



Cavite State University Main Campus
Office of the Vice-President for Administrative and Support Services
External and Internal Services



1. Follow up of Document Submitted for Approval

This procedure aims to provide guidelines in conducting follow up of documents submitted for approval from the Office of the Vice President for Administrative and Support Services.

Office or Division:	Office of the Vice- President for Administrative and Support Services
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government G2B – Government to Business Entity
Who may avail:	All

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Reference Number		Records Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the reference number provided by the Records Office	Check the reference number from the logbook on the computer	None	2 minutes	<i>OVPASS Staff</i>
2. End-user origin/ Records Office to receive the document by indicating in the logbook his/her	Provide updates about the action taken and if signed, release the document and have them sign in the logbook	None	2 minutes	<i>OVPASS Staff</i>



name, signature and date received				
	TOTAL:	None	4 minutes	



2. Submission of Documents for Approval

This procedure aims to ensure that completed staff work (CSW) is properly observed prior to the approval of the Vice-President for Administrative and Support Services

Office or Division:	Office of the Vice- President for Administrative and Support Services
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government G2B – Government to Business Entity
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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Reference Number	Records Office
Appropriate / related attachments to support the request or report	Concerned issuing agency(ies)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the document for approval	1. Acknowledge receipt of the document	None	1 minute	<i>OVPASS Staff</i>
	2. Review the document as to content and attachments	None	2 minutes	<i>OVPASS Staff</i>
2. Receive the document to comply with all the needed attachments	1. If found incomplete, return to the end-user/origin	None	1 minute	<i>OVPASS Staff</i>



	2. If document is clear and complete, encode the details to the computer for recording and easy tracking	None	2 minutes	<i>OVPASS Staff</i>
	3. Forward to the OVPASS Chief of Staff for evaluation	None	1 minute	<i>OVPASS Staff</i>
	4. Evaluate the document	None	5 minutes	<i>OVPASS Chief of Staff</i>
	5. Recommend the document for approval	None	1 minute	<i>OVPASS Chief of Staff</i>
	6. Forward the document to the Vice- President for Administrative and Support Services.	None	1 minute	<i>OVPASS Staff</i>
	7. Approve the document	None	1 day	<i>Vice- President for Administrative and Support Services</i>
	8. Once approved / disapproved, scan the document and encode the comments on the logbook for proper documentation	None	5 minutes	<i>OVPASS Staff</i>



3. End-user /origin/Records Office to receive the document by indicating in the logbook his/her name, signature and date received	Release to the end-user/origin/Records Office and have them sign in the logbook	None	5 minutes	<i>OVPASS Staff</i>
	TOTAL:	None	1 day and 24 minutes	



Cavite State University Main Campus
Office of the Director for Administration
External and Internal Services



1. Release of Document Submitted for Approval				
This procedure aims to provide guidelines in conducting follow up of document submitted for approval of the Office of the Director for Administration.				
Office or Division:	Office of Director for Administration			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen G2G – Government to Government G2B – Government to Business			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Reference Number		Records Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the logbook indicating the particulars of the documents and signature of the receiver	Check the document on the receiving logbook	None	2 minutes	<i>ODA Staff</i>
2. End-user /origin to receive the approved document by indicating in the logbook his/her	Release the document and have them sign on the logbook	None	1 minute	<i>ODA Staff</i>



signature and date received				
	TOTAL:	None	3 minutes	



2. Submission of Financial Documents for Approval				
This procedure aims to ensure that completed staff work (CSW) is properly observed prior to the approval of the Director of Admin)				
Office or Division:	Office of Director for Administration			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen G2G – Government to Government GSB – Government to Business			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Reference Number		Records Office		
Appropriate / related attachments to support the request or report		Concerned issuing agency(ies)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the financial document for approval	1. Review the financial document as to content and attachments	None	2 minutes	<i>ODA Staff</i>
	2. If found incomplete, return to the end-user/origin	None	1 minute	<i>ODA Staff</i>



	3. If document is clear and complete, encode the details to the computer for recording and easy tracking	None	1 minute	<i>ODA Staff</i>
	4. Forward the document to the Director of Admin for evaluation	None	1 minute	<i>ODA Staff</i>
	5. Evaluate the document	None	3 minutes	<i>ODA Director</i>
	6. Approve the document	None	2 minutes	<i>ODA Director</i>
	7. Once approved / disapproved, the document will be released.	None	3 minutes	<i>ODA Staff</i>
2. Receive the financial document by indicating in the logbook his/her name, signature and date received	Release to the end-user/origin/designated unit and have them sign in the logbook	None	3 minutes	<i>ODA Staff</i>
	TOTAL:	None	16 minutes	



Cavite State University Main Campus
Records Office
External and Internal Services



1. Management of Communication and Documents				
This procedure covers how the Records Office effectively manage communications and other documents.				
Office or Division:	Records Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Internal and External Clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Three (3) sets of Communication/Letter with Attachments (if necessary)		Sender		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit 3 sets of communication/letter with attachments (if necessary)	1. Receive 3 sets of communication/letter	None	1 minute	<i>Records Office Staff</i>
	2. Place yellow sticker on the upper right corner of the original copy, and stamp "Received" on the 2 reproduced copies (1 for the sender and 1 for the Records Office file)	None	1 minute	<i>Records Office Staff</i>
	3. Assign "Reference Number A", the date received, and have it countersigned	None	1 minute	<i>Records Office Staff</i>
	4. Record the important details of the communication/letter	None	1 minute	<i>Records Office Staff</i>



	5. Forward the communication/letter to the next concerned unit	None	5 minutes	<i>Records Office Staff</i>
	6. Receive the communication once approved/ disapproved by the concerned authority	None	1 minute	<i>Records Office Staff</i>
	7. Stamp "Released" and assigns a "Reference Number O".	None	1 minute	<i>Records Office Staff</i>
	8. Photocopy the released communication/ letter and files together with the attachments taken from file A of the same communication for digitization	None	1 minute	<i>Records Office Staff</i>
	9. Encode and scan the document/letter	None	1 minute	<i>Records Office Staff</i>
2. Receive the Approved/ Disapproved Communication/ Letter	Release the Approved/ Disapproved	None	1 minute	<i>Records Office Staff</i>
	TOTAL:	None	14 Minutes	



2. Recording of Financial Documents

This procedure shows how the Records Office effectively records financial documents for easy tracking and fast retrieval.

Office or Division:	Records Office
Classification:	Simple
Type of Transaction:	G2C-Government to Citizen
Who may avail:	Internal and External Clients

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Documents with complete signatures and attachments		Claimant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit financial documents	1. Receive the financial documents and initially check for the complete signature and attachment	None	1 minute	<i>Records Office Staff</i>
	2. If found incomplete, return the financial documents to the claimant	None	1 minute	<i>Records Office Staff</i>
	3. If found complete, stamp the documents with "Received" and assign a reference number and countersigns the document	None	1 minute	<i>Records Office Staff</i>



	4. Encode the details in the computer for recording and easy tracking	None	1 minute	<i>Records Office Staff</i>
	5. Attach a color-coded routing assigned for a particular financial transaction	None	1 minute	<i>Records Office Staff</i>
	6. Forward the financial documents to the next concerned Unit	None	1 minute	<i>Records Office Staff</i>
	TOTAL:	None	6 minutes	



3. Authentication of Documents

This procedure covers how the Records Office ensures the authenticity and validity of all original copies of documents presented for authentication.

Office or Division:	Records Office
Classification:	Simple
Type of Transaction:	G2C-Government to Citizen
Who may avail:	Internal and External Clients

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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Authentic and valid documents, and reproduced copies (plus 1 set of reproduced copies for Records Office file)	Internal and External Clients
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present authentic and valid original copies of documents together with reproduced copies	1. Check for the authenticity and validity of the original copies of documents presented for authentication	None	1 minute per page	<i>Records Office Staff</i>
	2. Scrutinize the photocopies of documents and compare to the original copy to detect differences in ink, signatures, alterations or additions, and if the whole page of document is captured in photocopying	None	3 minutes	<i>Records Office Staff</i>



2. Fill out the authentication request form	1. Receive the documents requested for authentication	None	2 minutes	<i>Records Office Staff</i>
	2. Issue order of payment	None	1 minute	<i>Records Office Staff</i>
3. Pay to the Cashier Office	1. Authenticate the documents	P20.00 per set (maximum of 4 pages) and P5.00 per page for additional pages	3 minutes	<i>Records Office Staff</i>
	2. Records the authenticated documents and retains a copy for Records Office file			<i>Records Office Staff</i>
4. Claim the authenticated documents together with the original copies	1. Release the authenticated documents together with the original copies		2 minutes	<i>Records Office Staff</i>
	2. Record the amount paid for authentication and the Official Receipt Number			<i>Records Office Staff</i>
TOTAL:		P20.00 per set (maximum of 4 pages) and P5.00 per page for additional pages	12 minutes	



4. Disposal of Valueless Documents				
This procedure shows how the Records Office ensures the effective management and disposal of valueless documents.				
Office or Division:	Records Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Internal and External Clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Records of Inventory and Appraisal of Documents		Client		
List of Valueless records/documents		Client		
Valueless documents placed in sacks and labeled by period		Client		
Letter of Request for Disposal		Client		
NAP Form No. 3 (Request for Authority to Dispose of Records)		National Archives of the Philippines		
NAP Form No. 4 (Records Management Analysis Report)		National Archives of the Philippines		
NAP Form No. 5 (Authority to Dispose of Records)		National Archives of the Philippines		
NAP Form No. 6 (Certificate of Disposal of Records)		National Archives of the Philippines		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter of Request for Disposal together with the following:	1. Receive the letter of request for disposal, records of inventory and appraisal of documents, and list of valueless records/documents	None	1 day	<i>Records Office Staff</i>



<p>a. Records of Inventory and Appraisal of Documents</p> <p>b. List of valueless records/documents</p>	<p>2. Prepare letter of request for authority to dispose of valueless documents to NAP</p>	<p>None</p>	<p>5 minutes</p>	<p><i>Records Office Staff</i></p>
<p>c. Accomplished NAP Form No. 3</p>	<p>3. Wait for the processing of the request for disposal and the issuance by NAP of the following:</p> <p>a. NAP Form No. 4</p> <p>b. NAP Form No. 5</p>	<p>None</p>	<p>2-3 months</p>	<p><i>National Archives of the Philippines (NAP)</i></p>
	<p>4. Once the Records Management Analysis Report and Authority to Dispose of Records have been received from NAP, arrange with NAP for the following:</p> <p>a. schedule of actual disposal contact the official buyer of valueless documents</p>	<p>None</p>	<p>7 days</p>	<p><i>Records Office Staff</i></p>



