

MABALACAT CITY COLLEGE



**Office of the Student and Cultural
Affairs**

Citizen's Charter 2021

I. Description

The College endeavors to deliver holistic formation to all students by developing the full potentials of the individual through different student development programs and services. This unit is focused in supervising the student council as well as all the accredited college wide and institutional student organizations in-regards to their operations and conduct of various activities. Also, providing various leadership trainings and programs to the college student leaders anchors the college endeavors to attain holistic formation to all student leaders and the studentry at large.

II. Mabalacat City College Vission and Mission

MISSION:

The mission of Mabalacat City College is to meet the needs of its community as a center for learning aiming for Open Admission Policy.

VISION:

Mabalacat City College envisioned itself to be the top choice in the community it serves for quality education and training by 2025.

CORE VALUES:

Passion: Operate as one team with strong drive to attain purpose

Integrity: Cultivate environment of honesty and fairness in all dealings.

Excellence: Set and meet high standards.

Service: Extend service to the community

III. List of Services

- 1) Orientation services for re-elected and newly elected student council and student organization officers through the conduct of general assembly.
- 2) Accreditation of student clubs/organizations.
- 3) Receiving and review and evaluation of student activity proposal and SAS form/s.
- 4) Monitoring of programs, projects, and activities of student council and various student organizations.
- 5) Facilitation of student council election.
- 6) Consultation and assistance to the student council, student organizations officers and members.

1) Orientation services for re-elected and newly elected student council and student organization officers through the conduct of online general assembly.

Steps	Unit Actions	Duration	Person in-charge
1. The CSEB must submit the official list of the names of the students elected for any of the student council positions to the OSCA office. For the student organizations, the outgoing president must submit the list of the names of their new set of officers.	1.1 The unit clerk will received the official list of names submitted to the office. 1.2 The unit clerk will then forward it to the OSCA Coordinator	2-3 days after the conduct of the student council election	Jeramy Lampa OSCA Clerk Ray Mart Cruz OSCA Coordinator
2. A letter of endorsement for the newly elected set of officers must be sent to the Student Affairs and Services director for acknowledgement.	1.3 The unit clerk/OSCA Coordinator will write and forward the letter to the office of Student Affairs and Services director.	1-2 days after receiving the official list of newly elected student council and student organization officers.	Jeramy Lampa OSCA Clerk Ray Mart Cruz OSCA Coordinator
3. The OSCA Coordinator will set an online assembly for the orientation of the newly elected student council and student organization officers. (Face to face orientation will be conducted if possible)	1.4 The unit clerk will inform all the newly elected officers for the upcoming orientation	1 day	Jeramy Lampa OSCA Clerk Ray Mart Cruz OSCA Coordinator

Note: All transaction to the Office of the Student and Cultural Affairs may be done virtually or via online meeting this is in line to the guidelines and protocols issued by the IATF on the conduct of the formal group events of a community or area.

2) Accreditation of student clubs/organizations

Steps	Unit Action	Duration	Person in-charge
<p>1. A copy of the following requirements must be submitted to the OSCA office:</p> <ul style="list-style-type: none"> ✓ Constitution and by-laws (signed by the initial set of officers and members of the organization) ✓ A list of the set of officers and members of the organization ✓ Action plan of the organization set for a whole year ✓ Other documents as may be required under the school rules and regulation 	Receive all the required documents for the accreditation of the student organization.	10-15mins	<p>Ray Mart Cruz OSCA Coordinator</p> <p>Jeremy Lampa OSCA Clerk</p>
<p>2. The OSCA office shall forward such requirements to the SAS director's office with its comments and recommendation for approval</p>	Forward all the documents for the application and accreditation of student organization to the SAS director office.	10-15mins	Ray Mart Cruz OSCA Coordinator
<p>3. The SAS director will approve or disapprove the application/accreditation of student organization.</p>	Provide suggestions and recommendations which can be used to the revision of any of the submitted requirements for application/accreditation	20-30mins	Ray Mart Cruz OSCA Coordinator
<p>4. The OSCA office will then notify the representative/officers of the recognition of the newly accredited student organization and the release of the Certificate of Accreditation.</p>	Notify the organization representative for the release of the Certificate of Accreditation	2-3 days	Jeremy Lampa OSCA Clerk

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3) Receiving and review and evaluation of student activity proposal and SAS form/s.

