



MEMORANDUM NO. 12

TO: All Quezon City University Students
FROM: QCU Supreme Student Council
SUBJECT : Acknowledgment of Resignation and Turnover Requirements of Councilor of Documentation and Reports
DATE: December 24, 2025

Greetings of Commitment and Service!

This memorandum formally acknowledges your resignation as **Councilor for Documentation and Reports of the Quezon City University Supreme Student Council (QCU-SSC)**.

Prior to your official separation from the QCU-SSC, you are required to complete the following turnover and clearance requirements:

1. Turnover of Responsibilities

- Properly endorse all pending tasks, responsibilities, files, and ongoing documentation-related work to the designated officer or newly appointed Councilor for Documentation and Reports.
- Ensure that all necessary information and instructions are properly communicated to ensure continuity of the Council's operations.

2. Publication Materials

- Turn over all publication materials, designs, layouts, graphics, drafts, templates, photographs, videos, captions, and other digital files created or maintained during your term.
- All such materials shall remain the official property of the QCU-SSC and shall be retained, managed, and maintained under the official platforms, accounts, files, and records of the Council.

3. Non-Disclosure Agreement (NDA) / Confidentiality Agreement

- Maintain strict confidentiality regarding all confidential, sensitive, personal, administrative, and other non-public information obtained during your tenure.
- The **Non-Disclosure Agreement (NDA) / Confidentiality Agreement** previously executed shall remain effective and binding even after your resignation, subject to its terms and applicable University policies and laws.
- Unauthorized disclosure, reproduction, dissemination, sharing, or use of confidential SSC-related information, documents, records, and discussions is strictly prohibited.

Failure to comply with the foregoing requirements may result in **delays in the processing of your clearance and resignation**, subject to applicable QCU policies and procedures.

We sincerely thank you for your **service, commitment, and contributions to the QCU-SSC**. We wish you success and all the best in your future endeavors.

Thank you for your continued commitment and service.



QUEZON CITY UNIVERSITY
SUPREME STUDENT COUNCIL

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