	5. Send official communication to authorize CvSU Official and COA to send representatives to serve as witnesses in the actual buying process.	None	2 days	<i>Records Office Staff</i>
	6. Facilitate the actual disposal/ buying process	None	1 day	<i>Records Office Staff</i>
	7. Facilitate the payment by the official buyer to the Cashier's Office for the valueless documents.			
	8. Receive the Certificate of Disposal of Records			
	TOTAL:	None	3 months, 11 days and 5 minutes	



Cavite State University Main Campus
Supply Office
External and Internal Services



1. Preparation of Project Procurement Management Plan (PPMP)				
This procedure covers how the Supply and Property Office facilitates the preparation of the Project Procurement Management Plan (PPMP) of the different units of the University.				
Office or Division:	Supply and Property Office/Budget Office			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
PPMP Forms		Supply & Property Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit their accomplished PPMP form	1. Evaluate in order to ensure consistency with the budget proposal and in compliance with the existing budget rules	None	20 minutes	<i>Budget Staff</i>
	2. Sign and forward the same to the BAC Secretariat	None	5 minutes	<i>Budget Officer</i>



	3. Consolidate PPMPs	None	15 days	<i>BAC Secretariat</i>
	4. Submit Indicative APP to the BAC for recommendation of procurement modality	None	5-10 minutes	<i>BAC Secretariat</i>
	5. Submit Indicative APP to the HOPE for approval of the oversight body.	None	5-10 minutes	<i>BAC Secretariat</i>
2. Submit revised PPMP	1. Consolidate revised PPMP	None	15 days	<i>BAC Secretariat</i>
	2. Submit Final APP to the HOPE for approval of the oversight body.	None	5-10 minutes	<i>Property Staff</i>
	3. Provide end-users copy of the approved PPMP	None	5-10 minute	<i>Property Officer</i>
TOTAL:		None	30 days, 1 hour and 5 minutes	



2. Procurement of Goods, Consulting Services and Infrastructure Projects through Public Bidding	
This procedure shows how the Bids and Awards Committee (BAC) facilitates the procurement of goods through public bidding and ensures that it is in accordance with the Implementing Rules and Regulation of Republic Act 9184.	
Office or Division:	Bids and Awards Committee
Classification:	Simple
Type of Transaction:	G2C-Government to Citizens/G2G-Government to Government
Who may avail:	All Contractors/End-User
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Purchase Request	End-User
Invitation to Bid (ITB)	BAC Secretariat
Bid Documents	BAC Secretariat
Bid Form	BAC Secretariat
Abstract of Bids as Read	BAC Secretariat
BAC Attendance Sheet	BAC Secretariat



Checklist of Eligibility Requirements	BAC Secretariat
Contract / Purchase Order	BAC Secretariat

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Purchase Request	1. Receive PR. 1.1 Verify if in accordance with the approved APP, approved and accompanied with appropriate supporting documents. 1.2 Prepare schedule of bidding.	None	2 days	<i>BAC Secretariat</i>
	2. Conduct pre-procurement conference	None	1 day	<i>BAC/ BAC Secretariat/ End-User/TWG</i>
	3. Post ITB to PhilGEPS website, website of the university and any conspicuous place.	None	7 days	<i>BAC Chairman/BAC Secretariat</i>



2. Bidders inquire about the project and signify intent to buy bidding documents	Advise the bidder to pay for the bidding documents to the Cashier's Office before the submission of the bidding documents to the BAC	None	5 minutes	<i>BAC Secretariat</i>
3. Bidders submit proof of payment	BAC Secretariat to issue bidding documents	None Depending on the Project's ABC	5 minutes	<i>BAC Secretariat</i>
4. Bidders attend pre-bid conference	1. Conduct of Pre-Bid Conference to discuss, clarify and explain, among other things the eligibility requirements and financial components of the contract including questions and clarifications raised by the prospective bidders.	None	1 day	<i>BAC/ BAC Secretariat/ TWG / End-User/ Observer</i>



	2. Prepare and post supplemental bid bulletin (if there is any) regarding the amendments in any provision of the bidding document/changes agreed during the pre-bid conference	None	1 day (at least 7 days before the opening of bids)	<i>BAC/ BAC Secretariat</i>
5. Bidders submit bidding documents	1. Receive and open bids from bidders	None	1 day (12 days after pre-bid conference)	<i>BAC/ BAC Secretariat/ TWG / End-User/ Observer</i>
	2. Bid Evaluation	None	7 days	<i>BAC / TWG</i>
	3. Post Qualification to determine whether the bidder concerned complied with and is responsive to all the requirements and conditions as specified in the bidding documents	None	7 days (up to 42 days)	<i>BAC / TWG</i>
	4. BAC through the BAC Secretariat to prepare BAC resolution and recommendation of award	None	1 day	<i>BAC / BAC Secretariat</i>



	5. HOPE to approve Recommendation of Award and issue Notice of Award (NOA) to winning bidder	None	*1 day	<i>HOPE/ BAC/ BAC Secretariat</i>
6. Winning bidder to accept Notice of Award	1. BAC Secretariat to post the Notice of Award to the PhilGEPS and agency website and any conspicuous and advise the winning bidder to post the required Performance Security within 10 days from receipt of NOA	None	3 days of posting of NOA	<i>BAC / BAC Secretariat</i>
	2. BAC through the BAC Secretariat to prepare Contract	None	7 days	<i>BAC / BAC Secretariat</i>
	3. HOPE to approve the contract	None	*7 days	<i>HOPE/BAC</i>
7. Winning bidder to sign the contract and Notice to Proceed	1. HOPE to enter into contract with the winning bidder and issues Notice to Proceed (NTP)	None	7 days	<i>HOPE/BAC</i>



	2. HOPE through the BAC Secretariat to post the Contract and NTP to the PhilGEPS website	None	Within 15 days from the issuance of NTP	HOPE/BAC
	TOTAL:	None	*Subject to RA 9184	

*maximum 15 days

*maximum 30 days

3. Procurement of Goods, Consulting Services and Infrastructure Projects through Alternative Mode of Procurement	
This procedure shows how the Supply and Property Office facilitates the procurement goods, consulting services and infrastructure projects using alternative mode of procurement.	
Office or Division:	Supply and Property Office
Classification:	Simple
Type of Transaction:	G2G - Government to Government/ G2C – Government to Citizens
Who may avail:	All employees
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Abstract of Canvass (AOC)	Supply and Property Office
Bill of Quantities (BOQ)	Supply and Property Office
Purchase Request	Supply and Property Office



Purchase Order		Supply and Property Office		
Work Order		Supply and Property Office		
Request for Quotation		Supply and Property Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. End-user to submit approved PR	1. Verify entries PR if in accordance with the approved APP	None	5 minutes	<i>BAC Secretariat</i>
	2. Check the completeness of the required supporting documents	None	5 minutes	<i>BAC Secretariat</i>
	3. Assign PR Number	None	3 minutes	<i>BAC Secretariat</i>
	4. Post the requirements to the PhilGEPS website, website of the agency and to any conspicuous place	None	30 minutes	<i>BAC Secretariat</i>
	5. Return copy of PR to the end-user for canvassing of prices.	None	5 minutes	<i>BAC Secretariat</i>



2. Forward PR to the Supply and Property Office together with accomplished RFQ and Abstract of Canvass	1. Review the submitted documents most particularly the Abstract of Canvass	None	30 minutes	<i>Procurement Staff and Officer</i>
	2. Prepare BAC Resolution and Recommendation of Award	None	10 minutes	<i>BAC Secretariat</i>
	3. Prepare Purchase Order / Work Order	None	5-20 minutes	<i>Procurement Staff</i>
	4. Forward POWO to other offices for processing	None	10 minutes	<i>Procurement Staff</i>
	5. Send copy of approved POWO for conforme of the supplier	None	5 minutes	<i>Procurement Staff</i>
3. Supplier to sign approved POWO and sends back to the Supply Office	Accept signed POWO and wait for delivery	None	5 minutes	<i>Procurement Staff</i>
TOTAL:		None	2 hours and 8 minutes	



4. Receipt and Acceptance of Delivered Goods	
The Supply and Property Office facilitates the receipt and acceptance of supplies, materials and equipment delivered by winning bidder/supplier.	
Office or Division:	Supply and Property Office
Classification:	Simple
Type of Transaction:	G2C-Government to Citizen/ G2G-Government to Government
Who may avail:	All suppliers
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Sales Invoice	Supplier



Delivery Receipt		Supplier		
Inspection and Acceptance Report (IAR)		Supply and Property Office		
Purchase Order (PO)		Supply and Property Office		
Disbursement Voucher (DV)		Supply and Property Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Supplier to deliver goods	Receive the delivered goods	None	5 minutes	<i>Supply Staff</i>
2. Supplier to receive duplicate copy of sales invoice and delivery receipt	1. Prepare Inspection and Acceptance Report	None	10 minutes	<i>Supply Staff</i>
	2. Forward copy of IAR, DR and PO to the university inspector	None	Within 48 hours after delivery	<i>Supply Staff</i>
	3. Inspect the delivered goods	None	Within 24 hours after receipt of IAR	<i>Supply Staff</i>
	4. Prepare disbursement voucher and attach other supporting documents for processing of payment.	None	10 minutes	<i>Supply Staff</i>
TOTAL:		None	3 days and 25 minutes	



5. Issuance of Supplies, Material and Equipment	
This procedure shows how the Supply and Property Office facilitates issuance of supplies, materials and equipment needed by the end-user for their day to day operations.	
Office or Division:	Supply and Property Office
Classification:	Simple
Type of Transaction:	G2G - Government to Government
Who may avail:	All end-users (employees)
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Requisition and Issue Slip (RIS)	Supply and Property Office
Property Acknowledgement Receipt (PAR)	Property Acknowledgement Receipt (PAR)



Inventory Custodian Slip (ICS)		Supply and Property Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. End-user to submit fully filled-up RIS form	1. Verify inclusion in the approved PPMP/APP. 1.1 Review the completeness of information in the RIS. 1.2 Verify the availability of stocks	None	10 minutes	<i>Supply Staff</i>
	2. Process request for signing of approving authority	None	2 minutes	<i>Supply Staff</i>
	3. If the item is PPE or semi-expendable property, prepare PAR or ICS. Then, prepare the item for release.	None	5 minutes	<i>Supply Staff</i>
2. Sign PAR/ICS and submit to Supply Office	1. Facilitate signing of PAR/ICS to the SPO	None	2 minutes	<i>Supply Staff</i>
	2. Release item/s to the end-user	None	5 minutes	<i>Supply Staff</i>



	TOTAL:	None	24 minutes	

6. Issuance of Clearance from Property Accountability

This procedure shows how the Supply and Property Office facilitates the issuance of clearance to retiring, resigning and faculty members/employees who are going on study leave.

