



MEMORANDUM NO. 39

TO: All Quezon City University Students
FROM: QCU Supreme Student Council
SUBJECT : Institutionalization of Official Communication Channels for Class Representatives Across All Campuses
DATE: February 5, 2026

Greetings with Commitment and Service!

In line with the **Quezon City University Supreme Student Council's** mission of upholding integrity, excellence, honesty, academic cooperation, and comprehensive student participation in the dissemination of information, the Supreme Student Council is formally enacting the institutionalization of official communication channels for class representatives.

This initiative addresses the centralized, secure, and officially recognized digital communication infrastructure exclusively for class representatives across San Bartolome, San Francisco, and Batasan campuses to ensure the systematic, accurate, and timely dissemination of information throughout the student community.

Guidelines

1. The Quezon City University Supreme Student Council Facebook page shall remain the primary official channel for general announcements and public information.
2. Dedicated Group Chats for Class Representatives are established as a strategic mechanism for rapid coordination whenever direct participation, a response, or action is required from each individual class.
3. The use of the established Group Chats for Class Representatives shall be limited strictly to matters requiring the direct participation of each class, rapid communication, or tasks necessitating an immediate response from the representatives, avoiding confusion and maintaining order.
4. All Class Representatives are expected to serve as responsible partners in disseminating announcements to their respective classes and to actively participate in Group Chats whenever their direct involvement is required.

Objectives

1. To establish a centralized, secure, and officially recognized digital communication infrastructure exclusively for class representatives across all campuses.
2. To prevent the fragmentation of information, potential misinformation, and delays in the dissemination of important organizational memorandums and directives.
3. To provide a strategic mechanism for rapid coordination whenever direct participation, a response, or action is required from each individual class.
4. To establish clear boundaries regarding the use of communication platforms to avoid confusion and maintain order in the flow of communication between the council and the students.
5. To foster responsible partnership among class representatives in cascading announcements and actively participating whenever their direct involvement is needed.

Your active cooperation and commitment to streamlining our university's communication efforts are highly appreciated. Thank you!



QUEZON CITY UNIVERSITY
SUPREME STUDENT COUNCIL

673 Quirino Highway, San Bartolome, Novaliches, Quezon City



Prepared by:

Jenzen May S. Satajo

QCU-SSC, Councilor for Information Dissemination

Approved by:

Marc Karell B. Baculi

QCU-SSC, President

Merlie P. Luna, MM, LPT

QCU-SSC, Adviser