



CITIZEN'S CHARTER

**SURIGAO DEL SUR STATE UNIVERSITY
TAGBINA CAMPUS**

Republic of the Philippines
SURIGAO DEL SUR STATE UNIVERSITY
Tagbina Campus
Tagbina, Surigao del Sur

CERTIFICATION of COMPLIANCE

This is to certify that the **SURIGAO DEL SUR STATE UNIVERSITY - TAGBINA CAMPUS** has complied with Section 6 of the Anti-Red Tape Act of 2007 and Rule IV of its implementing Rules and Regulations, and the person whose signature appears below hereby declares and certifies the following truths:

1. That the **SURIGAO DEL SUR STATE UNIVERSITY - TAGBINA CAMPUS** has established its service standards known as the Citizen's Charter that enumerates the following :
 - a. Vision and Mission of the Agency
 - b. Frontline services offered
 - c. Step by step procedure in availing of frontline services
 - d. Employee responsible for each step
 - e. Time needed to complete the procedure
 - f. Amount of fees
 - g. Required documents
 - h. Procedure of filling complaints
2. That the Citizen's Charter is posted as information billboards in all service offices of **SURIGAO DEL SUR STATE UNIVERSITY - TAGBINA CAMPUS** that deliver frontline services.
3. That the Citizen's Charter is positioned at the main entrance of the office or at the most conspicuous place of all the said service offices.
4. That the Citizen's Charter is published, written either in English, Filipino, or in the local dialect.

This certification is being issued to attest to the accuracy of all the foregoing based on available records and information that can be verified.

IN WITNESS WHEREOF, I have here unto set my hand this 26th Day of November 2012 in TAGBINA SURIGAO DEL SUR, PHILIPPINES.


ARISTON O. RONQUILLO, DM
Department / Agency Head

In the advent of Republic Act No. 11032, amending ARTA Law, the SDSSU hereby adopt and implements all the provision pursuant to Ease of Doing Business (EODB) especially the 3-7-20 days of release of all types of requests, whether business or non-business government transaction.

ISSUANCE OF SERVICE RECORD

Office of the HRMO

Tel.: (086) 211 - 5068

All government employees whether presently employed, retired or separated from service need Service Record especially in claiming financial benefits and in government services accreditation. To facilitate its speedy release, a standard procedure is set for customer's guidance. This process can be completed in a day if requirements are complete.

Who can avail of the service:

SDSSU employees (active or separated from service)

Requirement:

- 1. Official receipt in payment for Service Record

Schedule of availability of service:

Monday to Friday (except on holidays)
8:00 a.m. to 6:00 p.m. (no noon break)

Fee:

Certification Fee of P 60.00

How to avail of the service:

Steps	Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In Charge
1	Go to the cashier and pay Certification Fee in the amount of P 60.00	Receive payment and issue Official Receipt (OR)	5 minutes	Psyken T. Cortes
2	Give the Official Receipt to the HRMO/HRMA-Designate for reflecting in the Service Record of O.R. No.	Receive official receipt and record number in the Service Record. Review, print and affix initials.	3 minutes	Roel T. Lim Concepcion G. Badayos
3	Receive the Service Record in two copies	Issue Service Record Record released documents in the logbook with signature of the client.	3 minutes	Concepcion G. Badayos



STUDENT ADMISSION / ENROLLMENT

All students undergo the process of enrollment which includes evaluation of requirements and assessment of their financial responsibilities. This process is a computerized enrollment program designed to facilitate registration of subjects and payment of fees. If requirements are complete, enrollment can be completed in a day.

Who can avail the service?