Office or Division:	Supply and Property Office	
Classification:	Simple	
Type of Transaction:	G2G - Government to Government	
Who may avail:	All employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Clearance Form		HRDO



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit clearance form	1. Verify the presence of signatures of Dean/Director concerned and the initial of the Property Custodian in the Clearance Form	None	2 minutes	<i>Property Staff</i>
	2. Verify if the faculty member / employee has property accountability	None	2 minutes	<i>Property Staff</i>
	3. Secure approval of the authorized official	None	2 minutes	<i>Property Staff</i>
2. In case of property accountability: a. Transfer Accountability to another employee b. Pay the amount of the missing property	For Property Accountability: Look for another employee to facilitate transfer of property accountability. For Missing Item Advise to pay at the cashier with the amount of the missing property.	None	2 minutes	<i>Property Staff/Unit Head</i>



3. Submit OR as proof of paid accountability	Process clearance and affix Initial on clearance.	None	2 minutes	<i>Property Staff</i>
4. In case payment cannot be paid immediately, write a promissory note	Advise client to submit promissory note received by HRDO and Accounting Office	None	2 minutes	<i>Property Staff/Unit Head</i>
5. Submit copy of promissory note	1. Process clearance and place initial on clearance.	None	2 minutes	<i>Property Staff</i>
	2. Approve clearance	None	2 minutes	<i>Property Staff</i>
TOTAL:		None	16 minutes	
7. Disposal of Unserviceable Properties				
This procedure covers how the Supply and Property Office facilitates disposal of unserviceable properties of the University.				
Office or Division:	Supply and Property Office			



Classification:	Simple			
Type of Transaction:	G2G - Government to Government/ G2C – Government to Citizens			
Who may avail:	All employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Property Return Slip		Supply and Property Office		
Inventory and Inspection Report of Unserviceable Properties (IIRUP)		Supply and Property Office		
Waste Material Report		Supply and Property Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Employee to return unserviceable properties together with property return slip	1. Verify entries to the Property Return Slip if listing conforms to the actual returned items.	None	5 minutes	<i>Property Staff</i>
	2. Accept the returned item/s and prepare Inventory and Inspection Report of Unserviceable Properties	None	5-10 minutes	<i>Property Staff</i>
	3. Verify with the Accounting Office the depreciation and net book value of the item/s	None	5-10 minutes	<i>Property Staff</i>



	4. Submit the IIRUP to the Disposal Committee	None	2 minutes	<i>Property Staff</i>
2. Disposal Committee to deliberate on the submitted listings and inspect the items to be disposed	Finalize IIRUP and prepare other documents.	None	1 day	<i>Property Staff</i>
3. Disposal Committee to conduct disposal of unserviceable properties through Public Bidding	Assist the disposal committee in the conduct of disposal through public bidding	None	1 day	<i>Property Staff</i>
4. The winning bidder to claim the disposed properties after payment of bid amount	1. Accomplish Tally Out Sheet	None	1 hour	<i>Property Staff</i>
	2. Submit to the accounting Office the Accomplished IIRUP	None	10 minutes	<i>Property Officer</i>
TOTAL:		None	2 days, 1 hour and 37 minutes	



Cavite State University Main Campus
Human Resource Development Office
External and Internal Services



Human Resource Development Office
Recruitment, Selection and Placement (RSP) Section
External and Internal Services

1. Acceptance of Applications for Academic and Non-Academic Positions



This procedure aims to ensure that receiving of application of University personnel are made in accordance with CvSU Guidelines, CSC Revised Omnibus Rules on Appointment and Other Human Resource Actions (ORA-OHRA) and DBM Circulars

Office or Division:	Recruitment, Selection and Placement (RSP) Unit
Classification:	Simple
Type of Transaction:	G2C-Government to Citizen
Who may avail:	All qualified applicants

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Application Letter address to HR Director	applicant
Personal Data Sheet	www.csc.gov.ph or CSC website
Photocopy of certificate of eligibility/rating/license	Civil Service Commission
Photocopy of Transcript of Records	School Registrar
Latest Performance Rating if applicable	Employer

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit application letter and credentials	1. Check and record the documents submitted to the Application Monitoring Database	None	3 minutes	<i>RSP/HR Staff</i>



	2. Conduct initial screening of documents based on the Qualification Standards for vacant positions	None	5 minutes	<i>RSP/HR Staff</i>
	3. Advise that the client will be notified of the status of application through email or text message	None	1 minute	<i>RSP/HR Staff</i>
	TOTAL:	None	9 minutes	



2. Processing of Appointment of Job Order Academic Personnel in Branch Campus				
This procedure aims to ensure that processing of appointments of University personnel are made in accordance with CvSU Guidelines, CSC Revised Omnibus Rules on Appointment and Other Human Resource Actions (ORA-OHRA) and DBM Circulars				
Office or Division:	Recruitment, Selection and Placement (RSP) Unit			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	All qualified applicants			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Personal Data Sheet (CS Form No. 212)		www.csc.gov.ph or CSC website		
Personal Description Form (DBM-CSC Form No. 10)		www.csc.gov.ph or CSC website		
Medical Certificate (CS Form No. 211)		University Infirmary		
TOR, Diploma, eligibility, PSA Birth Certificate and NBI Clearance, TIN				
Certificate of first day of service		Office of the Campus Administrator		
Community Tax Certificate		Barangay/Municipal/City Registrar's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
The Branch Campus through their clerk or liaison officer or any	1. Receive the signed Contract of Service from branch campuses, attach the Routing Form and	None	3 minutes	<i>RSP/HR Staff</i>



authorized representative to submit requirements for appointment of Job Order academic personnel	forward to the RSP Head for signature.			
	2. Check and certify for the accuracy and completeness of the Contract of Service and forward it to the HR Director	None	5 minutes	<i>RSP Head</i>
	3. Sign and endorse the contract of service to the concerned signatories for approval.	None	3 minutes	<i>HR Director</i>
	4. Forward the approved Contract of Service to the Legal Services unit for notarization.	None	5 minutes	<i>RSP/HR Staff</i>
	5. Receive and file the notarized Contract of Service and furnish the accounting office a copy as supporting document for processing of payroll.	None	3 minutes	<i>RSP/HR Staff</i>
	TOTAL:	None	19 minutes	



3. Processing of Appointment of Job Order Academic Personnel in the Main Campus	
This procedure aims to ensure that processing of appointments of University personnel are made in accordance with CvSU Guidelines, CSC Revised Omnibus Rules on Appointment and Other Human Resource Actions (ORA-OHRA) and DBM Circulars	
Office or Division:	Recruitment, Selection and Placement (RSP) Unit
Classification:	Simple
Type of Transaction:	G2C-Government to Citizen
Who may avail:	All qualified applicants
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Personal Data Sheet (CS Form No. 212)	www.csc.gov.ph or CSC website
Personal Description Form (DBM-CSC Form No. 10)	www.csc.gov.ph or CSC website
Medical Certificate (CS Form No. 211)	University Infirmary
TOR, Diploma, eligibility, PSA Birth Certificate and NBI Clearance, TIN	
Certificate of first day of service	Office of the Dean
Community Tax Certificate	Barangay/Municipal/City Registrar's Office



CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
The College through their clerk or liaison officer or any authorized representative to submit requirements for appointment of Job Order academic personnel	1. Receive requirements of University personnel from the concerned college	None	3 minutes	<i>RSP/HR Staff</i>
	2. Review and evaluate submitted documents against checklist of requirements to ensure completeness and authenticity.	None	10 minutes	<i>RSP/HR Staff</i>
	3. Prepare the Contract of Service	None	25 minutes	<i>RSP/HR Staff</i>
	4. Check for the accuracy and completeness of the Contract of Service and endorse it to the concerned college for signature of the employee and dean.	None	5 minutes	<i>RSP Head</i>
	5. Receive the signed Contract of Service from the colleges, attach the Routing Form and forward to the RSP Head for signature.	None	2 minutes	<i>RSP/HR Staff</i>



	6. Check and affix signature to certify that the documents are complete and accurate before forwarding to the HR Director.	None	5 minutes	<i>RSP Head</i>
	7. Sign the documents to certify that these are found in order and endorse the Contract of Service to the concerned signatories for approval.	None	3minute	<i>HR Director/HR Staff</i>
	8. Forward the approved Contract of Service to the Legal Services unit for notarization.	None	5 minutes	<i>RSP/HR Staff</i>
	9. Receive and file the notarized Contract of Service and furnish the accounting office a copy as supporting document for processing of payroll.	None	2 minutes	<i>RSP/HR Staff</i>
	TOTAL:	None	1 hour	



4. Processing of Appointment of Job Order Non-Academic Personnel in the Branch Campus				
This procedure aims to ensure that processing of appointments of University personnel are made in accordance with CvSU Guidelines, CSC Revised Omnibus Rules on Appointment and Other Human Resource Actions (ORA-OHRA) and DBM Circulars				
Office or Division:	Recruitment, Selection and Placement (RSP) Unit			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Branch Campuses			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Personal Data Sheet (CS Form No. 212)		www.csc.gov.ph or CSC website		
Personal Description Form (DBM-CSC Form No. 10)		www.csc.gov.ph or CSC website		
Medical Certificate (CS Form No. 211)		University Infirmary		
Certificate of first day of service		College/Unit		
TOR, Diploma, eligibility, PSA Birth Certificate and NBI Clearance				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
The Branch Campus through their clerk or liaison officer or any authorized representative	1. Review and evaluate submitted documents against checklist of requirements to ensure completeness and authenticity.	None	5 minutes	<i>RSP/HR Staff</i>



to submit requirements for appointment of Job Order non academic personnel	2. Prepare Job Order Contract	None	15 minutes	<i>RSP/HR Staff</i>
	3. Check for the accuracy and completeness of the Job Order Contract and endorse it to the concerned campus for signature of the employee and campus administrator.	None	5 minutes	<i>RSP Head</i>
	4. Receive requirements of University personnel from the concerned branch campus	None	3 minutes	<i>RSP/HR Staff</i>
	5. Check for the authenticity of signatures and certify that the documents are in order and endorse it to the HR Director for signature.	None	5 minutes	<i>RSP Head</i>
	6. Sign and endorse the Job Order Contract to the concerned signatories for approval.	None	3 minutes	<i>HR Director</i>



	7. Receive and file the approved Job Order Contract and furnish the accounting office a copy as supporting document for processing of payroll.	None	10 minutes	<i>RSP/HR Staff</i>
	TOTAL:	None	46 minutes	



5. Processing of appointment of Job Order Non-Academic Personnel in the Main Campus

This procedure aims to ensure that processing of appointments of University personnel are made in accordance with CvSU Guidelines, CSC Revised Omnibus Rules on Appointment and Other Human Resource Actions (ORA-OHRA) and DBM Circulars

