



**BOARD RESOLUTION NO. 10**

**Series of 2026**

**A Resolution Accepting the Resignation of the Councilor for Documentation and Reports of the Quezon City University Supreme Student Council**

**WHEREAS**, on December 24, 2025 (Wednesday), the Councilor for Documentation and Reports, Janelle Allhyza R. Balicanta, submitted a formal Letter of Resignation to the Executive Board of the Quezon City University Supreme Student Council (QCU-SSC), stating personal reasons that required her to step down from the position;

**WHEREAS**, Section 5 of Article II of the 2025 QCU-SSC Constitutional By-Laws provides that:

“Any member of the SSC may resign at any time upon written notice providing a valid reason and effective date. Upon submission of the Resignation Letter, the Grievance Committee should conduct a consultation. If the member is decided, the Grievance and Membership Committee shall approve and sign the documents that will be issued by the member. Upon signing the documents and the confidentiality agreement, the member will no longer be associated with QCU SSC. Resignation process will not be valid unless the pending tasks are properly endorsed. Any resigned members are not allowed to join the organization for 1 academic term.”

**WHEREAS**, the Executive and Legislative Officers of the QCU-SSC, sitting en banc, have considered and deliberated upon the resignation of Janelle Allhyza R. Balicanta and acknowledge her decision to resign from the position of Councilor for Documentation and Reports;

**WHEREAS**, the Executive and Legislative Officers recognize and acknowledge the contributions, efforts, and services rendered by Janelle Allhyza R. Balicanta throughout her tenure in the Organization;

**WHEREAS**, Article VI, Section 7 of the QCU-SSC Constitutional By-Laws provides that:

“In case of vacancy and resignation during the term, the Executive and Legislative Council may appoint the replacement to serve only the unexpired term office of the vacancy. Upon appointing for vacancy, the decision of the Executive and Legislative Council shall garner 80% votes.”

**WHEREAS**, following the resignation, the Executive and Legislative Officers offered the vacant position of Councilor for Documentation and Reports to the Deputy Secretary and members of the Documentation and Reports Committee; however, all concerned individuals declined the offer;

**WHEREAS**, following thorough deliberation, the Executive and Legislative Officers resolved by majority vote to conduct a Special Election to fill the vacant position, in order to uphold democratic representation, accountability, and the continued and unhindered operations of the QCU-SSC;

**WHEREAS**, in accordance with the applicable provisions of the QCU-SSC Constitutional By-Laws, the resignation shall be accompanied by the proper turnover and endorsement of responsibilities, official records, files, and other materials related to the position;

**NOW, THEREFORE, BE IT RESOLVED**, that the Quezon City University Supreme Student Council (QCU-SSC), through its Executive and Legislative Officers sitting en banc, hereby formally accepts and acknowledges the resignation of Janelle Allhyza R. Balicanta from the



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**SUPREME STUDENT COUNCIL**  
*673 Quirino Highway, San Bartolome, Novaliches, Quezon City*



position of Councilor for Documentation and Reports, effective December 24, 2025 (Wednesday);

**RESOLVED FURTHER**, that the QCU-SSC formally recognizes and appreciates the contributions, efforts, and services rendered by Janelle Allhyza R. Balicanta throughout her tenure as Councilor for Documentation and Reports;

**RESOLVED FURTHER**, that as part of the resignation and turnover process, Janelle Allhyza R. Balicanta shall properly endorse and turn over all pending tasks, responsibilities, files, records, and ongoing documentation-related work to the appropriate QCU-SSC officer or to the newly appointed Councilor for Documentation and Reports once the position is filled;

**RESOLVED FURTHER**, that all publication materials, including but not limited to designs, layouts, graphics, drafts, templates, photographs, videos, captions, and other digital files created or maintained in the course of performing official SSC duties, shall be properly turned over to the QCU-SSC;

**RESOLVED FURTHER**, that all publication materials, designs, and digital files created during the term 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;

**RESOLVED FURTHER**, that the resigning Councilor shall properly endorse all pending and ongoing documentation-related responsibilities to ensure continuity of operations and prevent disruption to the official functions of the Documentation and Reports position;

**RESOLVED FURTHER**, that the resigning Councilor shall maintain strict confidentiality with respect to all confidential, sensitive, personal, administrative, and other non-public information obtained or accessed by reason of her position in the QCU-SSC;

