



QUEZON CITY UNIVERSITY
SUPREME STUDENT COUNCIL
673 Quirino Highway, San Bartolome, Novaliches, Quezon City



MEMORANDUM NO. 14

TO: All Quezon City University Students
FROM: QCU Supreme Student Council
SUBJECT : Acknowledgment of Resignation and Turnover Requirements of Executive Secretary
DATE: January 7, 2026

of Service!

This memorandum formally acknowledges your resignation as **Executive Secretary 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 necessary turnover requirements and properly endorse all documents related to the responsibilities of the position.

Attached are the documents for your reference, which must be accomplished and fully turned over:

1. **Events Guidelines** pertaining to the Secretary's duties;
2. **Format for Minutes of Meetings;**
3. **Letter Templates;**
4. **Non-Disclosure Agreement (NDA);** and
5. Other documents related to the Secretary's responsibilities.

All documents, records, templates, and other materials related to the position shall be properly endorsed and turned over to the appropriate QCU-SSC officer to ensure continuity of the Council's operations.

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 well and success in your future endeavors.

Thank you for your continued commitment and service to the QCU community.

Prepared by:

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QCU-SSC Councilor for Grievance

Approved by:

Marc Karell B. Baculi
QCU-SSC, President



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[sgd.]

Merlie P. Luna, MM, LPT

QCU-SSC, Adviser