Students seeking admission/enrollment to the College

Requirements:

A. New Students: Freshmen and Transferees

1. Form 138: Report of Rating (for freshmen)
2. Certificate of Transfer Credential: informative copy (for transferees)
3. Certificate of good moral character
4. Medical Certificate (from the Medical and Dental Clinic)
5. Authenticated Copy of Birth Certificate (NSO)
6. 4 pcs 1x1 ID picture (white background)
7. Result of the Entrance Exam

B. Old students/ Returnees

1. Report of Grades of the courses taken in the previous semester
2. Duly approved clearance from the last semester attended and Prospectus with grades signed by the respective supervising deans.

a. Schedule of availability of Services:

Enrollment Period only: 8:00 a.m. to 6:00 pm (no noon break)

Fees: 1,000.00 down payment (Breakdown of student fees is listed in a separate poster)

Note: The time indicated in the duration of activity below does not include the time consumed by a student in moving from one office to another.

How to avail the service:

Step	Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fee
1	Go to the Students Admission Office and submit requirements for evaluation.	Evaluate completeness of requirements and issue enrollment form and student number.	5 minutes	SAO In-Charge: Nancy Salazar	P1000.00
2	Proceed to the Cashier's Office and pay the down payment of at least 1,000.00 and the other school fees.	Issue official receipt.	5 minutes	Collecting Officer: Nelia P. Palumbon	
3	Proceed to the respective supervising deans for the loading of subjects and for approval. Present clearance and grades during the last semester attended.	Get clearance and grades during the last semester attended. Load subjects and affix signature for approval. Furnish a printed copy of Student Assessment and form for Certificate of Registration (COR).	15 minutes	Supervising Deans: CBM - Pa S. Villamor ESAT - Jovelyn Alapan Agri - Conita Alonzo IT - Virginia A. Balanar	
4	Proceed to the Assessment Section to get a printout of the assessment.		5 minutes	Assessor: Mrs. Renee M. Pajala	
5	Go to the Registrar for review of subjects enrolled and for signature in the COR.	Review COR, register subjects enrolled, and affix signature in the Form.	8 minutes	Registrar: Mrs. Lelissa Mercado	
Post-Enrollment Procedure					
6	Proceed to the Library for issuance of Library Card.	Issue Library Card.	5 minutes	Mr. Romie Sapayan	
7	Proceed to the Executive Dean's Office to enroll for Student ID. Fill up data sheet and submit picture for scanning.	Have the data sheet filled up. Receive and scan picture, and collect data sheet for processing of the Student ID.	10 minutes	Mrs. Irene C. Maneglasag	
8	Come back during the 1 st day of classes and show COR to instructors/professor.	Check the COR to ensure students are officially enrolled.		Instructor/Professor	

TESTING SERVICE –ADMINISTRATION OF ENTRANCE EXAM

Guidance Office

This service is availed by all students who want to enroll in this University. This is also to assess their readiness in school and college activities to help them choose what to course to take in line with their intellectual competence and ability.

Who can avail the service?

All new and transfer applicants

Schedule of availability of service:

Monday-Friday (except on holidays)

8:00a.m to 5:00 p.m (no noon break)

April –June (First Semester applicants)

October – November (Second Semester applicants)

How to avail of the service?

Step	Client	Service Provider	Duration of activity (under Normal Circumstances)	Fee	Person-in-Charge
1	See the Guidance Counselor, Log in the Guidance Logbook and indicate the purpose of visit. Then ask for assistance.	Have student sign in the Logbook, then interview the student to know the purpose of the visit. Set schedule for the exam.	1 minute		ANNE BELLA L. PEDROSA, RGC Guidance Counselor II
2	Fill up the Application for Entrance Exam Form, then proceed to the Cashiers Office	Let the student complete the Form and instructs the student to proceed to Cashiers Office	1 minute		ANNE BELLA L. PEDROSA, RGC Guidance Counselor II
3	Pay to the Cashier's office	Receives payment and issues Official Receipt	3 minutes	PHP 40.00	NELIA P. PATOMBON
	Proceed to the Guidance Office and present the Official receipt with the completed Application for Entrance Exam Form	Receives the Official Receipt, Issues the Certificate of Good Moral Character to the student. Let the student sign in the Record Book	5 minutes		ANNE BELLA L. PEDROSA, RGC Guidance Counselor II
	Receive the result of the examination and proceed to Registrar's Office for Enrollment	Discuss and interpret the result of the test to the student, Gives the Examination form to the applicant. Instructs the applicant to proceed to the Registrar's Office for the Registration Form.	5 minutes		ANNE BELLA L. PEDROSA, RGC Guidance Counselor II