**RESOLVED FURTHER**, that the Non-Disclosure Agreement (NDA) / Confidentiality Agreement previously executed by the resigning Councilor shall remain effective and binding even after her resignation, insofar as its terms and applicable University policies and laws provide;

**RESOLVED FURTHER**, that the resigning Councilor shall refrain from unauthorized disclosure, reproduction, dissemination, sharing, or use of confidential SSC-related information, documents, discussions, records, and other sensitive materials obtained during her tenure;

**RESOLVED FURTHER**, that the appropriate QCU-SSC officer, committee, or designated personnel shall oversee and document the completion of the turnover process, including the endorsement of tasks, files, publication materials, digital records, and other responsibilities associated with the position;

**RESOLVED FURTHER**, that the vacancy created by the resignation shall be filled through a Special Election, consistent with the decision of the Executive and Legislative Officers and the applicable provisions of the QCU-SSC Constitutional By-Laws;

**RESOLVED FINALLY**, that this Resolution shall take effect upon its approval by the appropriate authority and shall form part of the official records and documentation of the Quezon City University Supreme Student Council.

**WITNESS OUR HANDS** this 24th day of December, 2025, Quezon City, Philippines.

**PROPOSED FINALLY**, that this Resolution shall take effect immediately upon its approval by the appropriate authorities of Quezon City University.

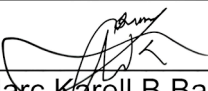
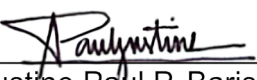
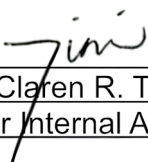
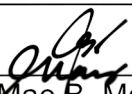
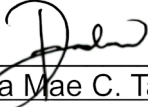
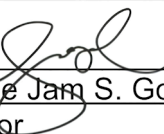
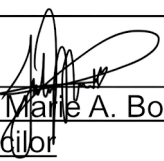


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**BOARD ACTION:**

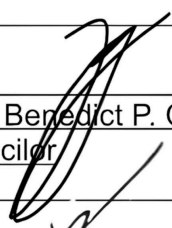
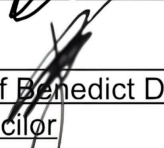
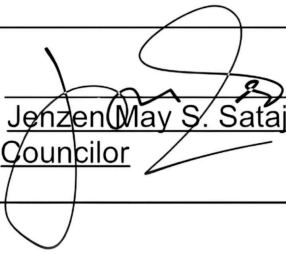
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| Signature:    |
| Name: <u>Marc Karell B. Baculi</u>                                                             |
| Position: <u>President</u>                                                                     |
| Signature:    |
| Name: <u>Justine Paul P. Baris</u>                                                             |
| Position: <u>VP for Operations</u>                                                             |
| Signature:   |
| Name: <u>Kris Claren R. Tinio</u>                                                              |
| Position: <u>VP for Internal Affairs</u>                                                       |
| Signature:  |
| Name: <u>Jhan Mark S. Costillas</u>                                                            |
| Position: <u>VP for Internal Affairs</u>                                                       |
| Signature:  |
| Name: <u>Aira Mae B. Maiso</u>                                                                 |
| Position: <u>Executive Secretary</u>                                                           |
| Signature:  |
| Name: <u>Juliana Mae C. Taculao</u>                                                            |
| Position: <u>Treasurer</u>                                                                     |
| Signature:  |
| Name: <u>Arielle Jam S. Gonzales</u>                                                           |
| Position: <u>Auditor</u>                                                                       |
| Signature:  |
| Name: <u>Micaella B. Bibano</u>                                                                |
| Position: <u>Councilor</u>                                                                     |
| Signature:  |
| Name: <u>Julia Marie A. Bonaobra</u>                                                           |
| Position: <u>Councilor</u>                                                                     |



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| Signature: |    |
| Name:      | <u>Cholo R. Buenaventura</u>                                                        |
| Position:  | <u>Councilor</u>                                                                    |
| Signature: |    |
| Name:      | <u>Paul Benedict P. Camacho</u>                                                     |
| Position:  | <u>Councilor</u>                                                                    |
| Signature: |    |
| Name:      | <u>Jozef Benedict D. Jacob</u>                                                      |
| Position:  | <u>Councilor</u>                                                                    |
| Signature: |   |
| Name:      | <u>Dave R. Salavante</u>                                                            |
| Position:  | <u>Councilor</u>                                                                    |
| Signature: |  |
| Name:      | <u>Jenzen May S. Satajo</u>                                                         |
| Position:  | <u>Councilor</u>                                                                    |