



**QUEZON CITY UNIVERSITY**

**SUPREME STUDENT COUNCIL**

*673 Quirino Highway, San Bartolome, Novaliches, Quezon City*



# **INFORMATION AND DISSEMINATION MANUAL 2025-2026**





# QUEZON CITY UNIVERSITY

## SUPREME STUDENT COUNCIL

673 Quirino Highway, San Bartolome, Novaliches, Quezon City



### Revision History

| VERSION | DATE | UPDATED BY | APPROVED BY: | NOTED BY: |
|---------|------|------------|--------------|-----------|
|---------|------|------------|--------------|-----------|





**QUEZON CITY UNIVERSITY**  
**SUPREME STUDENT COUNCIL**

*673 Quirino Highway, San Bartolome, Novaliches, Quezon City*



## FOREWORD

The content in this handbook describes the guidelines and expectations for “**Manual for Information Dissemination**” of **Quezon City University - Supreme Student Council**. It is the responsibility of each interested *Quezon City University - Supreme Student Council officer* to become familiar with and understand the contents of the manual.

Although the information in this handbook is thorough and precise on many subjects, it is not meant to be all-inclusive or to address every situation that might occur during a given school day or academic year. The *Quezon City University - Supreme Student Council* expressly reserves the right to modify, deviate from, or add to these documents as well as the rules, regulations, policies, and procedures that apply to members. The organization also reserves the right to respond to particular situations in a way that it deems appropriate in the given situation.





## **TABLE OF CONTENTS**

|                                                      |    |
|------------------------------------------------------|----|
| <b>Section I.</b> Purpose .....                      | 5  |
| <b>Section II.</b> Scope .....                       | 5  |
| <b>Section III.</b> Definition of Terms .....        | 5  |
| <b>Section IV.</b> Governance Structure .....        | 6  |
| <b>Section V.</b> General Qualifications .....       | 7  |
| <b>Section VI.</b> General Requirements .....        | 7  |
| <b>Section VII.</b> Roles and Responsibilities ..... | 7  |
| <b>Section VIII.</b> Rights & Privileges .....       | 8  |
| <b>Section IX.</b> Guidelines .....                  | 9  |
| <b>Section X.</b> Leave of Absence Guidelines .....  | 10 |
| <b>Section XI.</b> Termination .....                 | 11 |
| <b>Section XII.</b> Suspension .....                 | 11 |
| <b>Section XIII.</b> Resignation .....               | 12 |
| <b>Section XIV.</b> Effectivity .....                | 12 |
| <b>Section XV.</b> Amendments or Revisions.....      | 12 |





**QUEZON CITY UNIVERSITY**  
**SUPREME STUDENT COUNCIL**

*673 Quirino Highway, San Bartolome, Novaliches, Quezon City*



## **Section I. Purpose**

The Information Dissemination Committee is established to ensure that all official announcements released by the Council are accurate, well-organized, and properly coordinated. The committee functions as the central communication channel where information from students, class representatives, and organizations is received, processed, and formally relayed to the student body.

## **Section II. Scope**

1. This policy applies to all official announcements handled by the Council, including those submitted by:
  1. QCU Bonafide students
  2. Class representatives
  3. Recognized organizations and committees
  4. Council officers needing announcement support

## **Section III. Definition of Terms**

- a. **Information Dissemination Committee:** The central communication hub of the Council responsible for processing, organizing, and relaying official announcements to the student body.
- b. **Council of Leaders for Information and Dissemination:** Members who serve as point persons for receiving announcements and drafting captions.
- c. **Caption Request Form:** The official document used to submit details for social media captions.
- d. **Announcement Request Form:** The official document used to request the dissemination of a formal announcement.
- e. **Suspension:** A temporary removal from duties, not exceeding two weeks, resulting from negligence or violations of the constitution.
- f. **Termination:** Permanent removal from the organization; once terminated, a member is perpetually barred from rejoining the Council.
- g. **Due Process:** The legal requirement that the organization must respect all legal rights owed to a member before imposing sanctions.





**QUEZON CITY UNIVERSITY**  
**SUPREME STUDENT COUNCIL**

*673 Quirino Highway, San Bartolome, Novaliches, Quezon City*



## **Section IV. Governance Structure**

The Information Dissemination Committee functions under the leadership and coordination of designated student council officers. The following structure outlines the hierarchy and distribution of responsibilities within the IDC.

### **1. Councilor for Information and Dissemination**

1. Serves as the **overall head** of the Information Dissemination Committee.
2. Provides strategic direction for all communication and announcement-related activities.
3. Oversees content standards, posting policies, and workflow implementation.
4. Coordinates with the student organizations, class representatives, and school offices for official communications.
5. Assigns tasks and ensures all committee members fulfill their responsibilities.