Office or Division:	Recruitment, Selection and Placement (RSP) Unit
Classification:	Simple
Type of Transaction:	G2C-Government to Citizen
Who may avail:	College/Unit in the main campus

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Personal Data Sheet (CS Form No. 212)	www.csc.gov.ph or CSC website
Personal Description Form (DBM-CSC Form No. 10)	www.csc.gov.ph or CSC website
Medical Certificate (CS Form No. 211)	University Infirmary
Certificate of first day of service	College/Unit
TOR, Diploma, eligibility, PSA Birth Certificate and NBI Clearance	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
The College/Unit through their clerk or liaison officer or any authorized representative to submit requirements for	1. Receive requirements of University personnel from the concerned college	None	3 minutes	<i>RSP/HR Staff</i>



appointment of Job Order non-academic personnel	2. Prepare Job Order Contract and attach the required documents	None	25 minutes	<i>RSP/HR Staff</i>
	3. Check for the accuracy and completeness of the Job Order Contract before endorsing it to the concerned college or unit for signature of the employee and dean/director.	None	5 minutes	<i>RSP Head</i>
	4. Receive the signed Job Order Contract from the colleges, attach the Routing Form and forward to the RSP Head.	None	2 minutes	<i>HR Staff</i>
	5. Affix his signature to the documents to certify that they are accurate and complete before endorsing to the HR Director.	None	5 minutes	<i>RSP Head</i>
	6. Sign the documents to certify that they are found in order and endorse the Job Order Contract to the concerned signatories for approval.	None	3 minutes	<i>HR Director</i>



	7. Receive and file the approved Job Order Contract and furnish the accounting office a copy as supporting document for processing of payroll.	None	5 minutes	<i>RSP/HR Staff</i>
	TOTAL:	None	48 minutes	



Human Resource Development Office
Records Management Section
External and Internal Services



1. Processing and Issuance of HR Records to Active University Employees				
This procedure aims to provide personnel employment records to active University employees for personal and professional transaction purposes.				
Office or Division:	Records Management Section			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	All Active University Faculty Members and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Record Request Form		Human Resource Development Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out the Record Request Form and submit to the HR staff.	1. Receive and review the duly accomplished form for the completeness of entries.	None	3 Minutes	<i>HR Staff</i>
	2. Check and verify from file the requested record as to the correctness and accuracy.	None	10 Minutes	<i>HR Staff</i>
	3. Encode and print the requested record and forward to HR Director for signature.	None	10 Minutes	<i>HR Staff</i>



	4. The Director to sign the documents.	None	1 Minute	<i>HR Staff</i>
2. Receive the requested employment record.	Release the requested record to the faculty member or employee.	None	1 Minute	<i>HR Staff</i>
	TOTAL:	None	25 Minutes	



2. Processing and Issuance of HR Records thru E-mail to Active University Employees				
This procedure aims to provide personnel employment records to active University employees for personal and professional transaction purposes.				
Office or Division:	Records Management Section			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	All Active University Faculty Members and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Record Request Form		Human Resource Development Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. E-mail duly accomplished Record Request Form to the HRDO e-mail address cvsuhrd@cvsu.edu.ph	1. Check the e-mails for record requests and review the duly accomplished form for the completeness of entries.	None	5 Minutes	<i>HR Staff</i>
	2. Check and verify from file the requested record as to the correctness and accuracy.	None	10 Minutes	<i>HR Staff</i>
	3. Encode and print the requested record and forward to HR Director for signature.	None	10 Minutes	<i>HR Staff</i>



	4. The Director to sign the documents.	None	1 Minute	<i>HR Staff</i>
	5. Scan the signed document	None	1 Minute	<i>HR Staff</i>
2. Receive the requested employment record.	Release the requested record thru e-mail to the faculty member or employee.	None	1 Minute	<i>HR Staff</i>
	TOTAL:	None	28 Minutes	



3. Processing and Issuance of HR Records for Employees no longer connected with the University				
This procedure aims to provide personnel employment records for personal and professional transaction purposes.				
Office or Division:	Records Management Section			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	All former faculty members and employees who are no longer connected with the University			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Record Request Form		Human Resource Development Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out the Record Request Form and submits to the HR staff.	1. Receive and review the duly accomplished form for the completeness of entries.	None	3 minutes	<i>HR Staff</i>
	2. Check and verify from file (kept in the records storage room) the requested record as to the correctness and accuracy and ensure that the requesting client is Cleared from Financial and Property obligations.	None	1 day	<i>HR Staff</i>



	3. Encode and print the requested record and forward to HR Director for signature.	None	10 minutes	<i>HR Staff</i>
	4. The HR Director to sign the documents.	None	1 minute	<i>HR Staff</i>
2. Receive the requested employment record.	Release the requested record to the faculty member or employee.	None	1 minute	<i>HR Staff</i>
	TOTAL:	None	1 day and 15 minutes	



4. Processing and Issuance of HR Records thru E-mail for Employees no longer connected with the University				
This procedure aims to provide personnel employment records for personal and professional transaction purposes.				
Office or Division:	Human Resource Development Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	All former faculty members and employees who are no longer connected with the University			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Record Request Form		Human Resource Development Office		
CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. E-mail the duly accomplished Record Request Form to HRDO e-mail address cvsuhrd@cvsu.edu.ph	1. Check the e-mails for record requests and review the duly accomplished form for the completeness of entries.	None	5 minutes	<i>HR Staff</i>
	2. Check and verify from file (kept in the records storage room) the requested record as to the correctness and accuracy and ensure that the requesting client is Cleared from Financial and Property obligations.	None	1 day	<i>HR Staff</i>



	3. Encode and print the requested record and forward to HR Director for signature.	None	10 minutes	<i>HR Staff</i>
	4. The HR Director sign the documents.	None	1 minute	<i>HR Director</i>
	5. Scan the signed document	None	1 minute	<i>HR Staff</i>
2. Receive the requested employment record.	Release the requested record thru e-mail to the faculty member or employee.	None	1 minute	<i>HR Staff</i>
	TOTAL:	None	1 day and 18 Minutes	



Human Resource Development Office
Rewards and Recognition (R and R) Section
External and Internal Services



1. Processing of documents for terminal leave benefit claims	
This procedure covers the computation of the monetary equivalent of accumulated leave credits of University employees who are no longer connected with the University either thru resignation, transfer or retirement.	
Office or Division:	Rewards and Recognition (R & R) Unit
Classification:	Complex
Type of Transaction:	G2C-Government to Citizen G2G-Government to Government
Who may avail:	All former employees who no longer connected with the University either thru resignation, transfer or retirement.
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
PSA Marriage Contract for married women	Philippine Statistics Authority
University Clearance	Concerned employee
GSIS Clearance	GSIS
Prosecutor's Clearance	Provincial Prosecutor's Office
Statement of Assets, Liabilities and Net Worth (SALN)	Concerned employee
Schedule of Disallowances	Accounting Office
Authorization to deduct all financial obligations to the agency	Accounting Office



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Notify the HRDO of the effectivity separation by submitting the approved letter of resignation/ transfer/ retirement	1. Receive approved letter of separation and encode to Human Resource Information System	None	2 minutes	<i>Incoming and Outgoing staff/HR staff</i>
	2. Issue checklist of requirements and forms to the concerned employees and explain the process of claims.	None	5 minutes	<i>R and R staff for main and for satellite campuses</i>
	3. Compute and summarize the leave credits of the concerned employee a day after the separation effectivity	None	5 hours	<i>R and R staff for main and for satellite campuses</i>
	4. Submit the Summarized leave credits to the Commission on Audit for verification	None	5 days	<i>COA staff</i>



	<p>4.1 Secure employment documents as other attachment for the claims:</p> <p>a) Service Record b) Certification of LWOP c) Updated NOSA d) Approved Application for Leave (Form 6)</p>	None		<p><i>Record Section staff of HRDO</i></p>
	<p>4.2 Receive the verified certificate of leave credits from COA and prepare the new Certification to be signed by the HR director and COA auditor</p>	None		<ul style="list-style-type: none"> • <i>R and R staff for main and for satellite campuses</i> • <i>HR Director</i> • <i>COA Auditor</i>
	<p>4.3 Notify the separated employee to submit other requirements based on checklist immediately after the attestation of the certification of leave credits</p>	None		<p><i>R and R staff for main and for satellite campuses</i></p>



2. Submit the documentary requirements	1. Receive and encode to the HRIS the document submitted for monitoring and records purposes	None	2 minutes	<i>Incoming and Outgoing staff/HR staff</i>
	2. Review the documents as to the completion of documents	None	2 minutes	<i>R and R staff for main and for satellite campuses</i>
	3. Compute the corresponding amount of the earned leave for terminal benefits	None	2 minutes	<i>R and R staff for main and for satellite campuses</i>
	4. Submit the computation to the HR Director for signature and certified by the Accountant	None	5 minutes	<ul style="list-style-type: none"> • <i>HR Director</i> • <i>University Accountant</i>
	5. Prepare Disbursement Voucher (DV) and Obligation Request (ORS)	None	3 minutes	<i>R and R staff for main and for satellite campuses</i>



	6. HR Director to affix initial on DV and ORS	None	2 minutes	<i>HR Director</i>
	7. Scan all documents pertaining to TLB for record purposes	None	3 minutes	<i>R and R staff for main and for satellite campuses</i>
	8. Submit DV and ORS to the Records Office for financial processing of Terminal leave benefits.	None	2 minutes	<i>R and R staff for main and for satellite campuses</i>
	TOTAL:	None	5 days, 5 hours and 28 minutes	

*** Processing of documents for terminal leave benefit claims is qualified for a multi-stage processing**



2. Receiving and Evaluation of Documents for Salary Preparation of Part-time Faculty members and Job Order employees

This procedure covers the summary of total number of hours or days to be paid based on actual service rendered. This will serve as basis of the Accounting office for payroll preparation.

