

MINUTES OF THE MEETING (AUGUST 8, 2026)

ADMINISTRATIVE AND GOVERNANCE APPROACH

1. Performance Tracking & Evaluation

- Implement a **Performance Evaluation System** for officers and the organization.
- Officers may rate fellow officers and the organization in general and provide comments during:
 - **Pre-Year Evaluation**
 - **Midyear Evaluation**
 - **Post-Year Evaluation**
- Starting in the **midyear evaluation**, committee performance and involvement will also be included.
- A **minimum evaluation score of 3** is required for officers to be renewed for the next semester. Those who do not meet the requirement may remain as regular members and will be evicted as an officer/committee.
- Establish an **evaluation and feedback system** that allows general members to provide feedback on officers and the organization.

2. Attendance & Officer Accountability

FORMAL ABSENCE POLICY

- Officers who miss a meeting or event must submit an **Excuse Letter** to the Secretary.
- For sudden or unexpected absences, the letter must be submitted **within one week after the event**.
 - **Leave of Absence** – filed in advance
 - **Absence Letter** – for unexpected/same-day absences
 - Leave/absence requests must be **approved** and submitted through a soft copy.
- **Maximum of 2 Leave of Absences per semester (2 days minimum, 1 week maximum).**
- **Maximum of 3 absences per semester.**
- Valid reasons for emergency leave include:
 - Academic responsibilities
 - Hospital/medical emergencies
 - Work-related concerns
- Policy applies to **all meetings, preparations, and events**.
- Disciplinary action:
 - **1st offense:** Warning
 - **2nd offense:** Further evaluation/action, especially if the maximum allowable absences have been reached

TIGHTENED COMMUNICATION

- Create a yearly calendar tracker for organizational activities.
- Create an activity tracker for major events, with separate sections for:
 - Pre-event
 - During event
 - Post-event

- Create a **Committee Involvement Tracker** to monitor participation.
- Update the organization's **GC name and logos** as part of the rebranding.
- Create a **new GC for the latest batch**; announcements can be posted through Facebook.
- Create a new **Google Form for membership renewal** and distribute it through the GC.

3. Officer Training & Committee Engagement

SKILL BUILDING WORKSHOP

- Conduct **training workshops for officers and committee heads**.
- Book the **AVR 3 GET** as the venue and invite appropriate speakers.
- Prepare training and committee development plans for:
 - Logistics
 - Creative
 - PAP
 - Education & Research
- **Publicity Materials:**
 - **August 10:** Get to Know UMSYLA
 - **August 13 & 19:** Officer, Committees, and Member Testimonials
 - **August 21:** Start of Countdown
- **Committee Application:**
 - **August 24 – September 4:** Committee Application Period
 Prepare opening pubmats and countdown materials.
 - **September 2:** Start of countdown
 - **September 4:** Last day of application
- **Membership Interviews:**
 - **August 14–15:** Batch 1
 - **August 21–22:** Batch 2
 - **August 24:** Last day
- **Committee Application Interviews:**
 - **September 5:** Interview (2 committees each in the morning and afternoon since there are four comms in total)
 - **September 6:** Release of Results
 - **October 17:** Communications Committee Training

4. Proactive Scheduling & Public Relations

- Maintain a **digital calendar** for organizational activities, deadlines, and events.
 - Begin digital rebranding as early as possible.
 - - FB name, profile and cover
- Rebranding, Aug 8-23

5. Wellness & Connection

- Conduct a **Year-End Party** in December with an exchange gift.
- **Uswag Kalilintad:** May
- Members will contribute **₱100 per month**, starting several months before the event, for the necessary funds.

6. Uniform

Uniform Specifications:

- **Officers:** Polo Shirt
- **Members:** T-Shirt
- **Fabric:** Honeycomb
- **Design:** Ria
- **Price:** ₱650
- **Collection Period:** August 30 – September 1