



ATENEO DE MANILA UNIVERSITY

OFFICE OF STUDENT ACTIVITIES

Date : **13 September 2023**

Memo To : **STUDENT ACTIVITIES COMMUNITY
UNDERGRADUATE EDUCATION (HE)**

From : **(SGD.) RALPH JACINTO A QUIBLAT
DIRECTOR**

Subject : **SOAR and Organization Registration**

In compliance with the Anti-Hazing Act of 2018 and its Implementing Rules and Regulations, the University has set up guidelines on the registration of student organizations and application for approval to hold initiation rites. All existing as well as new school-based organizations which have existing members who are students or which plan to recruit students to be its members are required to register.

Organization Registration is a prerequisite in the Student Organizations Assessment and Review (SOAR) process.

Other requirements to complete the organization registration process include:

1. For accredited organizations and recognized student groups and units:

- **Attendance at the Onboarding Session on the Code and Rules (OSCaRs).** The OSCaRs is an orientation specifically designed for the Executive Board of all student organizations. It will feature in-depth discussions on the University's Code of Decorum and Administrative Rules on Sexual Harassment, Other Forms of Sexual Misconduct, and Inappropriate Behavior in the context of student activities and on the work and services of the Gender Hub that are available to student organizations. This year's **Onboarding Session on the Code And Rules**

for Student Organizations (OSCARs) 2023: Ensuring Safe Spaces will feature a workshop on how to properly respond when your student organization is faced with an alleged case of Sexual and Gender-Based Violence (SGBV). The session will also include orientations on the prescribed administrative processes and protocols related to these cases, as well as the plans that COA-M will be implementing beginning this school year. OSCARs 2023 is scheduled to take place on Saturday, 16 September 2023, at the 5th Floor Study Hall of the New Rizal Library. The training will be conducted in two sessions: a morning session from 8:00 AM to 12:00 PM, followed by an afternoon session from 1:00 PM to 5:00 PM. To complete this year's organization registration, all Presidents, Vice Presidents for Human Resources, and Moderators of COA-M organizations are required to attend **only one of the sessions**. This is to ensure that everyone is aware of the necessary protocols for cases of SGBV within the student activities community. If you will be unable to attend either of the sessions, please contact our office to make the necessary arrangements.

- **Attendance at the OSA Finance Workshop.** The OSA Finance Workshop is a dynamic session aimed at enhancing the organizations understanding of various OSA Budget and Finance services tailored for student organizations. The workshop discusses the effective financial management strategies, including adept management of sales and transactions. This event also features a swift yet informative workshop on the intricate landscape of Ateneo's Accounting policies and procedures. This workshop serves as a compass to guide student leaders through the complexities of financial governance. For those who missed the previously held Finance Workshop, please contact Ms. Julie Manalang of OSA for a make-up session.

2. **For non-accredited organizations and organizations registering for the first time:** You will receive a separate communication from OSA regarding the Onboarding Session on the Code and Rules (OSCaRs) and the OSA Finance Workshop.

OSA has prepared a web portal for all your organization registration and SOAR Compliance needs. All the information you will need regarding organization registration and SOAR Processing are all in this portal. Organizations may already begin with the registration process by following the procedure outlined at go.ateneo.edu/osa-soar.

Deadline for organization registration is 25 September 2023.

Only Registered Organizations may become eligible to undergo the Student Organizations Assessment and Review (SOAR) and thereby get the chance to apply for accreditation. Registered Organizations who intend to undergo SOAR this school year must submit their application on or before 02 October 2023.

Please be guided accordingly.