\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

MS. GRACIEL A. LINTAG

RE: **SDev-SOAR 01. Appointment of Student Council/Organization Adviser**

Dear Ms. Lintag:

The \_\_\_\_\_\_\_\_\_(name of organization/council)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ recommends

\_\_\_\_\_\_\_\_(faculty name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   [  ] RFT          [  ] LFT

as its adviser for SY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

On top of the recommended adviser's integrity, s/he has the following select qualifications:

|  |  |  |  |
| --- | --- | --- | --- |
| **Average of TPE for at least 4 consecutive semesters** | **Academic rank** | **Leadership experience/s:** | **Highest academic degree** |
|  |  |  |  |
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|  |

The adviser who affixed his/her signature as conforme has the following tasks:

1. Advise on the design and monitor the implementation of the General Plan of Action;
2. Check and endorse proposals according to approved policies and guidelines;
3. Oversee all scheduled events and meetings of the council/organization;
4. Monitor the management of the council's/organization's files
5. Monitor the student leaders' compliance with university policies and help ensure that they are role models of the student population;
6. Monitor, review, and sign disbursement and liquidation of funds in coordination with the officers;
7. Ensure that reports are submitted and properly audited on time;
8. Others that may be required by the Institute and Student Development.

Attached is the List of Nominees for the position of an adviser.

Thank you.

Yours,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President

(Name of council/organization)

Recommending approval:

(Name)

Program Head, (Department)

(Name)

Dean, Institute of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

                                                        Conforme:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean, Institute of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RE: **Nominees for Student Council/Organization Adviser**

Dear Dean \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

The officers of the (name of organization/council) ranked the following nominees for its adviser this SY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

The nominees were ranked based on their (1) integrity; (2) interpersonal relationship and collaborative skills; and (3) leadership credentials on top of the university’s minimum qualifications for organization advisers.

|  |  |  |
| --- | --- | --- |
| Adviser’s Name | Ranking of Adviser by the Organization/  Council | **Remarks and Ranking**  by the Program Head or the Dean |
|  | 1 |  |
|  | 2 |  |
|  | 3 |  |

We will be pleased to discuss with you the ranking to finally select the organization’s/ council’s adviser.

Thank you.

Yours,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President

Name of Organization

Noted:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program Head

Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_