



MEMORANDUM NO. 22

TO: All Quezon City University Students
FROM: QCU Supreme Student Council
SUBJECT: Official Appointment of the Executive Secretary and the Councilor for Documentation and Reports of the Quezon City University Supreme Student Council
DATE: February 21, 2026

Greetings with Commitment and Service!

In line with the **Quezon City University Supreme Student Council's (QCU-SSC)** commitment to strengthening its leadership and organizational structure, this memorandum formally announces the **official appointment of the Executive Secretary and the Councilor for Documentation and Reports**.

The appointed officers are expected to fulfill their respective duties with integrity, responsibility, and dedication. Their appointment aims to ensure efficient coordination, proper documentation, and the effective delivery of services and initiatives for the QCU student body.

Objectives

1. To officially appoint and recognize the **Executive Secretary** and the **Councilor for Documentation and Reports** of the QCU-SSC;
2. To strengthen coordination, communication, and proper documentation within the Council; and
3. To promote efficient, accountable, and service-oriented student leadership.

The QCU-SSC extends its full support and cooperation to the newly appointed officers as they fulfill their duties and responsibilities in service of the QCU community.

Thank you for your continued commitment and service.

Prepared by:


Dave R. Saravante

QCU-SSC, Councilor for Membership

Approved by:


Marc Karell B. Baculi

QCU-SSC, President