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	Proceed to the Guidance Office and present the Official receipt with the completed Application for Entrance Exam Form	Receives the Official Receipt. Issues the Certificate of Good Moral Character to the student. Let the student sign in the Record Book	5 minutes		ANNE BELLA L. PEDROSA, RGC Guidance Counselor II
	Receive the result of the examination and proceed to Registrar's Office for Enrollment	Discusses and interprets the result of the test to the student. Gives the Examination Form to the applicant. Instructs the applicant to proceed to the Registrar's office for the Registration Form.	5 minutes		ANNE BELLA L. PEDROSA, RGC Guidance Counselor II



STUDENTS CONSULTATION SERVICES

OFFICE OF THE DEAN OF INSTRUCTION

Part of the semester workload of the DOI is rendering consultation services for bona fide students. All students may seek assistance pertaining to their academic concerns, namely, conflict of schedule and other concerns which affect their academic performance in the school.

Who can avail the service?

Bonafide students of the College

Requirements:

Valid ID

Schedule of availability of service:

When the DOI is not holding classes and she is in her office.

How to avail of the service?

Step	Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In Charge	Fee
1	Go to the office of the DOI	Accommodate the students in the office; Have the logbook consultation services signed by the student.	2 minutes	DOI	
2	Fill up the log book and indicate nature of the consultation	Consultation proper	3 minutes		
3	Open up queries, needs, etc. and listen and be open to any assistance or recommendation.	Offer guidance, assistance, or possible solutions recommendations as the case may be.	5- 30 minutes		



STUDENT'S CONSULTATION SERVICES

FACULTY ROOM OF RESPECTIVE INSTITUTES

Part of the semester workload of the faculty of SSDSSU TC is rendering consultation services for bonafide students. All students may seek assistance pertaining to their academic concerns; namely, reference materials for projects and assignments, remedial tasks for missed activities or major exams, guidance on oral and written reports, complaints about marks received, etc.

Who can avail the service?

Bonafide students of the University

Requirement:

Valid ID

Schedule of availability of service:

Depending on the time indicated by individual faculty members for consultation schedule

How to avail of the service?

Step	Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fee
1	Go to the office of the concerned faculty member; Adhere or observe that the time is the schedule given by the teacher for consultation	Accommodate the students in the office; Have the logbook consultation services signed by the student.	2 minutes	Faculty	
2	Fill up the log book and indicate nature of the consultation	Consultation proper	3 minutes	Concerned faculty/office	
3	Open up queries, needs, etc. and listen and be open to any assistance or recommendation.	Offer guidance, assistance, or possible solutions/recommendations as the case may be.	5- 30 minutes	Concerned faculty/office	



ISSUANCE OF OFFICIAL RECEIPTS

CASHIERING OFFICE

The Cashier's Office issue Official receipt for payments of fees for all kinds of financial / business transactions with the College: entrance test, testing services, tuition and other school fees, TOR, certification, use of library, and rental for facilities and equipment, etc. Tuition and other school fees are approved by the Board of Trustees and are reflected in the Student assessment form. The billing statement/ order of payment for IGP and auxiliary services is issued by the respective in-charge, i.e. Chief Administrative Officer, Supply Office, Mini Hostel In-charge or from any authorized official.

Who can avail the service?

1. Students
2. Graduates
3. Employees
4. other Clients

Requirements:

1. For students: School ID
2. For Tuition: Printout o
3. For TOR, Certification and Honorable Dismissal: Request form from the Registrar
4. For rental services: Approved Statement of Account/Bill, or Order of Payment from

Schedule of availability of service:

Monday-Friday (except on holidays)
8:00 a.m. to 5 p.m. (no noon break)

How to avail of the service?

