



QUEZON CITY UNIVERSITY
SUPREME STUDENT COUNCIL
673 Quirino Highway, San Bartolome, Novaliches, Quezon City



INTERNAL AFFAIRS

MANUAL

2025-2026





Revision History

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FOREWORD

The **Department of Internal Affairs** is one of the standing departments of the Quezon City University - Supreme Student Council (QCU-SSC) as established under the Article XI, Section 2 of the QCU-SSC Constitution and By-Laws. The department is tasked with handling all letters, internal issues, and overseeing the organizations inside the campus.

This **manual** serves as the standard operational guide for all committees and officers of the QCU-SSC **Department of Internal Affairs**. It aims to ensure transparency, consistency and accountability in carrying out duties, as well as to uphold the principles of democracy, integrity, and service embedded in the QCU-SSC constitution.



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Section I. Purpose

The purpose of the **Department of Internal Affairs** is to ensure the effective planning, coordination, and supervision of all QCU-SSC academic, socio-cultural, and extra-curricular activities. It aims to maintain smooth communication with the QCU administration and accredited student organizations, promote active member participation, ensure compliance with university guidelines, and continuously improve QCU-SSC initiatives through proper monitoring, documentation, and post-event assessments.

Section II. Scope

a. Coverage of Activity Management

- This committee **oversees** the planning, coordination, and implementation of all QCU-SSC academic, socio-cultural, and extra-curricular activities across all QCU campuses, ensuring uniform standards and procedures.

b. Documentation and Compliance

- The committee is responsible for managing, organizing, and safeguarding all activity-related documents, including proposals, approval letters, and post-activity reports. It ensures that all submissions comply with university guidelines and maintains efficient communication with QCU-SSC officers and partner organizations.

c. Officer and Member Engagement

- The committee monitors and supports the commitment, discipline, and active participation of QCU-SSC officers and members in internal operations and official events under its jurisdiction.

Section III. Definition of Terms

a. Department of Internal Affairs (DIA)

- This department is responsible for supervising and coordinating all academic, socio-cultural, and extra-curricular activities to ensure proper implementation and alignment with university standards.

b. Coordination

- The process of communicating and working with the QCU administration and accredited student organizations to plan, align, and execute SSC initiatives smoothly.

c. Assessments



- Evaluations conducted after QCU-SSC events or programs to measure effectiveness, gather participant feedback, and recommend improvements.

d. University Guidelines

- Policies and procedures set by Quezon City University that QCU-SSC activities must follow, including requirements for proposals, approval letters, and documentation.

Section IV. Governance Structure

- a. **Vice President for Internal Affairs** – Serves as the primary officer for checking internal documents as they are forwarded to the QCU-SSC President and other relevant offices. Withhold processing if requirements are not met, pending revision or further clarification. Ensure that all internal procedures are executed in accordance with the approved IRR.
- b. **Councilor for Internal Affairs** – Leads the committee, handles the documents, the reports, and oversees internal issues inside the campus.
- c. **Deputy Secretary for Internal Affairs** – Assists the councilor and handles responsibility in the absence of the Councilor, handles minutes of the meeting, monitors attendance and the activity of their committee.
- d. **Council of Leaders for Internal Affairs** – Each leader is assigned by the councilor to help with the documents, proofread documents, internal information, and each representative of the 2 satellite campuses.

Section V. General Qualification -

- a. Be a bona fide student of QCU in good standing (Article III, Section 1 & 2, SSC Constitution).
- b. Pay the membership fee of P50.00 or any amount as approved by the current officials (Article III, Section 3, SSC Constitution).

Section VI. General Requirements

- a. Submit a formal application and must be a passer upon recruitment period..
- b. Attend mandatory orientations and training sessions.
- c. Maintain academic performance in accordance with QCU standards.
- d. 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

(Based on Article XI, Section 2 of the QCU SSC Constitution and By-Laws)



The **Committee of Internal Affairs** shall:

- a. Take charge of in-campus academic, socio-cultural and extra-curricular activities of the SSC.
- b. Coordinate initiatives, programs and projects of the SSC with the QCU administration and with other accredited student organizations
- c. Ensure the active participation of all members in SSC activities
- d. Render periodic committee reports.
- e. Conduct assessments of SSC events and programs to measure their success, gather feedback from participants and recommend improvements for future initiatives.
- f. Ensure all SSC activities comply with university guidelines by maintaining accurate records of proposals, and approval letters to SASD, and follow up on feedback or additional requirements.
- g. Monitor and supervise all academic, socio-cultural, and extra-curricular activities organized by the SSC to ensure alignment with QCU's mission and vision.

Section VIII. Rights & Privileges

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.
- i. Assess the performance of the officers and fellow members.

Source: QCU-SSC CBL Article VI Section 1

Section IX. Guidelines About Department



A. Document Process: These procedures will serve as a guide for the Internal Affairs committee on how an official request letter is prepared, organized, and finalized.

a.1. Identify the Purpose of the Document: Before writing, clearly determine:

1. What you are requesting
2. Who will receive the request
3. The specific event details (date, time, venue, purpose, materials needed)

a.2. Gather All Required Information: Officials to address the letter to (President, VPAA, SASD Director, Events Management etc.)

