



QUEZON CITY UNIVERSITY
SUPREME STUDENT COUNCIL

673 Quirino Highway, San Bartolome, Novaliches, Quezon City



DOCUMENTATION AND REPORTS

2025-2026





Revision History

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2	Mar. 10, 2026	Jozef Benedict D. Jacob	Justine Paul P. Baris	





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FOREWORD

The Documentation and Reports Committee (DRC) Manual serves as the official operational framework for all processes, standards, protocols, and responsibilities of the committee under the Quezon City University Supreme Student Council (QCU SSC).

This manual establishes comprehensive policies for documentation, reporting, media production, archiving, coordination, and internal procedures, ensuring that the committee functions with professionalism, consistency, and alignment with the QCU SSC Constitution and By-Laws (CBL), the Implementing Rules and Regulations (IRR), and university expectations.

All members of the DRC must comply with the guidelines and procedures stated herein. Any deviation from these policies without authorization may constitute a violation subject to disciplinary action.





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SECTION I. PURPOSE

The purpose of this manual is to provide a complete and standardized operational guide detailing the policies, rules, responsibilities, and internal processes of the Documentation and Reports Committee under the QCU Supreme Student Council.

This manual specifically aims to:

- A. Establish consistent standards for all documentation, reporting, and creative production across campuses.
- B. Ensure clarity in the delegation of duties among committee officers and members.
- C. Guarantee accurate and timely dissemination of QCU SSC documentation and media assets.
- D. Provide reference procedures (SOPs) to support workflow efficiency and transparency.
- E. Preserve the quality, integrity, and authenticity of the committee's outputs.
- F. Protect confidential information and maintain ethical standards in all committee operations.
- G. Strengthen coordination with other QCU SSC committees through defined communication channels.

SECTION II. SCOPE

This manual covers all operations conducted under the Documentation and Reports Committee, including but not limited to:

A. Documentation Tasks

- 1. Photography
- 2. Videography
- 3. Live coverage
- 4. Event monitoring

B. Creative Production

- 1. Pubmat creation
- 2. Graphic layout
- 3. Editing
- 4. Captioning





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5. Visual media development

C. Written Documentation and Reporting

1. Event reports
2. Project documentation
3. Formal publications

D. Archiving and Records Management

1. File organization
2. Centralized archiving
3. Naming conventions
4. Retrieval procedures

E. Coordination and Communication

1. Inter-committee requests
2. Workflow communication
3. Review and approval systems

This scope applies to all members, officers, and specialized personnel within the committee, as well as to any QCU SSC department requesting documentation or media materials.

SECTION III. DEFINITION OF TERMS

To ensure accuracy and uniform interpretation, the following terms are defined:

A. Documentation

The systematic recording of QCU SSC events, activities, meetings, and operations through photos, videos, written accounts, or any other official capturing mechanism.

B. Publication Material (Pubmat)

A graphic design or creative asset intended for public posting, announcements, campaigns, or event promotions.

C. Media Output

Any completed project produced by the committee, including photos, videos, pubmats, reports, and other creative or technical materials.

D. Archiving





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The process of organizing, storing, labeling, and safeguarding all documentation and creative outputs for long-term access and institutional memory.

E. Specialized Member

A trained committee member assigned to a specific forte such as documentation, graphic design, editing, or reporting.

F. Turnaround Time

The required time allotted for creation, revision, approval, and release of documentation or creative outputs.

G. Immediate Head

Refers to the Councilor for Documentation and Reports or the Deputy Secretary, depending on the nature of the task.

H. Workflow

The step-by-step process for producing an output, from request submission to final approval.

SECTION IV. GOVERNANCE STRUCTURE

The Documentation and Reports Committee is composed of the following positions, each with defined roles based on the QCU SSC Constitution and By-Laws and the IRR:

A. Councilor for Documentation and Reports

1. Serves as the committee head and primary decision-maker.
2. Oversees all documentation, reporting, and creative production tasks.
3. Approves all final outputs before release.
4. Ensures compliance with QCU SSC CBL, IRR, internal rules, and deadlines.
5. Facilitates communication between the committee and the
6. Executive/Legislative Councils.
7. Coordinates with other QCU SSC committees for requests and collaboration.
8. Leads strategic planning and operational evaluations.
9. Addresses issues related to member performance, discipline, or conflict.