Step	Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In Charge	Fee
1	Go to the Cashier's Office and present ID (for students) or Order of Payment/Billing Statement/Request Form (non-student fees)	For tuition and other school fees: get student ID. For other payments: Get Order of Payment/Billing Statement/ Request Form	1 minute	NELIA P. PATOMBON	
2	Pay the amount	Print and Issue Official Receipt	5 minutes	NELIA P. PATOMBON	
	Receive the original Official Receipt.	File the duplicate	4 minutes	NELIA P. PATOMBON	





Public Information Center



LIBRARY SERVICES: PHOTOCOPYING SERVICE

Photocopying of library materials is allowed especially for the single copy books, rare Filipiniana materials and frequently used books. The said service is allowed for a maximum of one hour. (Photocopying of theses and dissertations are strictly prohibited under RA 8293)

Who can avail of the service:

1. Students 2. Faculty 3. Administrators and staff 4. Public users

Requirements:

- | | | |
|-------------------|---|---|
| 1. Students | : | Validated school ID and/or Library Card
Wearing of complete school uniform |
| 2. Faculty | : | Employee's ID |
| 3. Administrators | : | Employee's ID |
| 4. Staff | : | Employee's ID |
| 5. Public library | : | Library Permit Fee |

Schedule of service hours:

Monday to Saturday
8:00 a.m. to 6:00 p.m. (no noon break)

How to avail service:

Steps	Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In Charge
1	Refer to the card catalog/ OPAC for a needed information, then copy the title, author and subject	Receive the copied data and search inside the reserve counter through DDC then issue the book card. For the non-reserve section, instruct the user to pull out for issuance.	5 minutes	Ronie A. Sajelan
2	Fill up the book card by writing the date borrowed, name and course then give your Validated School ID and Library Card.	Receive the filled up book card and issue the book for photocopying for a minimum of 30min. and a maximum of 1 hour use.	5 minutes	Ronie A. Sajelan
3	Return the borrowed book after photocopying.	Receive the book and return the IDs to the client	2 minutes	Ronie A. Sajelan

LIBRARY SERVICES: ISSUANCE OF LIBRARY CARD

All freshmen and transferees are required to submit two (2) pieces 1x1 ID picture for issuance of the Library Card. Aside from the school ID, a library card is required to avail of the other services in the Library.

➤ **Who can avail of the service?**

1. Students
2. faculty
3. administrators and staff

➤ **Requirements:**

1. Certificate of Enrollment (COR) for students
2. 1x1 ID Picture

➤ **Schedule of availability of service:**

Monday-Saturday
8:00 a.m. to 6:00 p.m. (no noon break)

➤ **How to avail of the service?**

Step	Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In Charge
1	Present Certificate of Enrollment (COR) and 1x1 ID picture	Receive COR, picture, and Issue Library Student Data Sheet.	2 minutes	Ronie A. Sajelan
2	Fill up the Library Student Data Sheet.	Receive and encode data and release the Card to the client.	5 minutes	Ronie A. Sajelan
3	Affix signature in the Card	Attach the ID picture, laminate and release the Card to the client	5 minutes	Ronie A. Sajelan
4	Receive the Library Card and sign in the logbook upon receipt	File the Library Student Data Sheet.	1 minute	Ronie A. Sajelan



SURIGAO DEL SUR STATE UNIVERSITY TAGBINA CAMPUS

VISION

CENTER OF PROGRESSIVE LEADERSHIP IN
HIGHER EDUCATION FOR QUALITY LIFE AND
SUSTAINABLE DEVELOPMENT.

MISSION

SDSSU shall provide advanced education,
professional and higher technological instruction,
and trainings in various fields of specialization.

It shall also undertake research, extension, and
entrepreneurial activities for the development
needs of the nation.

