



**CAVITE STATE UNIVERSITY**

**CITIZEN'S CHARTER**

**2023 Edition**



## **I. MANDATE**

Section 2 of Republic Act No. 8468 or "An Act Converting the Don Severino Agricultural College in the Municipality of Indang, Province of Cavite into a State University, to be known as the Cavite State University" states that,

*"The University shall primarily provide advance instruction and professional training in agriculture, science and technology, education and other related fields, undertake research and extension services, and provide progressive leadership in these areas."*

## **II. VISION**

The premier university in historic Cavite recognized for excellence in the development of globally competitive and morally upright individuals.

## **III. MISSION**

Cavite State University shall provide excellent, equitable and relevant educational opportunities in the arts, sciences and technology through quality instruction and responsive research and development activities. It shall produce professional, skilled and morally upright individuals for global competitiveness.

## **IV. SERVICE PLEDGE**

We **C**ommit to the highest standards of education, **v**alue our stakeholders, **S**trive for continual improvement of our products and services, and **U**phold the University's tenets of Truth, Excellence, and Service to produce globally competitive and morally upright individuals.



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# **CAVITE STATE UNIVERSITY – MAIN CAMPUS**

## **Office of the University President**

External and Internal Services



1. Action/Approval of Letters/Communications from Different Colleges/Offices of the University				
This procedure aims to ensure that complete staff work (CSW) is properly observed prior to the approval of the University President				
<b>Office or Division:</b>	Office of University President			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G – Government to Government G2B – Government to Business Entity			
<b>Who may avail:</b>	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 physical document or scanned copy for approval	1.1 Acknowledge receipt of the document	None	1 Minute	OP Staff
	1.2 Review the documents as to content and attachments	None	2 Minutes	OP Staff
2. Receive the document to comply with all the needed attachments or acknowledge properly the receipt of the copy it is via email.	2.1 If found incomplete, return to the end-user/origin or send it back via email and notify the end user thru sms or messenger	None	1 Minute	OP Staff



	2.2 If document is clear and complete, encode the details to the computer for recording and easy tracking	None	2 Minutes	OP Staff
	2.3 Submit to the PMCO Director for evaluation	None	1 Minute	OP Staff
	2.4 Once evaluated and recommended for approval, endorse the document to the President	None	1 Minute	OP Staff
	2.5 Approval of the document	None	1 Day	University President
	2.6 Once approved / disapproved, scan the document and encode the comments on the logbook for proper documentation	None	5 Minutes	OP Staff
3. End-user /origin/Records Office to receive the document by indicating in the logbook his/her name, signature and date received or acknowledge properly the receipt of the copy if it is via email.	<p>3.1 Release to the end-user/ origin/ Records Office and have them sign in the logbook or provide them a copy and ask them to acknowledge once received if it is via email.</p> <p>3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link</p> <p><a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a></p>	None	5 Minutes	OP Staff
Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	OP Staff





	<b>TOTAL:</b>	<b>None</b>	<b>1 Day, 20 Minutes</b>	
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2. Action on Contracts and External Agreements				
This procedure aims to ensure that complete staff work (CSW) is properly observed prior to the approval of the University President				
<b>Office or Division:</b>	Office of University President			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G – Government to Government G2B – Government to Business Entity			
<b>Who may avail:</b>	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Draft MOA/Proposal with appropriate/related attachments to support the document		End-user/proponent		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the physical document or scanned copy for review of the President	1.1 Acknowledge receipt of the document	None	1 Minute	OP Staff
	1.2 Review the document as to content and attachments	None	2 Minutes	OP Staff
2. Receive the document to comply with all the needed attachments/revisions based	2.1 If found incomplete, return to the end-user/origin	None	1 Minute	OP Staff



on legal comments or acknowledge properly the receipt of the copy if it is via email.	2.2 If document is clear and complete, encode the details to the computer for recording and easy tracking	None	2 Minutes	<i>OP Staff</i>
	2.3 Endorse the document to the President	None	1 Minute	<i>OP Staff</i>
	2.4 Review/comment on the document	None	1 Day	<i>University President</i>
	2.5 Once reviewed, encode the comments on the logbook for proper documentation	None	5 Minutes	<i>OP Staff</i>
	2.6 Submit the MOA for review and legal comments of the legal Department (if needed) via personal or online	None	1 Minute	<i>OP Staff</i>
3. Receive the document by indicating in the logbook his/her name, signature and date received or acknowledge properly the receipt of the copy it is via email.	3.1 Release to the end-user/origin and have them sign in the logbook or provide them a copy and ask them to acknowledge once received if it is via email. 3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	5 Minutes	<i>OP Staff</i>
4. Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>OP Staff</i>



	TOTAL:	None	1 Day, 20 Minutes	
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<b>3. Receiving and Releasing of Financial Documents</b>				
This procedure aims to ensure the effective recording of financial documents for easy tracking and fast retrieval				
<b>Office or Division:</b>	Office of University President			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G – Government to Government G2B – Government to Business Entity			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Reference Number			Records Office	
Appropriate/related attachments to support the document			End-user	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Submit the document for approval	1.1 Acknowledge receipt of the document	None	1 Minute	<i>OP Staff</i>
	1.2 Review the document as to content, attachments, and signature of the approving officials	None	2 Minutes	<i>OP Staff</i>



Receive the document to comply with all the needed attachments	2.1 If found incomplete, return to the end-user/origin	None	1 Minute	<i>OP Staff</i>
	2.2 If document is clear and complete, encode the details to the computer for recording and easy tracking	None	2 Minutes	<i>OP Staff</i>
	2.3 Endorse the document to the President	None	1 Minute	<i>OP Staff</i>
	2.4 Approve of the document	None	1 Day	<i>University President</i>
	2.5 Once approved / disapproved, encode the comments on the logbook (if any) for proper documentation	None	5 Minutes	<i>OP Staff</i>
End-user /origin/ accounting / IA/Supply/Budget to receive the document by indicating in the logbook his/her name, signature and date received	3.1 Release to the end-user/origin/ accounting/IA/Supply/Budget and have them sign in the logbook  3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link  <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	5 Minutes	<i>OP Staff</i>



Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>OP Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>1 Day, 19 Minutes</b>	



4. Release of Document Submitted for Approval				
This procedure aims to provide guidelines on the releasing of documents submitted for approval from the Office of the University President.				
<b>Office or Division:</b>	Office of University President			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G - Government to Government G2B – Government to Business Entity			
<b>Who may avail:</b>	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 may it be hand-carried or thru online via the official email address of the Office of the President: <a href="mailto:office.president@cvsu.edu.ph">office.president@cvsu.edu.ph</a>	1. Check the reference number from the logbook on the computer	None	2 Minutes	OP Staff
2. End-user /origin/ Records Office to receive the document by indicating in the	2.1 Release the document and have them sign on the logbook or provide them a	None	2 Minutes	OP Staff





logbook his/her name, signature and date received or acknowledge properly the receipt of the copy it is via email.	copy and ask them to acknowledge once received if it is via email  2.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form/">http://119.92.116.149/hrdo_feedback_form/</a>			
3. Fill out and return the Stakeholders' Feedback Form / Google Form	Receive the Stakeholders' Feedback Form or acknowledge receipt of Google Form		2 Minutes	<i>OP Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>6 Minutes</b>	



**Cavite State University Main Campus**  
**Presidential Management Coordinating Office**  
External and Internal Services



<b>1. Submission of Documents for Approval of the University President</b>				
This procedure aims to ensure that complete staff work (CSW) is properly observed prior to the approval of the University President				
<b>Office or Division:</b>	Presidential Management Coordinating Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G – Government to Government G2B – Government to Business Entity			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Appropriate / related attachments to support the request or report			Concerned issuing agency(ies)	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Submit the document to comply with all the needed attachments	Evaluate the document	None	5 Minutes	<i>PMCO Director</i>
	1.2 a. If found incomplete, return to end-user/origin for submission of needed documents	None	2 Minutes	<i>OP Staff</i>
	b. If complete, recommend the document for approval	None	1 Minute	<i>PMCO Director</i>



	1.3 Submit the document for Approval of the University President	None	1 Minute	<i>OP Staff</i>
	1.4 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>OP Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>11 Minutes</b>	



**Cavite State University Main Campus**  
**Office of the Board Secretary**  
External and Internal Services



<b>1. Release of Confidential Documents</b>				
This procedure aims to ensure that proper protocol and authorization in releasing of official documents of the CvSU Board of Regents are strictly observed and implemented				
<b>Office or Division:</b>	Office of the Board Secretary			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G - Government to Government G2B – Government to Business Entity			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Request letter			From the requesting party	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Fill out the Request Form or Google Form <a href="https://docs.google.com/forms/d/1F2gWrRpdAGh21VQrQdy0L-n5WFk58k9A87Am7tSnAtl/edit">https://docs.google.com/forms/d/1F2gWrRpdAGh21VQrQdy0L-n5WFk58k9A87Am7tSnAtl/edit</a>	1.1 Indicate the schedule of release of the document(s) being requested	None	1 Minute	OBS Staff
	1.2 Locate the requested document	None	5 Minutes	OBS Staff
	1.3 Forward to the BS V for evaluation	None	1 Minute	OBS Staff



	1.4 Endorse the request to the Office of the University President for clearance/ signature or endorsement to the BOR Chair and members	None	5 Minutes	<i>OBS Staff</i>
	1.5 Endorse the document to the Chair and members of the Board of Regents to seek approval of release	None	1 Day	<i>Board Secretary V</i>
	1.6 Approve the request	None	3 Days	<i>Board of Regents</i>
	1.7 Receive the approved request	None	3 Minutes	<i>Board Secretary V / OBS Staff</i>
	1.8 Release the requested document(s)	None	1 Minute	<i>OBS Staff</i>
2. Receive the document/documents and sign OBS logbook or acknowledge properly the receipt of the copy it is via email.	2.1 Release the document/documents to the requesting party or acknowledge properly the receipt of the copy it is via email	None	1 Minute	<i>OBS Staff</i>
	2.2 Provide client with Stakeholders' Feedback Form or Google Form using the link			



	<a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>OBS Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>4 Days, 19 Minutes</b>	





## 2. Release of Documents (Resolutions Passed and Approved by the Administrative Council and Board of Regents, Copy of Approved Proposals (Academic/Administrative/Fiscal))

This procedure aims to ensure that proper protocol and authorization in releasing of official documents of the CvSU Board of Regents are strictly observed and implemented.

<b>Office or Division:</b>	Office of the Board Secretary
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G - Government to Government G2B – Government to Business Entity
<b>Who may avail:</b>	All

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request letter		From the requesting party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fill out the Request Form or Google Form <a href="https://docs.google.com/forms/d/1F2gWrRpdAGh21VQrQdy0L-n5WFk58k9A87Am7tSnAtl/edit">https://docs.google.com/forms/d/1F2gWrRpdAGh21VQrQdy0L-n5WFk58k9A87Am7tSnAtl/edit</a>	Locate the requested document	None	3 Minutes	OBS Staff
	Forward to the BS V for evaluation	None	1 Minute	OBS Staff



	Review the document if it can be released immediately or if it requires approval from the University President for release	Non e	3 Minutes	<i>Board Secretary V</i>
	Release the document(s) immediately or provide them a copy and ask them to acknowledge once received if it is via email	Non e	1 Minute	<i>OBS Staff</i>
	1.5 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedb_ack_form">http://119.92.116.149/hrdo_feedb_ack_form</a>			
2. Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	Non e	2 Minutes	<i>OBS Staff</i>
	<b>TOTAL:</b>	Non e	<b>10 Minutes</b>	



**Cavite State University Main Campus**  
**Office of the Alumni Affairs**  
External and Internal Services



1. Availing Alumni Discounts on Fees for Rental / Use of University Facilities				
This procedure aims to assists alumni in availing 20% discount on rental fees				
<b>Office or Division:</b>	Alumni Affairs Office, Office of External and Business Affairs and College of Education			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may avail:</b>	All Alumni of Cavite State University			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Assessment Slip		Office of External and Business Affairs / College of Education		
Official Receipt		University Cashier's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Coordinate the schedule and purpose of use of facility	1.1 Assist the client to the proper office	None	2 Minutes	Staff, Office of Alumni Affairs
	1.2 Plot the schedule of the client's activity	None	4 Minutes	College of Education Staff for CvSU Quadrangle EBA Staff for other University facilities



Present the Alumni ID	2.1 Compute the discounted fee	None	2 Minutes	<i>EBA/CEd Staff</i>
	2.2 Issue assessment slip	None	2 Minutes	
	2.3 Advise the client to proceed to Cashier's office for payment of rental fee	None	1 Minute	
Pay the discounted rental fee	3.1 Collect fee	Rental fees vary according to the type of facility	2 Minutes	Cashier
	3.2 Issue Official Receipt	None	2 Minutes	Cashier
	3.3 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
4. Fill out and return the Stakeholders' Feedback form or Google Form	Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Staff, Office of Alumni Affairs</i>
	<b>TOTAL:</b>	<b>Rental fees vary according to the type of facility</b>	<b>17 Minutes</b>	



<b>1. Collecting News and Information on the Achievements of Alumni and Disseminating News and Information</b>				
This procedure covers collection of news and information on the achievements of alumni and disseminate through FB page of Alumni Affairs				
<b>Office or Division:</b>	Alumni Affairs Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may avail:</b>	All Alumni of Cavite State University			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Consent form to Disclose Information			Office of Alumni Affairs	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Signify willingness to share information about their achievements	1.1 Coordinate with the Designated College/Campus Alumni Coordinators and Alumni batches regarding the news and information about the achievements of alumni	None	10 Minutes	<i>Staff, Office of Alumni Affairs</i>
	1.2 Coordinate with the concerned alumni on the following:  Willingness to disseminate his/her achievements thru FB page	None	10 Minutes	<i>Staff, Office of Alumni Affairs</i>



	Extend of information to be disseminated  1.3 Send consent form to disclose information to the concerned alumni			
2. Accomplish and sign the consent form to disclose information	2.1 Disseminate achievements of alumni thru FB page of CvSU Alumni Affairs	None	As scheduled	<i>Staff, Office of Alumni Affairs</i>
	2.2 Send to the alumni the link from where his/her achievement is featured	None	5 Minutes	<i>Staff, Office of Alumni Affairs</i>
	2.3 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Staff, Office of Alumni Affairs</i>
	<b>TOTAL:</b>	<b>None</b>	<b>27 Minutes</b>	



**Cavite State University Main Campus**  
**Office of the Alumni Affairs**  
Internal Services





1. Application for Alumni Association Membership and Alumni ID				
This procedure aims to ensure that alumni are provided with valid ID as proof of membership to CvSU Alumni Association.				
<b>Office or Division:</b>	Alumni Affairs Office and Office of Alumni Association			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may avail:</b>	All Alumni of Cavite State University Main Campus			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application form for Alumni ID		Alumni Affairs Office / Office of CvSU Alumni Association		
Official Receipt and Claim Slip		Alumni Affairs Office		
Valid ID		From the Requesting Party		
Client Feedback form		Alumni Affairs Office		
2 pcs. 1x1 picture (white background)		From the requesting party		
Graduate Tracer Survey		Alumni Affairs Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secure the form at the Alumni Affairs Office	Receive and check the accomplished application form	None	2 Minutes	<i>Staff of the Alumni Affairs Office</i>



Accomplish the form with 1x1 ID picture in white background	Advise the applicant to pay membership/ID fees	None	3 Minutes	Staff of the Alumni Affairs Office
Pay membership/ID fee	3.1 Receive payment	<b>Lifetime Membership</b> – Php 200.00 <b>Alumni ID</b> (5 years validity) – Php 150.00	1 Minute	Staff of the Alumni Affairs Office
	3.2 Issue official receipt and claim slip with date of release of Alumni ID		2 Minutes	Staff of the Alumni Affairs Office
Endorse the accomplished application form and proof of payment	4.1 Advise the applicant on the schedule of release of ID	None	5 Minutes	Staff of the Alumni Affairs Office
	4.2 Prepare the ID and inform the applicant thru a text message that ID will be issued on the scheduled date of issuance at the Alumni Affairs Office	None	4 Days	Staff of CvSU Alumni Association
	4.3 Release Alumni ID	None	3 Minutes	Staff of CvSU Alumni Association
Receive Alumni ID and check the accuracy of information in the ID	5. Advise the client to accomplish the client feedback form/sheet and graduate tracer survey	None	6 Minutes	Staff of CvSU Alumni Association



Accomplish the client feedback form and graduate tracer survey	6.1 Receive the accomplished Client Feedback form and graduate tracer survey	None	2 Minutes	Staff of CvSU Alumni Association
	6.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
7. Fill out and return the Stakeholders' Feedback form or Google Form	7. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	Staff of CvSU Alumni Association
	<b>TOTAL:</b>	<b>Lifetime Membership</b> Php 200.00  <b>Alumni ID</b> (5 years validity) Php 150.00	<b>4 Days, 26 Minutes</b>	



**Cavite State University Main Campus**  
**Gender and Development Resource Center**  
External and Internal Services



1. Consultation Services				
This procedure pertains to the provision of consultancy services for internal (faculty members, employees, and students) and external (adopted communities, partner agencies, etc.) clients.				
<b>Office or Division:</b>	Gender and Development Resource Center (GAD-RC)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G-Government to Government G2B- Government to Business G2C-Government to Citizen			
<b>Who may avail:</b>	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Log Book / Attendance Sheet		GAD-RC		
Stakeholder Feedback Form (1 copy)		GAD-RC		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Set an appointment with the GAD-RC personally or via phone call at (046) 443-2546 or email at <a href="mailto:gad@cvsu.edu.ph">gad@cvsu.edu.ph</a>	1.1 Assess the needs of the client and schedule consultancy services with the Director and/or GAD-RC Unit Heads (Instruction and Curriculum, Research and Development, Training and Extension Services, and Counselling Services).	None	30 Minutes	<i>GAD-RC Director/Staff</i>
	1.2 Inform the client of the scheduled appointment.	None	15 Minutes	<i>GAD-RC Staff</i>



	1.3 Conduct consultation services	None	*2 Hours	<i>GAD-RC Director and/or concerned GAD-RC Unit Head</i>
	1.4 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
2. Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>GAD-RC Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>2 Hours, 47 Minutes</b>	

*\*depending on the needed consultancy services of the client and availability of the GAD-RC Director and/or concerned unit head*



**Cavite State University Main Campus**  
**Gender and Development Resource Center**  
External Services



1. Request for Conduct of GAD Activities and Funding for External Clients				
This procedure aims to provide financial assistance in conducting GAD activities for external clients (adopted communities, partner agencies, etc.).				
<b>Office or Division:</b>	Gender and Development Resource Center (GAD-RC)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G-Government to Government, G2B-Government to Business, and G2C-Government to Citizen			
<b>Who may avail:</b>	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request letter addressed to the University President (1 copy)		Personally written by the clients		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit the request letter to the Office the President (OP) for approval or via email at <a href="mailto:office.president@cvsu.edu.ph">office.president@cvsu.edu.ph</a>	1.1 The University President approves the request letter	None	1 Day	<i>University President</i>
	1.2 Receive the approved request letter for implementation/assistance.	None	5 Minutes	<i>OP Staff</i>
Submit a copy of the accomplishment report to the GAD-RC or via email at <a href="mailto:gad@cvsu.edu.ph">gad@cvsu.edu.ph</a>	2.1 Consolidate and evaluate reports.	None	30 Minutes	<i>GAD-RC Staff</i>
	2.2 Provide client with Stakeholders' Feedback Form or Google Form using the link			





	<a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>GAD-RC Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>1 Day and 37 Minutes</b>	



1. Request for Resource Person to Conduct GAD Activities for External Clients				
This procedure aims to provide technical assistance in conducting GAD activities for external clients (adopted communities, partner agencies, etc.).				
<b>Office or Division:</b>	Gender and Development Resource Center (GAD-RC)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G-Government to Government G2B-Government to Business G2C-Government to Citizen			
<b>Who may avail:</b>	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request letter addressed to the University President (1 copy)		Personally written by the clients		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit the request letter to the Office of the President (OP) or via email at <a href="mailto:office.president@cvsu.edu.ph">office.president@cvsu.edu.ph</a>	1.1 Approve the request letter.	None	1 Day	University President
	1.2 Receive the approved request letter to the GAD-RC for identification and invitation of resource person.	None	5 Minutes	OP Staff
	1.3 Identify and invite the resource person.	None	4 Days	GAD-RC Director/Staff



	1.4 Inform the client about the invited resource person	None	30 Minutes	<i>GAD-RC Staff</i>
	1.5 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>GAD-RC Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>5 Days, 37 Minutes</b>	



**Cavite State University Main Campus**  
**Gender and Development Resource Center**  
Internal Services



1. Request for Conduct of GAD Activities and Funding for Internal Clients				
This procedure aims to provide financial assistance in conducting GAD activities for internal clients (faculty members, employees, and students).				
<b>Office or Division:</b>	Gender and Development Resource Center (GAD-RC)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G-Government to Government and G2C-Government to Citizen			
<b>Who may avail:</b>	Faculty members, employees, and students of CvSU			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Detailed activity proposal addressed to the University President including budgetary estimate and tentative program of activities (3 copies)		Personally written by the clients		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit activity proposal/request letter to the GAD-RC or via email at <a href="mailto:gad@cvsu.edu.ph">gad@cvsu.edu.ph</a>	Review the activity proposal/request letter. If the activity proposal/request letter is acceptable, recommend the activity proposal/request letter to the University President for approval, but if not acceptable, return the proposal to the client for consideration of the comments and suggestions.	None	1 Hour	<i>GAD-RC Director</i>
Submit copy of the accomplishment report to the GAD-RC.	2.1 Consolidate and evaluate the reports.	None	30 Minutes	<i>GAD-RC Staff</i>



	2.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>GAD-RC Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>1 Hour, 32 Minutes</b>	