B. Deputy Secretary for Documentation and Reports

1. Supports the Councilor in planning, task delegation, and workflow management.





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2. Supervises attendance, performance tracking, and compliance monitoring.
3. Manages day-to-day operations including communication and scheduling.
4. Ensures timely documentation submission and media production.
5. Oversees internal records such as reports and progress logs.
6. Acts as head in the absence of the Councilor.

C. Council of Leaders for Documentation and Report

1. Executes tasks based on assigned forte (e.g., photography, videography, layout, editing, reporting).
2. Ensures quality, accuracy, and timeliness of outputs.
3. Coordinates directly with requesting departments for clarifications.
4. Submits outputs following proper naming conventions and archiving guidelines.
5. Maintains ethical standards and confidentiality in all committee engagements.
6. Provides feedback, recommendations, and operational improvements when necessary.

SECTION V. GENERAL QUALIFICATIONS

All members of the Documentation and Reports Committee must meet the following qualifications, based on the QCU SSC Constitution and By-Laws (CBL Article III) and additional internal requirements:

A. Mandatory Qualifications

1. Must be a bona fide student of Quezon City University in good standing, enrolled in the current academic year.
2. Must pay the membership fee of P50.00 or any amount approved by incumbent QCU SSC officials.
3. Must comply with university and QCU SSC policies regarding conduct, attendance, and academic performance.

B. Skills-Based Qualifications

1. Must possess at least one (1) forte relevant to the committee:
 - Photography
 - Videography
 - Graphic Design





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- Layout Editing
 - Copywriting
 - Reporting
 - Media Editing
2. Must demonstrate willingness to undergo training to improve technical or creative skills.
 3. Must be capable of submitting outputs on or before specified deadlines.

C. Behavioral and Professional Qualifications

1. Must work collaboratively with officers and fellow members.
2. Must display professionalism, accountability, and reliability.
3. Must not possess any active disciplinary case or unresolved conflict with any QCU SSC member.
4. Must understand and respect confidentiality regulations involving QCU SSC media and internal information.

D. Additional Departmental Qualifications

1. Must be familiar with committee workflows and required documentation processes.
2. Must adhere to file handling standards, naming conventions, and archiving procedures.
3. Must follow communication protocols and avoid delays in task acknowledgment or output submission.

SECTION VI. GENERAL REQUIREMENTS

All members are expected to meet the following requirements continuously during their involvement in the committee:

A. Onboarding and Compliance Requirements

1. Submit a formal application and complete the mandatory recruitment process.
2. Attend and complete orientation programs, training sessions, and technical workshops.
3. Sign acknowledgment of committee protocols, expectations, and confidentiality rules.

B. Academic Requirements

1. Maintain academic standing in accordance with QCU student guidelines.
2. Communicate schedule conflicts that may arise from academic obligations.





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3. Ensure that committee responsibilities do not interfere with academic deadlines.

C. Participation Requirements

1. Attend all mandatory committee meetings unless a valid reason is presented.
2. Participate actively in QCU SSC activities and committee operations.
3. Complete assigned committee tasks in a timely and responsible manner.

D. Documentation and Output Requirements

1. Ensure that all outputs follow the committee's quality standards.
2. Submit documentation files within 24 hours following an event.
3. Follow required naming conventions, file formats, and archiving protocols.

E. Conduct Requirements

1. Uphold professionalism in all committee engagements.
2. Maintain confidentiality regarding QCU SSC internal matters.
3. Use official communication channels responsibly and respectfully.

SECTION VII. ROLES AND RESPONSIBILITIES

This section expands the responsibilities of committee members, referencing the QCU SSC Constitution and By-Laws (Article IV, Duties and Responsibilities of Members) and integrating committee-specific responsibilities.

A. Responsibilities of Council of Leaders

1. Attend meetings, orientations, and relevant training.
2. Participate in documentation tasks and QCU SSC activities.
3. Uphold the QCU SSC Constitution and committee regulations.
4. Submit assigned tasks and outputs by the specified deadlines.
5. Collaborate effectively with fellow members and officers.
6. Observe professionalism, promptness, and respect in all interactions.
7. Protect confidential information, drafts, photos, videos, and QCU SSC plans.
8. Maintain proper file organization and use correct naming conventions.
9. Report issues, conflicts, or equipment problems to the Councilor or Deputy Secretary.