Office or Division:	Rewards and Recognition (R & R) Unit
Classification:	Simple
Type of Transaction:	G2C-Government to Citizen
Who may avail:	All part-time faculty and job order employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Accomplishment Report	Job Order employees
Signed Daily Time Record	Part-time faculty and job Order employees / college
Authority to Pay (for first salary only)	Recruitment, Selection and Placement unit of Human Resource Development Office
Clearance Certification (for last salary)	Recruitment, Selection and Placement unit of Human Resource Development Office



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Part-time faculty and job order employees through clerks and liaisons to submit DTR to the Rewards and Recognition unit of HRDO every 16 th of the month and 1 st of the succeeding month.	1. Receive the submitted DTR and accomplishment reports from the client 1.1 Encode the document to the Human Resource Information System (HRIS) for records and monitoring purposes.	None	2 minutes	<i>Incoming and Outgoing staff/HR staff</i>
	2. Check per DTR if services rendered is in accordance with the approved official schedule and contact hours. 2.1 Check accomplishment report as to the completeness	None	1 minute per DTR 1 minute per accomplishment report	<i>R and R staff for main and for satellite campuses</i>



	3. Prepare summary of the hours to be paid per COS and job order employees and attach the required supporting documents for endorsement to R and R head	None	5 hours	<i>R and R staff for main and for satellite campuses</i>
	4. Review and affix initials on the summary as to correctness and accuracy	None	10 minutes per unit	<i>R and R unit head</i>
	5. The HR director to sign the document for information	None	3 minutes	<i>HR Director</i>
	6. Submit the signed documents to the Accounting Office for payroll preparation	None	1 minute	<i>R and R staff for main and for satellite campuses</i>
	TOTAL:	None	5 hours and 18 minutes	



Cavite State University Main Campus
Financial Management Services Office
External and Internal Services



Financial Management Services Office
Accounting Office
External and Internal Services



1. Disbursement				
This procedure aims to ensure the proper administration of financial management system in the University.				
Office or Division:	Accounting and Cashier's Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	All stakeholders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Disbursement Voucher (DV)		Office concerned		
Obligation Request and Status (ORS) / Budget utilization Request and Status (BURS)		Office concerned		
Other attachments (depending on the nature of transaction)		Office concerned		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit audited disbursement vouchers (DVs) from the Office of the Director for Administration (ODA), Office of the Vice-President for Administration and Support Services	1. Assign corresponding control number and encode to the computer database for proper monitoring.	None	2 minutes	<i>Accounting Staff</i>
	2. Forward the DVs to the assigned Accounting Staff for the preparation of Journal Entry.	None	20 minutes	<i>Accounting Staff</i>



(OVPASS) or Office of the President.	3. Forward the processed DVs to the Head of Accounting Unit for approval.	None	1 minute	<i>Accounting Staff</i>
	4. Return the approved DVs to the assigned Accounting Staff for the provision of Check Number or Advice to Debit Account (ADA) number.	None	10 minutes	<i>Accounting Unit Head</i>
2. Forward the approved DVs to the Cashier's Office for check/ADA and advice preparation.	1. Prepare the check/ADA and advice and forward to the University Cashier for approval.	None	20 minutes	<i>Cashier's Staff</i>
	2. Verify the completeness of the signatures on the DV, review the amount on the check or ADA and advice against the DV and sign the documents.	None	10 minutes	<i>University Cashier</i>



	3. Secure the approval of the check or ADA and advice by the University's Authorized Official and release the checks to specified payees.	None	30 minutes	<i>Cashier Staff / University's Authorized Officials</i>
	TOTAL:	None	1 hour and 33 minutes	



2. Signing of Student Clearance				
This procedure aims to ensure that all students' accounts are periodically settled and assures the students that they are cleared of their account liability.				
Office or Division:	Accounting Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	All students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Student Clearance Form		College Registrar		
CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the clearance form for signature.	1. Receive the Student Clearance Form from the student.	None	1 minute	<i>Accounting Staff</i>
	2. Access the Student Account Assessment System and log the corresponding Student Number.	None	2 minutes	<i>Accounting Staff</i>
	3. Advise the student if the Student's account appears to have a balance; if none, sign the Student Clearance Form or University Clearance.	None	2 minutes	<i>Accounting Staff</i>
TOTAL:		None	5 minutes	



3. Release of Student Refund				
This procedure aims to ensure that allowable refunds are provided to students within the specified refund period.				
Office or Division:	Accounting Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	All students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Student Refund Form		Accounting Office		
Other requirements depending on the nature of refund		Student concerned		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Receive the Application for Refund form together with the list of requirements.	Provide the students with Application for Refund form and list of requirements.	None	2 minutes	<i>Accounting Staff</i>
2. Submit the duly accomplished form together with the requirements.	1. Verify the completeness of the requirements and stamp received the Application for Refund Forms.	None	10 minutes	<i>Accounting Staff</i>



	2. Prepare the payroll for refund after the cut-off date on the allowable period.	None	2 days	<i>Accounting Staff</i>
	3. Transfer the payroll to the Records Office for recording purposes and assigning of reference number.	None	10 minutes	<i>Accounting Staff</i>
	TOTAL:	None	2 days and 22 minutes	



4. Special Projects Monitoring				
This procedure aims to monitor and manage the granted allocation from the National Government Agencies (NGAs) to the University intended for Research, Development and Extension purposes.				
Office or Division:	Accounting Office			
Classification:	Complex			
Type of Transaction:	G2G-Government to Government			
Who may avail:	Granting National Government Agencies			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Memorandum of Agreement (MOA)/ Memorandum of Understanding (MOU)			Project leader	
Line Item Budget			Project Leader	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Furnish the Accounting Office with the duly signed Memorandum of Agreement or Memorandum of Understanding together with the Approved Line Item Budget.	1. Receive the documents.	None	10 minutes	<i>Accounting Staff</i>
	2. Verify the fund received from the Cashier's Office.	None	30 minutes	<i>Accounting Staff or Project Leader</i>
	3. Request an Order of Payment for the issuance of Official Receipt.	None	10 minutes	<i>Accounting Staff or Project Leader</i>



	4. Record the Official Receipt Number, date and amount to the corresponding Subsidiary Ledger of the Special Project.	None	30 minutes	<i>Accounting Staff</i>
	5. Receive the Budget Utilization Request and Status (BURS) duly signed by the head of the requesting unit.	None	5 minutes	<i>Accounting Staff</i>
	6. Verify the availability of funds based on the line item budget, records and signs the BURS.	None	10 minutes	<i>Accounting Staff</i>
	7. Forward the processed documents to the Internal Audit Office or the Supply Office.	None	10 minutes	<i>Accounting Staff</i>
	TOTAL:	None	1 hour and 45 minutes	



5. Preparation of Payroll for Salaries and Wages				
This procedure aims to provide proper administration on the preparation of general payrolls of the University.				
Office or Division:	Accounting Office			
Classification:	Complex			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	All employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certification/Authority to Pay		Human Resource Development Office (HRDO)		
Daily Time Record (DTR)		Concerned employees/officials		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The HRDO staff to forward the certification /authority to pay for newly hired /renewed regular, contractual/casual and Job-Order employees every start of the contract period with complete details.	Create/update database for payroll.	None	1 day	<i>Payroll Staff</i>
2. The HRDO staff to transmit DTR starting from the 1st working day after the cut-off (15th and/or end of every month)	1. Update the Database for the inter-agency payables or the mandatory premium contributions of every employee within 2-3 days.	None	3 days	<i>Payroll Staff</i>



	2. Process and print the payroll.	None	3 days	<i>Payroll Staff</i>
	3. Prepare and print disbursement vouchers together with the corresponding and OBRs/BURS.	None	1 hour	<i>Payroll Staff</i>
	4. Forward the prepared DVs, ORS/BUR and payrolls to the Records Office for recording and for tracer purposes.	None	10 minutes	<i>Payroll Staff</i>
	TOTAL:	None	7 days 1 hour and 10 minutes	



6. Recording and Monitoring of Disallowances/Charges				
This procedure aims to ensure the proper recording and monitoring of disallowances/ charges in the University.				
Office or Division:	Accounting Office			
Classification:	Simple/Complex			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	All employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Remittance List		Accounting Office		
Official Receipt		Cashier's Office		
Notice of Disallowance/Charge		Commission on Audit (COA)		
Notice of Finality of Decision		COA		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
COA to furnish the Accounting Office the Notice of Disallowance/Notice of Charge.	1. Receive the Notice of Disallowance (ND)/ Charge (NC) issued by COA.	None	1 minute	<i>Accounting Staff</i>
	2. Record the Notice of Disallowances and encode to the computer database for proper monitoring.	None	5 minutes	<i>Accounting Staff</i>
	3. If necessary, file an appeal regarding disallowances within the prescribed period.	None	(Within 180 days)	<i>Agency Head thru the Accounting Unit Head</i>



	4. When the disallowance becomes final and executory, the Accounting staff receive the copy or Notice of Finality of Decision (NFD).	None	1 minute	<i>Accounting Staff</i>
	5. If the person liable paid directly the disallowance, the assigned staff receive and encode the official receipt in the individual ledger concerned. Order of payment must have been secured just before paying directly to the Cashier's Office.	None	30 minutes	<i>Accounting Staff</i>
	6. If the persons liable refuse or fail to settle disallowances after the decision has become final and executory, receive the COA Order of Execution (COE).	None	1 minute	<i>Accounting Staff</i>
	7. Release a copy of COE to the payroll in-charge for deduction.	None	1 minute	<i>Accounting Staff</i>



	8. Receive the Official receipts of remittance from the payroll in-charge and a copy remittance list made out of payroll deduction.	None	1 minute	<i>Accounting Staff</i>
	9. Record/encode to the individual ledgers or computer database the paid disallowances for proper monitoring evidenced by official receipt received.	None	3 days	<i>Accounting Staff</i>
	10. Submit to COA an authentication copy of the OR.	None	30 minutes	<i>Accounting Staff</i>
	11. Receive Notice of Settlement of Suspensions and disallowances (NSSD) from COA.	None	1 minute	<i>Accounting Staff</i>
	TOTAL:	None	3 days, 1 hour, 11 minutes and *180 days if with appeal	

**Subject to COA and Accounting Rules and Regulations*



Financial Management Services Office
Cashier's Office
External and Internal Services



1. Cash Disbursement / Check Disbursement				
This procedure covers payment obligation to employees/individuals/creditors for goods purchased or services rendered				
Office or Division:	Cashier's Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid Identification Card		Claimant		
Authorization letter/Special Power of Attorney		Person being represented		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inform the disbursing officer on nature of claim and present valid ID/authorization.	1. Verify the name of the claimant on the list checks for release. Let the client sign on the payroll or voucher(if not available, inform the client)	None	5 minutes	<i>Cashier's Staff</i>
	2. Verify the signature of the clients on the payroll/voucher. Counter sign on the side portion of the disbursement officer.			
2. Receive the cash from the disbursing officer and count it before leaving the counter.	Stamp "Paid" the payroll/voucher then file.	None	2 minutes	<i>Cashier's Staff</i>



2.1 Receive check from the disbursing officer and verify the completeness and correctness of the entries				
	TOTAL:	None	7 minutes	



2. Collection of Fees				
This procedure covers the collection of fees, charges and other assessments from departments, bureaus, offices and other agencies in the exercise of their functions.				
Office or Division:	Cashier's Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Request slip			University Registrar	
Registration Form			Student	
Assessment Form			Concerned College	
Order of Payment			Accounting Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present completely filled-out request slip, registration forms, etc.	Evaluate registration form and other requirements as to completeness and accuracy.	None	1 minute	<i>Cashier's Staff</i>
2. Pay the corresponding amount of a certain transaction.	Issue Official Receipt.	Depends on request/ transaction	1 minute	<i>Cashier's Staff</i>
3. Pay tuition and miscellaneous fees.	Issue Official Receipt.	Cash/ Installment	2 minutes	<i>Cashier's Staff</i>
4. Pay other Fees:	Issue Official Receipt.			<i>Cashier's Staff</i>



