



ATENEO DE MANILA UNIVERSITY

OFFICE OF STUDENT ACTIVITIES

30 August 2024

TO Higher Education Undergraduate Student Activities Community

FROM (Sgd.) Ralph Jacinto A Quiblat
Director

SUBJECT Organization Registration for SY 2024-25

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. **Compliance with the requirements pertaining to the implementation of Republic Act NO. 11313, otherwise known as the Safe Spaces Act.** This includes submission of documents included in the Onboarding Session on the Code and Rules (OSCaRs). The OSCaRs is an orientation specifically designed for the Executive Board of all student organizations.
2. **Attendance at the Basic Life Support Training.** The Basic Life Support (BLS) is the foundation of resuscitation training for healthcare professionals including nurses, physicians, EMS professionals, and other healthcare and public safety personnel. Upon completion of the four-day course, a Philippine Red Cross certification (valid for two years) will be issued for the participants.

3. ***Specific to accredited organizations: 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.

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 30 September 2024.

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 14 October 2024.

Please be guided accordingly.