LIBRARY SERVICES: CIRCULATION SECTION

(Inside Reading and Outside Use)

The Library which is a repository of knowledge is open to all bona fide students, faculty, administrators and staff of SDSSU, as well as outside community users. The reading materials in the library can be borrowed according to format policy:

1. Inside use only:

- General References (Encyclopedia, Dictionaries, Atlas, Yearbooks, Almanacs, Indexes, periodicals, handbook and manuals, etc.)
- Single Copy Books
- Rare Pictorial Books and Rare Filipiniana materials
- Theses and Dissertations
- Vertical File materials (maps, globes, charts, graphs, clipping, etc.).

Who can avail of the service:

1. Students 2. Faculty 3. Administrators and Staff

Requirement:

- 1. Students : Validated school ID and/or Library Card
Wearing of Complete School uniform
- 2. Faculty : Employee's ID
- 3. Administrators : Employee's ID
- 4. Staff : Employee's ID

Schedule of availability of service:

Monday to Saturday 8: a.m. to 6:00 p.m. (No noon break)

How to avail of the service?

Step	Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge
1	Present validated School ID and Library Card. For students: Wear complete school uniform.	Check the user's ID and Uniform. Instruct client to consult the Card Catalog and OPAC.	2 minutes	Ronie A. Sajelan
2	Consult the Card Catalog and OPAC then check if the needed title is available. Copy the Call No., Author, Title or Subject needed and present to the Librarian.	Receive the copied data from the card catalog and OPAC. If the needed title is located at the non-reserve section, the user is instructed to go the non-reserve section. But if the titles in the circulation counter, issue the title copy, and instruct client to fill up the book card.	10 minutes	Ronie A. Sajelan
3	Receive and fill up the book card by writing the date name and course.	Receive the filled up book card with library card and release the book.	3 minutes	Ronie A. Sajelan
4	Go to the non-reserve section if the book is not placed at the counter and search the title needed through Call No. and Author No. Then pull out the book from the shelf and use it.	Instruct the users to leave the books on the table. Tally the used book from the non-reserve section for statistical data purpose.	20 minutes	Ronie A. Sajelan
5	For inside reading, renew the borrowed book every 1 hour unless another client has expressed intention to borrow the same book.	Issue renewal for use for another 1 hour unless another client has expressed intention to borrow the same book.	2 minutes	Ronie A. Sajelan
	For overnight use: Present Library card and filled up book card to borrow the book(s) at the scheduled time every 3:00 pm on a first come first serve basis especially for commonly used borrowed books.	Issue book for overnight use and record the needed data for documentation and statistical purpose.	5 minutes	Ronie A. Sajelan
6	Open the vertical file cabinet for clippings and pictures' need. Then search what particular subject through file folders by subject.	Assist the user in searching needed information through clippings and issue for inside reading only. Photocopying is allowed for a maximum of one hour.	5 minutes	Ronie A. Sajelan



**SURIGAO DEL SUR STATE UNIVERSITY
TAGBINA CAMPUS**

SERVICE CHARTER

(CITIZEN'S CHARTER)

VISION

CLEARLY DEFINED, TRANSPARENT SERVICES
THAT ENSURE CUSTOMER SATISFACTION

MISSION

1. To deliver services that guarantee customer satisfaction;
2. To provide clients transparent procedures in availing services;
3. To ensure mutual accountability between SDSSU-TC frontline personnel and customers;
4. To use modern technologies and systems in service delivery.



DIRECTORY OF OFFICIALS

NAME OF OFFICE	PERSON IN CHARGE
Office of the Campus Director	ARISTON O. RONQUILLO, DM
Office of the Administrative Officer IV	RENEE M. PREJULA, MBA
Office of the Dean of Instruction	IRENE C. MANAGBANAG, MS Crop Sci.
Office of the Planning & Accreditation	NANCY S. DOLORIEL, MS Ag. Econ.
Cashier's Office	NELIA P. PATOMBON
Office of the Registrar	LELIOSA T. MERCADO
Medical & Dental Office	CYNTHIA P. MENDOZA, RN
Library	RONIE SAJELAN
Office of the Program Chairman Computer Science	MYELINDA BALDELOVAR, MIT
Office of Program Chairman Teacher Education	JOCELYN R. ALIPAO, MA Sci. Ed.
Office of the Program Chairman Business Mgt.	FE G. VILLAMOR, MBA
Office of the Program Chairman Agricultural Tech.	CYNTHIA S. ALVEZ, MS Crop Sci.
Office of the Student Affairs	MARITES POLIZON, MS Math