<ul style="list-style-type: none"> • Authentication of TOR/Diploma 		Php. 15.00	2 minutes	
<ul style="list-style-type: none"> • Authentication and Verification (CAV) 		Php. 35.00	2 minutes	
<ul style="list-style-type: none"> • Completion 		Php 10.00/unit	1 minute	
<ul style="list-style-type: none"> • Official Transcript of Record 		Php 50.00/page	2 minutes	
Certificates 1. Good moral		Php 100.00/page with scanned picture	2 minutes	
2. Grades		Php 15.00	2 minutes	
<ul style="list-style-type: none"> • Honorable Dismissal 		Php 15.00	2 minutes	
<ul style="list-style-type: none"> • Testing/ Application Fee 		Php 20.00	2 minutes	
<ul style="list-style-type: none"> • Adding/Changing of Subjects 		Php 150.00	2 minutes	
<ul style="list-style-type: none"> • Graduation Fee 		Php 10.00	2 minutes	



<ul style="list-style-type: none"> • Thesis Adviser Fee and Technical Fee • English Critic Fee 		<p>Php 400.00</p> <p>Php 2,300.00</p> <p>Php 20.00/page</p>	<p>2 minutes</p> <p>2 minutes</p>	
<p>5. Remit collection from Income Generating Projects</p>	<p>Issue Official Receipt.</p>	<p>Cash/ Installment</p>	<p>3 minutes</p>	<p><i>Cashier's Staff</i></p>
	<p>TOTAL:</p>	<p>Depends on the transaction</p>	<p>4 minutes depending on the transaction</p>	



3. Collection and Deposits for Branch Campuses				
This procedure aims to ensure the accurate collections and deposits of all remittances from branch campuses.				
Office or Division:	Cashier's Office			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government			
Who may avail:	Cashier/Collecting Officers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Weekly Report of Collection		Concerned Campus		
Duplicate Copy of Official Receipt (OR)		Concerned Campus		
Cash/Check		Concerned Campus		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits completely the required documents for checking and verification	1. Receive the required documents	None	2 minutes	<i>Cashier's Staff</i>
	2. Validate the correctness of the remittance against the submitted duplicate copy of OR.		30 minutes	<i>Cashier's Staff</i>
	3. Prepare deposit slip (DS) and deposit the collections every pick-up schedule with servicing bank.		10 minutes	<i>Cashier's Staff</i>
	4. Validate the submitted RCD and CRRec for completeness	None	15 minutes	<i>Cashier's Head</i>



2. Submit the 3 copies of Report of Collection and Deposit (RCD) and Cash Receipts Record) (CRRec)	Validate the submitted RCD and CRRec for completeness	None	15 minutes	<i>Cashier's Staff</i>
	TOTAL:	None	1 hour and 12 minutes	



Financial Management Services Office

Budget Office

External and Internal Services



1. Budget Execution				
This process covers the utilization of budget for the University.				
Office or Division:	Budget Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Requesting Units, Colleges and Campuses			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Obligation Request and Status (ORS) / Budget Utilization Request and Status (BURS) with signature on Box A		Government Accounting Manual (GAM) forms		
Approved Purchase Request (PR) or payroll and Disbursement Voucher (DV)		Government Accounting Manual (GAM) forms		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit the ORS/BURS with supporting documents duly signed by the Vice-Presidents (VPs) of the requesting units.	1. Receive the Obligation Request and Status (ORS)/Budget Utilization Request and Status (BURS) and its supporting documents (SDs), duly signed by the Head of the Requesting Unit.	None	1 minute	<i>Budget Staff</i>
	2. Verify the availability of funds, completeness of the SDs and processes the documents	None	2 minutes	<i>Budget Staff</i>



	strictly following the procedures set forth in Government Accounting Manual Volume I, Chapter 3 – Budget Execution, Monitoring and Reporting.			
	3. Forward the processed documents to the Head of the Budget Unit for approval.	None	3 minutes	<i>Budget staff</i>
	4. Return the approved documents to the Budget staff for recording and forward to the Internal Audit Office or Supply Office.	None	1 minute	<i>Budget Officer</i>
	TOTAL:	None	7 minutes	



Cavite State University Main Campus
Physical Plant Services
External and Internal Services



1. Responding to Job Request for Auxiliary Services				
This procedure covers inspection, repair and maintenance services in the areas of water, energy, building, communication, transportation, waste management, ground maintenance and other auxiliary services.				
Office or Division:	Physical Plant Services (PPS)			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	CvSU University System Faculty, Staff, Students, Concessionaires, and Infrastructure Contractors with on-going projects in the University			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Job Request Form		PPS Office and downloadable in the University website		
Stakeholder's Feedback Form		PPS Office and downloadable in the University website		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the fill out Job Request Form	Check and receive the filled-up form	None	5 minutes	<i>PPS Staff</i>
2. Coordinate with PPS on the approved job request	1. The PPS Director to approve the job request. 1.1 The Foreman to assign, brief and give instruction on the skilled personnel to perform the job request	None	5 minutes	<i>PPS Director, Foreman and PPS Skilled Personnel(s)</i>



	<p>1.2 Prepare necessary tools, materials and PPE before start of work</p> <p>1.3 Assigned personnel to coordinate with the requesting party</p>			
<p>3. Monitor the status of the job performed by the assigned personnel</p>	<p>1. Assigned personnel to proceed with the work to be done.</p> <p>1.1 If there are available materials to be used, the job can be completed.</p> <p>1.2 When the needed materials are not available, procurement for the same is initiated and work is re-scheduled.</p> <p>1.3 In case of major repair, detailed estimate and program of works are done</p>	<p>None</p>	<p>*1 day</p>	<p><i>PPS Skilled Personnel(s)</i></p>



4. Sign and evaluate job completion through forms to be given by personnel	1. Inform the requesting party that the task is done. 2. Have the requesting party sign the certificate of completion and feedback evaluation form	None	5 minutes	<i>PPS Skilled Personnel(s)</i>
5. Return accomplished forms to PPS	Record and file accomplished forms		5 minutes	<i>PPS Staff</i>
	TOTAL:	None	*1 day and 20 minutes	

**Depending on the availability of materials and expected duration of repair*



2. University Vehicle Use and Dispatch				
This procedure shows how the Physical Plant Services Unit provides University vehicles for official business.				
Office or Division:	Physical Plant Services (PPS)			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	CvSU University System Faculty, Staff, Students and Visitors			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Trip Ticket/Vehicle Dispatch Form		Downloadable in the university website		
Authority to Go		All Units		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the approved Trip Ticket/Vehicle Dispatch Form together with the approved Authority to Go to PPS	1. Receive the necessary approved forms 1.1 Check the signatures of approving officials on the two forms	None	3 minutes	<i>PPS Staff</i>



2. Submit approved forms to the Dispatcher	1. Assign the driver to the specific vehicle to be dispatched 1.1 Approve the trip with corresponding Trip Ticket No. as reference	None	5 minutes	<i>Dispatcher</i>
3. Receive the approved Trip Validation	1. Inform the head of party or other passenger(s) of the dispatched vehicle and contact number of the assigned driver. 1.1 Forward the copy of the dispatched Trip Ticket to the assigned driver	None	5 minutes	<i>PPS Staff</i>
4. Sign the Accomplished Trip Ticket Form	1. Have the passenger sign the Accomplished Trip Ticket Form 1.1 The Dispatcher to sign the post travel report for reimbursement purposes	None	5 minutes	<i>Assigned Driver</i>
TOTAL:		None	18 minutes	



Cavite State University Main Campus
University Civil Security Services
External and Internal Services



	5. Within 24 hours, cases involving outsiders should be handled in coordination with the local PNP and the barangay concerned			
	6. Take a photo documentation of the situation (if possible)	None	5 minutes	<i>Security Investigator</i>
	7. Make a report of the incident that occurred and submit it to the office concerned.	None	*30 minutes	<i>Security Investigator</i>
	TOTAL:	None	2 hours and 5 minutes	

**depending on the case/incident*



2. Procedure on Access Control in the University				
This procedure covers how the UCSS regulate access to the University premises to ensure safe and secure working environment.				
Office of University Civil Security				
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	All students, university employees and visitors			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Student ID		Cavite State University –Registrar’s Office		
Employee’s ID		Cavite State University –Registrar’s Office		
For Visitor: Valid ID		Visitors		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present their Student / Employees ID and bags and other belongings for inspection	1. Check the identification cards and uniform of all University personnel and students.	None	1 minute	<i>Security Guard on Duty</i>
	2. Check bags and other belongings for illegal items.		2 minutes	<i>Security Guard on Duty</i>



	Illegal items are confiscated and reported to the proper office.			
For Visitors 1. Present valid ID	1. Ask visitors the purpose or business in the University	None	1 minute	<i>Security Guard on Duty</i>
	2. Request for valid IDs to verify identity	None	1 minute	<i>Security Guard on Duty</i>
	3. Issue visitors pass and log in the information sheet	None	1 minute	<i>Security Guard on Duty</i>
	4. Assist and guide visitors to the concerned units	None	10 minutes	<i>Roving Security Guard</i>
2. Return the visitor pass and get their IDs	Return the IDs and get the visitors pass together with the info sheet duly signed by the visitors.	None	2 minutes	<i>Security Guard on Duty</i>
For Visitors with Vehicle Access 1. Present Valid ID	1. Check the vehicle using under chassis mirror and viewing of any prohibited items before entry	None	2 minutes	<i>Security Guard on Duty</i>
	2. Request for valid IDs to verify identity	None	1 minute	<i>Security Guard on Duty</i>
	3. Issue visitors pass and information log sheet in exchange of IDS.	None	1 minute	<i>Security Guard on Duty</i>



2. Return the visitor pass and get their IDs	Return the IDs and get the visitors pass together with the info sheet duly signed by the visitors.	None	2 minutes	<i>Security Guard on Duty</i>
	TOTAL:	None	For Univ Personnel and Students 3 minutes For Visitors 15 minutes For Visitors with Vehicle 6 minutes	



3. Procedure on Traffic Management				
This procedure covers the implementation of established traffic rules and regulations to ensure safe and smooth flow of traffic.				
Office or Division:	Office of University Civil Security			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	All students, university personnel and visitors			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CvSU Vehicle Sticker		External and Business Affairs Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Enter the University premises	1. Check the vehicle using under chassis mirror and viewing of any prohibited items before entry	None	2 minutes	<i>Security Guard on Duty</i>
	2. Check the prescribed sticker, body color and plate number of the accredited motorcycle.		1 minute	
2. Observe maximum speed limit of 20kph, no blowing of horn and loud radio of vehicle inside the campus.	Monitor and ensure that the traffic policies are observed	None	Around one hour or until the visitors are inside the university.	<i>Roving Guard on Duty</i>



