Cavite State University Main Campus

Office of the Vice-President for Planning and Development

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 Planning and Development

Office or Division:	Office of the Vice President for Planning and Development
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	*OVPPD Staff*
2. End-user /origin/Records Office to receive the document by indicating his/her name, signature and	Provide updates if signed, release the document and have them sign in the logbook.	None	2 minutes	*OVPPD Staff*

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date received in the logbook				
	TOTAL:		**4 minutes**	

2. Submission of Documents for Approval of the Vice President for Planning and Development

This procedure aims to ensure that completed staff work (CSW) is properly observed prior to the approval of the Vice President for Planning and Development

Office or Division:	Office of the Vice President for Planning and Development
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
Appropriate / related attachments to support the request / report	Concerned issuing agency(ies)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. End-user/Origin to submit the documents for approval	1. Acknowledge receipt of the document	None	1 minute	*OVPPD Staff*
	2. Review the document as to content and attachments	None	2 minutes	*OVPPD Staff*

		If found incomplete, return to end-user/origin/Records Office	None	2 minutes	*OVPPD Staff*
		If document is clear and complete, encode the details for easy tracking	None	2 minutes	*OVPPD Staff*
2. End-user/origin to receive the document to comply with all required attachments	1. Forward the document to the Vice President for Planning and Development		None	1 minute	*OVPPD Staff*
	2. Approve the document		None	10 minutes	*Vice President for Planning and Development*
	3. Once approved/disapproved, encoding of details on database for proper documentation		None	2 minutes	*OVPPD Staff*
	4. For external communications, scanning and encoding of details on database for proper documentation and sent through email		None	5 minutes	*OVPPD Staff*
	5. Print of log sheet		None	2 minutes	*OVPPD Staff*

End-user /origin/Records Office to receive the document by indicating in the logbook his/her name, signature and date received	Release of documents to the end-user/origin/Records Office and have them sign in the logbook	None	8 minutes	*OVPPD Staff*
	TOTAL:		**35 minutes**	

3. Submission of Financial Documents for Approval of the Vice President for Planning and Development

This procedure aims to ensure that completed staff work (CSW) is properly observed prior to the approval of the Vice President for Planning and Development

Office or Division:	Office of the Vice President for Planning and Development
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
Appropriate / related attachments to support the request / report	Concerned issuing agency(ies)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. End-user/Origin to submit the financial documents for approval	1. Acknowledge receipt of the document	None	1 minute	*OVPPD Staff*
	2. Review the document as to content and attachments	None	2 minutes	*OVPPD Staff*

2. End-user/origin to receive the document to comply with all required attachments	1. If found incomplete, return to end-user/origin/Records Office	None	2 minutes	*OVPPD Staff*
	2. If document is clear and complete, encode the details for easy tracking	None	2 minutes	*OVPPD Staff*
	3. Forward the document to the Vice President for Planning and Development	None	1 minute	*OVPPD Staff*
	4. Approve the document	None	10 minutes	*Vice President for Planning and Development*
	5. Once approved/disapproved, encoding details on database for proper documentation	None	5 minutes	*OVPPD Staff*
	6. Print of log sheet	None	2 minutes	*OVPPD Staff*
3. End-user /origin/Records Office to receive the document by indicating in the logbook his/her name, signature and date received	Release of documents to the end-user/origin/Records Office and have them sign in the logbook	None	8 minutes	*OVPPD Staff*
	TOTAL:		**33 minutes**	

Cavite State University Main Campus

Institutional Development Office (IDO)

External and Internal Services

1. Application for AACCUP Program Survey Visit

This procedure shows how Institutional Development Office submits the list of programs for AACCUP Survey Visit.

Office or Division:	Institutional Development Office
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	Campus Administrators, College Deans, Heads, Quality Assurance Units

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Intent addressed to the Director, IDO		Privately written and sent to the IDO		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit Letter of Intent	1. Check and record the documents submitted to the IDO Monitoring Database	None	2 minutes	*IDO Staff*
	2. Check the validity period of the Program Accreditation Status	None	3 minutes	*IDO Staff*
	3. Advise that the client will be notified of the status of application through email or text message	None	1 Minutes	*IDO Staff*
	TOTAL:	**None**	**6 minutes**	

2. Conducting Self-Survey Visit of Programs

This procedure shows how Institutional Development Office facilitates the conduct of self-survey visit of programs that are scheduled to undergo external survey visit by AACCUP.