2. Request for Resource Person to Conduct the GAD Activities for Internal Clients				
This procedure aims to provide technical assistance in conducting GAD activities for internal clients (faculty members, employees, and students).				
<b>Office or Division:</b>	Gender and Development Resource Center (GAD-RC)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G-Government to Government and G2C-Government to Citizen			
<b>Who may avail:</b>	Faculty members, employees, and students of CvSU			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request letter addressed to the Director (1 copy)		Personally written by the clients		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit the request letter to the GAD-RC or via email at <a href="mailto:gad@cvsu.edu.ph">gad@cvsu.edu.ph</a>	1.1 Approve the request letter and return it to the client.	None	30 Minutes	<i>GAD-RC Director</i>
	1.2 Identify and invite the resource person.	None	5 Hours	<i>GAD-RC Director/Staff</i>
	1.3 Inform the client on the invited resource person.	None	30 Minutes	<i>GAD-RC Staff</i>
2. Submit a copy of the accomplishment report to the GAD-RC.	Consolidate and evaluate the reports.	None	30 Minutes	<i>GAD-RC Staff</i>



	2.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>GAD-RC Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>6 Hours, 32 Minutes</b>	





**Cavite State University Main Campus**  
**International and Local Collaboration and Linkages Office**  
External Services



1. Establishment of Linkages (Local and International)				
This procedure covers how ILCLO establish Linkages with different agencies.				
<b>Office or Division:</b>	International and Local Collaboration and Linkages Office (ILCLO)			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2G – Government to Government			
<b>Who may avail:</b>	University officials/administrators, faculty members, researchers, employees and/or staff.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Company/Organization Profile				
Business Permit/ Operating License (if applicable)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit a collaboration/ partnership proposal to the Office of International and Local Collaboration and Linkages for possible collaboration.	Receive/Acknowledge/ Review the communication	None	1 Day	<i>Concerned Personnel</i>
Submit the company profile, operating license / business permit and proposal and/or Memorandum of Agreement/ Understanding (If applicable)	2.1 Check the legitimacy of the company and forward the company profile, operating license / business permit and proposal/ Memorandum of	None	5 Days	<i>University's Legal Office</i>



	Agreement/Understanding to the University's Legal Officer.  2.2 Incorporate comments/suggestions from the Legal Officer. (If applicable.)			
Schedule a meeting for possible collaboration	3. Prepare MOA/MOU and discuss possible scope of cooperation	None	5 Days	<i>ILCLO/Partner Agency</i>
Signing of MOA / MOU	4.1 Sign MOA / MOU			
	4.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
5. Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>ILCLO Personnel</i>
	<b>TOTAL:</b>	<b>None</b>	<b>11 Days, 2 Minutes</b>	



**Cavite State University Main Campus**  
**International and Local Collaboration and Linkages Office**  
Internal Services



1. Issuance of Certification of Necessity of Foreign Travel/s	
This procedure shows how ILCLO manages the Issuance of Necessity of Foreign Travel/s of the University officials/administrators, faculty members, researchers, employees and/or staff.	
<b>Office or Division:</b>	International and Local Collaboration and Linkages Office (ILCLO)
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C – Government to Citizen G2G – Government to Government
<b>Who may avail:</b>	University officials/administrators, faculty members, researchers, employees and/or staff.
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Letter of Request approved by the Office of the University President	Written by the requesting or concerned personnel
Letter of Invitation	Sponsoring Agency/Organization and/or Organizers
Proposed Program of Activities	Sponsoring Agency/Organization and/or Organizers
Itinerary of Travel (IoT)	IoT is a standard government-issued form (Government Accounting Manual Form) that can be downloaded or requested from any government office to be filled-up and/or accomplished by the requesting or concerned personnel.
Breakdown of Expenses	Written by the requesting or concerned personnel
Certificate of Availability of Funds	Accounting Office



Copy of paper/s (if papers are to be presented) and proof indicating that the paper/s will be published in journal/s that is/are indexed by Elsevier/Scopus/ASEAN Citation Index (ACI)		Concerned personnel and the Sponsoring Agency/Organization and/or Organizers		
Statement of Benefits that will be gained by the University		Written by the requesting or concerned personnel		
Re-entry Plan		ILCLO / CHED (to be filled-up and/or accomplished by the requesting or concerned personnel)		
Profile of the Organizer		Sponsoring Agency/Organization and/or Organizers		
Background information of the International Conference/ Meeting		Sponsoring Agency/Organization and/or Organizers		
Evaluation Form for the Necessity of Foreign Travel (CHED – IAS Form No. 15)		ILCLO /CHED (to be filled-up and/or accomplished by the Director for ILCLO)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of request to the Office of the University President (OUP)	1. Receive/Acknowledge/ Approve the letter of request	None	3 Days	<i>Concerned Personnel / OUP</i>
2. Submit all the required documents/ attachments to ILCLO	2.1 Receive/Acknowledge/ Review the required documents/ attachments submitted.	None	3 Days	<i>ILCLO Personnel</i>



	2.2 Evaluate the required documents/attachments using the prescribed Evaluation Form for the Necessity of Foreign Travel (CHED IAS Form No. 15)	None	2 Days (after the submission of ALL the requirements)	<i>ILCLO Personnel ILCLO and OUP</i>
	2.3 Submit the accomplished Evaluation Form together with the required attachments to the Office of the University President and/or, <i>when necessary</i> , to the Commission on Higher Education International Affairs Staff (CHED IAS) Office	None	3 Days (15 working days if it is necessary to submit the papers to CHED-IAS)	<i>CHED-IAS</i>
	2.4 Endorse the documents to the Office of the Board Secretary (OBS) for the approval of the Board of Regents (BOR)	None	2 Days	<i>ILCLO Personnel</i>
	2.5 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or Google Form	None	2 Minutes	<i>ILCLO Personnel</i>
<b>TOTAL:</b>		<b>None</b>	<b>13 Days, 2 Minutes</b>	



**Cavite State University Main Campus**  
**Internal Audit Office**  
External Services





1. Auditing of Disbursement Claims (Payment to Suppliers/ Creditors for Supplies, Materials and Equipment)	
This procedure covers auditing of disbursement claims as to completeness and legality of documents.	
<b>Office or Division:</b>	Internal Audit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2G – Government to Government G2B - Government to Business Entity
<b>Who may avail:</b>	All suppliers / creditors of the University
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Obligation Request Status / Budget Utilization Request Status	Accounting Office
Disbursement Voucher	Accounting Office
Purchase Request	Supply Office
Line Item Budget (for Special Projects)	Funding Agency
PhilGEPS posting (above P50,000)	Supply Office
Quotation / Canvass (at least suppliers)	Supply Office
Abstract of Canvass	Supply Office
BAC Resolution	Supply Office
Purchase Order	Supply Office
Original copy of Billing / Sales Invoice	Supplier



Program / Invitation (if to be used for specific activity/program)		Claimant		
Inspection and Acceptance Report (IAR)		Supply Office		
Inventory Custodian Slip (ICS) / Property Acknowledgement Receipt (PAR), if applicable		Supply Office		
Warranty Certificate, if applicable		Supplier		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit the documents	1.1 Stamp the document "Received"	None	1 Minute	IA Clerk
	1.2 Record / Encode documents	None	2 Minutes	IA Clerk
	1.3 Audit documents	None	30 Minutes	Internal Auditor
	1.4 Release/Encode documents	None	2 Minutes	IA Clerk
	1.5 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	IA Clerk
TOTAL:		None	37 Minutes	



2. Auditing of Purchase / Work Orders	
This procedure covers auditing of purchase / work orders as to completeness and legality of documents.	
<b>Office or Division:</b>	Internal Audit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2G - Government to Government G2B - Government to Business Entity
<b>Who may avail:</b>	All suppliers / creditors of the University
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Obligation Request Status / Budget Utilization Request Status	Accounting Office
Disbursement Voucher	Accounting Office
Purchase Request	Supply Office
Line Item Budget (for Special Projects)	Funding Agency
PhilGEPS posting (above P50,000)	Supply Office
Quotation / Canvass (at least suppliers)	Supply Office
Abstract of Canvass	Supply Office
BAC Resolution	Supply Office
Purchase Order / Work Order	Supply Office



Program / Invitation (if to be used for specific activity/program)		Claimant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit the documents	1.1 Stamp the document "Received"	None	1 Minute	IA Clerk
	1.2 Record / Encode documents	None	2 Minutes	IA Clerk
	1.3 Audit documents	None	30 Minutes	Internal Auditor
	1.4 Release/Encode documents	None	2 Minutes	IA Clerk
	1.5 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	IA Clerk
	<b>TOTAL:</b>	<b>None</b>	<b>37 Minutes</b>	



**Cavite State University Main Campus**  
**Internal Audit Office**  
Internal Services



1. Auditing of Cash Advance for Operational Expenses				
This procedure covers auditing of all cash advances of employees and bonded officials for operational expenses as to completeness and legality of documents.				
<b>Office or Division:</b>	Internal Audit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B – Government to Citizen			
<b>Who may avail:</b>	All bonded officials of the University			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Obligation Request Status / Budget Utilization Request Status		Accounting Office		
Disbursement Voucher		Accounting Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit the documents	1.1 Stamp the document “Received”	None	1 minute	IA Clerk
	1.2 Record / Encode documents	None	2 minutes	IA Clerk
	1.3 Audit documents	None	30 minutes	Internal Auditor
	1.4 Release/Encode documents	None	2 minutes	IA Clerk
	1.5 Provide client with Stakeholders’ Feedback Form or Google Form using			



	the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
2. Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>IA Clerk</i>
	<b>TOTAL:</b>	<b>None</b>	<b>37 Minutes</b>	



2. Auditing of Cash Advance for Travelling Expenses (Local and Foreign Travel)	
This procedure covers auditing of all cash advances of employee's travelling expenses as to completeness and legality of documents.	
<b>Office or Division:</b>	Internal Audit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2B – Government to Citizen
<b>Who may avail:</b>	All employees of the University
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Obligation Request Status / Budget Utilization Request Status	Accounting Office
Disbursement Voucher	Accounting Office
Payroll, if applicable	Accounting Office
Approved Authority to go	Claimant
Approved Itinerary of Travel	Claimant
Approved Letter of Request (if to attend seminar/trainings etc.)	Claimant
Invitation / Program (if to attend seminar / trainings etc.)	Facilitating Agency
Line Item Budget (for Special Projects)	Funding Agency
Special Order / Designation (for Special Projects)	Office of the University President
Canvass of Accommodate Rate	Hotels, Dormitory Facilities





Flight Itinerary and Airfare, if applicable		Airlines Ticketing Officer / Travel Agency		
Obligation Request Status / Budget Utilization Request Status		Accounting Office		
Disbursement Voucher		Accounting Office		
Payroll, if applicable		Accounting Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit the documents	1.1 Stamp the document "Received"	None	1 Minute	IA Clerk
	1.2 Record / Encode documents	None	2 Minutes	IA Clerk
	1.3 Audit documents	None	30 Minutes	Internal Auditor
	1.4 Release/Encode documents	None	2 Minutes	IA Clerk
	1.5 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
2. Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	IA Clerk



	<b>TOTAL:</b>	<b>None</b>	<b>37 Minutes</b>	
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3. Auditing of Disbursement Claims (Payment Due to University Personnel- Reimbursement of Supplies and Materials)	
This procedure covers auditing of Disbursement Payment Due to University Personnel – Supplies and Materials as to completeness and legality of documents	
<b>Office or Division:</b>	Internal Audit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2B – Government to Citizen
<b>Who may avail:</b>	All employees of the University
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Obligation Request Status / Budget Utilization Request Status	Accounting Office
Disbursement Voucher	Accounting Office
Purchase Request	Supply Office
Line Item Budget (for Special Projects)	Funding Agency
Special Order / Designation (for Special Projects)	Office of the University President
Purchase / Work Order	Supply Office
Quotation/Canvass (at least 3 suppliers)	Supply Office
Abstract of Canvass	Supply Office
Approved Letter of Request to conduct the activity with budget estimate, if applicable	Claimant



Program / Invitation (if to be used for specific activity/program)		Claimant		
Inspection and Acceptance Report (IAR)		Supply Office		
Inventory Custodian Slip (ICS), if applicable		Supply Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the documents	1.1 Stamp the document "Received"	None	1 Minute	IA Clerk
	1.2 Record / Encode documents	None	2 Minutes	IA Clerk
	1.3 Audit documents	None	1 Hour	Internal Auditor
	1.4 Release/Encode documents	None	2 Minutes	IA Clerk
	1.5 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
2. Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	IA Clerk
	<b>TOTAL:</b>	<b>None</b>	<b>1 Hour, 7 Minutes</b>	



#### 4. Auditing of Disbursement Claims (Payment Due to University Personnel – Reimbursement of Travelling expense)

This procedure covers auditing of Disbursement Payment Due to University Personnel Travelling expense as to completeness and legality of documents.

<b>Office or Division:</b>	Internal Audit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2B – Government to Citizen
<b>Who may avail:</b>	All employees of the University

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Obligation Request Status / Budget Utilization Request Status	Accounting Office
Disbursement Voucher	Accounting Office
Payroll, if applicable	Accounting Office
Approved Authority to go	Claimant
Approved Itinerary of Travel	Claimant
Approved Certificate of Travel Completed	Claimant
Original Copy of Certificate of Appearance	Human and Resource Development Office (HRDO)
Authenticated copy of Certificate of Attendance	Facilitating Agency
Approved Letter of Request (if to attend seminar/trainings etc.)	Claimant



Invitation / Program (if to attend seminar / trainings etc.)		Facilitating Agency		
Travel Report (if attended a seminar / training etc.)		Claimant		
Purchase Request (for fuel)		Supply Office		
Original Copy of Official Receipts		Supplier		
Accomplished Trip Ticket (for fuel)		Physical Plant Services (PPS)		
Inspection and Acceptance Report (IAR)		Supply Office		
Line Item Budget (for Special Projects)		Funding Agency		
Special Order / Designation (for Special Projects)		Office of the University President		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit the documents	1.1 Stamp the document "Received"	None	1 Minute	IA Clerk
	1.2 Record / Encode documents	None	2 Minutes	IA Clerk
	1.3 Audit documents	None	30 Minutes	Internal Auditor
	1.4 Release/Encode documents	None	2 Minutes	IA Clerk
	1.5 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			



2. Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>IA Clerk</i>
	<b>TOTAL:</b>	<b>None</b>	<b>37 Minutes</b>	



5. Auditing of Disbursement Claims (Salaries, Wages, Payrolls and Other Benefits)	
This procedure covers auditing of Disbursement for Salaries and Wages and other benefits as to completeness and legality of documents.	
<b>Office or Division:</b>	Internal Audit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2G – Government to Government
<b>Who may avail:</b>	All employees of the University
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Obligation Request Status / Budget Utilization Request Status	Accounting Office
Disbursement Voucher	Accounting Office
Payroll	Accounting Office
Approved / Signed Daily Time Record (DTR)	Employee/Claimant
Accomplishment Report	Employee/Claimant
Approved Appointment (for first payment)	HRDO
Authority to Pay (for first payment)	Human and Resource Development Office (HRDO)
Financial Plan (for NSTP Facilitator)	Office of the Student Affairs (OSAS)





Schedule and Attendance Sheet (for RLE salaries)		College of Nursing (CON)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the documents	1.1 Stamp the document "Received"	None	1 Minute	<i>IA Clerk</i>
	1.2 Record / Encode documents	None	2 Minutes	<i>IA Clerk</i>
	1.3 Audit documents	None	1 Hour	<i>Internal Auditor</i>
	1.4 Release/Encode documents	None	2 Minutes	<i>IA Clerk</i>
	1.5 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
2. Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>IA Clerk</i>
	<b>TOTAL:</b>	<b>None</b>	<b>1 Hour, 7 Minutes</b>	



6. Auditing of Liquidation Report for Operational Expenses	
This procedure covers auditing of all liquidation report of employees and bonded officials for operational expenses as to completeness and legality of documents	
<b>Office or Division:</b>	Internal Audit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen
<b>Who may avail:</b>	All bonded official who needs to Liquidate their Cash Advances
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Obligation Request Status / Budget Utilization Request Status	Accounting Office
Disbursement Voucher	Accounting Office
Purchase Request	Supply Office
Line Item Budget (for Special Projects)	Funding Agency
Special Order / Designation (for Special Projects)	Office of the University President
Purchase / Work Order	Supply Office
Quotation/Canvass (at least 3 suppliers)	Supply Office
Abstract of Canvass	Supply Office
Approved Letter of Request to conduct the activity with budget estimate, if applicable	Claimant
Program / Invitation (if to be used for specific activity/program)	Claimant



Inspection and Acceptance Report (IAR)		Supply Office		
Inventory Custodian Slip (ICS), if applicable		Supply Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the documents	1.1 Stamp the document "Received"	None	1 Minute	<i>IA Clerk</i>
	1.2 Record / Encode documents	None	2 Minutes	<i>IA Clerk</i>
	1.3 Audit documents	None	1 Hour	<i>Internal Auditor</i>
	1.4 Release/Encode documents	None	2 Minutes	<i>IA Clerk</i>
	1.5 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
2. Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>IA Clerk</i>
	<b>TOTAL:</b>	<b>None</b>	<b>1 Hour, 7 Minutes</b>	



7. Auditing of Liquidation Report for Travelling Expenses (Local and Foreign Travel)	
This procedure covers auditing of all liquidation report of employees and bonded officials for travelling expenses as to completeness and legality of documents.	
<b>Office or Division:</b>	Internal Audit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2B - Government to Government
<b>Who may avail:</b>	All employees of the University
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Obligation Request Status / Budget Utilization Request Status	Accounting Office
Disbursement Voucher	Accounting Office
Payroll, if applicable	Accounting Office
Approved Authority to go	Claimant
Approved Itinerary of Travel	Claimant
Approved Certificate of Travel Completed	Claimant
Original Copy of Certificate of Appearance	Human and Resource Development Office (HRDO)
Authenticated copy of Certificate of Attendance	Facilitating Agency
Approved Letter of Request (if to attend seminar/trainings etc.)	Claimant



Invitation / Program (if to attend seminar / trainings etc.)		Facilitating Agency		
Travel Report (if attended a seminar / training etc.)		Claimant		
Purchase Request (for fuel)		Supply Office		
Original Copy of Official Receipts		Supplier		
Accomplished Trip Ticket (for fuel)		Physical Plant Services (PPS)		
Inspection and Acceptance Report (IAR)		Supply Office		
Original Copy of Boarding Pass (if with airfare)		Airlines		
Line Item Budget (for Special Projects)		Funding Agency		
Special Order / Designation (for Special Projects)		Office of the University President		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the documents	1.1 Stamp the document "Received"	None	1 Minute	<i>IA Clerk</i>
	1.2 Record / Encode documents	None	2 Minutes	<i>IA Clerk</i>
	1.3 Audit documents	None	30 Minutes	<i>Internal Auditor</i>
	1.4 Release/Encode documents	None	2 Minutes	<i>IA Clerk</i>



	1.5 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
2. Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>IA Clerk</i>
	<b>TOTAL:</b>	<b>None</b>	<b>37 Minutes</b>	



**Cavite State University Main Campus**  
**Public Affairs and Communication Office**  
External and Internal Services



1. Publication of Information on Various Platforms				
The Public Affairs and Communications Office facilitates the publication of materials for information dissemination through various platforms like the website, social media page, newsletter, bulletin boards, LED wall, etc.				
<b>Office or Division:</b>	Public Affairs and Communications Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	All offices of Cavite State University			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of request addressed to PACO		Personally, written by Client		
Material to be posted and the type of platform to be used (website, social media, newsletter, bulletin boards, LED wall, etc.)		Personally, written by Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Send a letter of request for publication of a material including the material to be published and the preferred platform	1.1 Receive the request letter and the material to be published 1.2 Send an acknowledgement of the receipt of letter	None	5 Minutes	<i>PACO Staff</i>
Coordinate with PACO regarding the final version of material to be published	2. Check, edit, finalize the material in terms of layout, grammar, etc. as approved by client	None	4 Days	<i>PACO Staff</i>





Send feedbacks on the materials to be published	3.1 Publish material on the platform agreed upon by the client	None	1 Hour	<i>PACO Staff/Other offices concerned (Webmaster for Website, University Computer Center for LED wall)</i>
	3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
4. Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>PACO Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>4 Days, 1 Hour, 7 Minutes</b>	



2. Request for Documentation/Access of Documentation of Various Activities				
The Public Affairs and Communications Office facilitates the documentation of various activities in the University like conferences, visits, official meetings, new protocols, and others as requested by the offices concerned. It also releases copies of documentation to certain offices as requested and refers client to other offices if requested documentation of an activity was not handled by PACO.				
<b>Office or Division:</b>	Public Affairs and Communications Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	All offices of Cavite State University			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of request addressed to PACO		Personally written by Client		
Details on the activity to be documented/Details of documentation being requested for access		Personally written by Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Send a letter of request for documentation of a specific activity/ request to access documentation of a certain activity	1.1 Receive the request letter and send an acknowledgement of the receipt of letter  1.2 Schedule staff for documentation purposes of activity (for request for documentation)  1.3 Review available documented materials like photos/videos being requested (for request for access)	None	1 Day	<i>PACO Staff</i>



	1.4 Refer to concerned units if requested materials are not available in the office			
2. Facilitate documentation during activity (for request for documentation)	2. Document the activity being specified (for request for documentation)	None	*1 to 4 Days	<i>PACO Staff/Other offices concerned</i>
3. Facilitate copying of documented materials to a certain medium like flash drive, CD, external drive, etc.) (for request for access)	3.1 Copy/send copy of documented materials (for request for access)	None	*1 Hour	<i>PACO Staff/Other offices concerned</i>
	3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
4. Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>PACO Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>*5 Days, 1 Hour, 2 Minutes</b>	

*\*depending on the activity*



3. Scheduling of Visit to the University				
The Public Affairs and Communications Office facilitates the accommodation of guests for official purposes like exploratory meetings and benchmarking.				
<b>Office or Division:</b>	Public Affairs and Communications Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government			
<b>Who may avail:</b>	All visitors/Organizations/Institutions			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Request to be sent to OP		Personally written by Visitors		
Additional Details about the Visit (Agenda, Specific Offices to Visit, Names of Visitors)		Personally written by Visitors		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit letter of request to the Office of University President (OP)	1.1 Check and receive letter of request including additional details of the visit; 1.2 Send an acknowledgement of the receipt of letter	None	5 Minutes	OP/PACO Staff
Coordinate with PACO regarding final schedule of visit	Communicate with the concerned offices in relation to the purpose of visit	None	4 Days	PACO Staff



Coordinate with the office during the visit	3.1 Accommodate the guests and facilitate visit on the day scheduled  3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	1 Day (depending on the number of days of visit)	<i>PACO Staff/Other offices concerned</i>
4. Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>PACO Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>5 Days, 7 Minutes</b>	



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



1. 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				
<b>Office or Division:</b>	Research and Development Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G – Government to Government G2B – Government to Business Entity			
<b>Who may avail:</b>	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
Submit request letter to the office or via email	1.1 Notify the client upon receiving the email/ letter	None	1 Minute	<i>Office staff</i>
	1.2 Determine the availability of the requested facility/ equipment	None	10 Minutes	<i>Office staff</i>
	1.3 Send notification letter to the client upon approval of the request via email	None	2 Minutes	<i>Office staff</i>



	1.4 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>
Submit approved research proposal/ plan	2.1 Accept and record the submitted research proposal/ plan	None	1 Minute	<i>Research and Development Division Head/ Knowledge Management Officer</i>
	2.2 Assist the clients to the facility	None	2 Minutes	<i>Facility In-Charge</i>
	2.3 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Office Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>20 Minutes</b>	





2. Processing of Request for Training and Technical Services				
This procedure covers receiving of request for training and technical services.				
<b>Office or Division:</b>	Extension Services Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G – Government to Government G2B – Government to Business Entity			
<b>Who may avail:</b>	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
Submit request letter via email	1.1 Notify the client upon receiving the email	None	1 Minute	<i>Extension Services Division Head</i>
	1.2 Endorse the letter to the Office of the University President	None	2 Minutes	<i>Extension Services Division Head</i>



	1.3 Send notification letter to the client upon approval of the request via email	None	2 Days	<i>Extension Services Division Head</i>
Request and fill out Client Request Form (for walk-in clients)	2.1 Review the accomplished Client Request Form	None	1 Minute	<i>Extension Services Division Head</i>
	2.2 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>
	2.3 Send notification letter to the client upon approval of the request via email	None	2 Days	<i>Extension Services Division Head</i>
	2.4 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>NCRDEC Office Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>4 Days, 8 Minutes</b>	



**Cavite State University Main Campus**  
**National Coffee Research, Development and Extension Center**  
External Services



1. Processing of Request for Acquisition of Coffee Propagules				
This procedure covers processing of request for acquisition of coffee propagules				
<b>Office or Division:</b>	Coffee Field Genebank			
<b>Clasification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G – Government to Government G2B – Government to Business Entity			
<b>Who may avail:</b>	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	1.1 Review the accomplished Coffee Propagule Request Form	None	1 Minute	<i>Genebank Manager</i>
	1.2 Secure the approval of Research Division Head, Special Projects Division Head and the Director	None	2 Minutes	<i>Genebank Manager</i>



	1.3 Accomplish and sign the Client Disclosure Agreement Form	None	2 Minutes	<i>Genebank Manager</i>
	1.4 Secure signatures of the client and the Director on the Client Disclosure Agreement Form	None	1 Minute	<i>Genebank Manager</i>
	1.5 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>
	1.6 Assist the client in acquiring the requested coffee propagules	None	2 Minutes	<i>Genebank Manager/ Field Personnel</i>
	1.7 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Genebank Manager/ Field Personnel</i>
	<b>TOTAL:</b>	<b>None</b>	<b>11 Minutes</b>	



<b>2. Processing of Request for Coffee-Related Information</b>				
This procedure covers receiving of request for coffee-related information				
<b>Office or Division:</b>	Knowledge Management Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G – Government to Government G2B – Government to Business Entity			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Coffee Information Request Form			National Coffee Research, Development and Extension Center	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Request and fill out Coffee Information Request Form (CIRF)	1.1 Review the accomplished Coffee Information Request Form	None	1 Minute	<i>Knowledge Management Officer</i>
	1.2 Secure the approval of Division Heads and the Director	None	2 Minutes	<i>Knowledge Management Officer</i>
	1.3 Give the requested information in either hard or soft copy together with a	None	5 Minutes	



	copy of approved Coffee Information Request Form			<i>Knowledge Management Officer</i>
	1.4 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Knowledge Management Officer</i>
	<b>TOTAL:</b>	<b>None</b>	<b>10 Minutes</b>	



3. 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				
<b>Office or Division:</b>	Special Projects Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G- Government to Government			
<b>Who may avail:</b>	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
Contact the staff in-charge and arrange the purchase of the needed product(s)	1.1 Determine the availability of the needed product(s) to the Head of the Special Projects Division	None	5 Minutes	<i>Office staff</i>





	1.2 Prepare the needed product(s) to be purchased	None	5 Minutes	<i>Special Projects Division Head/ Field Personnel</i>
Prepare financial documents for payment of the product(s) when available	2.1 Prepare/issue Billing statement	None	2 Minutes	<i>Office staff</i>
	2.2 Submit the Billing statement to the procuring institution thru email	None	2 Minutes	<i>Office staff</i>
Pay the product(s)	3.1 Prepare/issue Sales Invoice	Cash/ Check (depends on the cost of procured product(s))	2 Minutes	<i>Office staff</i>
	3.2 Submit the Sales Invoice to the Accounting Office for issuance of order of payment	None	5 Minutes	<i>Office staff</i>
	3.3 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>
	3.4 Issue Official Receipt to the client	None	2 Minutes	<i>Office staff</i>



Obtain the purchased product(s)	4.1 Prepare Gate Pass/ permit to carry	None	2 Minutes	<i>Office staff</i>
	4.2 Release purchased products together with the Gate Pass	None	2 Minutes	<i>Special Projects Division Head/ Field Personnel</i>
Make reservation when product(s) is/are not yet available	5.1 List the reservation	None	5 Minutes	<i>Office staff</i>
	5.2 Inform the Special Projects Head about the reservation	None	2 Minutes	<i>Office staff</i>
	5.3 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
6. Fill out and return the Stakeholders' Feedback form or Google Form	6. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Office staff</i>
	<b>TOTAL:</b>	<b>Depends on the cost of procured product(s)</b>	<b>38 Minutes</b>	



4. 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				
<b>Office or Division:</b>	Special Projects Division			
<b>Clasification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizen			
<b>Who may avail:</b>	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
Contact the staff in-charge and arranges the purchase of the needed product(s)	1.1 Determine the availability of the needed product(s) to the Head of the Special Projects Division	None	5 Minutes	<i>Office staff</i>



	1.2 Prepare the needed product(s) to be purchased	None	5 Minutes	<i>Special Projects Division Head/ Field Personnel</i>
Pay the product(s) when available	2.1 Prepare/issue Sales Invoice	Cash (depends on the cost of procured product(s))	2 Minutes	<i>Office staff</i>
	2.2 Submit the Sales Invoice to the Accounting Office for issuance of order of payment	None	5 Minutes	<i>Office staff</i>
	2.3 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>
	2.4 Issue Official Receipt to the client	None	2 Minutes	<i>Office staff</i>
Obtain the purchased product(s)	3.1 Prepare Gate Pass/ permit to carry	None	2 Minutes	<i>Office staff</i>
	3.2 Release purchased products together with the Gate Pass	None	2 Minutes	<i>Special Projects Division Head/ Field Personnel</i>
	4.1 List the reservation	None	5 Minutes	<i>Office staff</i>



Make reservation when product(s) is/are not yet available	4.2 Inform the Special Projects Head about the reservation	None	2 Minutes	<i>Office staff</i>
	4.3 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
5. Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Office staff</i>
	<b>TOTAL:</b>	<b>Depends on the cost of procured product(s)</b>	<b>34 Minutes</b>	



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



<b>1. Processing of Documents for Approval of the Vice President for Administrative and Support Services</b>				
This procedure aims to ensure that complete staff work (CSW) is properly observed prior to the approval of the Vice- President for Administrative and Support Services				
<b>Office or Division:</b>	Office of the Vice- President for Administrative and Support Services			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G - Government to Government G2B – Government to Business Entity			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Reference Number			Records Office	
Appropriate / related attachments to support the request or report			Concerned issuing agency(ies)	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Submit the document for approval	1.1 Acknowledge receipt of the document	None	1 Minute	<i>OVPASS Staff</i>
	1.2 Review the document as to content and attachments	None	2 Minutes	<i>OVPASS Staff</i>
	2.1 If found incomplete, return to the end-user/origin	None	1 Minute	<i>OVPASS Staff</i>



Receive the document to comply with all the needed attachments				
	2.2 If document is clear and complete, encode the details to the computer for recording and easy tracking	None	2 Minutes	<i>OVPASS Staff</i>
	2.3 Submit to the OVPASS Chief of Staff for evaluation	None	1 Minute	<i>OVPASS Staff</i>
	2.4 Evaluate the document	None	5 Minutes	<i>OVPASS Chief of Staff</i>
	2.5 Recommend the document for approval	None	1 Minute	<i>OVPASS Chief of Staff</i>
	2.6 Endorse the document to the Vice-President for Administrative and Support Services.	None	1 Minute	<i>OVPASS Staff</i>
	2.7 Approve the document	None	1 Day	<i>Vice- President for Administrative and Support Services</i>
	2.8 Once approved / disapproved, scan the document and encode the comments on the logbook for proper documentation	None	5 Minutes	<i>OVPASS Staff</i>





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  3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	5 Minutes	<i>OVPASS Staff</i>
Fill out and return the Stakeholders' Feedback form or Google Form	Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>OVPASS Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>1 Day, 26 Minutes</b>	



<b>2. Release of Document Submitted for Approval</b>				
This procedure aims to provide guidelines on the releasing of documents submitted for approval from the Office of the Vice President for Administrative and Support Services.				
<b>Office or Division:</b>	Office of the Vice- President for Administrative and Support Services			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G - Government to Government G2B – Government to Business Entity			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Reference Number			Records Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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>
End-user origin/ Records Office to receive the document by indicating in the logbook his/her name, signature and date received	2.1 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>
	2.2 Provide client with Stakeholders' Feedback Form or Google Form using			



	the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>OVPASS Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>6 Minutes</b>	



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



1. Processing of Financial Documents for Approval				
This procedure aims to ensure that complete staff work (CSW) is properly observed prior to the approval of the Director of Admin				
<b>Office or Division:</b>	Office of Director for Administration			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G – Government to Government GSB – Government to Business			
<b>Who may avail:</b>	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
Submit the financial document for approval	1.1 Review the financial document as to content and attachments	None	2 Minutes	ODA Staff
	1.2 If found incomplete, return to the end-user/origin	None	1 Minute	ODA Staff



	1.3 If document is clear and complete, encode the details to the computer for recording and easy tracking	None	1 Minute	<i>ODA Staff</i>
	1.4 Endorse the document to the Director of Admin for evaluation	None	1 Minute	<i>ODA Staff</i>
	1.5 Evaluate the document	None	3 Minutes	<i>ODA Director</i>
	1.6 Approve the document	None	2 Minutes	<i>ODA Director</i>
	1.7 Once approved / disapproved, the document will be released.	None	3 Minutes	<i>ODA Staff</i>
Receive the financial document by indicating in the logbook his/her name, signature and date received	2.1 Release to the end-user/origin/designated unit and have them sign in the logbook	None	3 Minutes	<i>ODA Staff</i>
	2.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>ODA Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>18 Minutes</b>	



<b>2. Release of Document Submitted for Approval</b>				
This procedure aims to provide guidelines on releasing of documents submitted for approval of the Office of the Director for Administration.				
<b>Office or Division:</b>	Office of Director for Administration			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G – Government to Government G2B – Government to Business			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Reference Number			Records Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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>
End-user /origin to receive the approved document by indicating in the logbook his/her signature and date received	2.1 Release the document and have them sign on the logbook	None	1 Minute	<i>ODA Staff</i>
	2.2 Provide client with Stakeholders' Feedback Form or Google Form using			



	the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>ODA Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>5 Minutes</b>	





**Cavite State University Main Campus**  
**Records Office**  
External and Internal Services



1. Authentication of Documents				
This procedure covers how the Records Office ensures the authenticity and validity of all original copies of documents presented for authentication.				
<b>Office or Division:</b>	Records Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may avail:</b>	Internal and External Clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Authentic and valid documents, and reproduced copies (plus 1 set of reproduced copies for Records Office file)		Internal and External Clients		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present authentic and valid original copies of documents together with reproduced copies	1.1 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>
	1.2 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>
Fill out the authentication request form	2.1 Receive the documents requested for authentication	None	2 Minutes	<i>Records Office Staff</i>



	2.2 Issue order of payment	None	1 Minute	<i>Records Office Staff</i>
Pay to the Cashier Office	3.1 Authenticate the documents  3.2 Records the authenticated documents and retains a copy for Records Office file	Php 20.00 per set (maximum of 4 pages) and Php 5.00 per page for additional pages	3 Minutes	<i>Records Office Staff</i>
Claim the authenticated documents together with the original copies	4.1 Release the authenticated documents together with the original copies  4.2 Record the amount paid for authentication and the Official Receipt Number  4.3 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	2 Minutes	<i>Records Office Staff</i>
Fill out and return the Stakeholders' Feedback form or Google Form	Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Records Office Staff</i>
	<b>TOTAL:</b>	<b>Php 20.00 per set (maximum of 4 pages)</b>	<b>14 Minutes</b>	



		and Php 5.00 per additional page		
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2. Management of Communication and Documents				
This procedure covers how the Records Office effectively manage communications and other documents.				
<b>Office or Division:</b>	Records Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may avail:</b>	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
Submit 3 sets of communication/letter with attachments (if necessary)	1.1 Receive 3 sets of communication/letter	None	1 Minute	<i>Records Office Staff</i>
	1.2 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>
	1.3 Assign "Reference Number A", the date received, and have it countersigned	None	1 Minute	<i>Records Office Staff</i>
	1.4 Record the important details of the communication/letter	None	1 Minute	<i>Records Office Staff</i>



	1.5 Submit the communication/letter to the next concerned unit	None	5 Minutes	<i>Records Office Staff</i>
	1.6 Receive the communication once approved/ disapproved by the concerned authority	None	1 Minute	<i>Records Office Staff</i>
	1.7 Stamp “Released” and assigns a “Reference Number O”.	None	1 Minute	<i>Records Office Staff</i>
	1.8 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>
	1.9 Encode and scan the document/letter	None	1 Minute	<i>Records Office Staff</i>
Receive the Approved/ Disapproved Communication/ Letter	2.1 Release the Approved/ Disapproved	None	1 Minute	<i>Records Office Staff</i>
	2.2 Provide client with Stakeholders’ Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
3. Fill out and return the Stakeholders’ Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Records Office Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>16 Minutes</b>	



3. Recording of Financial Documents				
This procedure shows how the Records Office effectively records financial documents for easy tracking and fast retrieval.				
<b>Office or Division:</b>	Records Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may avail:</b>	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	1.1 Receive the financial documents and initially check for the complete signature and attachment	None	1 Minute	<i>Records Office Staff</i>
	1.2 If found incomplete, return the financial documents to the claimant	None	1 Minute	<i>Records Office Staff</i>
	1.3 If found complete, stamp the documents with "Received" and assign a reference number and countersign the document	None	1 Minute	<i>Records Office Staff</i>
	1.4 Encode the details in the computer for recording and easy tracking	None	1 Minute	<i>Records Office Staff</i>



	1.5 Attach a color-coded routing assigned for a particular financial transaction	None	1 Minute	<i>Records Office Staff</i>
	1.6 Submit the financial documents to the next concerned Unit	None	1 Minute	<i>Records Office Staff</i>
	1.7 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
2. Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Records Office Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>8 Minutes</b>	





**Cavite State University Main Campus**  
**Records Office**  
Internal Services



<b>1. Disposal of Valueless Documents</b>				
This procedure shows how the Records Office ensures the effective management and disposal of valueless documents.				
<b>Office or Division:</b>	Records Office			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may avail:</b>	Internal and External Clients			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
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	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Submit Letter of Request for Disposal together with the following:	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>Records of Inventory and Appraisal of Documents</p> <p>List of valueless records/documents</p> <p>Accomplished NAP Form No. 3</p>	1.2 Prepare letter of request for authority to dispose of valueless documents to NAP	None	5 Minutes	<i>Records Office Staff</i>
	1.3 Wait for the processing of the request for disposal and the issuance by NAP of the following:  NAP Form No. 4 NAP Form No. 5	None	3 Months	<i>National Archives of the Philippines (NAP)</i>
	1.4 Once the Records Management Analysis Report and Authority to Dispose of Records have been received from NAP, arrange with NAP for the following:  • Schedule of actual disposal contact the official buyer of valueless documents	None	7 Days	<i>Records Office Staff</i>
	1.5 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>
	1.6 Facilitate the actual disposal/ buying process	None	1 Day	<i>Records Office Staff</i>



	1.7 Facilitate the payment by the official buyer to the Cashier's Office for the valueless documents.			
	1.8 Receive the Certificate of Disposal of Records			
	1.9 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Records Office Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>3 Months, 11 Days, 7 Minutes</b>	



**Cavite State University Main Campus**  
**Supply and Property Office**  
External Services



<b>1. Preparation of Project Procurement Management Plan (PPMP)</b>				
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.				
<b>Office or Division:</b>	Supply and Property Office/Budget Office			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	All employees			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
PPMP Forms			Supply & Property Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit their accomplished PPMP form	1.1 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>
	1.2 Sign and forward the same to the BAC Secretariat	None	5 Minutes	<i>Budget Officer</i>
	1.3 Consolidate PPMPs	None	15 Days	<i>BAC Secretariat</i>



	1.4 Submit Indicative APP to the BAC for recommendation of procurement modality	None	10 Minutes	<i>BAC Secretariat</i>
	1.5 Submit Indicative APP to the HOPE for approval of the oversight body.	None	10 Minutes	<i>BAC Secretariat</i>
2. Submit revised PPMP	Consolidate revised PPMP	None	15 Days	<i>BAC Secretariat</i>
	Submit Final APP to the HOPE for approval of the oversight body.	None	10 Minutes	<i>Property Staff</i>
	Provide end-users copy of the approved PPMP	None	10 Minutes	<i>Property Officer</i>
	2.4 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Property Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>30 Days, 1 Hour, 7 minutes</b>	



<b>2. Preparation of Project Purchase Request (PR)</b>				
This procedure covers how the procurement unit facilitates the preparation of the Purchase Request (PR) of the different units of the University.				
<b>Office or Division:</b>	Procurement Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	All employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
PR Forms		Procurement Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit the Purchase Request with assigned reference number	1.1 Receive the Purchase Request	None	5 Minutes	<i>End-user Supply Clerk</i>
	1.2 Forward the PR to the BAC Secretariat			
	1.3 Review the PR if compliant with the requirements, and stamp "IN ACCORDANCE WITH THE APPROVED APP"	None	10 Minutes	<i>BAC Secretariat</i>
2. Submit the PR to OVPASS for signature on ORS/BURS	2.1 Sign the Obligation Request and Status (ORS) / Budget Utilization Request and Status (BURS).	None	2 Minutes	OVPASS





	2.2 Release the signed ORS/BURS	None	2 Minutes	<i>OVPASS Staff</i>
3. Endorse the PR to the Office of the Director (ODA) / Office of the Vice President (OVP) / Office of the University President (OP) for approval  50,000 and below – Director for Administration  50,001 to 100,000 – VP for Administration and Support Services  Above 100,000 – University President	3. Release the approved Purchase Request	None	5 Minutes	<i>ODA/ OVPASS/OP Staff</i>
4. Submit approved PR to the Budget Office	4.1 Allocate funds 4.2 Release the document	None	3 Minutes	<i>Budget Office</i>
5. Submit the funded PR to the Procurement Office	5.1 Immediately return the PR with ABC of Php 50,000.00 and below to the end-user's unit for canvassing of prices.	None	2 Minutes	<i>BAC Secretariat</i>
	5.2 Post PRs amounting to more than P 50,000.00 in the PhilGEPS Website, CvSU Website and in any conspicuous place.	None	10 Minutes	<i>BAC Secretariat</i>



	5.3 Return immediately the PR to the end users unit/ unit canvasser for canvassing of prices.	None	2 Minutes	<i>BAC Secretariat</i>
	5.4 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Supply Clerk</i>
	<b>TOTAL:</b>	<b>None</b>	<b>43 Minutes</b>	



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.				
<b>Office or Division:</b>	Supply and Property Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government/ G2C – Government to Citizens			
<b>Who may avail:</b>	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



End-user to submit approved Purchase Request (PR)	1.1 Verify entries PR if in accordance with the approved APP	None	5 Minutes	<i>BAC Secretariat</i>
	1.2 Check the completeness of the required supporting documents	None	5 Minutes	<i>BAC Secretariat</i>
	1.3 Assign PR Number	None	3 Minutes	<i>BAC Secretariat</i>
	1.4 Post the requirements to the PhilGEPS website, website of the agency and to any conspicuous place	None	30 Minutes	<i>BAC Secretariat</i>
	1.5 Return copy of PR to the end-user for canvassing of prices	None	5 Minutes	<i>BAC Secretariat</i>
Forward PR to the Supply and Property Office together with accomplished RFQ and Abstract of Canvass	2.1 Review the submitted documents most particularly the Abstract of Canvass	None	30 Minutes	<i>Procurement Staff and Officer</i>
	2.2 Prepare BAC Resolution and Recommendation of Award	None	10 Minutes	<i>BAC Secretariat</i>
	2.3 Prepare Purchase Order / Work Order	None	20 Minutes	<i>Procurement Staff</i>
	2.4 Endorse PO/WO to other offices for processing	None	10 Minutes	<i>Procurement Staff</i>



	2.5 Send copy of approved PO/WO for conforme of the supplier	None	5 Minutes	<i>Procurement Staff</i>
Supplier to sign approved PO/WO and send back to the Supply Office	3.1 Accept signed PO/WO and wait for delivery	None	5 Minutes	<i>Procurement Staff</i>
	3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Procurement Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>2 Hours, 10 Minutes</b>	



<b>4. Procurement of Goods, Consulting Services and Infrastructure Projects through Public Bidding</b>	
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.	
<b>Office or Division:</b>	Bids and Awards Committee
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C-Government to Citizens/G2G-Government to Government
<b>Who may avail:</b>	All Contractors/End-User
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
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
Submit Purchase Request	1.1 Receive Purchase Request 1.1.1 Verify if in accordance with the approved APP, approved and accompanied with appropriate supporting documents. 1.1.2 Prepare schedule of bidding.	None	2 Days	<i>BAC Secretariat</i>
	1.2 Conduct pre-procurement conference	None	1 Day	<i>BAC/ BAC Secretariat/ End-User/TWG</i>
	1.3 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	Issue bidding documents	None Depending on the Project's ABC	5 Minutes	<i>BAC Secretariat</i>



Bidders attend pre-bid conference	4.1 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>
	4.2 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	5.1 Receive and open bids from bidders	None	1 Day (12 days after pre-bid conference)	<i>BAC/ BAC Secretariat/ TWG / End-User/ Observer</i>
	5.2 Bid Evaluation	None	7 Days	<i>BAC / TWG</i>
	5.3 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>





	5.4 Prepare BAC resolution and recommendation of award	None	1 Day	<i>BAC / BAC Secretariat</i>
	5.5 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	6.1 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>
	6.2 Prepare the Contract	None	7 Days	<i>BAC / BAC Secretariat</i>
	6.3 Approve the contract	None	*7 Days	<i>HOPE/BAC</i>
Winning bidder to sign the contract and Notice to Proceed	7.1 Enter into contract with the winning bidder and issues Notice to Proceed (NTP)	None	7 Days	<i>HOPE/BAC</i>
	7.2 Post the Contract and NTP to the PhilGEPS website	None	Within 15 Days from the	<i>HOPE/BAC</i>



	7.3 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>		issuance of NTP	
8. Fill out and return the Stakeholders' Feedback form or Google Form	Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>BAC Secretariat</i>
	<b>TOTAL:</b>	<b>None</b>	<b>*Subject to RA 9184</b>	

\*maximum 15 days

\*maximum 30 days



5. 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.				
<b>Office or Division:</b>	Supply and Property Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen/ G2G-Government to Government			
<b>Who may avail:</b>	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
Supplier to deliver goods	Receive the delivered goods	None	5 Minutes	<i>Supply Staff</i>
Supplier to receive duplicate copy of sales invoice and delivery receipt	2.1 Prepare Inspection and Acceptance Report	None	10 Minutes	<i>Supply Staff</i>



	2.2 Forward copy of IAR, DR and PO to the university inspector	None	Within 2 Days after delivery	<i>Supply Staff</i>
	2.3 Inspect the delivered goods	None	Within 1 Day after receipt of IAR	<i>Supply Staff</i>
	2.4 Prepare disbursement voucher and attach other supporting documents for processing of payment.	None	10 Minutes	<i>Supply Staff</i>
	2.5 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Supply Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>3 Days, 27 Minutes</b>	



**Cavite State University Main Campus**  
**Supply and Property Office**  
Internal Services



1. Disposal of Unserviceable Properties				
This procedure covers how the Supply and Property Office facilitates disposal of unserviceable properties of the University.				
<b>Office or Division:</b>	Supply and Property Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government/ G2C – Government to Citizens			
<b>Who may avail:</b>	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	1.1 Verify entries to the Property Return Slip if listing conforms to the actual returned items.	None	5 Minutes	<i>Property Staff</i>
	1.2 Accept the returned item/s and prepare Inventory and Inspection Report of Unserviceable Properties	None	10 Minutes	<i>Property Staff</i>



	1.3 Verify with the Accounting Office the depreciation and net book value of the item/s	None	10 Minutes	<i>Property Staff</i>
	1.4 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	2. 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	3. 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	4.1 Accomplish Tally Out Sheet	None	1 Hour	<i>Property Staff</i>
	4.2 Submit to the accounting Office the Accomplished IIRUP	None	10 Minutes	<i>Property Officer</i>
	4.3 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			<i>Property Staff</i>
5. Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Property Staff</i>



	<b>TOTAL:</b>	<b>None</b>	<b>2 Days, 1 Hour, 37 Minutes</b>	
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2. 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.				
<b>Office or Division:</b>	Supply and Property Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	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	1.1 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>
	1.2 Verify if the faculty member / employee has property accountability	None	2 Minutes	<i>Property Staff</i>
	1.3 Secure approval of the authorized official	None	2 Minutes	<i>Property Staff</i>



<p>In case of property accountability:</p> <p>Transfer Accountability to another employee</p> <p>Pay the amount of the missing property</p>	<p>2.1 For Property Accountability:</p> <ul style="list-style-type: none"> <li>Look for another employee to facilitate transfer of property accountability.</li> </ul>	None	2 Minutes	<i>Property Staff/Unit Head</i>
	<p>2.2 For Missing Item</p> <ul style="list-style-type: none"> <li>Advise to pay at the cashier with the amount of the missing property.</li> </ul>			
3. Submit OR as proof of paid accountability	3. 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	4. 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	5.1 Process clearance and place initial on clearance.	None	2 Minutes	<i>Property Staff</i>
	5.2 Approve clearance	None	2 Minutes	<i>Property Staff</i>
	<p>5.3 Provide client with Stakeholders' Feedback Form or Google Form using the link</p> <p><a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a></p>			
6. Fill out and return the Stakeholders' Feedback form or Google Form	6. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Property Staff</i>



	<b>TOTAL:</b>	<b>None</b>	<b>18 Minutes</b>	
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3. 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.				
<b>Office or Division:</b>	Supply and Property Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	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
End-user to submit fully filled-up RIS form	1.1 Verify inclusion in the approved PPMP/APP.	None	10 Minutes	<i>Supply Staff</i>
	1.1.1 Review the completeness of information in the RIS.			
	1.1.2 Verify the availability of stocks			



	1.2 Process request for signing of approving authority	None	2 Minutes	<i>Supply Staff</i>
	1.3 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>
Sign PAR/ICS and submit to Supply Office	2.1 Facilitate signing of PAR/ICS to the SPO	None	2 Minutes	<i>Supply Staff</i>
	2.2 Release item/s to the end-user	None	5 Minutes	<i>Supply Staff</i>
	2.3 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Supply Staff</i>
<b>TOTAL:</b>		<b>None</b>	<b>26 Minutes</b>	



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



**Cavite State University Main Campus**  
**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				
<b>Office or Division:</b>	Recruitment, Selection and Placement (RSP) Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may avail:</b>	All qualified applicants			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application Letter address to HR Director		applicant		
Personal Data Sheet		<b>www.csc.gov.ph</b> 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	1.1 Check and record the documents submitted to the Application Monitoring Database	None	3 Minutes	<i>RSP/HR Staff</i>





	1.2 Conduct initial screening of documents based on the Qualification Standards for vacant positions	None	5 Minutes	<i>RSP/HR Staff</i>
	1.3 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>
	1.4 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
2. Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>RSP/HR Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>11 Minutes</b>	



**Cavite State University Main Campus**  
**Human Resource Development Office –**  
**Recruitment, Selection and Placement (RSP) Section**  
Internal Services



1. 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	
<b>Office or Division:</b>	Recruitment, Selection and Placement (RSP) Unit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Citizen
<b>Who may avail:</b>	All qualified applicants
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Personal Data Sheet (CS Form No. 212)	<a href="http://www.csc.gov.ph">www.csc.gov.ph</a> or CSC website
Personal Description Form (DBM-CSC Form No. 10)	<a href="http://www.csc.gov.ph">www.csc.gov.ph</a> or CSC website
Medical Certificate (CS Form No. 211)	University Infirmary
Transcript of Records	Previous School
Diploma	
Eligibility	Issuing Government Agency/ies
PSA Birth Certificate	
NBI Clearance	
Tax Identification Number (TIN)	
Certificate of first day of service	Office of the Campus Administrator
University ID	Human Resource Development Office



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 to submit requirements for appointment of Job Order academic personnel	1.1 Receive the signed Contract of Service from branch campuses, attach the Routing Form and endorse to the RSP Head for signature.	None	3 Minutes	<i>RSP/HR Staff</i>
	1.2 Check and certify for the accuracy and completeness of the Contract of Service and endorse it to the HR Director	None	5 Minutes	<i>RSP Head</i>
	1.3 Sign and endorse the contract of service to the concerned signatories for approval.	None	3 Minutes	<i>HR Director</i>
	1.4 Submit the approved Contract of Service to the Legal Services unit for notarization.	None	5 Minutes	<i>RSP/HR Staff</i>
	1.5 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>
	1.6 Provide client with Stakeholders' Feedback Form or Google Form using			



	the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>RSP/HR Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>21 Minutes</b>	



2. 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	
<b>Office or Division:</b>	Recruitment, Selection and Placement (RSP) Unit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Citizen
<b>Who may avail:</b>	All qualified applicants
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Personal Data Sheet (CS Form No. 212)	<a href="http://www.csc.gov.ph">www.csc.gov.ph</a> or CSC website
Personal Description Form (DBM-CSC Form No. 10)	<a href="http://www.csc.gov.ph">www.csc.gov.ph</a> or CSC website
Medical Certificate (CS Form No. 211)	University Infirmary
Transcript of Records	Previous School
Diploma	
Eligibility	Issuing Government Agency/ies
PSA Birth Certificate	
NBI Clearance	
Tax Identification Number (TIN)	
Certificate of first day of service	Office of the Dean
University ID	Human Resource Development Office



CLIENT STEPS	AGENCY ACTION	FEES 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	1.1 Receive requirements of University personnel from the concerned college	None	3 Minutes	<i>RSP/HR Staff</i>
	1.2 Review and evaluate submitted documents against checklist of requirements to ensure completeness and authenticity.	None	10 Minutes	<i>RSP/HR Staff</i>
	1.3 Prepare the Contract of Service	None	25 Minutes	<i>RSP/HR Staff</i>
	1.4 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>
	1.5 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>



	1.6 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>
	1.7 Sign the documents to certify that these are found in order and endorse the Contract of Service to the concerned signatories for approval.	None	3 Minutes	<i>HR Director/ HR Staff</i>
	1.8 Endorse the approved Contract of Service to the Legal Services unit for notarization.	None	5 Minutes	<i>RSP/HR Staff</i>
	1.9 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>
	1.10 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			





2. Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>RSP/HR Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>1 Hour, 2 Minutes</b>	



3. 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	
<b>Office or Division:</b>	Recruitment, Selection and Placement (RSP) Unit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Citizen
<b>Who may avail:</b>	Branch Campuses
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Personal Data Sheet (CS Form No. 212)	<a href="http://www.csc.gov.ph">www.csc.gov.ph</a> or CSC website
Personal Description Form (DBM-CSC Form No. 10)	<a href="http://www.csc.gov.ph">www.csc.gov.ph</a> or CSC website
Medical Certificate (CS Form No. 211)	University Infirmary
Certificate of first day of service	College/Unit
Transcript of Records	Previous School
Diploma	
Eligibility	Issuing Government Agency/ies
PSA Birth Certificate	
NBI Clearance	
Tax Identification Number (TIN)	



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 to submit requirements for appointment of Job Order Non Academic personnel	1.1 Review and evaluate submitted documents against checklist of requirements to ensure completeness and authenticity.	None	5 Minutes	<i>RSP/HR Staff</i>
	1.2 Prepare Job Order Contract	None	15 Minutes	<i>RSP/HR Staff</i>
	1.3 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>
	1.4 Receive requirements of University personnel from the concerned branch campus	None	3 Minutes	<i>RSP/HR Staff</i>
	1.5 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>
	1.6 Sign and endorse the Job Order Contract to the concerned signatories for approval.	None	3 Minutes	<i>HR Director</i>



	1.7 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>
	1.8 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>RSP/HR Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>48 Minutes</b>	



<b>4. Processing of Appointment of Job Order Non-Academic Personnel in the Main Campus</b>	
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	
<b>Office or Division:</b>	Recruitment, Selection and Placement (RSP) Unit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Citizen
<b>Who may avail:</b>	College/Unit in the main campus
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
Personal Data Sheet (CS Form No. 212)	<a href="http://www.csc.gov.ph">www.csc.gov.ph</a> or CSC website
Personal Description Form (DBM-CSC Form No. 10)	<a href="http://www.csc.gov.ph">www.csc.gov.ph</a> or CSC website
Medical Certificate (CS Form No. 211)	University Infirmary
Certificate of first day of service	College/Unit
Transcript of Records	Previous School
Diploma	
Eligibility	Issuing Government Agency/ies
PSA Birth Certificate	
NBI Clearance	
Tax Identification Number (TIN)	



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 appointment of Job Order non-academic personnel	1.1 Receive requirements of University personnel from the concerned college	None	3 Minutes	<i>RSP/HR Staff</i>
	1.2 Prepare Job Order Contract and attach the required documents	None	25 Minutes	<i>RSP/HR Staff</i>
	1.3 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>
	1.4 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>
	1.5 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>
	1.6 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>



	1.7 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>
	1.8 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			<i>HR Staff</i>
Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>HR Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>50 Minutes</b>	



**Cavite State University Main Campus**  
**Human Resource Development Office –**  
**Records Management Section**  
External and Internal Services





1. 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.				
<b>Office or Division:</b>	Records Management Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may avail:</b>	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
E-mail duly accomplished Record Request Form to the HRDO e-mail address <a href="mailto:cvsuhrd@cvsu.edu.ph">cvsuhrd@cvsu.edu.ph</a> or to the HR Staff e-mail address <a href="mailto:cmpcuadra@cvsu.edu.ph">cmpcuadra@cvsu.edu.ph</a>	1.1 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>
	1.2 Check and verify from file the requested record as to the correctness and accuracy.	None	10 Minutes	<i>HR Staff</i>
	1.3 Encode and print the requested record and endorse to HR Director for signature.	None	10 Minutes	<i>HR Staff</i>



	1.4 Sign the documents.	None	1 Minute	<i>HRDO Director</i>
	1.5 Scan the signed document	None	1 Minute	<i>HR Staff</i>
Receive the requested employment record.	2.1 Release the requested record thru e-mail to the faculty member or employee.	None	1 Minute	<i>HR Staff</i>
	2.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>HR Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>30 Minutes</b>	



<b>2. Processing and Issuance of HR Records to Active University Employees</b>				
This procedure aims to provide personnel employment records to active University employees for personal and professional transaction purposes.				
<b>Office or Division:</b>	Records Management Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may avail:</b>	All Active University Faculty Members and Employees			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Record Request Form			Human Resource Development Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Fill out the Record Request Form and submit to the HR staff.	1.1 Receive and review the duly accomplished form for the completeness of entries.	None	3 Minutes	<i>HR Staff</i>
	1.2 Check and verify from file the requested record as to the correctness and accuracy.	None	10 Minutes	<i>HR Staff</i>
	1.3 Encode and print the requested record and endorse to HR Director for signature.	None	10 Minutes	<i>HR Staff</i>



	1.4 Sign the documents.	None	1 Minute	<i>HRDO Director</i>
Receive the requested employment record.	2.1 Release the requested record to the faculty member or employee.	None	1 Minute	<i>HR Staff</i>
	2.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>HR Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>27 Minutes</b>	



**Cavite State University Main Campus**  
**Human Resource Development Office –**  
**Records Management Section**  
Internal Services



1. Processing and Issuance of HR Records for Employees who are no longer connected with the University				
This procedure aims to provide personnel employment records for personal and professional transaction purposes.				
<b>Office or Division:</b>	Records Management Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may avail:</b>	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
Fill out the Record Request Form and submit to the HR staff.	1.1 Receive and review the duly accomplished form for the completeness of entries	None	3 Minutes	<i>HR Staff</i>
	1.2 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>



	1.3 Encode and print the requested record and endorse to HR Director for signature.	None	10 Minutes	<i>HR Staff</i>
	1.4 Sign the documents.	None	1 Minute	<i>HRDO Director</i>
Receive the requested employment record.	2.1 Release the requested record to the faculty member or employee.	None	1 Minute	<i>HR Staff</i>
	2.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>HR Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>1 Day, 17 Minutes</b>	



2. Processing and Issuance of HR Records thru E-mail for Employees who are no longer connected with the University				
This procedure aims to provide personnel employment records for personal and professional transaction purposes.				
<b>Office or Division:</b>	Human Resource Development Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may avail:</b>	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
E-mail the duly accomplished Record Request Form to the HRDO e-mail address <a href="mailto:cvsuhrd@cvsu.edu.ph">cvsuhrd@cvsu.edu.ph</a>	1.1 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>





or to the HR Staff e-mail address <a href="mailto:cmpcuadra@cvsu.edu.ph">cmpcuadra@cvsu.edu.ph</a>	1.2 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>
	1.3 Encode and print the requested record and endorse to HR Director for signature.	None	10 Minutes	<i>HR Staff</i>
	1.4 Sign the documents.	None	1 Minute	<i>HRDO Director</i>
	1.5 Scan the signed document	None	1 Minute	<i>HR Staff</i>
Receive the requested employment record.	2.1 Release the requested record thru e-mail to the faculty member or employee.	None	1 Minute	<i>HR Staff</i>
	2.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			



3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>HR Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>1 Day, 20 Minutes</b>	



3. Soliciting of Online Stakeholders' Feedback				
This procedure provides a system to address the feedback of stakeholders for the services provided by each unit of Cavite State University. Online Stakeholders' feedback form will serve as a tool to assess the frontline services provided by each unit in terms of courtesy, quality, timeliness, and efficiency. Access to such information is important for continual improvement of the delivery of services by the concerned unit				
Office or Division:	Performance and Records Management (PRM)			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	All University Clients			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Stakeholders' Feedback Form (Google Form Link)			Office/Department Email Address Signature	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fill out and submit the online Stakeholders' Feedback Form <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	1.1 Collect, evaluate and consolidate the accomplished form on a weekly basis.	None	5 Minutes	HR staff
	1.2 Present the Stakeholder feedback analysis to their staff during weekly and quarterly meetings	None	1 Hour	Unit Head



	1.3 Present the system's consolidated reports of stakeholders' feedbacks from all units to the HR Director.	None	1 Day	<i>HR staff</i>
	1.4 In case there are complaints that cannot be resolved by the concerned unit/office, prepare and submit a report and/or referral to the HR Director to undergo procedure on handling complaints.	None	1 Day	<i>Unit Head</i>
	<b>TOTAL:</b>	<b>None</b>	<b>2 Days, 1 Hour 5 Minutes</b>	



**Cavite State University Main Campus**  
**Human Resource Development Office –**  
**Rewards and Recognition (R and R) Section**  
External 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.	
<b>Office or Division:</b>	Rewards and Recognition (R & R) Unit
<b>Clasification:</b>	Complex
<b>Type of Transaction:</b>	G2C-Government to Citizen G2G-Government to Government
<b>Who may avail:</b>	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
Notify the HRDO of the effectivity separation by submitting the approved letter of resignation/ transfer/ retirement	1.1 Receive approved letter of separation and encode to Human Resource Information System	None	2 Minutes	<i>Incoming and Outgoing staff/HR staff</i>
	1.2 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>
	1.3 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>
	1.4 Submit the Summarized leave credits to the Commission on Audit for verification  1.4.1 Secure employment documents as other attachment for the claims: Service Record Certification of LWOP Updated NOSA Approved Application for Leave (Form 6)	None	5 Days	<i>COA Staff Record Section staff of HRDO</i>



	1.4.2 Receive the verified certificate of leave credits from COA and prepare the new Certification to be signed by the HR director and COA auditor	None		<i>R and R staff for main and for satellite campuses HR Director COA Auditor</i>
	1.4.3 Notify the separated employee to submit other requirements based on checklist immediately after the attestation of the certification of leave credits	None		<i>R and R staff for main and for satellite campuses</i>
Submit the documentary requirements	2.1 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>
	2.2 Review the documents as to the completion of documents	None	2 Minutes	<i>R and R staff for main and for satellite campuses</i>
	2.3 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>





	2.4 Submit the computation to the HR Director for signature and certified by the Accountant	None	5 Minutes	<i>HR Director University Accountant</i>
	2.5 Prepare Disbursement Voucher (DV) and Obligation Request (ORS)	None	3 Minutes	<i>R and R staff for main and for satellite campuses</i>
	2.6 Affix initial on the DV and ORS	None	2 Minutes	<i>HR Director</i>
	2.7 Scan all documents pertaining to TLB for record purposes	None	3 Minutes	<i>R and R staff for main and for satellite campuses</i>
	2.8 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>
	2.9 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>HR Staff</i>



	<b>TOTAL:</b>	<b>None</b>	<b>5 Days, 5 Hours, 30 Minutes</b>	
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*\* Processing of documents for terminal leave benefit claims is qualified for a multi-stage processing*



**Cavite State University Main Campus**  
**Human Resource Development Office –**  
**Rewards and Recognition (R and R) Section**  
Internal Services



## 1. 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.

<b>Office or Division:</b>	Rewards and Recognition (R & R) Unit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Citizen
<b>Who may avail:</b>	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



Part-time faculty and job order employees through clerks and liaisons to submit DTR to the Rewards and Recognition unit of HRDO every 16 <sup>th</sup> of the month and 1 <sup>st</sup> of the succeeding month.	1.1 Receive the submitted DTR and accomplishment reports from the client  1.1.1 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>
	1.2 Check per DTR if services rendered is in accordance with the approved official schedule and contact hours.  1.2.1 Check accomplishment report as to the completeness	None	Minute per DTR  1 Minute per accomplishment report	<i>R and R staff for main and for satellite campuses</i>
	1.3 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>
	1.4 Review and affix initials on the summary as to correctness and accuracy	None	10 Minutes per unit	<i>R and R unit head</i>
	1.5 Sign the documents	None	3 Minutes	<i>HR Director</i>



	1.6 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>
	1.7 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>HR Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>5 Hours, 20 Minutes</b>	



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



**Cavite State University Main Campus**  
**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.				
<b>Office or Division:</b>	Accounting and Cashier's Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may avail:</b>	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
Submit audited disbursement vouchers (DVs) from the Office of the Director for Administration (ODA), Office of the Vice-President for Administration and Support Services (OVPASS) or Office of the President.	1.1 Assign corresponding control number and encode to the computer database for proper monitoring.	None	2 Minutes	<i>Accounting Staff</i>
	1.2 Submit the DVs to the assigned Accounting Staff for the preparation of Journal Entry.	None	20 Minutes	<i>Accounting Staff</i>
	1.3 Endorse the processed DVs to the Head of Accounting Unit for approval.	None	1 Minute	<i>Accounting Staff</i>



	1.4 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>
Endorse the approved DVs to the Cashier's Office for check/ADA and advice preparation.	2.1 Prepare the check/ADA and advice and forward to the University Cashier for approval.	None	20 Minutes	<i>Cashier's Staff</i>
	2.2 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>
	2.3 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>
	2.4 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Cashier's Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>1 Hour, 35 Minutes</b>	



2. Release of Student Refund				
This procedure aims to ensure that allowable refunds are provided to students within the specified refund period.				
<b>Office or Division:</b>	Accounting Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may avail:</b>	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
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>
Submit the duly accomplished form together with the requirements.	2.1 Verify the completeness of the requirements and stamp received the Application for Refund Forms.	None	10 Minutes	<i>Accounting Staff</i>
	2.2 Prepare the payroll for refund after the cut-off date on the allowable period.	None	2 Days	<i>Accounting Staff</i>



	2.3 Transfer the payroll to the Records Office for recording purposes and assigning of reference number.	None	10 Minutes	<i>Accounting Staff</i>
	2.4 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Accounting Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>2 Days, 24 Minutes</b>	



3. 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.				
<b>Office or Division:</b>	Accounting Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may avail:</b>	All students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Student Clearance Form		College Registrar		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present the clearance form for signature.	1.1 Receive the Student Clearance Form from the student.	None	1 Minute	<i>Accounting Staff</i>
	1.2 Access the Student Account Assessment System and log the corresponding Student Number.	None	2 Minutes	<i>Accounting Staff</i>
	1.3 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>
	1.4 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			



Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Accounting Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>7 Minutes</b>	



**Cavite State University Main Campus**  
**Financial Management Services Office – Accounting Office**  
External Services



1. 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.				
<b>Office or Division:</b>	Accounting Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G-Government to Government			
<b>Who may avail:</b>	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		
Official Receipt		Cashier's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Furnish the Accounting Office with the duly signed Memorandum of Agreement or Memorandum of Understanding together with the Approved Line Item Budget.	1.1 Receive the documents.	None	10 Minutes	<i>Accounting Staff</i>
	1.2 Verify the fund received from the Cashier's Office.	None	30 Minutes	<i>Accounting Staff or Project Leader</i>
	1.3 Request an Order of Payment for the issuance of Official Receipt.	None	10 Minutes	<i>Accounting Staff or Project Leader</i>
	1.4 Record the Official Receipt Number, date and amount to the corresponding Subsidiary Ledger of the Special Project.	None	30 Minutes	<i>Accounting Staff</i>





	1.5 Receive the Budget Utilization Request and Status (BURS) duly signed by the head of the requesting unit.	None	5 Minutes	<i>Accounting Staff</i>
	1.6 Verify the availability of funds based on the line item budget, records and signs the BURS.	None	10 Minutes	<i>Accounting Staff</i>
	1.7 Submit the processed documents to the Internal Audit Office or the Supply Office.	None	10 Minutes	<i>Accounting Staff</i>
	1.8 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Accounting Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>1 Hour, 47 Minutes</b>	



**Cavite State University Main Campus**  
**Financial Management Services Office – Accounting Office**  
Internal Services



1. Preparation of Payroll for Salaries and Wages				
This procedure aims to provide proper administration on the preparation of general payrolls of the University.				
<b>Office or Division:</b>	Accounting Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may avail:</b>	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
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>
The HRDO staff to transmit DTR starting from the 1st working day after the cut-off (15th and/or end of every month)	2.1 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>
	2.2 Process and print the payroll.	None	3 Days	<i>Payroll Staff</i>



	2.3 Prepare and print disbursement vouchers together with the corresponding and OBRs/BURS.	None	1 Hour	<i>Payroll Staff</i>
	2.4 Submit the prepared DVs, ORS/BUR and payrolls to the Records Office for recording and for tracer purposes.	None	10 Minutes	<i>Payroll Staff</i>
	2.5 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Payroll Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>7 Days, 1 Hour, 12 Minutes</b>	



2. Recording and Monitoring of Disallowances/Charges				
This procedure aims to ensure the proper recording and monitoring of disallowances/ charges in the University.				
<b>Office or Division:</b>	Accounting Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may avail:</b>	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.	1.1 Receive the Notice of Disallowance (ND)/ Charge (NC) issued by COA.	None	1 Minute	<i>Accounting Staff</i>
	1.2 Record the Notice of Disallowances and encode to the computer database for proper monitoring.	None	5 Minutes	<i>Accounting Staff</i>
	1.3 If necessary, file an appeal regarding disallowances within the prescribed period.	None	(Within 180 days)	<i>Agency Head thru the Accounting Unit Head</i>



<p>Note: If the person liable paid directly the disallowance:</p> <p>1.a Secure order of payment from the Accounting Office</p> <p>1.b. Pay at the Cashier's office</p>	1.4 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>
	1.5 If the person liable paid directly the disallowance, Receive and encode the official receipt in the individual ledger concerned.	None	30 Minutes	<i>Accounting Staff</i>
	1.6 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>
	1.7 Release a copy of COE to the payroll in-charge for deduction.	None	1 Minute	<i>Accounting Staff</i>
	1.8 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>
	1.9 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>



	1.10 Submit to COA an authentication copy of the OR.	None	30 Minutes	Accounting Staff
	1.11 Receive Notice of Settlement of Suspensions and disallowances (NSSD) from COA.	None	1 Minute	Accounting Staff
	1.12 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	Accounting Staff
	<b>TOTAL:</b>	<b>None</b>	<b>3 days, 1 hour, 13 minutes and *180 days if with appeal</b>	

*\*Subject to COA and Accounting Rules and Regulations*



**Cavite State University Main Campus**  
**Financial Management Services Office – Cashier's Office**  
External and Internal Services





<b>1. Cash Disbursement / Check Disbursement</b>				
This procedure covers payment obligation to employees/individuals/creditors for goods purchased or services rendered				
<b>Office or Division:</b>	Cashier's Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Valid Identification Card			Claimant	
Authorization letter/Special Power of Attorney			Person being represented	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Inform the disbursing officer on nature of claim and present valid ID/authorization.	1.1 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>
	1.2 Verify the signature of the clients on the payroll/voucher.			
a. Receive the cash from the disbursing officer and count it before leaving the counter.	2.1 Counter sign on the side portion of the disbursement officer (for Cash Disbursement)	None	2 Minutes	<i>Cashier's Staff</i>
	2.2 Stamp "Paid" the payroll/voucher then file.			



Receive check from the disbursing officer and verify the completeness and correctness of the entries	2.3. Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Cashier's Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>9 Minutes</b>	



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.				
<b>Office or Division:</b>	Cashier's Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may avail:</b>	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
Present completely filled-out request slip, registration forms, or send via email <a href="mailto:cashiersoffice@cvsu.edu.ph">cashiersoffice@cvsu.edu.ph</a> the validated on call slip or visit <a href="http://www.landbank.com">www.landbank.com</a> via link.biz portal	Evaluate registration form and other requirements as to completeness and accuracy.	None	1 Minute	<i>Cashier's Staff</i>
Pay the corresponding amount of a certain transaction.	Issue Official Receipt or send via email the scan copy of official receipt.	Depends on request/transaction	1 Minute	<i>Cashier's Staff</i>



Pay tuition and miscellaneous fees.	Issue Official Receipt or send via email the scan copy of official receipt.	Cash/ Installment	2 Minutes	<i>Cashier's Staff</i>
Pay other Fees:	Issue Official Receipt or send via email the scan copy of official receipt.			<i>Cashier's Staff</i>
Authentication of TOR/Diploma		Php. 15.00	2 Minutes	
Authentication and Verification (CAV)		Php. 35.00	2 Minutes	
Completion		Php 10.00/unit	1 Minute	
Official Transcript of Record		Php 50.00/ page Php 100.00/ page with scanned picture	2 Minutes	
Certificates				
Good moral			2 Minutes	
Grades		Php 15.00	2 Minutes	
Honorable Dismissal		Php 15.00	2 Minutes	
Testing/ Application Fee		Php 20.00	2 Minutes	
Adding/Changing of Subjects		Php 150.00	2 Minutes	
Graduation Fee		Php 10.00	2 Minutes	



Thesis Adviser Fee and Technical Fee English Critic Fee		Php 400.00  Php 2,300.00  Php 20.00/ page	2 Minutes  2 Minutes	
Remit collection from Income Generating Projects	Issue Official Receipt.	Cash/ Installment	3 Minutes	<i>Cashier's Staff</i>
	5.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	6. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Cashier's Staff</i>
	<b>TOTAL:</b>	<b>Depends on the transaction</b>	<b>6 Minutes per transaction</b>	



**Cavite State University Main Campus**  
**Financial Management Services Office – Cashier's Office**  
Internal Services



1. Collection and Deposits for Branch Campuses				
This procedure aims to ensure the accurate collections and deposits of all remittances from branch campuses.				
<b>Office or Division:</b>	Cashier's Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G-Government to Government			
<b>Who may avail:</b>	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
Submit completely the required documents for checking and verification	1.1 Receive the required documents	None	2 Minutes	<i>Cashier's Staff</i>
	1.2 Validate the correctness of the remittance against the submitted duplicate copy of OR.	None	30 Minutes	<i>Cashier's Staff</i>
	1.3 Prepare deposit slip (DS) and deposit the collections every pick-up schedule with servicing bank.	None	10 Minutes	<i>Cashier's Staff</i>
	1.4 Validate the submitted RCD and CRRec for completeness	None	15 Minutes	<i>Cashier's Head</i>



Submit the 3 copies of Report of Collection and Deposit (RCD) and Cash Receipts Record) (CRRec)	2.1 Validate the submitted RCD and CRRec for completeness	None	15 Minutes	<i>Cashier's Staff</i>
	2.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Cashier's Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>1 Hour, 14 Minutes</b>	





**Cavite State University Main Campus**  
**Financial Management Services Office – Budget Office**  
Internal Services



1. Budget Execution				
This process covers the utilization of budget for the University.				
<b>Office or Division:</b>	Budget Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may avail:</b>	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.	1.1 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>
	1.2 Verify the availability of funds, completeness of the SDs and processes the documents strictly following the procedures set forth in	None	2 Minutes	<i>Budget Staff</i>



	Government Accounting Manual Volume I, Chapter 3 – Budget Execution, Monitoring and Reporting.			
	1.3 Endorse the processed documents to the Head of the Budget Unit for approval.	None	3 Minutes	<i>Budget staff</i>
	1.4 Return the approved documents to the Budget staff for recording and submit to the Internal Audit Office or Supply Office.	None	1 Minute	<i>Budget Officer</i>
	1.5 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Budget Officer</i>
	<b>TOTAL:</b>	<b>None</b>	<b>9 Minutes</b>	



**Cavite State University Main Campus**  
**Physical Plant Services**  
Internal Services



<b>1. Responding to Job Request for Auxiliary Services</b>				
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.				
<b>Office or Division:</b>	Physical Plant Services (PPS)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizen			
<b>Who may avail:</b>	CvSU University System Faculty, Staff, Students, Concessionaires, and Infrastructure Contractors with on-going projects in the University			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Job Request Form			PPS Office and downloadable in the University website <a href="http://www.cvsu.edu.ph">www.cvsu.edu.ph</a>	
Stakeholder's Feedback Form			<a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Submit the fill out Job Request Form	Check and receive the filled-up form	None	5 Minutes	<i>PPS Staff</i>
Coordinate with PPS on the approved job request	2. The PPS Director to approve the job request.  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>Prepare necessary tools, materials and PPE before start of work</p> <p>Assigned personnel to coordinate with the requesting party</p>			
Monitor the status of the job performed by the assigned personnel	<p>3. Assigned personnel to proceed with the work to be done.</p> <p>If there are available materials to be used, the job can be completed.</p> <p>When the needed materials are not available, procurement for the same is initiated and work is re-scheduled.</p> <p>In case of major repair, detailed estimate and program of works are done</p>	None	*1 Day	<i>PPS Skilled Personnel(s)</i>
Sign and evaluate job completion through forms to be given by personnel	<p>4.1 Inform the requesting party that the task is done.</p> <p>Have the requesting party sign the certificate of completion and feedback evaluation form</p>	None	5 Minutes	<i>PPS Skilled Personnel(s)</i>



Return accomplished forms to PPS	5.1 Record and file accomplished forms  5.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>		5 Minutes	PPS Staff
6. Fill out and return the Stakeholders' Feedback form or Google Form	6. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	PPS Staff
	<b>TOTAL:</b>	<b>None</b>	<b>*1 Day, 22 Minutes</b>	

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



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





Submit approved forms to the Dispatcher	Assign the driver to the specific vehicle to be dispatched  Approve the trip with corresponding Trip Ticket No. as reference	None	5 Minutes	<i>Dispatcher</i>
Receive the approved Trip Validation	Inform the head of party or other passenger(s) of the dispatched vehicle and contact number of the assigned driver.  Submit the copy of the dispatched Trip Ticket to the assigned driver	None	5 Minutes	<i>PPS Staff</i>
Sign the Accomplished Trip Ticket Form	4.1 Have the passenger sign the Accomplished Trip Ticket Form  4.1.1 Sign the post travel report for reimbursement purposes	None	5 Minutes	<i>PPS Dispatcher</i>
	4.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			<i>PPS Staff</i>
5. Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>PPS Staff</i>
<b>TOTAL:</b>		<b>None</b>	<b>20 Minutes</b>	



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



1. 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			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may avail:</b>	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	1.1 Check the identification cards and uniform of all University personnel and students.	None	1 Minute	<i>Security Guard on Duty</i>
	1.2 Check bags and other belongings for illegal items.		2 Minutes	<i>Security Guard on Duty</i>



	<ul style="list-style-type: none"> <li>• <i>Illegal items are confiscated and reported to the proper office.</i></li> </ul>			
For Visitors 1a. Present valid ID	2a.1 Ask visitors the purpose or business in the University	None	1 Minute	<i>Security Guard on Duty</i>
	2a.2 Request for valid IDs to verify identity	None	1 Minute	<i>Security Guard on Duty</i>
	2a.3 Issue visitors pass and log in the information sheet	None	1 Minute	<i>Security Guard on Duty</i>
	2a.4 Assist and guide visitors to the concerned units	None	10 Minutes	<i>Roving Security Guard</i>
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 2a. Present Valid ID	2a.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>
	2a.2 Request for valid IDs to verify identity	None	1 Minute	<i>Security Guard on Duty</i>
	2a.3 Issue visitors pass and information log sheet in exchange of IDS.	None	1 Minute	<i>Security Guard on Duty</i>
Return the visitor pass and get their IDs	3.1 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>



	3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Security Guard on Duty</i>
	<b>TOTAL:</b>	<b>None</b>	<b>18 minutes</b> (For Univ Personnel and Students For Visitors)  <b>8 minutes</b> For Visitors with Vehicle	



2. Procedure on Apprehension Management				
This procedure enumerates the steps in the proper apprehension of violators to ensure peace and order inside the university campus				
<b>Office or Division:</b>	Office of University Civil Security			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may avail:</b>	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
The concerned individual report the incident to the Security Guard on Duty	<u>For Student Violators</u>	None	5 Minutes	<i>Security Investigator</i>
	1.1 Bring the student immediately to the security office together with the items confiscated or recovered as evidence.	None	5 Minutes	<i>Security Personnel</i>
	1.2 Confiscate the Identification Card and get information.	None	*30 Minutes	<i>Security Personnel</i>
	1.3 Submit a written report to the Office of Student Affairs and Services for proper disposition and guidance.	None		



	<u>For Outside Violators</u>	None	5 Minutes	<i>Security Personnel</i>
	1.1 Obtain necessary information for purposes of the investigation.			
	1.2 Check all belongings for valuables including accessories.	None	5 Minutes	<i>Security Personnel</i>
	1.3 Inventory must be conducted and properly recorded.			
	1.4 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.	None	*30 Minutes	<i>Security Investigator</i>
	1.5 If the advice by superior officer is to be brought to the nearest police station  1.5.1 Bring the involved person first to a medical doctor for physical examination. 1.5.2 Escort the person of interest to the nearest police station.	None	*30 Minutes	<i>Security Personnel</i>
	1.6 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>



	<b>TOTAL:</b>	<b>None</b>	<b>40 minutes</b> For Student Violators	
	<b>TOTAL:</b>	<b>None</b>	<b>1 hour and 20 minutes</b> For Outsiders Violators	

*\*depending on the case/incident*





3. Procedure on Investigation				
This procedure describes how investigation is conducted among university personnel, students ,including outsiders to initially gather information on reported incidents.				
<b>Office or Division:</b>	Office of University Civil Security			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may avail:</b>	All students, university personnel and outsider			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Incident Report		Concerned individual		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Report the incident to the Guard on Duty	Report the incident to the Chief Security Officer / Security Investigator	None	*30 Minutes	<i>Security Guard on Duty</i>
	<p>Question the person of interest and gather relevant data to analyze the situation.</p> <p>If the person of interest is a student, the incident must be reported to the Office of Student affairs for appropriate action</p> <p>1.2.2 If the person of interest is an employee, it must be reported</p>		1 Hour	<i>Security Investigator</i>



	to the HRDO for proper appropriate action			
	Within 24 hours, cases involving outsiders should be handled in coordination with the local PNP and the barangay concerned			
	Take a photo documentation of the situation (if possible)	None	5 Minutes	<i>Security Investigator</i>
	Make a report of the incident that occurred and submit it to the office concerned.	None	*30 Minutes	<i>Security Investigator</i>
	1.6 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Security Guard on Duty</i>
	<b>TOTAL:</b>	<b>None</b>	<b>2 Hours, 7 Minutes</b>	

*\*depending on the case/incident*



4. Procedure on Traffic Management				
This procedure covers the implementation of established traffic rules and regulations to ensure safe and smooth flow of traffic.				
<b>Office or Division:</b>	Office of University Civil Security			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may avail:</b>	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
Enter the University premises	Check the vehicle using under chassis mirror and viewing of any prohibited items before entry	None	2 Minutes	Security Guard on Duty
	1.2 Check the prescribed sticker, body color and plate number of the accredited vehicle.	None	1 Minute	
Observe maximum speed limit of 20kph, no blowing of horn and	2. Monitor and ensure that the traffic policies are observed	None	*1 Hour or until the visitors are inside the university.	Roving Guard on Duty



loud radio of vehicle inside the campus.				
Park the vehicle in the designated area	3. Ensure that vehicles are parked in the designated parking area only.	None	5 Minutes	<i>Security Guard on Duty</i>
In case of apprehension, obey the orders of the UCSS	4.1 Apprehend any violator, prepare report and administer proper disciplinary action	None	* 1 Hour	<i>Security Guard on Duty</i>
	4.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Security Guard on Duty</i>
	<b>TOTAL:</b>		<b>*2 Hours, 10 Minutes</b>	



**Cavite State University Main Campus**  
**University Health Service Unit**  
Internal Services



1. 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 Proceed to the UHS for examination based on their schedule	Confirm the schedule for laboratory and X-ray examination	None	2 Minutes	Nurse on Duty (NOD)
	Issue Personal Information Sheet (Identification form)			



Fill-out Personal Information Sheet	Encode the date to the Medical- Dental Form, take picture and print the form Check and record vital signs  Issue request form and claim stub	None	3 Minutes	NOD
Present the request form to the diagnostic section for examination	Perform necessary examinations  Advise the employee to claim the results the following day to continue with the physical and dental examination	None	5 Minutes	Medical/X-ray Technologists
<b>Day 1</b>	<b>TOTAL:</b>	<b>None</b>	<b>10 Minutes</b>	
<b>Day 2</b> Proceed to the NOD to claim results and submit to physical and dental examination	4.1 Release examination results and issue Medical and Dental Form  Advise to proceed to the dental section for examination	None	1 Minute	NOD
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	Dentist/ Physician
Proceed to the NOD	Secure copy of one Medical - Dental Form for encoding and safekeeping	None	1 Minute	NOD
	6.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			



Fill out and return the Stakeholders' Feedback form or Google Form	7. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>NOD</i>
<b>Day 2</b>	<b>TOTAL:</b>	<b>None</b>	<b>19 Minutes</b>	





<b>2. Consultation and Referrals</b>				
This procedure aims to provide a systematic process in determining the physical condition of a patient in providing treatment and advices.				
<b>Office or Division:</b>	University Health Services Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Client			
<b>Who may avail:</b>	University Officials, Faculty Members and Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
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				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>



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 (NOD)</i>
Submit oneself to the assessment of vital signs	2. Check and record vital signs, refer and accompany patient to the physician or dentist depending on the case	None	3 Minutes	<i>NOD</i>
Submit to the consultation process	<p>Examine the patient and prescribes medication</p> <p>Physician to refer patient for the following procedures if necessary:</p> <p>Wound Care Laboratory/Radiologic Exam Observation in Ward &amp; Confinement Referral to a Medical Specialist Transfer to hospital</p> <p>Refer patient to the NOD</p>	None	15 Minutes / depending on the case	<i>Physician or Dentist</i>
Present prescription and submit the medical or dental card to the NOD	<p>Receive the prescription form and dispense available prescribed medication (initial dose only)</p> <p>Advise the patient on proper use and intake of medicines</p> <p>Log the name of patient, name and quantity of dispensed medicines, and have it signed by the patient</p>	None	3 Minutes	<i>NOD</i>



Sign the logbook	5.1 Encode the accomplished consultation form, medical or dental record, and file for safekeeping	None	1 Minute	NOD
	5.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	6. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	NOD
	<b>TOTAL:</b>	<b>None</b>	<b>25 Minutes depending on the case</b>	



3. 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 submit it to the Guard on Duty	1.1 Provide the copy of health declaration form to the Security Unit	None	1 Minute	<i>Nurse on Duty</i>
	1.2 Distribute copy of health declaration form to every CvSU personnel and visitors who enter the University	None	1 Minute	<i>Security Guard</i>
	Check the answers in the health survey portion of the Health Declaration Form	None	1 Minute	<i>Security Guard</i>
	1.4 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>1.5 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>1.6 Return the Health Declaration Form to Health Services Unit for future reference.</p>	None	1 Minute	<i>Security Guard</i>
	<b>TOTAL:</b>	<b>None</b>	<b>5 Minutes</b>	



<b>4. Physical, Dental and Laboratory Examination of Applicant Employee and Faculty for Pre-employment and Re-employment</b>				
This procedure covers the pre-employment physical, dental and laboratory examination, including treatment, advises, and referrals of applicant employee and faculty				
<b>Office or Division:</b>	University Health Services Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Client			
<b>Who may avail:</b>	University Officials, Faculty Members and Employees			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
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	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>Day 1</b>	Secure copy of Medical Endorsement Form	None	2 Minutes	Nurse on Duty (NOD)