### **2. Deputy Secretary**

1. Assists the Councilor in managing the full operations of the IDC.
2. Acts as the **second-in-command** and assumes leadership when the Councilor is unavailable.
3. Helps oversee content review, scheduling, and task distribution.
4. Ensures compliance with the committee's rules, guidelines, and deadlines.
5. Facilitates internal communication between COLs and committee members.
6. Supports record-keeping for requests, task assignments, and posting calendars.

### **3. Council of Leaders for Information and Dissemination**

1. Serving as point persons for receiving announcements from the IDC Councilor and Deputy Secretary.
2. Verifying that announcements are complete, accurate, and compliant with content guidelines before forwarding for approval.
3. Handling Caption drafting.
4. Consolidating weekly or monthly announcements to support the committee's posting calendar.





**QUEZON CITY UNIVERSITY**  
**SUPREME STUDENT COUNCIL**

*673 Quirino Highway, San Bartolome, Novaliches, Quezon City*



5. Ensuring timely submission of assigned outputs and maintaining coordination with the Information Dissemination Councilor and Deputy Secretary.

## **SECTION V. General Qualifications**

1. Be a bona fide student of QCU in good standing (Article III, Section 1 & 2, QCU-SSC Constitution).
2. Pay the membership fee of P50.00 or any amount as approved by the current officials (Article III, Section 3, QCU-SSC Constitution).
3. Must demonstrate the ability to comply with communication protocols, deadlines, and content guidelines set by the IDC.
4. Must be willing to participate in committee activities, including meetings, assignment rotations, and internal coordination.
5. Must possess basic skills relevant to the committee, such as:
  - a. Clear written communication
  - b. Attention to detail
  - c. Responsible time management
  - d. Willingness to learn basic captioning
6. Additional qualifications may be added based on the needs of the Department or the specific functions of the IDC, subject to approval by the Councilor.

## **Section VI. General Requirements**

1. Submit a formal application and must be a passer upon recruitment period..
2. Attend mandatory orientations and training sessions.
3. Maintain academic performance in accordance with QCU standards.
4. Comply with all SSC policies, including payment of membership dues, attendance and participation in all programs (Article IV, Section 1, SSC Constitution).

## **Section VII. Roles & Responsibilities**

All members shall have the following duties and responsibilities According to Quezon City University-Supreme Student Council Constitution By-Laws.





**QUEZON CITY UNIVERSITY**  
**SUPREME STUDENT COUNCIL**

*673 Quirino Highway, San Bartolome, Novaliches, Quezon City*



1. Participate in all programs of the organization.
2. Defend and uphold this constitution and by-laws at all times.
3. Contribute the utmost of his/her capacity.
4. Attend meetings on the given time or within the given grace period and observe decorum.
5. Participate, cooperate and share views, opinions and experiences during the General Assembly.
6. Attend and represent the organization to outside events and participation.
7. Generate ideas to create a meaningful project for the students.
8. Give their expertise and knowledge when attending or making projects.
9. Payment of due fees of the QCU SSC approved by the financing officers for operational purposes.
10. Establish connections among academic staff, administration, students, as well as the community.
11. Consider and interpret students' concerns, suggestions, and inquiries.
12. Plan and implement policies and programs designed to protect and promote students' rights and welfare.
13. Act as a coordinating council of all co-curricular organization in all campuses. (Article VI, Section 1, SSC Constitution)

**Section VIII. Rights & Privileges (Article V, Section 1 of Constitution By-Laws)**

All the members have the right and are entitled to the following privileges:

- a. Vote and be voted upon
- b. Participate in all activities of QCU SSC
- c. Make suggestions, proposals, and recommendations and file motions.
- d. Participate in the formulation of policies, program development and action plans.
- e. Propose amendments.
- f. Avail due process before any sanction is imposed.
- g. Represent the organization.
- h. Receive and access documents and information on policies, programs, records, and finance reports of the organization.

Assess the performance of the officers and fellow members.