Office or Division:	Institutional Development Office
Classification:	Complex
Type of Transaction:	G2G - Government to Government
Who may avail:	Campus Administrators, College Deans, Heads, Quality Assurance Units, Internal Accreditors, Faculty Area Coordinators

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Electronic copy for Application for Self-Survey Visit	IDO
Electronic copies of accreditation documents	Concerned Unit
Electronic copies of Accreditation Instrument	IDO
Copy of Program Performance Profile	Concerned Unit
Copy of Compliance Report to Previous Survey Visit	Concerned Unit

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit fill out Application Form for Self-Survey Visit of Programs online thru pdo@cvsu.edu.ph	1. Review the duly accomplished electronic form for completeness of entries	None	3 minutes	*IDO Staff*

	2. Coordinate with the Internal Accreditors on the schedule of Self-survey visit of program(s)	None	10 minutes	*IDO Staff*
	3. Confirm with the client the schedule of Self Survey Visit of program(s).	None	5 minutes	*IDO Staff*
	4. Provide the link for uploading of documents in the CvSU Virtual Accreditation Room	None	3 minutes	*IDO Staff*
2. Upload accreditation documents in the CvSU Virtual Accreditation Room	1. Review the uploaded accreditation documents as to completeness and appropriateness of packaging	None	1 hour	*IDO Staff*
	2. Inform the client whether the uploaded documents are complete and the packaging is appropriate hence is ready for evaluation	None	10 minutes	*IDO Staff*
	3. Send the link to the Internal Accreditors for the evaluation of documents	None	5 minutes	*IDO Staff*
	4. Provide the Internal Accreditors with the evaluation instrument	None	5 minutes	*IDO Staff*

	5. Monitor the conduct of self-survey visit of program(s)	None	7 days	*IDO Staff*
3. Host the online meeting with the Internal Accreditor to determine the areas needing improvement and recommendations	1. Coordinate with the Internal	None	5 minutes	*IDO Staff*
	2. Facilitate the online meeting with the Internal Accreditors to discuss the areas needing improvement and recommendations	None	1 hour	*IDO Staff*
	3. Provide the client the copy of ratings and summary of findings and recommendations.	None	5 minutes	*IDO Staff*
	TOTAL:	**None**	**7 days, 2 hours and 51 minutes**	

3. Processing and Issuance of Copies of Accreditation Certificate

This procedure shows how Institutional Development Office serves as repository of the original copies of accreditation certificates. Interested units may request copies of accreditation certificates for official purposes like SUC Levelling, RQAT Visit and application for next higher-level accreditation.

Office or Division:	Institutional Development Office
Classification:	Simple
Type of Transaction:	G2G - Government to Government
Who may avail:	Campus Administrators, College Deans, Heads, Quality Assurance Units

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Filled up IDO Request Form 2	IDO Website

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for a copy of a accreditation by filling up Request Form online thru pdo@cvsu.edu.ph	Review the duly accomplished digital form for completeness of entries	None	3 minutes	*IDO Staff*
	Check and verify from file the requested record as to the correctness and accuracy	None	5 minutes	*IDO Staff*
	Prepare an electronic copy of the requested certificate and forward to IDO Director for authentication	None	10 minutes	*IDO Staff*

	Affix electronic signature of the electronic copy of the certificate	None	1 minute	*IDO Staff*
	5. Release the requested record to the client via email	None	10 minutes	*IDO Staff*
	TOTAL:	**None**	**29 minutes**	

4. Processing and Issuance of Copies of Accreditation Documents (e.g. Copy of Ratings and Summary of Findings and Recommendations)

This procedure shows how Institutional Development Office serves as epository of the original copies of Ratings and Summary of Findings and Recommendations. Interested units may request copies of accreditation documents for official purposes like application for next higher-level accreditation or revisit of programs.

Office or Division:	Institutional Development Office
Classification:	Simple
Type of Transaction:	G2G - Government to Government
Who may avail:	Campus Administrators, College Deans, Heads, Quality Assurance Units

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Filled up IDO Request Form 2	IDO

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out Request Form online pdo@cvsu.edu.ph	1. Review the duly accomplished electronic form for completeness of entries	None	3 minutes	*IDO Staff*
	2. Check and verify from file the requested documents as to the correctness and accuracy	None	10 minutes	*IDO Staff*
	3. Prepare an electronic copy of the requested documents and	None	10 minutes	*IDO Staff*

	forwards to IDO Director for authentication			
	4. Affix electronic signature of the electronic copy of the certificate	None	1 minute	*IDO Staff*
	5. Release the requested record to the client via email	None	10 minutes	*IDO Staff*
	TOTAL:		**34 minutes**	

Cavite State University Main Campus

Physical Planning Unit

External and Internal Services

1. Request for Technical Assistance

This procedure shows how the Physical Planning Unit provides technical assistance for the repair of facilities and construction of new buildings.

Office or Division:	Physical Planning Unit
Classification:	Highly Technical
Type of Transaction:	G to G – Government to Government G to C – Government to Citizen
Who may avail:	All concerned unit/ branch campus administrators

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Approved Letter of Request	Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit request letter approved by the University President to the Planning Office.	Receive the request letter	None	2 minutes	*PPU Staff*
	1. Once approved, site inspection for surveying will be scheduled. 2. Schedule Surveying Activity and conduct of surveying procedure	None	3 days	*PPU Staff*

	3. Prepare of Working drawings	None	5 days (depending of the scope of requests)	*PPU Staff*
	4. Prepare Program of works and detailed estimates	None	3 days	*PPU Staff*
	5. The plans and detailed estimate will be approved by: a. End-user / Client b. Director of Planning Office	None	1 day 1 day	*PPU Staff*
	6. Endorsed the approved plans and detailed estimate to the Office of the Vice President for Planning and Development	None	3 minutes	*Planning Unit Staff*
	TOTAL:	**None**	**13 days and 5 minutes**	

2. Request for Extension and/or Suspension of Contract

This procedure aims to assist stakeholders/contractors in their request for extension and/or suspension of contract with the University.

Office or Division:	Project Management Unit
Classification:	Simple
Type of Transaction:	G to G – Government to Government G to B – Government to Business Entity
Who may avail:	University Contractors

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter Request of Suspension/Extension of Contract	Client / Contractor
Catch up Plan	Client / Contractor

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
The contractor shall submit the documentary requirements to the Planning Office a. Letter Request of Suspension/Extension of Contract	1. Receive all document submitted by the contractor	None	2 minutes	*PPU Staff*
	2. The PMU to draft a letter of extension and/or suspension of contract.	None	30 minutes	PPU Staff
	3. Evaluate the Letter of Request and prepare of Letter of Suspension	None	30 minutes	PPU Staff

b. Catch up Plan	4. Prepare Program of works and detailed estimates	None	2 hours	PPU Staff
Supported by documents coming from different government agencies such as PAGASA, DTI, DOLE, etc. proving their reason / justification for extension and/or suspension	5. Approve the Letter of Extension and/or Suspension of Contract	None	1 day	Director of Planning Office
	6. If approved, endorse to the Office of the Vice President for Planning and Development	None	3 minutes	Planning Unit Staff
	TOTAL:	**None**	**1 day, 3 hours and 5 minutes**	

3. Request for Payment for Contractors

This procedure shows how stakeholders/contractors are provided with billing documents needed to process their payments.

Office or Division:	Project Management Unit
Classification:	Simple
Type of Transaction:	G to G – Government to Government G to B – Government to Business Entity
Who may avail:	University Contractors

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Billing Request	Client/Contractor
Pictures (before and After Construction)	Client/Contractor
Approved Extension / Suspension Letter	Client/Contractor
Copy of certification from appropriate government agencies such as PAGASA, DTI, DOLE etc, attached in the extension/suspension letter if any	Client/Contractor
Contractor's affidavit on payment of laborers and materials	Client/Contractor

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
The contractor to submit the following documentary	1. Receive all documents submitted by the contractor	None	2 minutes	*PMU Staff*

requirements to the Planning Office a. Billing Request b. Pictures (before, during and after construction c. Copy of approved extension / suspension letter, if any d. Copy of certification from appropriate government agencies such as PAGASA, DTI, DOLE etc, attached in the extension/suspension letter if any e. Contractor's affidavit on payment of laborers and materials f. Logbook for final payment	2. Conduct inspection to evaluate the accomplishment of the contractor and prepare accomplishment report	None	1 day	*PMU Staff*
	3. Prepare the billing documents a. Statement of work accomplished b. Statement of Time elapsed	None	12 hours	*PMU Staff*
	4. Review and approve the billing documents	None	20 minutes	*Director of Planning Office*
	5. Endorse the approved billing documents to the Vice President for Planning and development			*PMU Staff*
	TOTAL:	**None**	**1 day, 12 hours and 2 minutes**	