Steps	Unit Actions	Duration	Person in-charge
1. A representative/s from any ISC, SSC, and Organization must submit their General Plan of Action (GPOA) and their attached SAS form to the OSCA office.	3.1 The unit clerk will receive the documents submitted and stamp them with "received" remark. 3.2 Afterwards the documents will be forwarded to the OSCA coordinator.	5-10 mins	Jeramy Lampa OSCA Clerk
2. The OSCA coordinator will review and evaluate the documents. Note: questions will be asked by the OSCA coordinator to the council/org representative with regards to their GPOA if needed.	3.3 review and evaluation	15-25 mins	Ray Mart Cruz OSCA Coordinator
3. Unit clerk/coordinator will proceed to endorsement and signing of the SAS forms to the different college heads that serves as recommending approval of the event.	3.4 Forward the documents to the different college heads.	1-2 days	Jeramy Lampa OSCA Clerk Ray Mart Cruz OSCA Coordinator
4. Releasing of the approved and signed documents of the student council/organization	3.5 The unit clerk will notify the council/organization representative to get the documents and proceed to the conduct of their activity aligned to their target date.	1-2 days	Jeramy Lampa OSCA Clerk Ray Mart Cruz OSCA Coordinator

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4) Monitoring of programs, projects, and activities of student council and various student organizations.

Steps	Unit Action	Duration	Person in-charge
1. Reviewing of student council, and student organization's action plan and constitution and by-laws.	4.1 OSCA coordinator will review the action plan of each organization, ISC's, and SSC.	30-45 mins	Ray Mart Cruz OSCA Coordinator
2. Compile all the documents of the successfully conducted events per organization and student council	4.2 The unit clerk will compile all the SAS forms and GPOA of successfully conducted events	5-10 mins	Jeramy Lampa OSCA Clerk
3. Inquire about the organizations, ISC's, and SC about their progress or current status in regards to their action plan.	4.3 The OSCA coordinator will inquire to the student leaders through phone call/chat via messenger.	Day to day	Ray Mart Cruz OSCA Coordinator

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5) Facilitation of student council election.

Steps	Unit Action	Duration	Person in-charge
1. The OSCA office together with the CSEB and MCC-SC shall work together to plan and prepare for the conduct of the student council election	Facilitate all the needed actions that may done throughout the planning and preparation of student council election	A minimum of 2 weeks	Ray Mart Cruz OSCA Coordinator John Khyle Villanueva MCC-SC President CSEB Director/Commissioner
2. The OSCA office monitors the conduct of the actual student council election.	Monitoring the proper flow of the conduct of election and ensure vote counts are properly tallied per institute and the college as a whole	1-2 days	Ray Mart Cruz OSCA Coordinator John Khyle Villanueva MCC-SC President CSEB Director/Commissioner
3. The OSCA office recognizes the newly elected set of officers.	Recognizes all the newly elected officers through the help of other departments such as the (Events and Communication office) and The Equalizer.	1 day	Ray Mart Cruz OSCA Coordinator John Khyle Villanueva MCC-SC President CSEB Director/Commissioner

Note: The conduct of the student council election may be done virtually or via live broadcast this is in line to the guidelines and protocols issued by the IATF on the conduct of the formal group events of a community or area.

6) Consultation and assistance to the student council and student organization officers and members.

Note: consultations may be done through the following but not limited to: **Phone call, online chat via (messenger), email via (Gmail, and outlook), online meeting via (zoom, Ms Teams, Google meet).** This is due to the effects of an on-going pandemic in the country and minimum health protocols must be strictly followed as per IATF.

Steps	Unit Action	Duration	Person in Charge
1. Officers from different organization, ISC's and SC will send a message or email to the OSCA office or set an online meeting with the OSCA Coordinator.	7.1 Message will be acknowledged by the clerk/coordinator	Any available time of the day of the OSCA Coordinator and clerk	Ray Mart Cruz OSCA Coordinator Jeremy Lampa OSCA Clerk
2. The OSCA Coordinator and the unit clerk will entertain the message from the officers.	7.2 Response to the students via any of the available platforms.	5-10 mins or in any available time of the day of the OSCA Coordinator	Ray Mart Cruz OSCA Coordinator Jeremy Lampa OSCA Clerk
3. Suggestions and Recommendation will be outlined by the OSCA Coordinator	7.3 OSCA coordinator will provide suggestions and recommendations to the student council and student organization officers.	Day to day	Ray Mart Cruz OSCA Coordinator

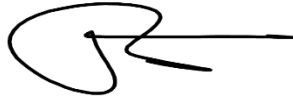
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Prepared by:



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