1. Event title
2. Theme/description
3. Date and time
4. Venue
5. Logistics/materials needed (tables, chairs, sound system, ventilation)

a.3. Names and signatures of:

1. Preparer
2. SSC President
3. SSC Adviser

a.4 Write the Header Section

1. Date
2. To: (Primary recipient)
3. Thru: (Officials who must review/endorse)
4. From: (Your organization—QCU SSC)
5. Subject line – clear and formal

a.5. Draft the Opening Statement: Start the body with a formal greeting and a statement of the purpose of the letter.

a.6. Provide Full Details of the Event



Explain the event clearly with the Purpose of the General Assembly, Activities, Goals, Then present the event details in table or list format:

1. Title
2. Theme
3. Date & Time
4. Venue

a.7. List All Requested Materials

Create a simple list or table of items you need with the coordination from the Head of Events Management:

1. Tables (quantity and type)
2. Chairs
3. Basic Sound system
4. Ventilation

a.8. Add Additional Notes or Commitments

1. Compliance with university protocols
2. Coordination with concerned offices
3. Participant management

a.8. Closing Statement: Thank the officials for their time and indicate respect.

a.9. Signature Block

1. Prepared by
2. Approved by
3. Noted by

a.10. Final Review and Formatting

1. Check for grammar
2. Ensure the document follows the QCU SSC format
3. Align spacing, margins, and headings
4. Confirm all names and positions are correct
5. Attach supporting documents if required

a.11. Submission and Routing



1. The letter must first be checked and approved by the VP Internal Affairs and the President before their signatory.
2. Submit the letter to the SSC Adviser for checking and their signatory.
3. If approved, submit the letter to the Student Affairs and Services Division for the approval of the event.
4. Wait for the final approval by the University President and the signatory.

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.).



C. Approval, Conditions, and Restrictions

1. All LOA requests must be approved by the **QCU-SSC President, QCU-SSC Vice President for Operations, QCU-SSC Vice President for Internal Affairs, QCU-SSC Vice President for External Affairs, and 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 the Article III, Section 4.1 and 4.2 of Membership in SSC CBL)

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

- Exceeding two (2) suspensions
- Willful and culpable violations of the QCU SSC CBL
- Gross negligence
- Acts of maliciousness.
- 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, and minutes of the meeting shall be subject to immediate disciplinary warning.

Section XIII. Resignation

(Based on Article III, Section 5 of the Membership)

Procedures:

a. Submission of Written Notice

- The member must submit a formal Resignation Letter addressed to the SSC, stating the valid reason for resignation and the effective date.

b. Initial Review and Acknowledgment

- The receiving officer (Secretary or Committee Head) formally acknowledges the receipt of the letter and forwards it to the Grievance Committee for evaluation.

c. Consultation with the Grievance Committee

- The Grievance Committee schedules a consultation meeting with the resigning member to discuss the reason for resignation, explore possible resolutions, and confirm the member's final decision.

d. Decision Confirmation

- If the member decides to continue with the resignation after consultation, the Grievance Committee informs the Membership Committee to begin the documentation process.

e. Verification of Pending Tasks

- The member must complete the endorsement of any pending tasks, projects, or responsibilities to the next authorized officer.

The resignation will not be processed unless all responsibilities are properly endorsed and accounted for.



f. Approval and Signing of Documents

- Once endorsement is completed, the Grievance and Membership Committees review, approve, and sign all resignation documents.

The member signs the required forms and the Confidentiality Agreement to ensure protection of organizational information.

g. Final Release and Separation

- After all documents are signed, the member is formally released from all duties and privileges and is no longer associated with QCU SSC effective on the stated date.

h. Restriction on Rejoining

- A resigned member is not allowed to rejoin the organization for one (1) academic term following the approval of their resignation.

Section XIV. Effectivity

This Internal Affairs Manual shall take effect immediately upon the approval of the QCU Supreme Student Council Executive Officers and acknowledgment of the SSC Adviser. All officers and members of the Department of Internal Affairs are expected to strictly comply with the provisions stated herein.

Any existing policies, guidelines, or practices inconsistent with this Manual are hereby superseded or amended accordingly upon its effectivity.

Section XV. Amendments or Revisions

This Manual may be amended or revised to ensure continuous improvement and alignment with the needs of the QCU Supreme Student Council and the policies of Quezon City University.

a. Who May Propose Amendments

Amendments may be proposed by:



- Councilor of Internal Affairs
- Deputy Secretary of Internal Affairs (If the councilor wasn't present)

b. Process of Amendment

b1. Proposal Submission

- Proposed amendments must be submitted in writing to the Vice President of Internal Affairs.

b2. Committee Review

- The proposal will undergo review and discussion by the Internal Affairs Committee.
- Recommendations and refinements may be made at this stage.

b3. Endorsement to Executive Officers

- Approved internal drafts are forwarded to the Vice President for Operations for final evaluation.

b4. Consultation and Voting

- The Executive Officers may call for consultation with the Councilor if necessary.
- Amendments shall be approved with a majority vote of the Executive Officers.

b5. Approval and Effectivity

- Once approved, the updated Manual shall be disseminated and shall take effect immediately unless otherwise specified.

c. Documentation

- All amendments and revisions must be properly documented, dated, and recorded in the Internal Affairs Manual Revision History for transparency and future reference.

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