**QUEZON CITY UNIVERSITY**  
**SUPREME STUDENT COUNCIL**

673 Quirino Highway, San Bartolome, Novaliches, Quezon City



## Section IX. Information and Dissemination Guidelines

### a) Submission of Caption Requests Form:

1. All requests for captions must complete the details given and be submitted using the **Caption Request Form**:

Refer to the Google Sheets provided: [Insert the updated Sheet]

2. Submit to the Emails of Assigned Project Information and Dissemination Manager:

|               |                                                        |
|---------------|--------------------------------------------------------|
| To:           | Email of Project Information and Dissemination Manager |
| CC:           | Councilor and Deputy Secretary                         |
| Email Subject | [Event Name]_CRF_QCUSSC2526                            |

3. The Project Head will chat the Group chat with the Project Information and Dissemination Manager that he/she already sent the Caption Request Form through their emails.
4. The Committee will review all submissions in the Google Sheets for completeness, clarity, and adherence to content guidelines.
5. Requests missing necessary information or attachments may be returned for completion.
6. Deadlines
  - a. Standard requests: **Submit at least 2 weeks in advance** of the intended posting date.
  - b. Urgent Caption may be submitted less than 24 days in advance but require **explicit approval from the Councilor**.
  - c. Submissions that do not meet deadlines may be postponed or rescheduled.

### b. Announcement Request Form

1. All requests for announcements must complete the details given and be submitted using the **Announcement Request Form**:

Refer to the Google Sheets provided: [Insert the updated Sheet]

2. Submit to the Emails of Assigned Project Information and Dissemination Manager:





**QUEZON CITY UNIVERSITY**  
**SUPREME STUDENT COUNCIL**

673 Quirino Highway, San Bartolome, Novaliches, Quezon City



|        |                                                        |
|--------|--------------------------------------------------------|
| To:    | Email of Project Information and Dissemination Manager |
| CC:    | Councilor and Deputy Secretary                         |
| Email: | [Event Name]_ARF_QCUSSC2526                            |

4. The Project Head will chat the Group chat with the Project Information and Dissemination Manager that he/she already sent the Announcement Request Form through their emails.
5. The Committee will review all submissions in the Google Sheets for completeness, clarity, and adherence to content guidelines.
6. Requests missing necessary information or attachments may be returned for completion.
7. Deadlines
  - a. Standard requests: **Submit at least 2 weeks in advance** of the intended posting date.
  - b. Urgent Announcement may be submitted less than 24 days in advance but require **explicit approval from the Councilor.**
  - c. Submissions that do not meet deadlines may be postponed or rescheduled.

## **Section X. Leave of Absence Guidelines**

### **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**





**QUEZON CITY UNIVERSITY**  
**SUPREME STUDENT COUNCIL**

*673 Quirino Highway, San Bartolome, Novaliches, Quezon City*



- 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.).

## **Section XI: Termination**

Any official or member of QCU SSC may be terminated by the Executive and Legislative Council provided the following conditions:

- a) Exceeding two (2) suspensions
- b) Willful and culpable violations of the QCU SSC CBL
- c) Gross negligence
- d) Acts of maliciousness.
- e) Organizing events/gatherings without the approval of the Executive and Legislative Council.

Before any disciplinary action takes effect, due process shall be observed.

## **Section XII: Suspension**

Any official or member of the SSC may be suspended or terminated from the organization for acts grossly inimical to the interests of the SSC, or for gross violation of any of the provision of this constitution and by-laws provided however, that before any disciplinary action take effect, due process shall be observed, based and monitored by the QCU SSC Grievance Committee, Executive and Legislative Council. Suspension shall not exceed 2 weeks. Two (2) disciplinary warnings shall be given to a QCU SSC member before proceeding to suspension and termination. A member of the QCU SSC who has been terminated shall be perpetually forbidden from applying or rejoining for any position or membership in the Council.

Leakages of confidential information such as important meetings, documents, activity plans, screenshots, photos, videos, screen recordings,





**QUEZON CITY UNIVERSITY**  
**SUPREME STUDENT COUNCIL**

*673 Quirino Highway, San Bartolome, Novaliches, Quezon City*



### **Section XIII. Resignation**

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. The 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.

### **Section XIV. Effectivity**

1. These Rules and Regulations shall take effect immediately upon approval by the Student Council.
2. All members of the Information Dissemination Committee (COLs) shall be informed of the effectivity date and are expected to fully comply with the provisions herein.
3. Any previously existing rules or informal practices that contradict these regulations are hereby superseded.

### **Section XV. Amendments or Revisions**

Any amendments or revisions to these Rules and Regulations may be proposed by:

- a) The Committee Head (Councilor)
- b) Deputy Secretary
- c) Any Council of Leaders (COLs) member

Proposed amendments must be submitted in writing to the Committee for review.

Approval of amendments requires consensus from the Committee Head and Deputy Secretary, and must be ratified by the Student Council.

All approved amendments or revisions shall be documented, communicated to all committee members, and take effect immediately unless otherwise specified.





# QUEZON CITY UNIVERSITY

## SUPREME STUDENT COUNCIL

673 Quirino Highway, San Bartolome, Novaliches, Quezon City