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B. Responsibilities of Council of Leaders for Documentations and Reports

1. Execute tasks related to specific fortes such as documentation, editing, reporting, and creative layout.
2. Attend assignments on time and perform documentation duties professionally.
3. Coordinate with event organizers to clarify event details when necessary.
4. Produce high-quality photo, video, or design output.
5. Ensure that immediate raw documentation is submitted within 24 hours.
6. Follow the committee's technical guidelines and maintain quality standards.

C. Responsibilities of the Deputy Secretary

1. Supervise committee workflow and monitor task progress.
2. Track attendance and manage internal reports.
3. Facilitate communication between specialized members and the Councilor.
4. Assist with approval processes, follow-ups, and documentation reviews.
5. Maintain committee schedules and ensure deadlines are met.
6. Handle internal documentation such as performance logs and compliance reports.

D. Responsibilities of the Councilor

1. Provide leadership, direction, and final approval for all outputs.
2. Manage the overall operations of the Documentation and Reports Committee.
3. Coordinate with Executive and Legislative Councils regarding documentation needs.
4. Make decisions regarding rush requests, conflict resolution, and disciplinary actions.
5. Evaluate committee performance each semester and implement improvements.
6. Ensure compliance with QCU SSC CBL, IRR, and internal guidelines.

SECTION VIII. RIGHTS AND PRIVILEGES

Derived from QCU SSC CBL Article V, with additional committee-specific clarifications.

A. Rights of Committee Members

1. The right to vote and be voted upon in committee appointments.





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2. The right to participate in QCU SSC activities and committee operations.
3. The right to access information necessary for the completion of tasks.
4. The right to propose ideas, recommendations, and improvements.
5. The right to receive fair treatment and equal opportunities within the committee.
6. The right to due process before any penalty or sanction is applied.
7. The right to clear instructions, deadlines, and communication from officers.
8. The right to request training or mentoring in areas related to committee work.

B. Privileges of Committee Members

1. Eligibility for certificates, service credits, and recognition based on performance.
2. Access to committee exclusive resources such as equipment, training, and materials.
3. Priority consideration for leadership positions when demonstrating consistent performance.
4. Authorization to represent the committee in inter-department coordination or QCU SSC-wide projects when delegated.
5. Opportunity to build professional skills in documentation, reporting, and creative industries.

SECTION IX. DOCUMENTATION AND REPORTS GUIDELINE

This section outlines the complete and comprehensive guidelines governing all operational procedures of the Documentation and Reports Committee (DRC). These rules ensure clarity in workflow, accountability, timeliness, and coordination with all QCU SSC departments. The following rules are mandatory and apply to all requesters, officers, and committee members.

A. PUBMAT REQUEST GUIDELINES

1. Official Request System

All pubmat requests must be submitted only through the designated [Request Form](#) provided by the Documentation and Reports Committee. No request sent through Messenger, text, or verbal communication will be acknowledged or processed.

2. Request Lead Time (Mandatory)

PubMat requests must be filed at least seven (7) days before the intended posting date. This ensures adequate time for drafting, designing, revisions, and approval.

Clarifications:

- “Seven days before posting” means a week before the scheduled posting time.





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- The countdown starts the moment the request is fully completed in the Google Sheet.

3. Rushed Requests

Any request submitted beyond the 7-day requirement is automatically considered a rush request. Rushed requests will be handled exclusively by the Committee Head, not by regular members, to prevent unfair workload distribution and ensure quality control.

4. Required Information for Pubmat Requests

The requester must provide complete information in the [Mood Board Form](#). This form consists of:

1. Event/Activity:
2. Theme
3. Title Suggestions
4. Tagline Suggestions
5. Story
6. Setting
7. Main Element

Incomplete requests are automatically placed “On Hold” until all missing information is supplied.

- lack of authenticity
- risk of misinformation

5. Revision Rules

Revision requests must be submitted at least 24 hours before posting. Excessive or last-minute revisions without valid reason may delay publication.

6. Responsibility of the Requester

It is the requester’s duty to ensure the correctness of event details. Any misinformation is attributed to the department submitting the request, not the DRC.

