



Guidelines on the Submission of Documents for University Recognition Academic Year 2011-2012

1. Awards for the University Recognition Academic Year 2011-2012 are open to all PLM organizations, students and alumni.
2. Pertinent documents must be submitted for each Award:

For Outstanding College Student and Presidential Awards

- Grades from First Year to Graduation Year **Certified by the University Registrar**
- Proof of Scholarship Grants
- List of Positions Held and Membership to Organizations as Certified by the College Dean and or the Dean of the Office of Student Development and Services (OSDS)
- Proof of Participation in Seminars, Conferences and /or Conventions
- Certificate of Good Moral Character from the Office of Student Development and Services (OSDS) **(Note: To be secured by the applicant)**
- Written Recommendation from the College Dean

For Student Organizations

- Pertinent / Related Documents including copy of the approval of the five (5) Banner Projects.
- Each banner project should have a summary based on the following outline:
 - I. Banner Project No. _____
 - II. Name of Project
 - III. Inclusive Dates
 - IV. Venue/s
 - V. Project Objectives
 - VI. Project's Impact
 - VII. Proof of Implementation (Photos, Attendance, etc.)
- College Dean Evaluation for College Student Councils and Academic Organizations

For Maynilad Award

- Pertinent / related documents
- College Dean's Evaluation
- Written evaluation from the President of the advisee organization.

For Tanging Banggit Award and Gintong Ani Award

- Nature of Award Received
 - Name of the Organization which gave the Award
 - Date when the award was won or given
3. All documents must have a cover letter addressed to the Chairman of the Ad-Hoc Committee for Recognition / the Dean of the Office of Student Development and Services (OSDS), mentioning the kind of award being applied for.
 4. All original copies of documents must be submitted together with its photocopies. They must be placed in a separate clear book with the following labels:
 - Name of Award
 - Name of Nominee
 5. Original documents will be returned to the College/Organization concerned after the University Recognition Day.
 6. Submission of all entries for the Awards will be on or before **27 January 2012** at **5:00 p.m.** at the Office of Student Development and Services (OSDS).
 7. University Recognition will be on **02 March 2012**.
 8. The coverage of activities, seminars and awards to be credited this year will be from **05 March 2011** up to **09 February 2012**. Activities, seminars and awards beyond 10 February 2012 will be credited for next year's University Recognition.