSACTION						