



Cavite State University Main Campus
Office of the Vice-President for Research and Extension
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 Research and Extension

Office or Division:	Office of the Vice- President for Research and Extension
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>OVPRE Staff</i>
2. Receive the document by indicating in the logbook his/her name, signature and date received	Provide updates about the action taken and if signed, release the document and have them sign in the logbook.	None	2 minutes	<i>OVPRE Staff</i>
TOTAL:			4 minutes	



2. Submission of Documents for Approval of the Vice President for Research and Extension

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

Office or Division:	Office of the Vice- President for Research and Extension
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 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>OVPRE Staff</i>
	2. Review the completeness of attached documents	None	2 minutes	<i>OVPRE Staff</i>
2. Receive the document to comply with all the needed attachments	1. If found incomplete, return to the end-user/origin/researcher	None	1 minute	<i>OVPRE Staff</i>
	2. If document is complete, encode the details to the computer for recording.	None	2 minutes	<i>OVPRE Staff</i>



	3. Forward the document to the Vice President for Research and Extension	None	1 minute	<i>OVPRE Staff</i>
	4. Review and evaluate the documents (Research proposal, Evaluation form for paper publication and other research documents)	None	1 day*	<i>Vice- President for Research and Extension</i>
	5. Send the results of evaluation with comments and suggestion	None	10 minutes	<i>OVPRE Staff</i>
3. Revise the documents and submits the revised document	1. Accept the revised documents and forward to the Vice President for Research and Extension	None	2 minutes	<i>OVPRE Staff</i>
	2. Approve the document	None	2 minutes	<i>Vice- President for Research and Extension</i>
	3. Once approved, scan the signed document and encode on the logbook for proper documentation	None	5 minutes	<i>OVPRE Staff</i>
	4. Forward the document to next office that needs to take action and have them sign in the logbook	None	5 minutes	<i>OVPRE Staff</i>
	TOTAL:		*1 day, 26 minutes	

*The length of time involved depends on the kind of documents submitted.



Cavite State University Main Campus
Research Center
External and Internal Services



1. Implementation of CvSU-Funded Research Programs or Projects				
This procedure shows how the Research Center facilitates the implementation of approved research programs.				
Office or Division:	University Research Center			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Faculty and Researchers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Signed contract		Research Center and Office of the President		
Signed Special Order (SO)		Research Center and Office of the President		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign contract of approved research project	1. Receive the signed contract; 2. Review the correctness of signed contract 2.1 Facilitate the notarization of contracts	None	5 minutes for the review 2 hours for notarization (depends on the availability of the lawyer)	<i>M and E staff</i>
2. Sign Special Order (SO)	1. Receive signed SO	None	5 minutes	<i>M and E staff</i>
	2. Facilitate the release of funds thru voucher preparation	None	10 minutes for voucher preparation	<i>M and E staff</i>



3. Attend pre-implementation meeting	Conduct pre-implementation meeting, or Research Center sends letter on reminders regarding the conduct of researches and financial concerns in lieu of conduct of pre-implementation meeting	None	5 hours for pre-implementation meeting	<i>RC and M and E Staff</i>
4. Conduct research	Monitor the conduct of research a. Send letter/reminders to submit progress reports b. On-site visitation	None	5 hours per quarter	<i>M and E staff</i>
5. Submit progress reports	1. Receive the progress reports; through personal or online transaction: researchcenter@cvsu.edu.ph 1.1 File the progress reports/input in the database	None	20 minutes (depending on the nature of report)	<i>M and E staff</i>
	2. Facilitate the release of remaining funds	None	10 minutes for voucher preparation	<i>M and E staff</i>
6. Submit terminal report	1. Receive the terminal report 1.1 Send letter acknowledging the receipt of terminal report	None	10 minutes	<i>M and E staff</i>
TOTAL:		None	*1 day and 5 hours	

* Depending on the nature of approved researches



2. Monitoring and Evaluation of Externally Funded Research Programs or Projects

This procedure covers how the University Research Center provides a system for the implementation, monitoring and evaluation of research programs or projects funded by agencies other than CvSU.

Office or Division:	University Research Center
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Faculty and Researchers

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Schedule of meeting		Personally, for processing by the researcher		
Duly signed MOA and Contract		From the researcher		
Quarterly progress report, annual report, terminal reports and others		From the researcher		
Three (3) copies of the terminal report		From the researcher		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Schedule a pre-implementation meeting with the funding agency	1. Record the schedule of meeting 1.1 Coordinate the meeting to all concerned units	None	20 minutes	<i>M and E staff</i>
2. Submit a copy of the duly signed memorandum of	1. Provide acknowledgement receipt of submission	None	15 minutes	<i>Research Office staff/ M & E staff</i>



agreement and/or contract detailing the title of the project, duration, budget and terms of reference.	1.1 Endorse the submitted documents to the M & E Division			
4. Furnish the Monitoring and Evaluation (M&E) Division of the Research Center copies of the reports (quarterly progress report, annual report, terminal reports and others) submitted to the external funding agencies.	1. The M & E Staff to provide Acknowledgment Receipt for such submissions.	None	5 minutes for the acknowledgement receipt	<i>Research Office staff and M & E staff</i>
	2. The M & E Staff to require the researcher to present their outputs during the Annual In-House Review	None	3 days to notify the presenter of the schedule of presentation and other details	<i>Research Office staff and M & E staff</i>
4. Present outputs of the Research during the Annual In-House Review.	Provide certificate of presentation and other possible awards	None	1 hour on the scheduled day of the presentation of outputs	<i>Research Office staff and M & E staff Annual In-House Review Working Committee</i>
5. Researcher with completed or terminated research program or project submits three (3)	1. Receive copies of terminal reports	None	22 days	<i>Research Office staff and M & E staff</i>



<p>copies of the terminal report within one month upon completion or termination</p>	<p>1.1 Endorse to the Extension Services and/or Knowledge Management Center the terminal report for evaluation of the technology generated whether for publication, transfer or intellectual property right application.</p> <p>1.2 Inform the researcher of the results of evaluation through personal transaction or email from CvSURCMandE@cvsu.edu.ph</p>			
	<p>TOTAL:</p>	<p>None</p>	<p>*25 days, 1 hour and 40 minutes</p>	

*The length of time involved in monitoring depends on the nature of researches and projects.



3. Application and Approval of Research Proposal for Funding

This procedure shows how the Research Center accepts applications for proposals for funding under the CvSU Research Grant (CRG) or Faculty and Students Research Capability Enhancement (FSRCEP) Scheme.

Office or Division:	University Research Center
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Faculty and Researchers

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Proposal		From the Researcher		
HGDG form		GAD Unit		
ERB form		ERB office		
Acknowledgement Receipt		Research Center		
Special Order (SO)		Office of the President		
Contract		Office of the President		

CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit copies of proposals (preferably	1. Receive the proposal 1.1 Issue acknowledgment receipt	None	15 minutes	<i>Research Office staff/ M and E staff</i>



online due to new normal)	2. Review the proposals as to format, completeness of documents submitted, duplication of studies, etc. 2.1 Inform the proponents of the results of evaluation	None	5 days	<i>Research Office staff/ M and E staff</i>
2. Resubmit proposals with corrections	1. Endorse the proposals to ERB or RCRU (Responsible Conduct of Research Unit)	None	30 minutes	<i>Research Office staff/ M and E staff</i>
	2. Review proposals as to ethical issues	None	1 hour	<i>Research Office staff/ M and E staff</i>
3. Present proposals	1. Notify the proponents of presentation of proposals	None	10 minutes	<i>Research Office staff/ M and E staff</i>
	2. Experts evaluate the proposals	None	4 hours	<i>Research Office staff/ M and E staff</i>
	3. Send results of evaluation (comments and suggestions)	None	10 minutes	<i>Research Office staff/ M and E staff</i>
4. Revise the proposal/submits the revised proposal	1. Accept the revised proposal	None	5 minutes	<i>Research Office staff/ M and E staff</i>
	2. Review if the revision of proposal is in accordance with the comments and suggestions	None	2 hours	<i>Research Office staff/ M and E staff</i>



	3. Endorse the proposals to the R and E Council	None	5 minutes	<i>Research Office staff/ M and E staff</i>
	4. R and E council reviews the proposals 4.1 R and E council to endorse the proposals to the OP 4.2 University President to approve the proposals	None	22 days	<i>Research Office staff/ M and E staff</i>
5. Receive notifications of the approval of proposals/or receives copies of approved letter of recommendation	1. Facilitate the preparation of contract	None	5 days	<i>Research Office staff/ M and E staff</i>
	2. Facilitate the preparation of Special Order 2.1 University President sign the contract and SO	None	5 days	<i>OP staff</i>
6. Receive research funds	Facilitate the processing of project funds.	None	5 days	<i>Research Office staff/ M and E staff</i> <i>Cashier and Budget office staff</i>
	TOTAL:	None	43 days and 15 minutes	



4. Monitoring and Evaluation of Internally Funded Research Programs or Projects				
This procedure shows how the Research Center monitors the research activities and progress of the proponents/ researchers.				
Office or Division:	University Research Center			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Faculty and Researchers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Progress reports		Researcher		
Terminal reports		Researcher		
Papers for In- house review		Researcher		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit progress reports	1. Remind the researcher to submit reports	None	15 minutes	<i>M and E staff</i>
	2. Accept progress report			
	3. Send acknowledgment to reports received			
	4. Conduct on site visitation	None	2 hours for on-site visitation	



2. Present research results during the Annual Agency In-house Review	Provides certificate of presentation and other possible awards	None	1 hour on the scheduled day of the presentation of outputs	<i>Research Office staff and M & E staff Annual In-House Review Working Committee</i>
3. Submit three (3) copies of the terminal report within one month upon completion or termination of research projects	<ol style="list-style-type: none"> 1. Receive copies of terminal reports 2. Endorse to the Extension Services and/or Knowledge Management Center the terminal report for evaluation of the technology generated whether for publication, transfer or intellectual property right application. 3. Inform the researcher of the results of evaluation. 	None	1 month and 12 days	<i>Research Office staff and M & E staff</i>
	TOTAL:	None	*1 month 12 days, 3 hours and 15 minutes	

*The length of time involved in monitoring depends on the nature of researches and projects.



5. Use of Research Laboratory Facilities				
This procedure shows how the Research Center shares its facilities to stakeholders particularly the faculty and students of the University and other interested clients.				
Office or Division:	University Research Center			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Faculty, Researchers, Students and other clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of request		From the requesting party		
Filled up request form		Request form from the Research Center		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of request to use the laboratory facilities (for non CvSU staff and students)	1. Accept the letter of request	None	1 hour	<i>Laboratory staff</i>
	2. The Research Director to sign the letter of request subject to availability of resources.			
	3. Endorse the letter to the OVPRE			
	4. OVPRE to endorse the letter to OP			
	5. The University President approve the request			<i>OVPRE</i>



				<i>Univ. President</i>
2. Fill out request form and submit to the RC.	1. Check the request form if filled out completely. 1.1 Laboratory Head to sign the request form 1.2 RC director to approve the request	None	15 minutes	<i>Laboratory staff</i>
3. Communicate the details of research activity or laboratory use	1. Orient clients on laboratory policies 1.1 Assist in the use of laboratory facilities	None	20 minutes for orientation Time spent in assistance depends on the nature of use of facility	<i>Laboratory staff</i>
4. Inform the RC the termination of laboratory experiment and pay fees if applicable	1. Check the facilities if in order 1.1 Issue bill	Php 500 for non CvSU student None for CvSU student or faculty	30 minutes	<i>Laboratory staff/Cashier staff</i>
	TOTAL:	Php 500 for non CvSU student	*2 hours and 5 minutes	



		None for CvSU student or faculty		
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*Depending on the activity to be done



Cavite State University Main Campus
National Coffee Research, Development and Extension Center (NCRDEC)
External and Internal Services



1. Processing of Request for Training and Technical Services				
This procedure covers receiving of request for training and technical services.				
Office or Division:	Extension Services Division			
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	
Request letter addressed to the University President			Client	
Client Request Form			National Coffee Research, Development and Extension Center	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter via email	1. Notify the client upon receiving the email	None	1 minute	<i>Extension Services Division Head</i>
	2. Forward the letter to the Office of the University President	None	2 minutes	<i>Extension Services Division Head</i>
	3. Send notification letter to the client upon approval of the request via email	None	2 days	<i>Extension Services Division Head</i>



2. Request and fill out Client Request Form (for walk-in clients)	1. Review the accomplished Client Request Form	None	1 minute	<i>Extension Services Division Head</i>
	2. Prepare and send endorsement letter of the client request to the Office of the University President	None	2 minutes	<i>Extension Services Division Head</i>
	3. Send notification letter to the client upon approval of the request via email	None	2 days	<i>Extension Services Division Head</i>
	TOTAL:	None	4 days and 5 minutes	



2. Processing of Request for the Use of NCRDEC Research Facilities and Equipment				
This procedure covers the receiving of request for the use of NCRDEC research facilities and equipment				
Office or Division:	Research and Development Division			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen G2G – Government to Government G2B – Government to Business Entity			
Who may avail:	Researchers, faculty, students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request letter addressed to the Director		Client		
Approved research proposal/ plan		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter to the office or via email	1. Notify the client upon receiving the email/ letter	None	1 minute	<i>Office staff</i>
	2. Determine the availability of the requested facility/ equipment	None	10 minutes	<i>Office staff</i>
	3. Send notification letter to the client upon approval of the request via email	None	2 minutes	<i>Office staff</i>



	4. Request client to submit approved research proposal/ plan for using the facility/equipment for recording purposes	None	2 minutes	<i>Research and Development Division Head/ Office staff</i>
2. Submit approved research proposal/ plan	1. Accept and record the submitted research proposal/ plan	None	1 minute	<i>Research and Development Division Head/ Knowledge Management Officer</i>
	2. Assist the clients to the facility	None	2 minutes	<i>Facility In-Charge</i>
	TOTAL:	None	18 minutes	



3. Processing of Request for Coffee-Related Information				
This procedure covers receiving of request for coffee-related information				
Office or Division:	Knowledge Management Unit			
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		
Coffee Information Request Form		National Coffee Research, Development and Extension Center		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request and fill out Coffee Information Request Form (CIRF)	1. Review the accomplished Coffee Information Request Form	None	1 minute	<i>Knowledge Management Officer</i>
	2. Secure the approval of Division Heads and the Director	None	2 minutes	<i>Knowledge Management Officer</i>
	3. Give the requested information in either hard or soft copy together with a copy of	None	5 minutes	<i>Knowledge Management Officer</i>



	approved Coffee Information Request Form			
	TOTAL:		8 minutes	



4. Processing of Request for Acquisition of Coffee Propagules				
This procedure covers processing of request for acquisition of coffee propagules				
Office or Division:	Coffee Field Genebank			
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		
Coffee Propagule Request Form		National Coffee Research, Development and Extension Center		
Client Disclosure Agreement Form		National Coffee Research, Development and Extension Center		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request and fill out Coffee Propagule Request Form	1. Review the accomplished Coffee Propagule Request Form	None	1 minute	<i>Genebank Manager</i>
	2. Secure the approval of Research Division Head, Special Projects Division Head and the Director	None	2 minutes	<i>Genebank Manager</i>



	3. Accomplish and sign the Client Disclosure Agreement Form	None	2 minutes	<i>Genebank Manager</i>
	4. Secure signatures of the client and the Director on the Client Disclosure Agreement Form	None	1 minute	<i>Genebank Manager</i>
	5. Give copies of approved/signed Coffee Propagule Request Form and the Client Disclosure Agreement Form to the client	None	1 minute	<i>Genebank Manager</i>
	6. Assist the client in acquiring the requested coffee propagules	None	2 minutes	<i>Genebank Manager/ Field Personnel</i>
	TOTAL:		9 minutes	



5. Selling of Coffee Seeds, Seedlings, Vermicompost and Other Crops (for Government Institutions)				
This procedure covers receiving of request for purchase of coffee seeds, seedlings, vermicompost and other crops				
Office or Division:	Special Projects Division			
Classification:	Simple			
Type of Transaction:	G2G- Government to Government			
Who may avail:	Government Institutions			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Sales Invoice		National Coffee Research, Development and Extension Center		
Billing Statement		National Coffee Research, Development and Extension Center		
Order of Payment		Accounting Office		
Official Receipt		Cashier's Office		
Gate Pass		National Coffee Research, Development and Extension Center		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Contact the staff in-charge and arrange	1. Determine the availability of the needed product(s) to the Head of the Special Projects Division	None	5 minutes	<i>Office staff</i>



the purchase of the needed product(s)	2. Prepare the needed product(s) to be purchased	None	5 minutes	<i>Special Projects Division Head/ Field Personnel</i>
2. Prepare financial documents for payment of the product(s) when available	1. Prepare/issue Billing statement	None	2 minutes	<i>Office staff</i>
	2. Forward the Billing statement to the procuring institution thru email	None	2 minutes	<i>Office staff</i>
3. Pay the product(s)	1. Prepare/issue Sales Invoice	Cash/ Check (depends on the cost of procured product(s))	2 minutes	<i>Office staff</i>
	2. Forward the Sales Invoice to the Accounting Office for issuance of order of payment	None	5 minutes	<i>Office staff</i>
	3. Remit payment to the Cashier's Office together with the order of payment for the Official Receipt	Cash/ Check (depends on the cost of procured product(s))	2 minutes	<i>Office staff</i>
	4. Issue Official Receipt to the client	None	2 minutes	<i>Office staff</i>



4. Obtain the purchased product(s)	1. Prepare Gate Pass/ permit to carry	None	2 minutes	<i>Office staff</i>
	2. Release purchased products together with the Gate Pass	None	2 minutes	<i>Special Projects Division Head/ Field Personnel</i>
5. Make reservation when product(s) is/are not yet available	1. List the reservation	None	5 minutes	<i>Office staff</i>
	2. Inform the Special Projects Head about the reservation	None	2 minutes	<i>Office staff</i>
	TOTAL:		36 minutes	



6. Selling of Coffee Seeds, Seedlings, Vermicompost and Other Crops (for Private Institutions/ Individuals)				
This procedure covers receiving of request for purchase of coffee seeds, seedlings, vermicompost and other crops				
Office or Division:	Special Projects Division			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	Private institutions/ individuals			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Sales Invoice		National Coffee Research, Development and Extension Center		
Order of Payment		Accounting Office		
Official Receipt		Cashier's Office		
Gate Pass		National Coffee Research, Development and Extension Center		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Contact the staff in-charge and arranges	1. Determine the availability of the needed product(s) to the Head of the Special Projects Division	None	5 minutes	<i>Office staff</i>



the purchase of the needed product(s)	2. Prepare the needed product(s) to be purchased	None	5 minutes	<i>Special Projects Division Head/ Field Personnel</i>
2. Pay the product(s) when available	1. Prepare/issue Sales Invoice	Cash (depends on the cost of procured product(s))	2 minutes	<i>Office staff</i>
	2. Forward the Sales Invoice to the Accounting Office for issuance of order of payment	None	5 minutes	<i>Office staff</i>
	3. Remit payment to the Cashier's Office together with the order of payment for the Official Receipt	Cash (depends on the cost of procured product(s))	2 minutes	<i>Office staff</i>
	4. Issue Official Receipt to the client	None	2 minutes	<i>Office staff</i>
3. Obtain the purchased product(s)	1. Prepare Gate Pass/ permit to carry	None	2 minutes	<i>Office staff</i>
	2. Release purchased products together with the Gate Pass	None	2 minutes	<i>Special Projects Division Head/ Field Personnel</i>
	1. List the reservation	None	5 minutes	<i>Office staff</i>



4. Make reservation when product(s) is/are not yet available	2. Inform the Special Projects Head about the reservation	None	2 minutes	<i>Office staff</i>
	TOTAL:		32 minutes	



Cavite State University Main Campus
Extension Services
External and Internal Services



1. Request for Technical and Livelihood Trainings				
This procedure covers how Extension Services accommodates requests of individuals, organizations and institutions for technical and livelihood trainings.				
Office or Division:	Extension Services			
Classification:	Complex			
Type of Transaction:	G2C, G2B, G2G			
Who may avail:	All Clients/Organizations/Institutions			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Request to be sent to the Office of the University President		Personally written by All Clients/Organizations/Institutions		
Additional Details about the Training (Type of Training, Participants, Number of Participants, Venue)		Personally written by the Clients/Organizations/Institutions		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of request to Office of the University President (OP).	Check and receive letter of request including additional details of the training; and send an acknowledgement of the receipt of letter.	None	2 days	<i>OP/Extension Services Staff</i>
2. Coordinate with Extension Services regarding final schedule of training.	Communicate with the concerned offices and experts.	None	3 days	<i>Extension Services Staff</i>



3. Coordinate with the Extension Services Staff during the training.	Facilitate the training on the scheduled date.	None	1 day*	<i>Extension Services Staff/Other offices concerned and experts</i>
4. Coordinate the documentation during the training.	Document the training with other offices concerned	None	1 day*	<i>Extension Services Staff/Other offices concerned</i>
5. Facilitate the evaluation of the training.	Evaluate the training.	None	1 day*	<i>Extension Services Staff</i>
TOTAL:		None	*8 days	

*depending on the number of days of training



2. Request for Technical Service or Assistance

This procedure covers how Extension Services facilitates the provision of technical service or assistance as requested by individuals, organizations and institutions.

Office or Division:	Extension Services
Classification:	Highly technical
Type of Transaction:	G2C, G2B, G2G
Who may avail:	All Clients/Organizations/Institutions

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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Letter of Request to be sent to the Office of the University President	Personally written by All Clients/Organizations/Institutions
Additional Details about the Technical Service or Assistance (Type of Technical Service or Assistance; Area, Location, and Commodities [for farms], Type and Location of Business [for business/enterprise] and others)	Personally written by the Clients/Organizations/Institutions

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of request to the Office of the University President (OP).	Check and receive letter of request including additional details of the technical service or assistance; and send an acknowledgement of the receipt of letter.	None	2 days	<i>OP/Extension Services Staff</i>
2. Coordinate with Extension Services	Communicate with the concerned offices and experts.	None	3 days	<i>Extension Services Staff</i>



regarding the final schedule of technical service or assistance.				
3. Coordinate with the Extension Services Staff during the actual technical service or assistance	Facilitate the technical service or assistance on the scheduled date with other offices and experts concerned	None	1 day*	<i>Extension Services Staff/Other offices concerned and experts</i>
4. Facilitate the documentation during the technical service or assistance.	Document the technical service or assistance with other offices and experts concerned	None	1 day*	<i>Extension Services Staff/Other offices concerned</i>
5. Coordinate with the Extension Services Staff.	Meet with experts and offices concerned regarding the need of the client/organization/Institution.	None	1 day	<i>Extension Services Staff/Other offices concerned and experts</i>
6. Coordinate with other agencies for equipment (if necessary).	Link with the concerned agencies for possible source of equipment.	None	21 days	<i>Extension Services Staff/Other offices concerned and experts</i>
	TOTAL:	None	*29 days	

*depending on the number of days of technical service or assistance



Cavite State University Main Campus
Knowledge Management Center
External and Internal Services



1. Copyright Application				
This procedure covers how copyright certificate to authors of original work are provided.				
Office or Division:	Innovations and Technology Support Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	All faculty, staff and students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
4 copies of Copyright Application Form [T.N.L. NO. 24- (3rd Revision)]		Online (web.nlp.gov.ph) or ITSO		
4 copies of Affidavit of Copyright Waiver/Ownership		ITSO		
2 copies of material to be copyrighted		Applicant		
Technical description of the design, if the work applied for registration is an original ornamental design		Applicant		
CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the required documents for copyright application	1. Check for completeness, receives all the required documents	None	5 minutes	<i>ITSO Technical Staff</i>
	2. Issue acknowledgement receipt	None	5 minutes	<i>ITSO Technical Staff</i>
	3. Validate the registration form	None	5 minutes	<i>ITSO Manager</i>



	4. Secure notarization of documents	PhP 200.00	1 hour	<i>ITSO Technical Staff</i>
	5. File the copyright application in person or send through LBC to the National Library of the Philippines (NLP)	PhP 230.00 Or PhP 230.00 plus courier fee	1 day	<i>ITSO Manager and Technical Staff</i>
	6. Advise the author to return on a specified date to claim the Certificate of Copyright Registration issued by the NLP	None	2 minutes	<i>ITSO Manager / Technical Staff</i>
2. Claim the Certificate of Copyright Registration	Release the Certificate of Copyright Registration and have it signed as received by the client.	None	5 minutes	<i>ITSO Technical Staff</i>
	TOTAL:	PhP 430.00 plus courier fee	2 days 22 minutes	



2. Journal Publication				
This procedure covers publication of research outputs in the Cavite State University Research Journal or in the Philippine Coffee Journal				
Office or Division:	Publication and Communications Division			
Classification:	Highly Technical			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Faculty, Staff and Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Research manuscripts with cover sheet		Knowledge Management Center		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit research manuscript to the Publication and Communication Division of the Knowledge Management Center (or through researchjournal@cv-su.edu.ph)	1. Receive, record and issue acknowledgement receipt of the manuscript	None	10 minutes	<i>Editorial Assistant, Editor-in-Chief</i>
	2. Send the paper to the Associate Editor for initial screening and editing	None	10 minutes	<i>Editor-in-Chief, Editorial Assistant</i>
	3. Evaluate the manuscripts based on the criteria in the Review Form and return the result to the Editor-in-Chief	None	5 days	<i>Editorial Assistant</i>
	4. Send the result of evaluation to the author	None	1 day	<i>Editor-in-Chief, Editorial Assistant</i>



2. Revise the manuscript and returns to the Editor-in-Chief	1. Receive, record and issue acknowledgement receipt of the manuscript	None	1 day	<i>Editor-in-Chief, Editorial Assistant</i>
	2. Review the revised manuscript and send to the external reviewers	None	3 days	<i>Editor-in-Chief, Editorial Assistant</i>
	3. Evaluate the manuscripts, fill out the review form and send to the Editor-in-Chief	PhP 2000.00 *	10 days	<i>External Reviewer</i>
	4. Inform the author of the results of evaluation and request to revise the paper if recommended for publication	None	2 days*	<i>Editor-in-Chief, Editorial Assistant</i>
3. Revise the manuscript and returns to the Editor-in-Chief	1. Receive, record and issue acknowledgement receipt of the manuscript	None	10 minutes	<i>Editorial Assistant, Editor-in-Chief</i>
	2. Return the manuscript to the external reviewer to determine if the corrections/suggestions are met.	None	10 minutes	<i>Editor-in-Chief, Editorial Assistant</i>
	3. Check the revised manuscript and send back to the Editor-in-Chief	None	5 days	<i>External Reviewer</i>
	4. Final editing of the manuscript	None	2 hours	<i>Associate Editor/Editor-in- Chief</i>
	5. Send the author Certificate of Acceptance of his/her paper for publication	None	5 minutes	<i>Editor-in-Chief, Editorial Assistant</i>



	6. Draft the layout of the journal**	None	5 days	<i>Layout Artist/Editorial Assistant</i>
	7. Proofread the laid-out papers	None	2 days	<i>Associate Editor, Editor-in-Chief, PCD Head, KMC Director</i>
	8. Revise the layout when needed	None	1 day	<i>Layout Artist/Editorial Assistant</i>
	9. Request the publication of the journal following the protocol on procurement.	None	1 day	<i>Editor-in-Chief, PCD Head, KMC Director</i>
	TOTAL:	PhP 2,000.00	1 month, 6 days and 45 minutes	

** per evaluator per paper*

*** depends on the comments and suggestions*



3. Newsletter Publication				
This procedure covers publication of research and extension news articles from the different units of the University in <i>REconnections</i> or UGNAYAN newsletters				
Office or Division:	Publication and Communications Division			
Classification:	Complex			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Faculty, Staff and Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
News/feature articles		Faculty, staff or student		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit news articles to the Publication and Communications Division of the Knowledge Management Center (or through REnewsletter @cvsu.edu.ph)	1. Receive, record and issue acknowledgement receipt of the article	None	10 minutes	<i>Editorial Assistant</i>
	2. Read and edit the article	None	2 days	<i>Associate Editor and Editor-in-Chief</i>
	3. Revise the edited article	None	1 day	<i>Editorial Assistant</i>
	4. Draft the layout of the newsletter for the particular issue*	None	2 days	<i>Layout Artist</i>
	5. Review the draft newsletter	None	1 day	<i>Editor-in-Chief and PCD Head</i>



	6. Approve the newsletter for reproduction and distribution	None	1 day	<i>KMC Director</i>
	7. Print and distribute, or send copy through email, the newsletter to the colleges, campuses and other units of the University and to other clients	None	5 days	<i>Editorial Assistant, KMC Staff</i>
	TOTAL:		12 days and 10 minutes	

* will be done if enough articles are met



4. Patent/Utility Model Application				
This procedure covers providing assistance to faculty, staff and students in the preparation and processing of patent/utility model (UM) applications.				
Office or Division:	Innovations and Technology Support Office			
Classification:	Highly Technical			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Faculty, Staff and Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1 copy Disclosure Form		ITSO Office		
1 copy Patent Search Form		ITSO Office		
3 copies of Application Form		ITSO Office or online (www.ipophil.gov.ph)		
3 copies of the technical description and drawings of the invention		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out, sign and submit disclosure form	Receive and assess disclosures	None	1 day	<i>ITSO Technical Staff and ITSO Manager</i>
2. Secure Patent Search Form and start searching for prior arts	Provide the Patent Search Form and assist in the conduct of patent search/prior art search	None	10 days	<i>ITSO Technical Staff</i>



	Provide the Application Form			
3. Draft the patent claims and drawings	Assist in drafting the description, claims and drawings	None	5 days	<i>ITSO Technical Staff</i>
4. Fill out and the Patent/UM Application Form	1. Receive the filled- up Patent/UM Application Form and issue acknowledgement receipt	None	5 minutes	<i>ITSO Technical staff</i>
	2. File the patent/UM application at Intellectual Property Office of the Philippines (IPOP HL)	PhP 1,820.00	1 hour* / 1 day**	<i>ITSO Manager/Technical Staff</i>
	3. Advise the applicants to return on a specified date to claim the Statement of Account and Certificate of Patent/UM Application issued by IPOP HL	None	2 minutes	<i>ITSO Manager / Technical Staff</i>
5. Claim the Statement of Account and Certificate of Patent/UM Application	Release the Statement of Account and Certificate of Patent/UM Application and have them sign as received by the client.	None	5 minutes	<i>ITSO Technical Staff</i>
	TOTAL:	PhP 1,820.00	*16 days, 1 hour and 12 minutes *15 days and 12 minutes	

* Online filing

* In-person filing



5. Publication Support and Incentives				
This procedure covers providing support and incentives to faculty and staff who have publications in reputable/peer-reviewed journals				
Office or Division:	Publication and Communications Division			
Classification:	Complex			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Regular/Contractual Faculty and Staff			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application Form		Knowledge Management Center		
Supporting documents for incentive (e.g. printed copy of the journal where the paper is published; copy of table of contents bearing the title of the article and name of the author(s); copy of the article published; certificate/letter of acceptance; and proof that a peer-review process took place)		Applicant		
Supporting documents for publication support (e.g. certificate/letter of acceptance; proof that a peer-review process took place; statement of account or proof of payment)		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out, sign and submit application form and other requirements	1. Check and receive the application form and other requirements	None	10 minutes	<i>KMC Staff</i>



	2. Issue acknowledgement receipt	None	2 minutes	<i>KMC Staff</i>
	3. Evaluate the documents for qualification	None	5 days	<i>PCD Head and Evaluation Committee</i>
	4. Notify the researchers/ applicants of the result of evaluation whether it passed the screening or needs additional supporting documents or failed to qualify for the incentives/support	None	30 min	<i>PCD Head</i>
2. Submit additional supporting documents, if needed	1. Receive the document and issues acknowledgment receipt	None	5 minutes	<i>KMC Staff/PCD Head</i>
	2. Endorse the application and result of evaluation to the University President, through the KMC Director and Vice President for Research and Extension, for final approval	None	1 day	<i>PCD Head, KMC Director</i>
	3. Facilitate the processing of the monetary incentives for those approved applications (preparation and forwarding of voucher and other documents to the administration units)	none	1 hour	<i>KMC Staff, PCD Head, KMC Director</i>



	4. Notify the researchers/applicants of the status of the monetary incentives.	none	2 minutes	<i>KMC Staff, PCD Head</i>
	TOTAL:		6 days, 1 hour and 17 minutes	



6. Trademark Application				
This procedure covers providing assistance to faculty, staff and students in the preparation and processing of trademark applications				
Office or Division:	Innovations and Technology Support Office			
Classification:	Complex			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Faculty, Staff and Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application Form		ITSO Office or online (www.ipophil.gov.ph)		
Disclaimer				
Drawing				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out, sign and submit application form and other requirements	1. Receive and assess application form and other requirements	None	10 minutes	<i>ITSO Technical Staff and ITSO Manager</i>
	2. Sign the application form	None	2 minutes	<i>ITSO Manager</i>
	3. File the trademark application	Depends on the assessment of IPOPHIL staff	1 hour* or 1 day**	<i>ITSO Manager/technical staff</i>



	4. Advise the applicants to return on a specified date to claim the Statement of Account and Certificate of Trademark Application issued by IPOPHL	None	2 minutes	<i>ITSO Manager / Technical Staff</i>
2. Claim the Statement of Account and Certificate of Trademark Application	Release the Statement of Account and Certificate of Trademark Application and have them sign as received by the client.	None	5 minutes	<i>ITSO Technical Staff</i>
TOTAL:		Depends on the assessment of IPOPHIL staff	*1 day and 19 minutes **1 hour and 19 minutes	

* *Online filing*

** *In-person filing*