B. SOCIAL MEDIA POSTING REQUEST GUIDELINES

1. Request Submission

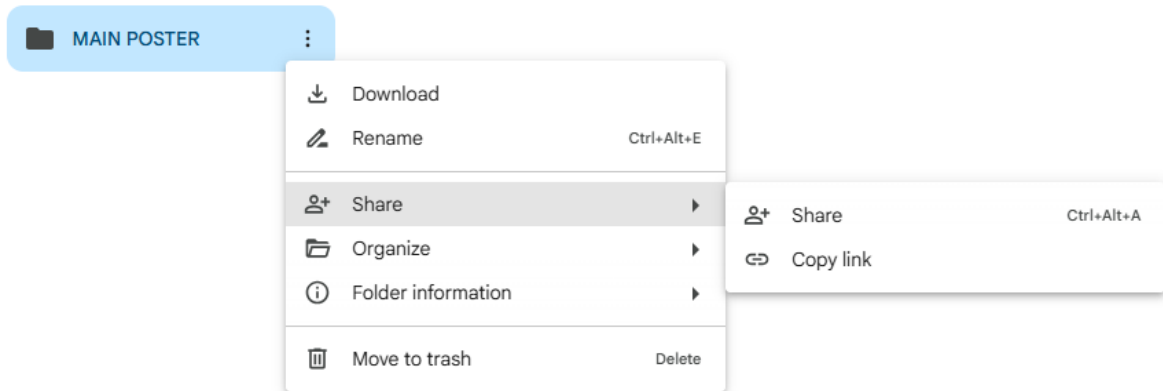
Once pubmats and captions for a specific posting are finalized, share the **file folder** containing the pubmats and details along with the posting date





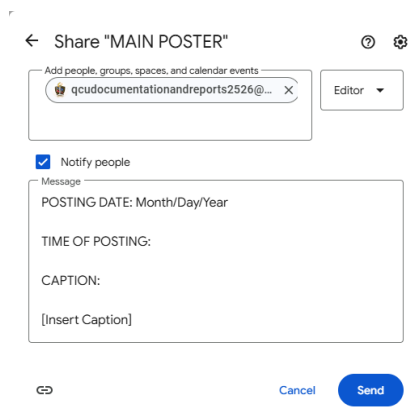
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2. Submission Details Through Email

Send the posting details through qcdocumentationandreports2526@gmail.com



- Message the **Councilor or the Deputy Secretary for Documentation and Reports** in Messenger about the pubmats details shared on their working email.

3. Submission Rules

The requester must follow this rules:

- You may share other pubmats prior to the posting date. Make sure to inform the Councilor for Documentation and Reports about this.
- Avoid same-day requests for posts to be scheduled. As much as possible, request the posting at minimum 1 day before the posting date

C. DOCUMENTATION REQUEST GUIDELINES





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1. Request Platform

Documentation requests (photography or videography) must be submitted in the same Google Sheet used for pubmat requests.

2. Request Lead Time

Documentation requests must be submitted at least three (3) days before the event. This period ensures proper scheduling of photographers/videographers and avoids conflicts.

3. Required Information for Documentation Requests

The requester must provide complete information:

1. Event title
2. Venue (exact building and room location)
3. Date and time
4. Expected duration
5. Event type (seminar, outreach, meeting, etc.)
6. Required documentation type:
 - Photography
 - Videography
 - Both
7. Special instructions (e.g., specific angles, required shots, VIPs, outputs needed)
8. Point person and contact number during the event

Incomplete entries delay assignment and may result in declined deployment.

4. Time of Deployment

Members must arrive 15–20 minutes before the documented event unless otherwise arranged.

5. Clothing and Conduct

- Members must dress appropriately for the event (formal, smart casual, or uniform).
- Members must behave professionally and avoid disrupting the program.

6. Post-Event Submission

All raw documentation (photos/videos) must be submitted within 24 hours after the event.

7. Unauthorized Documentation





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Only assigned DRC members may take official documentation. Unauthorized individuals may not publish content claiming to represent the QCU SSC.

D. DEPARTMENT DEADLINES

1. Pubmat Draft Deadline

Pubmat drafts must be completed and shown to the Committee Head two (2) days before posting.

2. Final Pubmat Deadline

Final pubmats must be submitted one (1) day before posting unless otherwise advised.

3. Documentation Output Deadline

Documentation raw files must be submitted within 24 hours of the event completion.

4. Report and Write-up Deadline

Event reports or written documentation must be submitted immediately after the related meeting or within the timeframe agreed upon with the Councilor.