ISSUANCE OF SERVICE RECORD

OFFICE OF THE ADMINISTRATIVE OFFICER IV

All government employees whether presently employed, retired or separated from service need Service Record especially in claiming financial benefits and in government services accreditation. To facilitate its speedy release, a standard procedure is set for the customers to be guided. This process can be completed in a day if requirements are complete.

Who can avail the service?

SDSSU-TC employees (active or separated from service)

Requirements:

1. Official receipt in payment for Service Record

Schedule of availability of service:

Monday-Friday (except on holidays)
8:00a.m. to 6:00 p.m. (no noon break)

Fees:

Certification Fee of P60.00

How to avail of the service?

Step	Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person-in-charge	Fee
1	Go to the cashier and pay certification Fee in the amount of P60.00	Receive payment and issue O.R.	5 minutes	Nelia P. Patombon	P60.00
2	Give the O. R. to the HRMO for recording of O.R. No. in the Service Record	Receive official receipt & record number in the Service Record. Review, print and affix initials.	3 minutes	RENEE M. PREJULA GINA A. DEMOL	
3	Submit the printed Service Record	Submit the printed service record to the AO or Campus Director	10 minutes	ARISTON O. RONQUILLO RENEE M. PREJULA	
4	Receive the Service Record in two copies	Issue Service Record Record released documents at the logbook with signature of the client.	3 minutes	RENEE M. PREJULA GINA A. DEMOL	



RELEASING OF TRANSCRIPT OF RECORDS

REGISTRAR'S OFFICE

All bonafide students and graduates secure a copy of their Transcript of records (TOR) for evaluation, transfer credential or employment purposes.

If requirements are complete, this transaction can normally be completed within (5) working days after filing the request form for Transcript of Records.

Who can avail the service?

1. Bonafide students of the College
2. Graduates

Requirements:

1. Duly accomplished request form for Certificate of Transfer Credential
2. Official receipt in payment for the following fees: Certificate of Transfer Credential, Certification for being a bona fide student of the College, TOR fee
3. Duly approved clearance
4. Documentary stamp (3 pcs.) at P15.00 each
5. 1 pc. 2x2 ID picture with name tag and white background

Schedule of availability of service:

Monday-Friday (except on holidays)
8:00 a.m. to 6:00 p.m. (no lunch break)

Fees:

Transcript of Record P 100.00/page
per BOT Res.

How to avail of the service?

Step	Client	Service Provider	Duration of Activity (if not stated)	Person in Charge	Fee
1	Go to the Registrar's office to secure request form for TOR.	Provide request form to the client with a short briefing on the service and its requirements, particularly on the number of pages to determine the amount to be paid.	10 minutes	ETHYL G. DECLARO	100.00/page
2	Fill up request form.				
2.1	Pay TOR fee to the Cashier's Office	Receive payment and issue official receipt.	7 minutes	NELIA P. PATOMBIN	
3	Submit the accomplished request form, student clearance, documentary stamp, picture and official receipt.	Receive the request form, student clearance, documentary stamp and official receipt.	3 minutes	ETHYL G. DECLARO	
3.1	Issue the corresponding claim slip indicating the date the TOR can be released.				
4	Receive claim slip and come back in the date indicated to claim the TOR.	Check student's records. Counselor check grades with the original copy of grades submitted by the instructor/professor. Scan pictures. Encode grades and print the TOR. Review TOR and affix signature.	3-7 days after filing of application	ETHYL G. DECLARO ETHYL G. DECLARO LEJOSA T. MERCADO	100.00/page
4.1	Receive TOR and affix signature to the backlink upon receipt of TOR.	Release TOR and have the client sign to the backlink to indicate receipt of the document	3 mins	LEJOSA T. MERCADO	



ISSUANCE OF SHIFTING FORM AND APPROVAL FOR SHIFTING

REGISTRAR'S OFFICE AND OFFICE OF THE DEAN OF INSTRUCTION

This service is availed by students who are planning to shift to other programs. A student who wishes to shift to another program shall secure the shifting form from the office of the registrar and seeks the approval of the Dean of Instruction.

