APPLICATION FOR RECOGNITION

LEADERSHIP TRAINING SEMINAR 2014

Miguel V. Abriol-Santos
Head, Communication and Information Technology

OrgsUP and OSAM

- OrgsUP is shutting down.
- OSAM improved the services in OrgsUP.

Requirements

- Your attendance
- Must have at least 15 resident members
- Must have at least one junior and one senior adviser
- Must have a constitution and by-laws/house rules

Existing vs. New Organizations

- Basis: record in OrgsUP/OSAM

Existing Organizations

- Prepare all activity documentation.
- Prepare proof of community service activity.

No AP/AC?

- Provide certification signed by a competent authority with the name of the organization, date, venue, and beneficiaries.

New Organizations

- Set an appointment with the SOAD Head.
- Organization Key will be provided after the interview.

Point Person

- Internal appointment
- Serves as liaison between the organization and OSA
- Primary contact person

Point Person

- New Orgs: The student who enters the org key is the point person.

- Existing Orgs: To change point person, orgs must do it online.

Point Person

- PP cannot be contacted/missing in action/expelled/etc: Org head can write a letter to SOAD with the following:
  - Student numbers of old and new PP
  - Reason

WRITING LETTERS TO OSA

LEADERSHIP TRAINING SEMINAR 2014

Address all letters to:

DR. LETICIA E. AFUANG
Director, Office of Student Affairs
UPLB, College, Laguna

THROUGH: **NAME OF UNIT HEAD**
                    Head, Name of Unit

Address all letters to:

DR. LETICIA E. AFUANG

Director, Office of Student Affairs

UPLB, College, Laguna

THROUGH: **PROF. ZOILO D. BELANO JR.**

Head, Student Organizations and Activities Division

Reminders

- First paragraph – explain right away why you are writing. No need to mention your mission, vision, description, objectives, etc.

Reminders

- Be direct to the point.

- Never use e-signatures.

- Orgs must have their letters signed by both advisers.

Reminders

- When an adviser is not present, the organization must ask the adviser to designate another UPLB faculty/REPS member who can sign for him/her. Just remember to write the name of the person who signed for your adviser.

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Process

1. Point person must fill out the forms online.
2. All members must update their profiles and login to confirm their membership.
3. Print, sign, and submit recognition forms.

1. Point person must fill out forms.

- Profile of organization must be filled out.
- Profile of advisers must be filled out by the point person.
- Point persons will need the student number, last name, and designation of all resident members.

2. Members must confirm.

- All members must confirm their membership to the organization.
- Students with updated profiles may confirm their membership via SMS.
- Other students must login to the OSAM System.

Member confirmation

- What if our members do not have accounts?
  - SystemOne accounts are used to access the OSAM System.
  - Alternatively, students can request for a temporary OSAM account from COMMIT at Room 7. Bring UPLB ID.

Member confirmation

- All members must have valid photos.
- Upload a recent formal square photo with light solid background capturing the subject's shoulder until tip of head. Subject must be at the center directly facing the camera with nothing covering the facial features and without any additional elements or alterations.

3. Print, sign, and submit forms.

- After completing steps 1 and 2, the forms may be generated online.
- Forms with signature of the advisers, top officers, and point person must be submitted to SOAD before the deadline.

Organization Activities

- Organizations recognized in the previous AY may continue to conduct activities provided they applied for recognition this semester.

- Permits and consent forms cannot be dated after September 22, 2014.

SOAD SHARES

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SOAD SHARES

- The forms to claim SHARES points may be downloaded from the OSAM System on September 1, 2014.

- All recorded SHARES points will also reflect in the system.

SOAD SHARES

- Details on how to claim points are also in the OSAM System.

Notes

- No pointing system for recognition application.

- Pointing system is for SOAD SHARES rewards points.

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For inquiries, please email

contact@uplbosa.org