5. Non-Compliance

Failure to meet deadlines may result in reassignment of tasks and potential disciplinary action depending on severity and frequency.

E. RULES AND REGULATIONS

1. No Rush Requests

Rush requests are strictly prohibited unless the situation qualifies as:

- an urgent university directive
- an emergency event
- last-minute admin instruction

Members may decline non-emergency rush requests.

2. Documentation Notice Requirement

Documentation deployment requires at least seventy-two (72) hours' notice. Requests submitted after this may be automatically disapproved.

3. Respect for Turnaround Time





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All committees must respect DRC's turnaround time to avoid overloading members.

4. Naming Conventions (Mandatory)

All outputs must follow this format:

[Date] – [Event/Project Name] – [Type of File]

Examples:

2025-09-12 – General Assembly – Photos

2025-10-01 – Mental Health Talk – Pubmat Final

Incorrect filenames will require resubmission.

5. Confidentiality Protocol

Members must not distribute, share, or leak unpublished photos, videos, plans, or drafts.

6. Equipment Handling

Members must ensure safe and proper use of QCU SSC-owned equipment. Loss or damage due to negligence may result in liability.

7. File Storage and Archiving

All files must be uploaded to the official DRC cloud drive within the designated folder system.

TEMPLATES (TEXT-ONLY)

1. PUBMAT REQUEST TEMPLATE (Google Sheet Fields)

- Department
- Event Title
- Theme
- Vibes
- Caption
- Posting Date
- Posting Time
- Moodboard (Optional Link)
- Priority (Normal/Rush)
- Submitted By





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- Date Submitted

2. DOCUMENTATION REQUEST TEMPLATE

- Department
- Event Title
- Venue
- Date
- Time
- Nature of Event
- Documentation Type (Photo/Video/Both)
- Point Person
- Contact Number
- Special Instructions
- Date Submitted

3. REPORT TEMPLATE

- Event Title
- Date
- Venue
- Prepared By
- Summary of Event
- List of Participants
- Documentation Summary
- Recommendations
- Attachments

WORKFLOW CHARTS (TEXT FORM)

1. PUBMAT WORKFLOW

Requester → Google Sheet (Complete Entry) → Verification by Deputy → Assignment → Draft Creation → Internal Review → Final Approval by Councilor → Posting

2. DOCUMENTATION WORKFLOW





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Requester → Google Sheet → Deputy Reviews → Member Assignment → Event Coverage → File Submission (24 hours) → Archiving → Report Drafting (if required)

3. REPORT WORKFLOW

Event → Documentation → Meeting/Review → Write-up Creation → Review by Deputy → Approval by Councilor → Submission to requesting department.

Section X. Leave of Absence

A. Qualifications

1. Only active and officially recognized members or officers may apply for a Leave of Absence (LOA).
2. The applicant must be in good standing, with no ongoing disciplinary case, suspension or pending deliverables in the council.
3. The request must be supported by a specific and legitimate reason, such as medical needs, academic requirements, family matters, emergencies, or Vacation Leave.
4. Supporting documents must be submitted when required (e.g., medical certificate, school letter or any valid documents)
5. Applicants must file within the required timeframe and remain reachable unless the nature of the leave prevents it (e.g., medical confinement).

B. Types of Leave & Filing Procedures

1. Regular Leave

- a. Filed at least 48 hours before the absence.
- b. Must include complete details: name, date/s of leave, reason, and supporting documents if needed.
- c. Limited to three (3) consecutive days unless upgraded to Long-Term Leave with proper documentation.

2. Long-Term Leave

- a. Absence exceeding three (3) consecutive days and maximum of 1 week.
- b. Filed at least 48 hours before the absence.
- c. Must include proper documentation (medical note, school letter, etc.).





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C. Approval, Conditions, and Restrictions

1. All LOA requests must be approved by the **QCU-QCU SSC President, QCU-QCU SSC Vice President for Operations, QCU-QCU SSC Vice President for Internal Affairs, QCU-QCU SSC Vice President for External Affairs, and QCU-QCU SSC Executive Secretary.**
2. Members are **excused only** within the dates stated in the approved LOA.
3. Failure to file an LOA results in the absence being marked unauthorized, with corresponding consequences.
4. Members **may not exceed one (1) LOA** per semester without approval.
5. LOA cannot be used to avoid responsibilities during major events, evaluations, or required activities.
6. The organization reserves the right to deny or modify an LOA request if it affects operations, manpower, or event preparation.
7. Any changes or cancellations to an approved LOA must be reported 24 hours before, unless due to emergencies.