3. Park the vehicle in the designated area	Ensure that vehicles are parked in the designated parking area only.	None	5 minutes	<i>Security Guard on Duty</i>
4. In case of apprehension, obey the orders of the UCSS	Apprehend any violator, prepare report and administer proper disciplinary action		(at least 1 hour)	<i>Security Guard on Duty</i>
	TOTAL:		*2 hours and 5 minutes	

**until visitors are still inside the University*



3. Procedure on Apprehension Management				
This procedure enumerates the steps in the proper apprehension of violators to ensure peace and order inside the university campus				
Office or Division:	Office of University Civil Security			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	All students, university personnel and visitors			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Incident Report		Concerned Individual		
Identification Card		Concerned Individual		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For Student Violators The concerned individual report the incident to the Security Guard on Duty	1. Bring the student immediately to the security office together with the items confiscated or recovered as evidence.	None	5 minutes	<i>Security Investigator</i>
	2. Confiscate the Identification Card and get information.	None	5 minutes	<i>Security Personnel</i>
	3. Submit a written report to the Office of Student Affairs and Services for proper disposition and guidance.	None	*30 minutes	<i>Security Personnel</i>



<p>For Outsider Violators</p> <p>The concerned individual report the incident to the Security Guard on Duty</p>	<p>1. Bring the person immediately to the security office together with the items confiscated or recovered as evidence.</p>	None	5 minutes	<i>Apprehending Officer</i>
	<p>2. Obtain necessary information for purposes of the investigation.</p>	None	5 minutes	<i>Security Personnel</i>
	<p>3. Check all belongings for valuables including accessories.</p> <p>Inventory must be conducted and properly recorded.</p>	None	5 minutes	<i>Security Personnel</i>
	<p>4. Make a written report, photographs of the person of interest and the item allegedly stolen (in cases of theft) indicating the time, date, and signature of the security investigator.</p>	None	*30 minutes	<i>Security Investigator</i>
	<p>5. If the advice by superior officer is to be brought to the nearest police station</p>	None	*30 minutes	<i>Security Personnel</i>



	<p>1.1. Bring the involved person first to a medical doctor for physical examination.</p> <p>1.2. Escort the person of interest to the nearest police station.</p>			
	6. Bring the written incident report to the police and have the turnover receipt signed by the receiving desk officer.	None	10 minutes	<i>Security Investigator</i>
	TOTAL:	None	For Student Violators 40 minutes For Outsiders Violators 1 hour and 35 minutes	

**depending on the case/incident*



Cavite State University Main Campus
University Health Service Unit
External and Internal Services



1. Consultation and Referrals	
This procedure aims to provide a systematic process in determining the physical condition of a patient in providing treatment and advices.	
Office or Division:	University Health Services Unit
Classification:	Simple
Type of Transaction:	G2C – Government to Client
Who may avail:	University Officials, Faculty Members and Employees
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Valid Identification Card	Patient/Client
Consultation Form	University Health Services Unit
Dental Record Form	
Medical Certificate Form	
Prescription Form	
Request Form	
Laboratory Result Form	
X-Ray/ Diagnostic Result Form	
Monitoring Sheet	
Referral Form	



CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present an Identification Card to the Nurse on Duty	Confirm personal information from identification card and accomplish consultation form	None	1 minute	<i>Nurse on Duty</i>
2. Submit oneself to the assessment of vital signs	Check and record vital signs, refer and accompany patient to the physician or dentist depending on the case	None	3 minutes	<i>Nurse on Duty</i>
3. Submit to the consultation process	<ol style="list-style-type: none"> 1. Physician or dentist to examine the patient and prescribes medication 2. Physician to refer patient for the following procedures if necessary: <ol style="list-style-type: none"> a. Wound Care b. Laboratory/Radiologic Exam c. Observation in Ward & Confinement d. Referral to a Medical Specialist e. Transfer to hospital 3. Refer back patient to the NOD 	None	15 minutes / depending on the case	<i>Physician or Dentist</i>
4. Present prescription and	1. Receive the prescription form and dispense available	None	3 minutes	<i>Nurse on Duty</i>



submit the medical or dental card to the NOD	<p>prescribed medication (initial dose only)</p> <p>2. Advise the patient on proper use and intake of medicines</p> <p>3. Log the name of patient, name and quantity of dispensed medicines, and have it signed by the patient</p>			
5. Sign the logbook	Encode the accomplished consultation form, medical or dental record, and file for safekeeping	None	1 minute	<i>Nurse on Duty</i>
TOTAL:		None	23 minutes	



2. Physical, Dental and Laboratory Examination of Students	
This procedure aims to determine systematic procedure of Physical, Dental and Laboratory Examination of students for qualification to perform various school function and activities.	
Office or Division:	University Health Services Unit
Classification:	Simple
Type of Transaction:	G2C – Government to Client
Who may avail:	Students
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Notice of Admission (NOA)	Office of Student Affairs and Services
Request for Medical Clearance	Office of the University Registrar
Personal Information Sheet or Identification Form,	University Health Services Unit
Student Health Record Form	
Request Form	
Laboratory/X-Ray Result Form	
Dental Record Form	
Medical Clearance Form	
Medical Certificate	Medical Specialist
Official Receipt	Cashier's Office



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Day 1 1. Present the NOA for new and transferee students/ Request for Medical Clearance for returnee students	1. Confirm schedule of student and secure copy of NOA or Request for Medical Clearance 2. Issue Request Form for diagnostic procedures (if to be done outside, advise to accomplish diagnostic examination at any DOH-Accredited Diagnostic Center and proceed to DAY 2)	None	2 minutes	<i>Nurse on Duty</i>
2. Proceed to the Cashier's Office for payment (if diagnostic exam will be done at the UHS)	Issue charge slip for payment of diagnostic procedures (if the laboratory and x-ray procedures will be done at the CvSU laboratory and diagnostic section)	₱450.00	1 minute	<i>Nurse on Duty</i>
3. Present the official receipt to the NOD	Secure copy of official receipt and advise to proceed to the diagnostic section for the necessary procedures	None	1 minute	<i>Nurse on Duty</i>
4. Submit to the necessary procedures	1. Perform necessary procedures	None	5 minutes	<i>Medical/X-ray Technologists</i>



	2. Advise to return to the NOD		1 minute	
	3. Issue claim stub and advise student to return the following day to claim the results and undergo physical and dental examination	None	2 minutes	<i>Nurse on Duty</i>
Day 1	TOTAL:	Php 450.00	12 minutes	
Day 2				
1. Present the claim stub to the NOD	Check claim stub, give results to the student and issue Personal Information Sheet	None	1 minute	<i>Nurse on Duty</i>
2. Fill-out Personal Information Sheet and submits to the NOD	1. Encode the data to the Student Health Record Form, take picture and prints the form 2. Check and record the vital signs 3. Issue the Student Health Record Form and Medical Clearance Form	None	3 minutes	<i>Nurse on Duty</i>
3. Proceed to the dental section for examination	Administer dental examination and sign Medical Clearance Form	None	5 minutes	<i>Dentist</i>



4. Proceed to the medical section for examination	Administer physical examination and issue Medical Clearance Form for enrolment if fit for schooling	None	10 minutes	<i>Physician</i>
5. Proceed to the nurse on duty	<p>1. Secure a copy of Student Health Record Form, encode and file student record for safekeeping</p> <p>2. Advise to proceed to the University Registrar for registration</p>	None	1 minute	<i>Nurse on Duty</i>
Additional Procedures	For student with findings upon examination advise student to undergo special diagnostic procedure; or refer to medical specialist	None	3 minutes	<i>Physician</i>
Day 2	TOTAL:	None	23 minutes	



3. Physical, Dental and Laboratory Examination of Applicant Employee and Faculty for Pre-employment and Re-employment				
This procedure covers the pre-employment physical, dental and laboratory examination, including treatment, advises, and referrals of applicant employee and faculty				
Office or Division:	University Health Services Unit			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client			
Who may avail:	University Officials, Faculty Members and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Medical Endorsement Form		Human Resource and Development Office		
Medical Certificate		University Health Services Unit		
Personal Information Sheet or Identification Form,				
Medical Form				
Request Form				
Laboratory Result Form				
X-Ray Result Form				
Dental Record Form				
Medical Certificate		Medical Specialist		
Official Receipt		Cashier's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Day 1	1. Secure copy of Medical Endorsement Form	None	2 minutes	<i>Nurse on Duty</i>



<p>1. Present Medical Endorsement Form issued by HRDO</p>	<p>2. Issue Request Form for diagnostic procedures and CSC Medical Certificate</p>			
<p>If Laboratory and Diagnostic Examination will be done outside:</p> <p>2a. Proceed to the Cashier's Office for payment of physical and dental examination</p> <p>*Skip next step and advance to DAY 2</p>	<p>1. Issue charge slip for payment of physical and dental examination</p> <p>2. Advise to accomplish laboratory and diagnostic examination at any DOH-Accredited Diagnostic Center</p> <p>3. Instruct to return and bring the results the following day for physical and dental examination</p>	<p>PHP 125.00</p>	<p>2 minutes</p>	<p><i>Nurse on Duty</i></p>
<p>If Laboratory and Diagnostic Examination will be done at the UHS:</p> <p>2b. Proceed to the Cashier's Office for payment of laboratory and diagnostic examination</p>	<p>1. Issue charge slip for payment of diagnostic examination</p> <p>2. Advise to return to UHS after payment</p>	<p>PHP1,425.00 for Contractual, Permanent, and Temporary</p>	<p>1 minute</p>	<p><i>Nurse on Duty</i></p>



		PHP475.00 for Job Order (PHP125.00 physical and dental examination fee is already included)		
3. Present the Official Receipt to the NOD	<ol style="list-style-type: none"> Secure copy of official receipt Advise or instruct the applicant to proceed to the Diagnostic section for the necessary procedures 	None	1 minute	<i>Nurse on Duty</i>
4. Proceed to the Diagnostic Section for examination	<ol style="list-style-type: none"> Perform necessary procedures Instruct to return the following day to claim the results Advise to accomplish other tests not available in the UHS (eg. Neuropsychiatric test, drug test) 	None	6 minutes	<i>Medical/X-ray Technologist</i> <i>Nurse on Duty</i>
Day 1		PHP1,425.00 for Contractual, Permanent, and Temporary PHP475.00 for Job Order	12 minutes	



