



STUDENT DEVELOPMENT SERVICES

STUDENT AFFAIRS

VISION

An internationally recognized smart university for transformative and innovative education

MISSION

Produce technology-competent, environment-resilient, culture-sensitive, and industry-ready graduates who are socially responsive leaders imbued with character, work, and personal values through innovation management, transformative education, cutting-edge research, and industry-driven enterprise development

ISO 9001:2015 QUALITY POLICY

BISCAST is committed to provide quality applied sciences and technology education through continual improvement of its quality management system, satisfying applicable requirements, thereby exceeding stakeholder's expectations.

July 09, 2026

SA Memo 005, s2026

To : **STUDENT ORGANIZATIONS**

From : **OFFICE OF STUDENT AFFAIRS**

Subject : **SUBMISSION OF COMPREHENSIVE YEAR-END REPORT FOR ACADEMIC YEAR 2025-2026**

Date : **JULY 09, 2026**

In accordance with the Student Organization Manual, Section 12.4 – Submission of Reports, student organizations are hereby reminded to submit their Comprehensive Year-End Report within two (2) weeks after the end of the academic year.

The Comprehensive Year-End Report shall serve as the official documentation of your organization's accomplishments, activities, financial status, and overall performance for the academic year. This report will also be used by the Student Development Services (SDS) Office in evaluating organizational compliance and performance.

The report should include, but is not limited to, the following:

Formatting Instructions for the Comprehensive Year-End Report:

Font style: Arial Narrow

Font size: 11

Ensure that all sections are complete, following the structure below:

I. Organization Information

Organization Name, Date Established, Adviser, President, Contact Information

II. Summary of Activities/ Projects

Date | Title of Activity / Project | Objectives | Brief Description | Venue | No. of Participants |

III. Attendance & Membership Data

Total Active Members, New Members, Attendance Rate

IV. Financial Report (if applicable)

| Source of Funds | Amount | Expenses | Amount | Remaining Balance |

V. Photo Documentation



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Attach clear photos with captions for each activity

VI. Challenges Encountered

List major challenges faced during the year

VII. Recommendations for the Next Academic Year

Suggestions to improve future activities

VIII. Signatories:

Secretary, President, and Adviser

In compliance with this provision, all student organizations are hereby directed to submit their **Comprehensive Year-End Report on or before Monday, July 20, 2026.**

The report shall be submitted as **one (1) soft copy in PDF format** through the official Google Drive link: <https://acesse.one/52itijj>

Please be reminded that compliance with this requirement is mandatory. Failure to submit the Comprehensive Year-End Report may affect your organization's evaluation, recognition, and eligibility to conduct activities in the succeeding academic year, pursuant to the provisions of the Student Organization Manual.

For questions or clarifications, you may visit the Student Development Services (SDS) Office during office hours.

Your cooperation and prompt compliance are highly appreciated.

For strict compliance.