



MEMORANDUM OFFICE OF STUDENT AFFAIRS

PAPERLESS SUBMISSION AND MONITORING FOR STUDENT ACTIVITY DOCUMENTS

Memo No. 004 Series of 2025

DATE: November 10, 2025

TO: Senior High School and College Organizations

In line with our commitment to improve efficiency, transparency, and environmental sustainability, the Office of Student Affairs is adopting a paperless mechanism for selected student activity-related transactions. This initiative aims to streamline the approval process, reduce physical paperwork, and allow real-time monitoring and communication between OSA and student organizations.

Effective immediately upon the release of this memorandum, the following student activity-related documents must be submitted through the official online form: <https://forms.gle/1wnDWvU4yy5TexHk6>

Required documents to be submitted via the form:

- Student Activity Application Form (SAAF)
- Letter for Reschedule
- Letter for Sponsorship
- Letter for Monetary Collection
- Request Letter for OSA Monetary Support

Organizational Google accounts have already been added as form responders. If an account is not yet granted access, please request access directly through the link.

After submission, organizations may monitor the status and feedback on their documents using this link:

<https://docs.google.com/spreadsheets/d/1LkY2DDdTAD0KpyehpwIVU9ynf-EOLODIJtEMIX49S-4/edit?usp=sharing>

Organizational accounts have been added as viewers. If access is not available, please request viewer access via the same link.





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Important Reminders:

- If a comment or clarification is indicated in your submission, kindly coordinate with the Student Activity Coordinator via GChat.
- If revisions are needed, the updated version must be submitted as a new response in the form.
- Submission and monitoring may only be done using the organizations' official Google account.
- For organizations that have already printed their documents before the release of this memorandum, you may proceed with your printed copies for this cycle only.

Please note that not all student activity-related documents are included in this process at the moment, as some require coordination and approval from other involved offices with their own processing systems. This initiative is just the first step in our efforts to create a more accessible and supportive system for all recognized student organizations.

We will continue to explore ways to improve our processes for your benefit.

For concerns or further assistance, you may visit the Office of Student Affairs.

Thank you for your cooperation.

(SGD.) Ariel V. Pescones, MAPM, LPT
Student Activity Coordinator

(SGD.) Jose Mari M. Logroño, LPT
Asst. Head for SHS

Noted by:
(SGD.) Atty. Marlou Jade L. Eliab
Head, Office of Student Affairs