Who can avail the service?

Bonafide students who plan to shift to another program.

Requirements:

Copy of the courses/subjects taken with complete grades.

Schedule of availability of service:

During enrollment period:
Monday to Friday (except Holidays)
8:00 a.m. – 5:00 p.m.

How to avail of the service?

Step	Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fee
1	Seek shifting form from the Registrar's Office.	Gives the requested form.	2 minutes	Leliosa T. Mercado	
2	Go to the Office of the Dean of Instruction and ask permission to shift to another program.	Receives the request and conducts a brief interview and evaluation of the grades obtained. If grades meet the requirements of the program, he/she wishes to shift to, recommends the student to the Institute he/she wishes to transfer to.	10 minutes	Irene Managhang	
3	Go to the designated program chairman	Receives the approved shifting form and evaluates student's records and recommends courses/subjects to be enrolled	5 minutes	a. BBBA - Fe Villamor b. BSE/BEED - Jocelyn Alipao c. BAT - Cynthia Alvarez d. BSCS - Myrelinda Baldeocur	



SCHOOL HEALTH CLINIC

Enrollment Health Screening

Freshman and transferees are required to undergo health screening in order to determine student's health status for promotion prevention, alleviation and restoration.

Who can avail the service:

Freshman
Transferees
Old Students

Requirements :

1. Enrolment Form
2. Enrolment flow chart

Schedule of Service:

Monday to Friday (During enrollment period – except on holidays)
8:00 AM – 5:00 PM (NO NOON BREAK)

How to avail the service:

Step	ACTIVITIES		Duration of Activities	Person In-charge	Fee
	Client	Service Provider			
1.	Freshmen and Transferees: Got to school clinic and present the enrolment.	Fill up the health record then conduct health screening : <ul style="list-style-type: none">▪ Height and weight▪ Blood pressure▪ Heart rate / pulse rate▪ Dentures▪ General health appearance	10 minutes	CP Mendoza Nurse - II	
	Old students: Fill up the dental, blood pressure checklist form and affix signature	Check blood pressure and dentures	5 minutes	CP Mendoza Nurse - II	
2.	Present enrolment flow chart	Sign enrolment flow chart	1 minute	CP Mendoza Nurse - II	



ISSUANCE OF SUPPLIES, MATERIALS AND EQUIPMENTS

SUPPLY OFFICE

The Supply Office takes charge in the issuance of necessary office equipment and supplies to the University and shall issue such to the faculty, administrators and staff based on the procurement order.

Who can avail the service?

1. Faculty members
2. Staff
3. Administrators

Requirement:

Approved Purchase Request

Schedule of availability of service:

Monday-Friday (except on holidays)
8:00 a.m. to 6:00 p.m. (no lunch break)

How to avail of the service?

Step	Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In Charge	Fee
1	Proceed to the Supply Office to get requested supplies and materials.	Check availability of the request. If available, issue the supplies/equipment. If not available advise personnel to fill up Purchase Request.	10 minutes	MR. GIL AMPER	
2	If available, check the specification, quantity and quality of requested supplies and/or equipment. Sign the Issuance Slip to indicate receipt of the supplies in good condition.	Issue the requested supplies and materials. Have the issuance slip signed.	20 minutes	MR. GIL AMPER	
3	Receive the supplies/equipment	Record receipt and file the issuance slip.	30 minutes	MR. GIL AMPER	