SECTION XI. TERMINATION

Based on QCU SSC CBL Article III Section 4.2, with expanded procedural details specific to the Documentation and Reports Committee.

A. Grounds for Termination

1. Exceeding two (2) suspensions.
2. Willful and culpable violations of the QCU SSC Constitution and By-Laws.
3. Gross negligence in fulfilling assigned committee duties.
4. Acts of maliciousness, harassment, or intentional disruption of committee operations.
5. Repeated leakages of confidential information.
6. Organizing unofficial events or gatherings under the QCU SSC name without proper approval.
7. Misuse or unauthorized distribution of committee equipment, files, or media assets.
8. Severe breach of professionalism or damaging the reputation of the committee and QCU SSC.

B. Termination Procedure

1. A complaint or report must be filed to the Councilor or Grievance Committee.
2. Investigation must be conducted with evidence, statements, and documentation.
3. Due process must be observed, including:





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- Written notice to the member
 - Opportunity to explain
 - Fair assessment of facts
4. Recommendation for termination must be approved by both the Executive and Legislative Council.
 5. Once finalized, the member will be formally removed and restricted from joining QCU SSC for one academic term.
 6. Official documentation of the termination must be archived.

SECTION XII. SUSPENSION

Based on QCU SSC CBL Section 4.1, with expanded committee-specific operational rules.

A. Grounds for Suspension

1. Receiving two (2) consecutive disciplinary warnings.
2. Failure to participate in required events or meetings without valid reason.
3. Failure to complete tasks repeatedly despite reminders.
4. Unexcused absences from documentation assignments or deadlines.
5. Leakage of confidential information (drafts, media files).
6. Disrespectful behavior, misconduct, or violation of committee ethics.

B. Suspension Duration

1. Suspension shall not exceed two (2) weeks.
2. The suspension period must be clearly communicated to the member.
3. Suspended members must not participate in committee tasks during their suspension period.

C. Suspension Procedure

1. First warning must be issued verbally or in writing.
2. Second warning must be written and recorded.
3. Upon the third violation, suspension may be recommended.
4. The member must be notified formally and allowed to respond.
5. Approval must come from the Councilor and Executive Council.





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6. After suspension, the member must report back for reorientation if required.

SECTION XIII. RESIGNATION

Based on QCU SSC CBL Article III Section 5, expanded into detailed procedural steps.

A. Grounds for Resignation

1. Academic priorities or personal reasons.
2. Medical or psychological conditions preventing participation.
3. Family responsibilities or emergencies.
4. Time or schedule conflicts.
5. Transfer of school or discontinuation from QCU.

B. Resignation Procedure

1. The member must submit a formal written resignation letter containing:
 - Full name
 - Position
 - Reason for resignation
 - Effective date
2. The Grievance Committee must conduct a consultation meeting with the resigning member.
3. All pending tasks must be completed or endorsed properly to successor members.
4. Confidentiality agreement and clearance forms must be signed.
5. The Councilor and Grievance Committee must approve the resignation.
6. After processing, the member is no longer considered part of QCU SSC operations.

C. Rejoining Restrictions

1. A resigned member is not allowed to rejoin the QCU SSC for one (1) academic term.
2. After the cooldown period, re-application is allowed but subject to recruitment screening.





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SECTION XIV. EFFECTIVITY

This manual shall take effect immediately upon approval by the QCU Supreme Student Council General Assembly.

All rules, procedures, workflows, and responsibilities herein shall be strictly observed by all members, officers, and associated personnel of the Documentation and Reports Committee.

Any previous guidelines, informal rules, or undocumented practices that contradict the contents of this manual are considered null and void upon effectivity.

SECTION XV. AMENDMENTS OR REVISIONS

A. Authority to Amend

1. Amendments to this manual must be reviewed and approved by the Executive Council and Legislative Council.

B. Process of Amendment

1. Proposed amendments must be submitted in writing.
2. The Councilor must review and endorse the proposal.
3. Consultation with the Documentation and Reports Committee members is encouraged.
4. Once approved, amendments shall take effect immediately.

C. Documentation

1. All revisions must be recorded in the Revision History table.
2. Updated copies must be distributed to all committee members.