		(PHP125.00 physical and dental examination fee is already included)		
Day 2				
5. Present official receipt and CSC Medical Certificate Form	1. Secure copy of official receipt, one photocopy of results and triplicate copy of accomplished CSC medical certificate 2. Issue Personal Information Sheet	None	1 minute	<i>Nurse on Duty</i>
6. Fill-out the Personal Information Sheet and submits to the NOD	1. Encode data to the Medical Form, take picture and prints the form 2. Check and record vital signs 3. Issue the medical form with attached photocopy of laboratory and diagnostic results	None	3 minutes	<i>Nurse on Duty</i>
7. Proceed to the dental section for dental examination	Administer dental examination and sign the Medical form	None	5 minutes	<i>Dentist</i>
8. Proceed to medical section for physical examination	Administer physical examination and sign the medical form together with the triplicate copy of CSC	None	10 minutes	<i>Physician</i>



	medical form for fitness or unfitness to work			
Additional Procedures	Advise to undergo additional laboratory and or special diagnostic procedures and or refer to medical specialist	None	3 minutes	<i>Physician</i>
9. Proceed to the NOD	Secure copy of one (1) medical form and CSC medical certificate form with attached photocopy of diagnostic results for encoding and safekeeping	None	1 minute	<i>Nurse on Duty</i>
	TOTAL:	None	23 minutes	



4. Annual Physical, Dental and Laboratory Examination of University Officials, Faculty Members and Employees				
This procedure aims to determine systematic procedure of the annual physical, dental and laboratory examination of University officials, faculty members, and employees for qualification to continue performing various school functions				
Office or Division:	University Health Services Unit			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client			
Who may avail:	University Officials, Faculty Members and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Personal Information Sheet or Identification Form,		University Health Services Unit		
Medical Form				
Request Form				
Laboratory Result Form				
X-Ray Result Form				
Dental Record Form				
Medical Certificate		Medical Specialist		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Day 1 1. Proceed to the UHS for examination based on their schedule	1. Confirm the schedule for laboratory and X-ray examination 2. Issue Personal Information Sheet (Identification form)	None	2 minutes	<i>Nurse on Duty</i>



2. Fill-out Personal Information Sheet	<ol style="list-style-type: none"> 1. Encode the date to the Medical-Dental Form, take picture and print the form 2. Check and record vital signs 3. Issue request form and claim stub 	None	3 minutes	<i>Nurse on Duty</i>
3. Present the request form to the diagnostic section for examination	<ol style="list-style-type: none"> 1. Perform necessary examinations 2. Advise the employee to claim the results the following day to continue with the physical and dental examination 	None	5 minutes	<i>Medical/X-ray Technologists</i>
Day 1		None	8 minutes	
Day 2				
4. Proceed to the NOD to claim results and submit to physical and dental examination	<ol style="list-style-type: none"> 1. Release examination results and issue Medical and Dental Form 2. Advise to proceed to the dental section for examination 	None	1 minute	<i>Nurse on Duty</i>
5. Proceed to the medical and dental section for examination	Administer Dental/Medical examination and sign the Medical - Dental Form indicating whether the employee is fit/unfit to work	None	15 minutes	<i>Dentist/Physician</i>
6. Proceed to the NOD	Secure copy of one Medical - Dental Form for encoding and safekeeping	None	1 minute	<i>Nurse on Duty</i>
Day 2	TOTAL:	None	17 minutes	



5. Procedures on Provision of Emergency Care and Treatment				
This procedure aims to provide systematic procedure to patients who need emergency care and treatment				
Office or Division:	University Health Services Unit			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client			
Who may avail:	Students, Cvsu Faculty Members, Employees, University Officials and their Dependents, and Out Patient			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Consultation Form		University Health Services Unit		
Medical Certificate Form				
Prescription Form				
Request Form				
Laboratory Result Form				
X-Ray/ Diagnostic Result Form				
Monitoring Sheet				
Referral Form				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The patient to come in or brought in as emergency case	Attend to the patient immediately Place the patient in a comfortable position and ask for patients ID identity	None	2 minutes	<i>Nurse on Duty</i>



2. If patient is unconscious and pulseless:	Administer First Aid treatment and call other medical staff for assistance.	None	10 minutes / depending on the case	<i>Nurse on Duty / Physician</i>
3. If conscious, gives medical history (if accident in nature) and submit to assessment of vital signs	<ol style="list-style-type: none"> Elicit medical history or incidence report, check, monitor and record vital signs Refer patient to physician on duty 	None	5 minutes	<i>Nurse on Duty</i>
4. Submit to the consultation process	<ol style="list-style-type: none"> Conduct intensive medical assessment, start initial treatment and explain condition and necessary steps to be done to the immediate head/guardian. Monitor patient condition until he/she becomes stable 	None	30 minutes / depending on the case	<i>Physician</i>
5. Signify improvement and stability of condition	<ol style="list-style-type: none"> Prescribe medication with proper instructions, give advice and may issue medical certificate if necessary. 	None	2 minutes	<i>Physician</i>
	<ol style="list-style-type: none"> Report to the security office if the emergency case is accident and or medico-legal in nature 	None	1 minute	<i>Nurse on Duty</i>
TOTAL:		None	50 minutes	



6. Operations on the Usage of Ambulance				
This procedure aims to provide guidelines in the conduct of patients from the clinic to point of destination.				
Office or Division:	University Health Services Unit			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client			
Who may avail:	Students, Cvsu Faculty Members, Employees, University Officials and their Dependents, and Out Patient			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Referral Form		University Health Services Unit		
Ambulance Dispatch Slip				
Trip Ticket/Vehicle Dispatch Form		Physical Plant Services Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request for usage of ambulance	1. Ensure the availability of ambulance	None	1 minute	<i>Nurse on Duty</i>
	2. Check the running condition of ambulance before use	None	2 minutes	<i>Ambulance Driver</i>
	3. Accomplish referral form addressed to the hospital or other facilities and issue copy to the client	None	2 minutes	<i>Physician</i>
	4. Prepare and accomplish the trip ticket and ambulance dispatch slip	None	5 minutes	<i>Nurse on Duty</i>



	5. Arrange all the things needed on the transfer of patient			
	6. Notify the physician and the ambulance driver for the readiness of patient for transfer (Note: depending on the severity of case, the physician or nurse may accompany the patient in the transfer)	None	3 minutes	<i>Nurse on Duty</i>
	7. Discharge the patient			
	8. Encode the accomplished form and files for safekeeping.			
	9. Check the running condition of ambulance after use	None	2 minutes	<i>Ambulance Driver</i>
	TOTAL:	None	15 minutes	



7. Verification of Physical, Dental, Laboratory and Diagnostic Examination Results of Students Enrollees				
This procedure aims to verify the Physical, Dental and Laboratory Examination results /report of student enrollees for confirmation of enrollment through online system and drop box system				
Office or Division:	University Health Services Unit			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client			
Who may avail:	Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Online Student Health Record		University Health Services Unit		
Online Student Request Form				
Medical Clearance Form				
Medical Certificate		Medical Specialist		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements through infirmary.cvsu@gmail.com /drop box	1. Check and verify the completeness of the scanned copies or drop box copies of documents and present it to the physician	None	2 minutes	<i>Nurse on Duty</i>
	2. Assess the results for comments and recommendation	None	5 minutes	<i>Physician</i>
	3. If the assessment is clear/normal, issue medical			



	clearance through e-mail, electronically signed for confirmation to enrollment			
	4. If upon verification and assessment, results are unfavorable or noted with communicable diseases, the student enrollee through e-mail is advised to undergo additional laboratory or special diagnostic procedures and or refer to medical specialist before given clearance for confirmation to enrollment	None	2 minutes	<i>Physician</i>
2. Receive medical clearance through e-mail infirmary.cvsu@gmail.com	Encode, save and print the online documents for filing and safekeeping	None	1 minute	<i>Nurse on Duty</i>
	TOTAL:	None	10 minutes	



8. Health Monitoring of All CvSU Personnel and Visitors Upon Entry to University during Pandemic				
This procedure aims to monitor the present health status of all CvSU personnel and visitors who enter the university campus during pandemic occurrence. This includes health survey, contact tracing, and safety precautions.				
Office or Division:	University Health Services Unit			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client			
Who may avail:	CvSU Personnel and Visitors			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Health Declaration Form		University Health Services Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fill out Health Declaration Form and submits it to the Guard on Duty	1. Provide the copy of health declaration form to the Security Unit	None	1 minute	<i>Nurse on Duty</i>
	2. Distribute copy of health declaration form to every CvSU personnel and visitors who enter the University	None	1 minute	<i>Security Guard</i>
	3. Check the answers in the health survey portion of the Health Declaration Form	None	1 minute	<i>Security Guard</i>
	4. If the answer in the health survey portions are all <u>NO</u> and the personnel or visitor had no fever, allow him/her to enter the campus	None	1 minute	<i>Security Guard</i>



	<p>5. If there is one or more <u>YES</u> answer/s with or without fever, the security personnel to refer and send him/her to the University Health Services Unit for further evaluation, management</p> <p>6. Return the Health Declaration Form to Health Services Unit for future reference.</p>	None	1 minute	<i>Security Guard</i>
	TOTAL:	None	5 minutes	



Cavite State University Main Campus
Pollution Control Office
External and Internal Services



1. Solid Waste Management				
This procedure shows how the Pollution Control Office ensures that the wastes of the University is properly managed				
Office or Division:	Pollution Control Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	All students, academic and non-academic employees, University personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Material Recovery Facility Record Book		Pollution Control Office		
CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Physical Plant Services to deliver all collected solid waste within the University.	1. Receive all wastes collected and log in at MRF's record book	None	3 minutes	<i>MRF Staff</i>
	2. Weigh all delivered waste.	None	3 minutes	<i>MRF Staff</i>
	3. Record to MRF logbook and submit every end of the month.	None	3 minutes	<i>MRF Staff</i>



	<p>4. Segregate waste that were unsegregated</p> <p>1.1. Classify according to type and stored at MRF compartments.</p> <p>1.2. All biodegradable wastes were disposed in a compost pit.</p> <p>1.3. Recyclable wastes such as pet bottles were emptied being sold to junkshop.</p> <p>1.4. Residual wastes will be stored temporarily at the MRF for hauling.</p>	None	1-2 days	<i>MRF Staff</i>
	TOTAL:		2 days and 9 minutes	



8. Requisition of Data Available for Research				
This procedure shows how the Pollution Control Office serves clients who conduct research about waste management related studies.				
Office or Division:	Pollution Control Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	All students, academic and non-academic employees, University personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Request		None		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit request letter for data gathering.	1. Receive request letter of the client.	None	3 minutes	<i>PCO Staff</i>
	2. Approve the request letter of the client	None	3 minutes	<i>PCO</i>
	3. Provide all necessary and supporting data requested by the client	None	5 minutes	<i>PCO Staff</i>
	TOTAL:	None	11 minutes	