

Date

Prof. JERWIN F. AGPAOA

Vice Chancellor for Student Affairs
University of the Philippines Diliman

Through: Prof. MA. ALTHEA T. ENRIQUEZ
Coordinator
Office of Student Activities (OSA)

Dear Vice Chancellor Agpaoa,

This letter is in connection with the application for University registration of the

(Name of organization/ fraternity/ sorority)

I, the undersigned, with pertinent information stated below, have consented to serve as the organization's adviser for A.Y. 20__ - 20__ and will therefore do the following for the organization:

- Assume full responsibility for the performance and activity of the organization;
- Be present during all activities, or, if not available, will send a representative in my stead;
- Monitor closely the activities of the organization;
- Conduct monthly dialogue/conference/lecture, etc. with the officers and members of the organization on topics of value and interest to them (copy of the activities to be submitted to OSA);
- In case the organization violates the rules and regulations of the University, I will assist in locating the violator(s);
- In case the members of the organization of which I am adviser are victims of any confrontation, will discourage retaliatory action, and,
- In case the members of the organization of which I am an adviser are the erring ones, will accompany them to the Office of the Vice-Chancellor for Student Affairs for the truce.
- Perform responsibilities stated in the Organization's Constitution and by-laws.

Furthermore, I certify to the correctness and completeness of the documents submitted by the organization for their registration.

(*Signature over Printed name)

Contact Information:

Email:

Contact Number:

Designation

Department of