APPENDIX A

STANDARD OPERATING PROCEDURES (SOPs)

A. SOP 1: Pubmat Creation





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1. Request is submitted through official Google Sheet.
2. Deputy verifies completeness of details.
3. Task is assigned to available designer or handled by Head if rushed.
4. Draft is created within the first 24 hours.
5. Draft is reviewed by Deputy, then routed to Councilor.
6. Final approval is required before posting.
7. Pubmat is posted on the scheduled date and time.

B. SOP 2: Documentation Deployment

1. Request is submitted 72 hours before the event.
2. Deputy screens and assigns available photographers/videographers.
3. Member confirms assignment within the hour.
4. Documentation member arrives 15–20 minutes before event.
5. Coverage follows event program.
6. Raw files submitted within 24 hours.
7. Files are archived immediately.

C. SOP 3: Reporting and Write-Up

1. Event is documented.
2. Meeting or briefing is held afterwards.
3. Assigned writer begins report creation.
4. Deputy reviews draft.
5. Councilor approves final report.
6. Report is submitted to requesting body and archived.

D. SOP 4: Archiving

1. Files are named using standard naming conventions.
2. Files are uploaded to designated cloud drive folder.
3. Duplicates or misnamed files are corrected or removed.
4. Monthly archive audits are conducted by Deputy.
5. Any missing or corrupted files must be reported immediately.





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E. SOP 5: Communication and Coordination

1. All communication must occur through official channels.
2. Members must acknowledge tasks within 1 hour.
3. Coordinators must provide complete information.
4. Unauthorized instructions are not honored.

F. SOP 6: Equipment Handling

1. Members sign out equipment before use.
2. Members return items in good condition.
3. Loss or damage due to negligence results in liability.
4. Equipment must be cleaned and checked before storage.

APPENDIX B

TEMPLATES (TEXT-ONLY)

A. Pubmat Request Template

- Department
- Event Title
- Theme
- Vibes
- Caption
- Posting Date
- Posting Time
- Required Platforms
- Moodboard (Optional Link)
- Submitted By
- Date Submitted

B. Documentation Request Template

- Department
- Event Title





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- Venue
- Date
- Time
- Event Type
- Documentation Type (Photo/Video/Both)
- Assigned Person
- Contact Number
- Special Instructions
- Date Submitted

C. Event Report Template

- Event Title
- Date
- Time
- Venue
- Prepared By
- Overview of Activity
- Objectives
- Summary of Proceedings
- Documentation Summary
- Key Participants
- Recommendations
- Attachments

APPENDIX C

TEXT-ONLY WORKFLOW CHARTS

A. Pubmat Workflow

1. Requester submits request →
2. Deputy screens completeness →





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3. Task is assigned →
4. Designer drafts →
5. Deputy review →
6. Councilor approval →
7. Posting

B. Documentation Workflow

1. Requester submits request →
2. Deputy screens details →
3. Member assignment →
4. Event coverage →
5. Submission within 24 hours →
6. Archiving

C. Reporting Workflow

1. Event documented →
2. Meeting/Review →
3. Draft write-up →
4. Deputy review →
5. Councilor approval →
6. Submission and archiving

APPENDIX D

STANDARD NAMING CONVENTIONS

A. Photos

[YYYY-MM-DD] – [Event Name] – Photos

Example:

2025-08-21 – Campus Orientation – Photos

B. Videos

[YYYY-MM-DD] – [Event Name] – Videos

C. Pubmats

[YYYY-MM-DD] – [Event Name] – Pubmat Draft





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[YYYY-MM-DD] – [Event Name] – Pubmat Final

D. Reports

[YYYY-MM-DD] – [Event Name] – Report

APPENDIX E

ARCHIVING GUIDELINES

A. Folder Structure

1. YEAR
2. MONTH
3. EVENT NAME
4. SUBFOLDERS:
 - Photos
 - Videos
 - Pubmats
 - Reports
 - Raw Files

B. Submission Rules

1. All files must be uploaded within the required timeframe.
2. Incorrect filenames must be corrected before acceptance.
3. No file should be stored outside designated folders.
4. Editing files after archiving requires permission.

C. Data Protection

1. Confidential files are restricted to officers.
2. Members must not distribute archived materials without approval.
3. All links must be protected with appropriate permissions.