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



		Php 475.00 for Job Order  (Php 125.00 physical and dental examination fee is already included)		
Present the Official Receipt to the NOD	Secure copy of official receipt  Advise or instruct the applicant to proceed to the Diagnostic section for the necessary procedures	None	1 Minute	<i>NOD</i>
Proceed to the Diagnostic Section for examination	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>NOD</i>
<b>Day 1</b>	<b>TOTAL:</b>	<b>Php 1,425.00 for Contractual, Permanent, and Temporary</b>	<b>12 Minutes</b>	





		<b>Php 475.00 for Job Order</b>  (Php 125.00 physical and dental examination fee is already included)		
<b>Day 2</b>  Present official receipt and CSC Medical Certificate Form	5.1 Secure copy of official receipt, one photocopy of results and triplicate copy of accomplished CSC medical certificate  5.2 Issue Personal Information Sheet	None	1 Minute	<i>NOD</i>
Fill-out the Personal Information Sheet and submits to the NOD	Encode data to the Medical Form, take picture and prints the form  Check and record vital signs  Issue the medical form with attached photocopy of laboratory and diagnostic results	None	3 Minutes	<i>NOD</i>
Proceed to the dental section for dental examination	Administer dental examination and sign the Medical form	None	5 Minutes	<i>Dentist</i>



Proceed to medical section for physical examination	Administer physical examination and sign the medical form together with the triplicate copy of CSC medical form for fitness or unfitness to work	None	10 Minutes	<i>Physician</i>
<b>*Additional Procedures</b>	Advise to undergo additional laboratory and or special diagnostic procedures and or refer to medical specialist	None	3 Minutes	<i>Physician</i>
Proceed to the NOD	9.1 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>NOD</i>
	9.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
10. Fill out and return the Stakeholders' Feedback form or Google Form	10. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>NOD</i>
<b>TOTAL:</b>		<b>None</b>	<b>25 Minutes</b>	



5. 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
<b>Day 1</b> Present the NOA for new and transferee students/ Request for Medical Clearance for returnee students	Confirm schedule of student and secure copy of NOA or Request for Medical Clearance  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 <b>DAY 2</b> )	None	2 Minutes	<i>Nurse on Duty (NOD)</i>
Proceed to the Cashier's Office for payment (if diagnostic exam will be done at the UHS)	2. 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)	Php 450.00	1 Minute	<i>NOD</i>
Present the official receipt to the NOD	3. Secure copy of official receipt and advise to proceed to the diagnostic section for the necessary procedures	None	1 Minute	<i>NOD</i>
Submit to the necessary procedures	Perform necessary procedures	None	5 Minutes	<i>Medical/X-ray Technologists</i>
	Advise to return to the NOD		1 Minute	
	Issue claim stub and advise student to return the following day to claim the	None	2 Minutes	<i>NOD</i>



	results and undergo physical and dental examination			
<b>Day 1</b>	<b>TOTAL:</b>	<b>Php 450.00</b>	<b>12 Minutes</b>	
<b>Day 2</b>				
Present the claim stub to the NOD	Check claim stub, give results to the student and issue Personal Information Sheet	None	1 Minute	<i>NOD</i>
Fill-out Personal Information Sheet and submits to the NOD	Encode the data to the Student Health Record Form, take picture and prints the form  Check and record the vital signs  Issue the Student Health Record Form and Medical Clearance Form	None	3 Minutes	<i>NOD</i>
Proceed to the dental section for examination	Administer dental examination and sign Medical Clearance Form	None	5 Minutes	<i>Dentist</i>
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>
Proceed to the nurse on duty	Secure a copy of Student Health Record Form, encode and file student record for safekeeping  Advise to proceed to the University Registrar for registration	None	1 Minute	<i>NOD</i>



	Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
*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>
Fill out and return the Stakeholders' Feedback form or Google Form	6. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>NOD</i>
<b>Day 2</b>	<b>TOTAL:</b>	<b>None</b>	<b>22 Minutes</b> (without findings)	
	<b>TOTAL:</b>	<b>None</b>	<b>25 Minutes</b> (with findings)	



6. 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
The patient to come in or brought in as emergency case	1.1 Attend to the patient immediately	None	2 Minutes	Nurse on Duty (NOD)
	1.2 Place the patient in a comfortable position and ask for patient’s ID for proper identification and for recording purposes			



1a. If patient is unconscious and pulseless:	1a.1 Administer First Aid treatment and call other medical staff for assistance.	None	10 Minutes / depending on the case	<i>NOD / Physician</i>
1b. If conscious, gives medical history (if accident in nature) and submit to assessment of vital signs	1b.1 Elicit medical history or incidence report, check, monitor and record vital signs 1b.2 Refer patient to physician on duty	None	5 Minutes	<i>NOD</i>
Submit to the consultation process	2.1 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>
Signify improvement and stability of condition	Prescribe medication with proper instructions, give advice and may issue medical certificate if necessary.	None	2 Minutes	<i>Physician</i>
	Report to the security office if the emergency case is accident and or medico-legal in nature	None	1 Minute	<i>NOD</i>
	3.3 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			





Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>NOD</i>
	<b>TOTAL:</b>	<b>None</b>	<b>52 Minutes</b>	



7. Procedure 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	1.1 Ensure the availability of ambulance	None	1 Minute	<i>Nurse on Duty (NOD)</i>
	1.2 Check the running condition of ambulance before use	None	2 Minutes	<i>Ambulance Driver</i>
	Accomplish referral form addressed to the hospital or other facilities and issue copy to the client	None	2 Minutes	<i>Physician</i>
	Prepare and accomplish the trip ticket and ambulance dispatch slip	None	5 Minutes	<i>NOD</i>



	1.5 Arrange all the things needed on the transfer of patient			
	1.6 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>NOD</i>
	1.7 Discharge the patient			
	1.8 Encode the accomplished form and files for safekeeping.			
	1.9 Check the running condition of ambulance after use	None	2 Minutes	<i>Ambulance Driver</i>
	<b>TOTAL:</b>	<b>None</b>	<b>15 Minutes</b>	



8. Verification of Physical, Dental, Laboratory and Diagnostic Examination Results of Students Enrollees and Issuance of Medical Clearance for Enrollment				
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
Submit requirements through <a href="mailto:infirmary.cvsu@gmail.com">infirmary.cvsu@gmail.com</a> or using the drop box	1.1 Check and verify the completeness of the scanned copies or drop box copies of documents and present it to the physician	None	2 Minutes	Nurse on Duty (NOD)
	Assess the results for comments and recommendation	None	5 Minutes	Physician
	If the assessment is clear/normal, issue medical clearance through e-mail.			



	electronically signed for confirmation to enrollment			
	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>
Receive medical clearance through e-mail <a href="mailto:infirmary.cvsu@gmail.com">infirmary.cvsu@gmail.com</a>	2.1 Encode, save and print the online documents for filing and safekeeping	None	1 Minute	<i>NOD</i>
	2.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>NOD</i>
	<b>TOTAL:</b>	<b>None</b>	<b>12 Minutes</b>	



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



1. Requisition of Data Available for Research				
This procedure shows how the Pollution Control Office serves clients who conduct research about waste management related studies.				
<b>Office or Division:</b>	Pollution Control Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may avail:</b>	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
1. Submit request letter for data gathering.	1.1 Receive request letter of the client.	None	3 Minutes	<i>PCO Staff</i>
	1.2 Approve the request letter of the client	None	3 Minutes	<i>Pollution Control Officer</i>
	1.3 Provide all necessary and supporting data requested by the client	None	5 Minutes	<i>PCO Staff</i>
	2.1 Receive the accomplished form of the client.	None	3 Minutes	<i>PCO Staff</i>



2. Fill-out and submit an accomplished google form for the requisition of data	2.2 Review the submitted accomplished form to identify the requested data	None	3 Minutes	<i>Pollution Control Officer</i>
	2.3 Provide all necessary and supporting data requested by the client.	None	5 Minutes	<i>PCO Staff</i>
	2.4 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>PCO Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>24 Minutes</b>	





2. Solid Waste Management				
This procedure shows how the Pollution Control Office ensures that the wastes of the University is properly managed				
<b>Office or Division:</b>	Pollution Control Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may avail:</b>	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	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Physical Plant Services to deliver all collected solid waste within the University.	1.1 Receive all wastes collected and log in at MRF's record book	None	3 Minutes	<i>MRF Staff</i>
	1.2 Weigh all delivered waste.	None	3 Minutes	<i>MRF Staff</i>
	1.3 Record in MRF logbook and submit every end of the month.	None	3 Minutes	<i>MRF Staff</i>



	<p>1.4 Segregate wastes</p> <p>Classify according to type and stored at MRF compartments.</p> <p>1.4.2 Dispose all biodegradable wastes in a compost pit.</p> <p>1.4.3 Collect recyclable wastes and sell to the junkshop.</p> <p>1.4.4 Store residual wastes temporarily at the MRF for hauling.</p>	None	2 Days	<i>MRF Staff</i>
	<p>1.5 Provide client with Stakeholders' Feedback Form or Google Form using the link</p> <p><a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a></p>			
Fill out and return the Stakeholders' Feedback form or Google Form	Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>MRF Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>2 Days 11 Minutes</b>	



**Cavite State University Main Campus**  
**Office of the Vice-President for Planning and Development**  
External and Internal Services



1. Processing of Documents for Approval of the Vice President for Planning and Development				
This procedure aims to ensure that complete staff work (CSW) is properly observed prior to the approval of the Vice President for Planning and Development				
<b>Office or Division:</b>	Office of the Vice President for Planning and Development			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G – Government to Government G2B – Government to Business Entity			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Reference Number			Records Office	
Appropriate / related attachments to support the request / report			Concerned issuing agency(ies)	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
End-user/Origin to submit the documents for approval	Acknowledge receipt of the document	None	1 Minute	<i>OVPPD Staff</i>
	Review the document as to content and attachments	None	2 Minutes	<i>OVPPD Staff</i>
	1.2.1 If found incomplete, return to end-user/origin/Records Office	None	2 Minutes	<i>OVPPD Staff</i>



	1.2.1 If document is clear and complete, encode the details for easy tracking			
End-user/origin to receive the document to comply with all required attachments	Endorse the document to the Vice President for Planning and Development for approval	None	1 Minute	<i>OVPPD Staff</i>
	Approve the document	None	10 Minutes	<i>Vice President for Planning and Development</i>
	Once approved/disapproved, encoding of details on database for proper documentation	None	2 Minutes	<i>OVPPD Staff</i>
	For external communications, scanning and encoding of details on database for proper documentation and sent through email	None	5 Minutes	<i>OVPPD Staff</i>
	Print log sheet	None	2 Minutes	<i>OVPPD Staff</i>
End-user /origin/Records Office to receive the document by indicating in the logbook his/her name, signature and date received	3.1 Release documents to the end-user/origin/Records Office and have them signed in the logbook	None	2 Minutes	<i>OVPPD Staff</i>
	3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			



Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>OVPPD Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>29 Minutes</b>	



<b>2. Processing of Financial Documents for Approval</b>				
This procedure aims to ensure that complete staff work (CSW) is properly observed prior to the approval of the Vice President for Planning and Development				
<b>Office or Division:</b>	Office of the Vice President for Planning and Development			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G – Government to Government G2B – Government to Business Entity			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Reference Number			Records Office	
Appropriate / related attachments to support the request / report			Concerned issuing agency(ies)	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
End-user/Origin to submit the financial documents for approval	1.1 Acknowledge receipt of the document	None	1 Minute	OVPPD Staff
	1.2 Review the document as to content and attachments	None	2 Minutes	OVPPD Staff



End-user/origin to receive the document to comply with all required attachments	2.1a If found incomplete, return to end-user/origin/Records Office	None	2 Minutes	OVPPD Staff
	2.1b If document is clear and complete, encode the details for easy tracking	None	2 Minutes	OVPPD Staff
	Endorse the document to the Vice President for Planning and Development for approval	None	1 Minute	OVPPD Staff
	Approve the document	None	10 Minutes	Vice President for Planning and Development
	Once approved/disapproved, encoding details on database for proper documentation	None	5 Minutes	OVPPD Staff
	Print 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	3.1 Release documents to the end-user/origin/Records Office and have them sign in the logbook	None	2 Minutes	OVPPD Staff
	3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
4. Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	OVPPD Staff





	<b>TOTAL:</b>	<b>None</b>	<b>29 Minutes</b>	



3. Release of Document Submitted for Approval				
This procedure aims to provide guidelines on the releasing of documents submitted for approval from the Office of the Vice President for Planning and Development				
<b>Office or Division:</b>	Office of the Vice President for Planning and Development			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G – Government to Government G2B – Government to Business Entity			
<b>Who may avail:</b>	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Reference Number		Records Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present the reference number provided by the Records Office	Check the reference number from the logbook on the computer	None	2 Minutes	OVPPD Staff
End-user /origin/Records Office to receive the document by indicating his/her name, signature and date received in the logbook	2.1 Provide updates if signed, release the document and have them sign in the logbook.	None	2 Minutes	OVPPD Staff
	2.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			



3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>OVPPD Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>6 Minutes</b>	



**Cavite State University Main Campus**  
**Institutional Development Office**  
Internal Services



<b>1. Application for AACUP Program Survey Visit</b>				
This procedure shows how Institutional Development Office submits the list of programs for AACUP Survey Visit.				
<b>Office or Division:</b>	Institutional Development Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Campus Administrators, College Deans, Heads, Quality Assurance Units			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Letter of Intent addressed to the Director, IDO			Privately written and sent to the IDO	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Submit Letter of Intent	Check and record the documents submitted to the IDO Monitoring Database	None	2 Minutes	<i>IDO Staff</i>
	Check the validity period of the Program Accreditation Status	None	3 Minutes	<i>IDO Staff</i>
	Advise that the client will be notified of the status of application through email or text message	None	1 Minute	<i>IDO Staff</i>



	1.4 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>IDO Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>8 Minutes</b>	



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 AACUP.				
<b>Office or Division:</b>	Institutional Development Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	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
Submit fill out Application Form for Self-Survey Visit of Programs online thru <a href="mailto:pdo@cvsu.edu.ph">pdo@cvsu.edu.ph</a>	1.1 Review the duly accomplished electronic form for completeness of entries	None	3 Minutes	<i>IDO Staff</i>



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





	Monitor the conduct of self-survey visit of program(s)	None	7 Days	<i>IDO Staff</i>
Host the online meeting with the Internal Accreditor to determine the areas needing improvement and recommendations	Coordinate with the Internal	None	5 Minutes	<i>IDO Staff</i>
	Facilitate the online meeting with the Internal Accreditors to discuss the areas needing improvement and recommendations	None	1 Hour	<i>IDO Staff</i>
	Provide the client the copy of ratings and summary of findings and recommendations.	None	5 Minutes	<i>IDO Staff</i>
	Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>IDO Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>7 Days, 2 Hours, 53 Minutes</b>	



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.				
<b>Office or Division:</b>	Institutional Development Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	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
Request for a copy of accreditation certificate by filling up Request Form online thru <a href="mailto:pdo@cvsu.edu.ph">pdo@cvsu.edu.ph</a>	1.1 Review the duly accomplished digital form for completeness of entries	None	3 Minutes	<i>IDO Staff</i>
	1.2 Check and verify from file the requested record as to the correctness and accuracy	None	5 Minutes	<i>IDO Staff</i>
	1.3 Prepare an electronic copy of the requested certificate and endorse to IDO Director for authentication	None	10 Minutes	<i>IDO Staff</i>



	1.4 Affix electronic signature on the electronic copy of the certificate	None	1 Minute	<i>IDO Staff</i>
	Release the requested record to the client via email	None	10 Minutes	<i>IDO Staff</i>
	1.6 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>IDO Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>31 Minutes</b>	



4. Processing and Issuance of Copies of Accreditation Documents				
This procedure shows how Institutional Development Office serves as depository 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.				
<b>Office or Division:</b>	Institutional Development Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	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
Fill out Request Form online <a href="mailto:pdo@cvsu.edu.ph">pdo@cvsu.edu.ph</a>	Review the duly accomplished electronic form for completeness of entries	None	3 Minutes	<i>IDO Staff</i>
	Check and verify from file the requested documents as to the correctness and accuracy	None	10 Minutes	<i>IDO Staff</i>
	Prepare an electronic copy of the requested documents and endorse to IDO Director for authentication	None	10 Minutes	<i>IDO Staff</i>



	Affix electronic signature of the electronic copy of the certificate	None	1 Minute	<i>IDO Staff</i>
	Release the requested record to the client via email	None	10 Minutes	<i>IDO Staff</i>
	1.6 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>IDO Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>36 Minutes</b>	



**Cavite State University Main Campus**  
**Planning Office**  
External and Internal Services



**Cavite State University Main Campus**  
**Planning Office – Physical Planning Unit**  
External and Internal Services



1. 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.				
<b>Office or Division:</b>	Project Management Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G to G – Government to Government G to B – Government to Business Entity			
<b>Who may avail:</b>	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 Letter Request of Suspension/Extension of Contract Catch up Plan • Supported by documents coming from different government agencies such	1.1 Receive all document submitted by the contractor	None	2 Minutes	<i>PMU Staff</i>
	1.2 Draft a letter of extension and/or suspension of contract.	None	30 Minutes	<i>PMU Staff</i>
	1.3 Evaluate the Letter of Request and prepare of Letter of Suspension	None	30 Minutes	<i>PMU Staff</i>
	1.4 Prepare Program of works and detailed estimates	None	2 Hours	<i>PMU Staff</i>
	Approve the Letter of Extension and/or Suspension of Contract	None	1 Day	<i>Director of Planning Office</i>





as PAGASA, DTI, DOLE, etc. proving their reason / justification for extension and/or suspension	If approved, endorse to the Office of the Vice President for Planning and Development	None	3 Minutes	<i>Planning Unit Staff</i>
	1.7 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Planning Unit Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>1 Day, 3 Hours, 5 Minutes</b>	



2. Request for Payment for Contractors				
This procedure shows how stakeholders/contractors are provided with billing documents needed to process their payments.				
<b>Office or Division:</b>	Project Management Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G to G – Government to Government G to B – Government to Business Entity			
<b>Who may avail:</b>	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 requirements to the Planning Office Billing Request	1.1 Receive all documents submitted by the contractor	None	2 minutes	PMU Staff
	1.2 Conduct inspection to evaluate the accomplishment of the contractor and prepare accomplishment report	None	1 day	PMU Staff



<p>Pictures (before, during and after construction)</p> <p>Copy of approved extension / suspension letter, if any</p> <p>Copy of certification from appropriate government agencies such as PAGASA, DTI, DOLE etc, attached in the extension/suspension letter if any</p> <p>Contractor's affidavit on payment of laborers and materials</p> <p>Logbook for final payment</p>	1.3 Prepare the billing documents	None	12 hours	<i>PMU Staff</i>
	1.3a Statement of work accomplished			
	1.3b Statement of Time elapsed			
	1.4 Review and approve the billing documents	None	20 minutes	<i>Director of Planning Office</i>
	1.5 Endorse the approved billing documents to the Vice President for Planning and development			<i>PMU Staff</i>
	1.6 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>PMU Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>1 day, 12 hours and 24 minutes</b>	



3. 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.				
<b>Office or Division:</b>	Physical Planning Unit			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G to G – Government to Government G to C – Government to Citizen			
<b>Who may avail:</b>	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. The approved request maybe submitted via e-mail.	1.1 Receive the request letter	None	2 Minutes	<i>PPU Staff</i>
	Once approved, site inspection for surveying will be scheduled.	None	4 Days	<i>PPU Staff</i>
	Schedule Surveying Activity and conduct of surveying procedure			
	Prepare of Working drawings	None	5 Days (depending of the scope of requests)	<i>PPU Staff</i>



	Prepare Program of works and detailed estimates	None	3 Days	<i>PPU Staff</i>
	Approve the detailed estimate	None	2 days	<i>End-user/Client / Director of Planning Office</i>
	Endorse the approved plans and detailed estimate to the Office of the Vice President for Planning and Development	None	3 Minutes	<i>Planning Unit Staff</i>
	1.8 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>PPU Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>14 Days, 7 Minutes</b>	



**Cavite State University Main Campus**  
**Office of the Vice President for Research and Extension**  
External and Internal Services



1. Processing of Documents for Approval of the Vice President for Research and Extension				
This procedure aims to ensure that complete staff work (CSW) is properly observed prior to the approval of the Vice- President for Research and Extension				
<b>Office or Division:</b>	Office of the Vice- President for Research and Extension			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business Entity			
<b>Who may avail:</b>	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
Submit the document for approval (thru email or hard copy) <a href="mailto:ovpre@cvsu.edu.ph">ovpre@cvsu.edu.ph</a>	1.1 Acknowledge receipt of the document	None	1 Minute	<i>OVPRE Staff</i>
	1.2 Review the completeness of attached documents	None	2 Minutes	<i>OVPRE Staff</i>
Receive the document to comply with all the needed attachments (thru email or	2.1 If found incomplete, return to the end-user/origin/researcher	None	1 Minute	<i>OVPRE Staff</i>
	If document is complete, encode the details to the computer for recording.	None	2 Minutes	<i>OVPRE Staff</i>



hard copy) <a href="mailto:ovpre@cvsu.edu.ph">ovpre@cvsu.edu.ph</a>	Submit the document to the Vice President for Research and Extension	None	1 Minute	<i>OVPRE Staff</i>
	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>
	Send the results of evaluation with comments and suggestion	None	10 Minutes	<i>OVPRE Staff</i>
Revise the documents and submit the revised document	Accept the revised documents and endorse to the Vice President for Research and Extension	None	2 Minutes	<i>OVPRE Staff</i>
	Approve the document	None	2 Minutes	<i>Vice- President for Research and Extension</i>
	Once approved, scan the signed document and encode on the logbook for proper documentation	None	5 Minutes	<i>OVPRE Staff</i>
	Endorse the document to next office that needs to take action and have them sign in the logbook	None	5 Minutes	<i>OVPRE Staff</i>
	3.5 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>OVPRE Staff</i>





	<b>TOTAL:</b>	<b>None</b>	<b>*1 Day, 33 Minutes</b>	



<b>2. Release on Document Submitted for Approval</b>				
This procedure aims to provide guidelines on releasing of document submitted for approval from the Office of the Vice President for Research and Extension				
<b>Office or Division:</b>	Office of the Vice- President for Research and Extension			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business Entity			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Reference Number			Records Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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>
Receive the document by indicating in the logbook his/her name, signature and date received	2.1 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>
	2.2 Provide client with Stakeholders' Feedback Form or Google Form using			



	the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>OVPRE Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>6 Minutes</b>	



**Cavite State University Main Campus**  
**Research Center**  
External Services



1. Implementation of CvSU-Funded Research Programs or Projects				
This procedure shows how the Research Center facilitates the implementation of approved research programs.				
<b>Office or Division:</b>	University Research Center			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	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
Sign contract of approved research project	Receive the signed contract  Review the correctness of signed contract 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>
Sign Special Order (SO)	2.1 Receive signed SO	None	5 Minutes	<i>M and E staff</i>



	2.2 Facilitate the release of funds thru voucher preparation	None	10 Minutes for voucher preparation	<i>M and E staff</i>
Attend pre-implementation meeting	3. 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>
Conduct research	4. Monitor the conduct of research  Send letter/reminders to submit progress reports  On-site visitation	None	5 Hours per quarter	<i>M and E staff</i>
Submit progress reports	5.1 Receive the progress reports; through personal or online transaction: <a href="mailto:researchcenter@cvsu.edu.ph">researchcenter@cvsu.edu.ph</a>  5.1.1 File the progress reports/input in the database	None	20 Minutes (depending on the nature of report)	<i>M and E staff</i>
	Facilitate the release of remaining funds	None	10 Minutes for voucher preparation	<i>M and E staff</i>
Submit terminal report	Receive the terminal report 6.1.1 Send letter acknowledging the receipt of terminal report	None	10 Minutes	<i>M and E staff</i>



	6.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	7. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>M and E staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>13 Hours, 2 Minutes</b>	



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.				
<b>Office or Division:</b>	University Research Center			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	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
Schedule a pre-implementation meeting with the funding agency	1.1 Record the schedule of meeting 1.1.1 Coordinate the meeting to all concerned units	None	20 Minutes	<i>M and E staff</i>
Submit a copy of the duly signed memorandum of agreement and/or contract detailing the title of the project, duration,	Provide acknowledgement receipt of submission	None	15 Minutes	<i>Research Office staff/ M &amp; E staff</i>





budget and terms of reference.	Endorse the submitted documents to the M & E Division			
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.	3.1 Provide Acknowledgment Receipt for such submissions.	None	5 Minutes for the acknowledgement receipt	<i>Research Office staff and M &amp; E staff</i>
	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 &amp; E staff</i>
Present outputs of the Research during the Annual In-House Review.	4. 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 &amp; E staff Annual In-House Review Working Committee</i>
Researcher with completed or terminated research program or project submits three (3) copies of the terminal report within one month upon completion or termination	5.1 Receive copies of terminal reports  5.1.1 Endorse to the Extension Services and/or Knowledge Management Center the terminal report for evaluation of the technology generated whether for	None	22 Days	<i>Research Office staff and M &amp; E staff</i>



	<p>publication, transfer or intellectual property right application.</p> <p>5.2 Inform the researcher of the results of evaluation through personal transaction or email from <a href="mailto:CvSURCMandE@cvsu.edu.ph">CvSURCMandE@cvsu.edu.ph</a></p> <p>5.3 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a></p>			
Fill out and return the Stakeholders' Feedback form or Google Form	6. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>M &amp; E staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>*25 Days, 1 Hour, 42 Minutes</b>	

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



**Cavite State University Main Campus**  
**Research Center**  
Internal Services



<b>1. Application and Approval of Research Proposal for Funding</b>				
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.				
<b>Office or Division:</b>	University Research Center			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Faculty and Researchers			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
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	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Submit copies of proposals (preferably online due to new normal)	Receive the proposal 1.1.1 Issue acknowledgment receipt	None	15 Minutes	<i>Research Office staff/ M and E staff</i>



<a href="mailto:researchcenter@cvsu.edu.ph">researchcenter@cvsu.edu.ph</a>	Review the proposals as to format, completeness of documents submitted, duplication of studies, etc.  Inform the proponents of the results of evaluation	None	5 Days	Research Office staff/ M and E staff
Resubmit proposals with corrections	Endorse the proposals to ERB or RCRU (Responsible Conduct of Research Unit)	None	30 Minutes	Research Office staff/ M and E staff
	2.1 Proposals as to ethical issues	None	1 Hour	Research Office staff/ M and E staff
Present proposals	3.1 Notify the proponents of presentation of proposals	None	10 Minutes	Research Office staff/ M and E staff
	3.2 Evaluate the proposals	None	4 Hours	Expert Evaluators
	Send results of evaluation (comments and suggestions)	None	10 Minutes	Research Office staff/ M and E staff
Revise the proposal/submits the revised proposal	Accept the revised proposal	None	5 Minutes	Research Office staff/ M and E staff



	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>
	Endorse the proposals to the R and E Council	None	5 Minutes	<i>Research Office staff/ M and E staff</i>
	Review the proposals Endorse the proposals to the University President University President to approve the proposals	None	22 Days	<i>Research Office staff/ M and E staff</i>
Receive notifications of the approval of proposals/or receives copies of approved letter of recommendation	5.1 Facilitate the preparation of contract	None	5 Days	<i>Research Office staff/ M and E staff</i>
	5.2 Facilitate the preparation of Special Order 5.2.1 University President sign the contract and SO	None	5 Days	<i>OP staff</i>
Receive research funds	6.1 Facilitate the processing of project funds.	None	5 Days	<i>Research Office staff/ M and E staff</i>
	6.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			<i>Cashier and Budget office staff</i>



Fill out and return the Stakeholders' Feedback form or Google Form	7. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Research Office staff/ M and E staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>43 Days, 17 Minutes</b>	



2. 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.				
<b>Office or Division:</b>	University Research Center			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	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
Submit progress reports	Remind the researcher to submit reports	None	15 Minutes	<i>M and E staff</i>
	Accept progress report			
	Send acknowledgment to reports received			
	Conduct on site visitation	None	2 Hours for on-site visitation	





Present research results during the Annual Agency 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 &amp; E staff Annual In-House Review Working Committee</i>
Submit three (3) copies of the terminal report within one month upon completion or termination of research projects	<p>3.1 Receive copies of terminal reports</p> <p>3.2 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.</p> <p>Inform the researcher of the results of evaluation.</p> <p>3.4 Provide client with Stakeholders' Feedback Form or Google Form using the link  <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a></p>	None	1 Month and 12 Days	<i>Research Office staff and M &amp; E Staff</i>
Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Research Office staff and M &amp; E Staff</i>



	<b>TOTAL:</b>	<b>None</b>	<b>*1 Month, 12 Days, 3 Hours, 17 minutes</b>	
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3. 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.				
<b>Office or Division:</b>	University Research Center			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	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
Submit letter of request to use the laboratory facilities (for non CvSU staff and students)	1.1 Accept the letter of request	None	1 Hour	<i>Laboratory staff</i>
	1.2 The Research Director to sign the letter of request subject to availability of resources.			
	1.3 Endorse the letter to the OVPRE			
	1.4 OVPRE to endorse the letter to OP			<i>OVPRE</i>
	1.5 Approve the request			<i>Univ. President</i>



Fill out request form and submit to the RC.	Check the request form if filled out completely. Laboratory Head to sign the request form RC director to approve the request	None	15 Minutes	<i>Laboratory staff</i>
Communicate the details of research activity or laboratory use	Orient clients on laboratory policies 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>
Inform the RC the termination of laboratory experiment and pay fees if applicable	Check the facilities if in order Issue bill	Php 500 for non CvSU student	30 Minutes	<i>Laboratory staff/Cashier staff</i>
	4.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None for CvSU student or faculty		
Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	
	<b>TOTAL:</b>	<b>Php 500 for non CvSU student</b>	<b>*2 Hours, 7 Minutes</b>	



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



**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.				
<b>Office or Division:</b>	Extension Services			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C, G2B, G2G			
<b>Who may avail:</b>	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
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>
Coordinate with Extension Services regarding final schedule of training.	Communicate with the concerned offices and experts.	None	3 Days	<i>Extension Services Staff</i>



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>
Coordinate the documentation during the training.	Document the training with other offices concerned	None	*1 Day	<i>Extension Services Staff/Other offices concerned</i>
Facilitate the evaluation of the training.	5.1 Evaluate the training.	None None	*1 Day	<i>Extension Services Staff</i>
	5.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
6. Fill out and return the Stakeholders' Feedback form or Google Form	6. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form			
	<b>TOTAL:</b>	<b>None</b>	<b>*8 Days</b>	

*\*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.				
<b>Office or Division:</b>	Extension Services			
<b>Classification:</b>	Highly technical			
<b>Type of Transaction:</b>	G2C, G2B, G2G			
<b>Who may avail:</b>	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 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
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>
Coordinate with Extension Services regarding the final	Communicate with the concerned offices and experts.	None	3 Days	<i>Extension Services Staff</i>



schedule of technical service or assistance.				
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>
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>
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>
Coordinate with other agencies for equipment (if necessary).	6.1 Link with the concerned agencies for possible source of equipment.	None	21 Days	<i>Extension Services Staff/Other offices concerned and experts</i>
	6.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
7. Fill out and return the Stakeholders' Feedback form or Google Form	7. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form			<i>Extension Services Staff</i>



	<b>TOTAL:</b>	<b>None</b>	<b>*29 Days</b>	

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



**Cavite State University Main Campus**  
**Knowledge Management Center**  
Internal Services



1. Copyright Application				
This procedure covers how copyright certificate to authors of original work are provided.				
<b>Office or Division:</b>	Innovations and Technology Support Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may avail:</b>	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	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit all the required documents for copyright application	1.1 Check for completeness, receive all the required documents	None	5 Minutes	<i>ITSO Technical Staff</i>
	1.2 Issue acknowledgement receipt	None	5 Minutes	<i>ITSO Technical Staff</i>
	Validate the registration form	None	5 Minutes	<i>ITSO Manager</i>



	Secure notarization of documents	Php 200.00	1 Hour	<i>ITSO Technical Staff</i>
	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>
	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>
Claim the Certificate of Copyright Registration	2.1 Release the Certificate of Copyright Registration and have it signed as received by the client.	None	5 Minutes	<i>ITSO Technical Staff</i>
	2.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>ITSO Technical Staff</i>
	<b>TOTAL:</b>	<b>Php 430.00 plus courier fee</b>	<b>1 Day, 1 Hour 24 Minutes</b>	



2. Journal Publication				
This procedure covers publication of research outputs in the Cavite State University Research Journal				
<b>Office or Division:</b>	Publication and Communications Division			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may avail:</b>	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 <a href="mailto:researchjournal@cvsu.edu.ph">researchjournal@cvsu.edu.ph</a>	1.1 Receive, record and issue acknowledgement receipt of the manuscript	None	10 Minutes	<i>Editorial Assistant, Editor-in-Chief</i>
	1.2 Evaluate the manuscript based on the prescribed format	None	5 Days	<i>Editorial Assistant</i>
	1.3 Send the paper to the Topic/Associate Editor for technical screening and initial review	None	10 Minutes	<i>Editorial Assistant</i>
	1.4 Send the result of evaluation to the author	None	1 Day	<i>Editor-in-Chief, Editorial Assistant</i>



2. Revise the manuscript and return to the Editor-in-Chief	2.1 Receive, record and issue acknowledgement receipt of the manuscript	None	1 Day	<i>Editor-in-Chief, Editorial Assistant</i>
	2.2 Review the revised manuscript and send to the external reviewers	None	3 Days	<i>Editor-in-Chief, Editorial Assistant</i>
	2.3 Evaluate the manuscripts, fill out the review form and send to the Editor-in-Chief	Php 2,000.00 *	10 Days	<i>External Reviewer</i>
	2.4 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>
Revise the manuscript and return to the Editor-in-Chief	3.1 Receive, record and issue acknowledgement receipt of the manuscript	None	10 Minutes	<i>Editorial Assistant, Editor-in-Chief</i>
	3.2 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>
	3.3 Check the revised manuscript and send back to the Editor-in-Chief	None	5 Days	<i>External Reviewer</i>
	3.4 Final editing of the manuscript	None	2 hours	<i>Associate Editor/Editor-in-Chief</i>





	3.5 Send the author Certificate of Acceptance of his/her paper for publication	None	5 Minutes	<i>Editor-in-Chief, Editorial Assistant</i>
	3.6 Draft the layout of the journal**	None	5 Days	<i>Layout Artist/Editorial Assistant</i>
	3.7 Proofread the laid-out papers	None	2 Days	<i>Associate Editor, Editor-in-Chief, PCD Head, KMC Director</i>
	3.8 Revise the layout when needed	None	1 Day	<i>Layout Artist/Editorial Assistant</i>
	3.9 Request the publication of the journal following the protocol on procurement.	None	1 Day	<i>Editor-in-Chief, PCD Head, KMC Director</i>
	3.10 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
4. Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Editorial Assistant</i>
	<b>TOTAL:</b>	<b>Php 2,000.00</b>	<b>1 Month, 5 Days, 2 Hours,</b>	



			<b>47 Minutes</b>	
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*\* 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				
<b>Office or Division:</b>	Publication and Communications Division			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may avail:</b>	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 <a href="mailto:renewsletter@cvsu.edu.ph">renewsletter@cvsu.edu.ph</a>	1.1 Receive, record and issue acknowledgement receipt of the article	None	10 Minutes	<i>Editorial Assistant</i>
	1.2 Read and edit the article	None	2 Days	<i>Associate Editor and Editor-in-Chief</i>
	1.3 Revise the edited article	None	1 Day	<i>Editorial Assistant</i>
	1.4 Draft the layout of the newsletter for the particular issue*	None	2 Days	<i>Layout Artist</i>
	1.5 Review the draft newsletter	None	1 Day	<i>Editor-in-Chief and PCD Head</i>



	1.6 Approve the newsletter for reproduction and distribution	None	1 Day	<i>KMC Director</i>
	1.7 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>
	1.8 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form			
	<b>TOTAL:</b>	<b>None</b>	<b>12 Days, 10 Minutes</b>	

\* 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.				
<b>Office or Division:</b>	Innovations and Technology Support Office			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may avail:</b>	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 ( <a href="http://www.ipophil.gov.ph">www.ipophil.gov.ph</a> )	
3 copies of the technical description and drawings of the invention			Applicant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fill out, sign and submit disclosure form	Receive and assess disclosures	None	1 day	<i>ITSO Technical Staff and ITSO Manager</i>
Secure Patent Search Form and start searching for prior arts	2.1 Provide the Patent Search Form and assist in the conduct of patent search/prior to art search	None	10 days	<i>ITSO Technical Staff</i>



	2.2 Provide the Application Form			
Draft the patent claims and drawings	3. Assist in drafting the description, claims and drawings	None	5 days	<i>ITSO Technical Staff</i>
Fill out and the Patent/UM Application Form	4.1 Receive the filled out Patent/UM Application Form and issue acknowledgement receipt	None	5 minutes	<i>ITSO Technical staff</i>
	4.2 File the patent/UM application at Intellectual Property Office of the Philippines (IPOPHL)	Php 2,220.00	*1 hour / **1 day	<i>ITSO Manager/Technical Staff</i>
	4.3 Advise the applicants to return on a specified date to claim the Statement of Account and Certificate of Patent/UM Application issued by IPOPHL	None	2 minutes	<i>ITSO Manager / Technical Staff</i>
Claim the Statement of Account and Certificate of Patent/UM Application	5.1 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>
	5.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	6. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>ITSO Technical Staff</i>
	<b>TOTAL:</b>		<b>*16 Days, 1 Hour,</b>	



		<b>Php 2,220.00</b>	<b>14 Minutes</b> On-line filing	
	<b>TOTAL:</b>	<b>Php 2,220.00</b>	<b>**15 days and 14 minutes</b> 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				
<b>Office or Division:</b>	Publication and Communications Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may avail:</b>	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
Fill out, sign and submit application form and other requirements	1.1 Check and receive the application form and other requirements	None	10 Minutes	<i>KMC Staff</i>
	1.2 Issue acknowledgement receipt	None	2 Minutes	<i>KMC Staff</i>





	1.3 Evaluate the documents for qualification	None	5 Days	<i>PCD Head and Evaluation Committee</i>
	1.4 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 Minutes	<i>PCD Head</i>
Submit additional supporting documents, if needed	2.1 Receive the document and issues acknowledgment receipt	None	5 Minutes	<i>KMC Staff/PCD Head</i>
	2.2 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>
	2.3 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>
	2.4 Notify the researchers/applicants of the status of the monetary incentives.	None	2 Minutes	<i>KMC Staff, PCD Head</i>



	2.5 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>KMC Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>6 Days, 1 Hour, 51 Minutes</b>	



6. Trademark Application				
This procedure covers providing assistance to faculty, staff and students in the preparation and processing of trademark applications				
<b>Office or Division:</b>	Innovations and Technology Support Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may avail:</b>	Faculty, Staff and Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application Form		ITSO Office or online ( <a href="http://www.ipophil.gov.ph">www.ipophil.gov.ph</a> )		
Disclaimer				
Drawing				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fill out, sign and submit application form and other requirements	1.1 Receive and assess application form and other requirements	None	10 Minutes	<i>ITSO Technical Staff and ITSO Manager</i>
	1.2 Sign the application form	None	2 Minutes	<i>ITSO Manager</i>
	1.3 File the trademark application	Depends on the assessment	*1 Hour or **1 Day	<i>ITSO Manager/technical staff</i>



		of IPOPHIL staff		
	1.4 Advise the applicants to return on a specified date to claim the Statement of Account and Certificate of Trademark Application issued by IPOPHIL	None	2 Minutes	<i>ITSO Manager / Technical Staff</i>
Claim the Statement of Account and Certificate of Trademark Application	2.1 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>
	2.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>ITSO Technical Staff</i>
	<b>TOTAL:</b>	<b>Depends on the assessment of IPOPHIL staff</b>	<b>*1 Day, 21 Minutes</b> For online filing	
	<b>TOTAL:</b>		<b>**1 Hour, 21 Minutes</b> For in person filing	



**Cavite State University Main Campus**  
**Office of the Vice President for External and Business Affairs**  
External Services



1. Purchase of Nursery seedlings/ Planting materials of Fruits and Vegetables				
This procedure shows how the sale of nursery seedlings/planting materials, fruits and vegetables is facilitated by the office.				
<b>Office or Division:</b>	Office of Business Affairs			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G - Government to Government G2B – Government to Business Entity			
<b>Who may avail:</b>	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Proof of payment		University Cashier		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Inquire available planting materials on sale	Post available planting materials on sale on the University Bulletin board	None	5 Minutes	<i>CPU In-charge</i>
Inquire if stock is still available	Check inventory of stocks	None	10 Minutes	<i>CPU In-charge</i>
3. Request for order of payment	3. Issue order of payment	None	5 Minutes	<i>OBA Office</i>
4. Payment	Receive payment	Depending on the item/s purchased	10 Minutes	<i>University Cashier</i>



5. Present proof of payment	5. Receive copy of proof of payment for encoding and filing	None	5 Minutes	<i>CPU In-charge</i>
6. Receive stocks and gate pass	6.1 Issue stocks and gate pass. Update posting of available stocks	None	15 Minutes	<i>CPU In-charge</i>
	6.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
7. Fill out and return the Stakeholders' Feedback form or Google Form	7. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>CPU In-charge</i>
	<b>TOTAL:</b>	<b>Depending on the item/s purchased</b>	<b>52 Minutes</b>	



2. Tenant Occupancy at University Entrepreneurial Center				
This procedure shows how interested business owners are assisted in renting space at the University Entrepreneurial Center.				
<b>Office or Division:</b>	Office of Business Affairs			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may avail:</b>	Business owners and operators			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Applicants Letter of Intent		Personally written by applicant		
Application form		Office of UEC		
Business Permit		Mayor's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter of Intent	Receive Letter of Intent for endorsement to the Office of the Director of Business Affairs	None	2 Minutes	<i>UEC Staff</i>
Fill out Application Form	Receive Application Form	None	2 Minutes	<i>UEC In-charge</i>
Wait for result of evaluation	Evaluate based on availability of area requested, not exceeding on the allowable number of same products, product sampling	None	1 Day	<i>OBA Director</i>





4. Submit required documents	4. Receive required documents	None	1 Minute	<i>UEC In-charge</i>
5. Determination of Rental rates	5.1 Identify the actual measurement of the area	None	10 Minutes	<i>UEC In-charge</i>
	5.2 Advise the client to proceed with the business operation			
	5.3 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
6. Fill out and return the Stakeholders' Feedback form or Google Form	6. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>UEC In-charge</i>
	<b>TOTAL:</b>	<b>None</b>	<b>1 Day and 17 Minutes</b>	



**Cavite State University Main Campus**  
**Office of the Vice President for Academic Affairs**  
External and Internal Services



1. Processing of Documents for Approval of the Vice President for Academic Affairs				
This procedure aims to ensure that complete staff work (CSW) is properly observed prior to the approval of the Vice President for Academic Affairs				
<b>Office or Division:</b>	Office of the Vice President for Academic Affairs			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G – Government to Government			
<b>Who may avail:</b>	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
Submit the documents for approval	Acknowledge receipt of the document	None	1 Minute	<i>OVPAA Staff</i>
	1.2 Review the document as to content and attachments	None	2 Minutes	<i>OVPAA Staff</i>
	2.1 If found incomplete, return to end-user/origin/Records Office	None	2 Minutes	<i>OVPAA Staff</i>



Receive the document to comply with all required attachments	2.2 If document is clear and complete, encode the details for easy tracking	None	2 Minutes	<i>OVPAA Staff</i>
	2.3 Endorse the document to the Vice President for Academic Affairs for approval	None	1 Minute	<i>OVPAA Staff</i>
	Approve the document	None	1 Day	<i>Vice President for Academic Affairs</i>
	Once approved/disapproved, scanning and encoding of VPAA's remarks/ comments on database for proper documentation	None	5 Minutes	<i>OVPAA Staff</i>
	For external communications, scanning and encoding of VPAA's remarks/ comments on database for proper documentation and sent through email	None	5 Minutes	<i>OVPAA Staff</i>
	Print log sheet	None	2 Minutes	<i>OVPAA Staff</i>
Receive the document by indicating in the logbook his/her name, signature and date received	3.1 Release of documents to the end-user/origin/Records Office and have them sign in the logbook	None	8 Minutes	<i>OVPAA Staff</i>
	3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			



4. Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>OVPAA Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>1 Day, 28 Minutes</b>	



2. Processing of Financial 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 Academic Affairs				
<b>Office or Division:</b>	Office of the Vice President for Academic Affairs			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G – Government to Government G2G – Government to Business Entity			
<b>Who may avail:</b>	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
Submit the financial documents for approval	1.1 Acknowledge receipt of the document	None	1 minute	<i>OVPAA Staff</i>
	1.2 Review the document as to content and attachments	None	2 minutes	<i>OVPAA Staff</i>



Receive the document to comply with all required attachments	2.1 If found incomplete, return to end-user/origin/Records Office	None	2 minutes	<i>OVPAA Staff</i>
	2.2 If document is clear and complete, encode the details for easy tracking	None	2 minutes	<i>OVPAA Staff</i>
	2.3 Forward the document to the Vice President for Academic Affairs for approval	None	1 minute	<i>OVPAA Staff</i>
	2.4 Approve the document	None	1 day	<i>Vice President for Academic Affairs</i>
	2.5 Once approved/disapproved, encode on database	None	5 minutes	<i>OVPAA Staff</i>
	2.6 Print log sheet	None	2 minutes	<i>OVPAA Staff</i>
Receive the document by indicating in the logbook his/her name, signature and date received	3.1 Release documents to the end-user/origin/Records Office and have them sign in the logbook	None	8 minutes	<i>OVPAA Staff</i>
	3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
4. Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>OVPAA Staff</i>



	<b>TOTAL:</b>	<b>None</b>	<b>1 day and 23 minutes</b>	
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<b>3. Releasing of Document Submitted for Approval</b>				
This procedure aims to provide guidelines on the releasing of documents submitted for approval from the Office of the Vice President for Academic Affairs				
<b>Office or Division:</b>	Office of the Vice President for Academic Affairs			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G – Government to Government G2B – Government to Business Entity			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Reference Number		Records Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Present the reference number provided by the Records Office	Check the reference number from the logbook on the computer	None	2 Minutes	<i>OVPAA Staff</i>
Receive the document by indicating his/her name, signature and date received in the logbook	2.1 Provide updates if signed, release the document and have them sign in the logbook.	None	2 Minutes	<i>OVPAA Staff</i>
	2.2 Provide client with Stakeholders' Feedback Form or Google Form using			



	the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>OVPAA Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>6 Minutes</b>	



**Cavite State University Main Campus**  
**College of Agriculture, Food, Environment and Natural Resources**  
Internal Services



1. Deployment of OJT students for BS Food Technology				
This procedure aims to deploy students in the industry partners as intern/practicumers of the College for the BS Food Technology program to improve their competencies.				
<b>Office or Division:</b>	Institute of Food Science and Technology			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	All BS Food Technology students enrolled in OJT subjects			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Registration form		College Registrar		
Curriculum Checklist		Registration Adviser		
Resume		Student		
Certificate of Attendance in the OJT Orientation		OJT Coordinator		
Memorandum of Agreement		OJT Coordinator		
Written Consent		Parents/ Legal Guardian		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Attend mandatory Pre-OJT Orientation	Explain the concept, objectives, mechanics, and requirements of the OJT program;	None	3 Hours	<i>OJT Coordinators and OJT advisers</i>



	<p>1.1 Provide tips on grooming, customer relations, work values and online etiquette</p> <p>1.2 Brief the students about the nature of work that awaits them in the industry Discuss the evaluation/grading system for OJT Lecture on Sexual Harassment in the Workplace</p>			
Submit all required documents to OJT advisers	<p>2.1 Review all documented papers for validity and credibility and signs pertinent documents</p> <p>2.2 Endorse the documents to the Office of the Dean</p> <p>Sign pertinent documents</p>	None	1 Day	<p><i>OJT Adviser</i></p> <p><i>OJT Coordinator</i></p> <p><i>College Dean</i></p>
3. Submit all documents to the OJT site	3.1 Accompany the student to the OJT site	None	1 Day	<i>OJT Coordinator and/or Adviser</i>
	<p>3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a></p>			



4. Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>OJT Coordinator</i>
	<b>TOTAL:</b>	<b>None</b>	<b>2 Days, 3 Hours</b>	



<b>2. Issuance of Certificate of Good Moral Character (for College and University use only)</b>				
This procedure covers how the Office of the Dean facilitate the issuance of the Certificate of Good Moral Character for the use of the College/University offices and other student organizations inside the Campus.				
<b>Office or Division:</b>	Office of the Dean			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Proof of payment		Secured personally by the student from the University Cashier's Office		
Accomplished request slip		Secured personally by the student from the Office of the Guidance Facilitator		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fill out request slip from the Office of the Dean	Check and receive accomplished request form	None	2 Minutes	<i>College Guidance Coordinator/ Facilitator</i>
Pay to the Cashier's Office	Receive the payment  Issue proof of payment	Php15.00	5 Minutes	<i>Staff of the Cashier's Office</i>
Check the proof of payment	3. Check the receipt/proof of payment form the Cashier's Office	None	1 Minute	<i>College Guidance</i>



				<i>Coordinator/ Facilitator</i>
Receive the claim stub bearing the date of release of the requested certificate	<p>4. Prepare the requested certificate by the staff of the Office of the Dean</p> <p>Evaluate the students' records by the Guidance Coordinator</p> <p>Issue the certificate</p>	None	1 Day	<p><i>Staff of the Office of the Dean</i></p> <p><i>Guidance Coordinator/ Facilitator</i></p> <p><i>Guidance Coordinator/ Facilitator</i></p>
Present the claim stub on the date indicated therein	5.1 Release the requested certificate and have it signed as received by the client	None	2 Minutes	<i>Staff of the Office of the Dean</i>
	<p>5.2 Provide client with Stakeholders' Feedback Form or Google Form using the link</p> <p><a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a></p>			
Fill out and return the Stakeholders' Feedback form or Google Form	6. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Staff of the Office of the Dean</i>
	<b>TOTAL:</b>	<b>None</b>	<b>1 Day, 12 Minutes</b>	





3. Procedure on Implementation of Retention Policy for the degree Bachelor of Science in Agriculture				
This procedure aims to maintain the quality of future graduates of the course and ensure high percentage of licensure exam passers				
<b>Office or Division:</b>	College Registrar			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	All Incoming 3 <sup>rd</sup> Year BSA Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certificate of Grades (COG)		College Registrar		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit COG to registration advisers	Evaluate the submitted COG if the student has no failing mark in any academic subject and a general weighted average (GWA) of 2.00.	None	1 hour	<i>Registration adviser</i>
Communicate with the registration adviser about the result of the evaluation	Inform the student about their status and advise whether they can continue with the BSA program or not.	None	1 hour	<i>Registration adviser</i>



	<b>TOTAL:</b>	<b>None</b>	<b>2 hours</b>	
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<b>4. Processing of Documents for Approval / Endorsement</b>				
This procedure aims to ensure that complete staff work (CSW) is properly observed prior to the approval/endorsement of the Dean of College of Agriculture, Food, Environment and Natural Resources				
<b>Office or Division:</b>	Office of the Dean			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business Entity			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Reference Number			Records Office	
Appropriate / related attachments to support the request or report			Concerned issuing agency(ies)	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Submit the document for approval	1.1 Acknowledge receipt of the document	None	1 Minute	<i>College Clerk.</i>
	1.2 Review the completeness of attached documents	None	2 Minutes	<i>College Clerk</i>
Receive the document to comply with all the needed attachments	2.1 If found incomplete, return to the end-user/origin	None	1 Minute	<i>College Clerk</i>
	If document is complete, encode the details to the computer for recording.	None	2 Minutes	<i>College Clerk</i>



	Forward the document to the Dean for approval / endorsement	None	1 Minute	<i>College Clerk</i>
	Endorse the document to the next office that needs to take action	None	2 Minutes	<i>College Dean</i>
Receive the documents	Request the client sign on the Receiving Logbook	None	1 Minute	<i>College Clerk</i>
	3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>College Clerk</i>
	<b>TOTAL:</b>	<b>None</b>	<b>10 Minutes</b>	



**Cavite State University Main Campus**  
**College of Arts and Sciences**  
Internal Services



1. Issuance of Certificate of Good Moral Character <i>(for College and University use only)</i>				
This procedure covers how the Office of the Dean facilitate the issuance of the Certificate of Good Moral Character for the use of the College/University offices and other student organizations inside the Campus.				
<b>Office or Division:</b>	Office of the Dean			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Proof of payment		Personally, secured by the student from the University Cashier's Office		
Accomplished request slip		Personally filled-up by the student at the Office of the Dean		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fill out request slip from the Office of the Dean	Check and receive accomplished request form	None	2 Minutes	<i>Staff of the Office of the Dean</i>
Pay at the Cashier's Office	Receive the payment  Issue Official Receipt	Php 15.00	5 Minutes	<i>Staff of the Cashier's Office</i>
Check the proof of payment	3. Check the receipt/proof of payment form the Cashier's Office	None	1 Minute	<i>Staff of the Office of the Dean</i>



Receive the claim stub bearing the date of release of the requested certificate	Prepare the requested certificate by the staff of the Office of the Dean  Print the certificate being requested	None	1 Day	<i>Staff of the Office of the Dean</i>
Present the certificate for signature	Evaluate students' records  Conduct interview with the student  Sign the certificate	None	5 Minutes	<i>Program Coordinator / Department Chairperson / College Dean</i>
Present the claim stub on the date indicated therein	6.1 Release the requested certificate and have it signed as received by the client	None	2 Minutes	<i>Staff of the Office of the Dean</i>
	6.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Staff of the Office of the Dean</i>
	<b>TOTAL:</b>	<b>Php 15.00</b>	<b>1 Day, 17 Minutes</b>	



2. Processing of Documents for Approval / Endorsement				
This procedure aims to ensure that complete staff work (CSW) is properly observed prior to the approval/endorsement of the Dean of College of Arts and Sciences.				
<b>Office or Division:</b>	Office of the Dean			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business Entity			
<b>Who may avail:</b>	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
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
Submit the document for approval	1.1 Acknowledge receipt of the document	None	1 minute	<i>Clerk at the Dean's Office</i>
	1.2 Review the completeness of attached documents	None	2 minutes	
Receive the document to comply with all the needed attachments	2.1 If found incomplete, return to the end-user/origin	None	1 minute	
	2.2 If document is complete, encode the details to the log book for recording.	None	3 minutes	
	2.3 Forward the document to the Dean for approval / endorsement	None	1 minute	





	2.4 Endorse the document to the next office that needs to take action	None	2 minutes	
Receive the documents	3.1 Advise the client to forward the document to next office that needs to take action and have it signed in the logbook	None	1 minute	<i>Clerk at the Dean's Office</i>
	3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
4. Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Clerk at the Dean's Office</i>
	<b>TOTAL:</b>	<b>None</b>	<b>13 minutes</b>	



**Cavite State University Main Campus**  
**College of Criminal Justice**  
Internal Services



1. Borrowing of Laboratory Equipment and Materials				
This procedure aims to facilitate the borrowing of laboratory equipment and materials.				
<b>Office or Division:</b>	Office of the Dean			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All Faculty Members and Researchers (faculty, staff and students)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Borrower/Return Slip		Laboratory Technician		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Inform the Property Custodian of the laboratory equipment and/or materials to be used.	Issue the borrower/return slip	None	1 Minute	<i>Property Custodian</i>
Fill out and submit the Slip with complete information	2.1 Prepare the borrowed laboratory equipment and/or materials with a checklist of parts, number of items, condition and functionality in front of the borrowing client.  Note: client shall conform first before release.	None	2 Minutes	<i>Laboratory Technician</i>



	Release the item (s) to the client	None	1 Minute	<i>Laboratory Technician</i>
Use the laboratory equipment/materials properly.	Assist in setting-up and/or calibrate the laboratory equipment for use.	None	5 Minutes	<i>Laboratory Technician</i>
Return the laboratory equipment/materials.	<p>Inspect the equipment/materials for completeness and functionality in front of the borrowing client.</p> <p>Mark the borrower/return slip with necessary remarks as to the condition of the returned item(s)</p> <p>Submit the borrower/return slip to the Property Custodian.</p> <p>Store the item(s) borrowed</p> <p>Provide client with Stakeholders' Feedback Form or Google Form using the link  <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a> </p>	None	10 Minutes	<i>Laboratory Technician</i>
Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Laboratory Technician</i>
	<b>TOTAL:</b>	<b>None</b>	<b>21 Minutes</b>	



Issuance of Certificate of Good Moral Character ( <i>for College and University use only</i> )				
This procedure covers how the Office of the Dean facilitate the issuance of the Certificate of Good Moral Character for the use of the College/University offices and other student organizations inside the Campus.				
<b>Office or Division:</b>	Office of the Dean			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Proof of payment		Secured personally by the student from the University Cashier's Office		
Accomplished request slip		Secured personally by the student from the Office of the Guidance Facilitator		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fill out request slip from the Office of the Dean	Check and receive accomplished request form	None	2 Minutes	<i>College Guidance Coordinator/ Facilitator</i>
Pay at the Cashier's Office	Receive the payment  Issue Official Receipt	Php 15.00	5 Minutes	<i>Staff of the Cashier's Office</i>
Check the proof of payment	3. Check the receipt/proof of payment form the Cashier's Office	None	1 Minute	<i>College Guidance</i>



				<i>Coordinator/ Facilitator</i>
Receive the claim stub bearing the date of release of the requested certificate	Prepare the requested certificate by the staff of the Office of the Dean  4.2 Evaluate the students' records by the Guidance Coordinator  4.3 Issue the certificate	None	1 Day	<i>Staff of the Office of the Dean</i>  <i>Guidance Coordinator/ Facilitator</i>  <i>Guidance Coordinator/ Facilitator</i>
Present the claim stub on the date indicated therein	5.1 Release the requested certificate and have it signed as received by the client  5.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	2 Minutes	<i>Staff of the Office of the Dean</i>
Fill out and return the Stakeholders' Feedback form or Google Form	6. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Staff of the Office of the Dean</i>
	<b>TOTAL:</b>	<b>Php 15.00</b>	<b>1 Day, 12 Minutes</b>	



Processing of Documents for Approval / Endorsement				
This procedure aims to ensure that complete staff work (CSW) is properly observed prior to the approval/endorsement of the Dean of College Criminal Justice.				
<b>Office or Division:</b>	Office of the Dean			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business Entity			
<b>Who may avail:</b>	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
Submit the document for approval	1.1 Acknowledge receipt of the document	None	1 Minute	<i>College Clerk.</i>
	1.2 Review the completeness of attached documents	None	2 Minutes	<i>College Clerk</i>
Receive the document to comply with all the needed attachments	2.1 If found incomplete, return to the end-user/origin	None	1 Minute	<i>College Clerk</i>
	2.2 If document is complete, encode the details to the computer for recording.	None	2 Minutes	<i>College Clerk</i>



	2.3 Forward the document to the Dean for approval / endorsement	None	1 Minute	<i>College Clerk</i>
	Endorse the document to the next office that needs to take action	None	2 Minutes	<i>College Dean</i>
Receive the documents	3.1 Advise the client to forward the document to next office that needs to take action and have them signed in the logbook	None	1 Minute	<i>College Clerk</i>
	3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
4. Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>College Clerk</i>
	<b>TOTAL:</b>	<b>None</b>	<b>12 Minutes</b>	





**Cavite State University Main Campus**  
**College of Education**  
External Services



<b>Rental of the CvSU Multi-Purpose Quadrangle (<i>Non-University Related Activities</i>)</b>				
This procedure shows how the Office of the Dean facilitates the rental of the CvSU Multi-Purpose Quadrangle for the non-university related activities sponsored by individuals/agencies outside of the university.				
<b>Office or Division:</b>	Office of the Dean			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government			
<b>Who may avail:</b>	Individuals/agencies outside of the University			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Approved letter of request from the College Dean		Personally secured by the client from the Office of the Dean		
Order of Payment		Personally secured by the client from the Accounting Office		
Proof of Payment		Personally secured by the client from the University Cashier's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Check the availability of the Quadrangle for scheduling	Check the schedule of the Quadrangle on the record	None	1 Minute	<i>Staff of the Office of the Dean</i>
Secure approval of the College Dean	Check the relevance and importance of the activity	None	1 Day	<i>College Dean</i>



Present the approved letter of request to the Accounting Office	3.1 Prepare the order of payment	None	3 Minutes	Staff of the Accounting Office
Present the order of payment to the Cashier's Office	3.2 Release the order of payment	Php 2,000.00	10 Minutes	Staff of the Cashier's Office
	Receive the payment Release the proof of payment			
Present the photocopy of the proof of payment to the Office of the Dean	Finalize the schedule for the use of the quadrangle	None	2 Minutes	Staff of the Office of the Dean
Receive the guidelines on responsible use of the quadrangle	Explain the guidelines	None	3 Minutes	Staff of the Office of the Dean
Receive the permit to use the quadrangle	Release the permit  7.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	1 Minute	Staff of the Office of the Dean
8. Fill out and return the Stakeholders' Feedback form or Google Form	8. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	Staff of the Office of the Dean
	<b>TOTAL:</b>	<b>Php 2,000.00</b>	<b>1 Day, 22 Minutes</b>	



**Cavite State University Main Campus**  
**College of Education**  
Internal Services



1. Deployment of OJT students for BSHRM, BSHM, DHRM and BSTM				
This procedure shows how the OJT was redesigned to Online or Virtual On-the-Job Training to facilitate the completion of the course remotely. It is an online internship/ practicum where students will gain experiences from linkage establishments through distance learning.				
<b>Office or Division:</b>	Home Economics Vocational and Technical Education Department			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	All BSHM/BSHRM/DHRM and BSTM students enrolled in OJT subjects			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Registration form			College Registrar	
Curriculum Checklist			Registration Adviser	
Resume			Student	
Written Consent			Parents/ Legal Guardian	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Attend mandatory Pre-OJT Orientation	Conduct OJT Orientation via online or depending on the IATF, DOH and LGU rules	None	3 Hours	<i>OJT Coordinators and OJT advisers</i>
Secure endorsement letters from HEVTED address to the establishment/virtual OJT provider	Provide the students with the endorsement letters to the respective establishment/virtual OJT provider	None	5 Minutes	<i>OJT Coordinators and OJT advisers</i>



Report to the respective establishment/virtual OJT provider via online or face to face set up depending on IATF, DOH and LGU advisories	3.1 Deploy the OJT students	None	*1 day Depending on the location of the establishment or mode of OJT set up	<i>OJT Coordinators and OJT advisers</i>
	3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	2 Minutes	<i>OJT Coordinators and OJT advisers</i>
Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form			
	<b>TOTAL:</b>	<b>None</b>	<b>*1 Day, 3 Hours 7 Minutes</b>	

*\*Weekly*



2. Deployment of Practice Teachers				
This procedure shows how the TED evaluates students prior to their deployment as Practice Teachers.				
<b>Office or Division:</b>	Teacher Education Department (TED)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	All BSE/BEE 4 <sup>th</sup> year students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certificates of Grades and Checklist of Courses		College Registrar		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Attend Practice Teaching Orientation via online or face to face set up	Hold/Conduct Practice Teaching Orientation via online or face to face set up	None	1 Day	<i>Student Teaching Coordinator and TED faculty members</i>
Secure endorsement letters to the respective school assignment/ cooperating school	2. Provide the students with the endorsement letters to the respective school assignment/ cooperating school	None	5 Minutes	<i>Student Teaching Adviser</i>
Report to the cooperating school on deployment date with the Student Teaching Adviser/Supervisor via online or face to face set up depending on IATF, DOH and LGU advisories	3.1 Deploy the student teaching interns	None	*1 day Depending on the location of the cooperating school and student teaching set up	<i>Student Teaching Supervisor/Adviser</i>



	3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Student Teaching Coordinator and TED faculty members</i>
	<b>TOTAL:</b>	<b>None</b>	<b>*2 Days, 7 Minutes</b>	





Issuance of Certificate of Good Moral Character ( <i>for College and University use only</i> )				
This procedure covers how the Office of the Dean facilitate the issuance of the Certificate of Good Moral Character for the use of the College/University offices and other student organizations inside the Campus.				
<b>Office or Division:</b>	Office of the Dean			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Proof of payment		Secured personally by the student from the University Cashier's Office		
Accomplished request slip <i>*Accomplished google form</i>		Secured personally by the student from the Office of the Guidance Facilitator <i>* Secured by the student via online transaction from the Office of the Guidance Facilitator</i>		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fill out request slip from the Office of the Dean	1. Check and receive accomplished request form	None	2 Minutes	College Guidance Coordinator/



<i>*fill out the google form from this link: <a href="https://bit.ly/CEdGoodMoralCertificate2022">https://bit.ly/CEdGoodMoralCertificate2022</a></i>				<i>Facilitator</i>
Pay to the Cashier's Office <i>*waived during the pandemic period</i>	Receive the payment  Issue proof of payment	P15.0 0	5 Minutes	<i>Staff of the Cashier's Office</i>
Check the proof of payment <i>*waived during the pandemic period</i>	3. Check the receipt/proof of payment form the Cashier's Office  <i>*request for an email confirmation from the client and have them fill out the online feedback form</i>	None	1 Minute	<i>College Guidance Coordinator/ Facilitator</i>
Receive the claim stub bearing the date of release of the requested certificate  <i>*receive the email confirmation bearing the date of release of the requested certificate</i>	Prepare the requested certificate by the staff of the Office of the Dean  4.2 Evaluate the students' records by the Guidance Coordinator  4.3 Issue the certificate	None	1 Day	<i>Staff of the Office of the Dean  Guidance Coordinator/ Facilitator  Guidance Coordinator/ Facilitator</i>



Present the claim stub on the date indicated therein  <i>*receive the certificate of good moral via respective email address of the client</i>	5.1 Release the requested certificate and have it signed as received by the client	None	2 Minutes	<i>Staff of the Office of the Dean</i>
	5.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	6. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Staff of the Office of the Dean</i>
	<b>TOTAL:</b>	<b>None</b>	<b>1 Day, 12 Minutes</b>	

*\*online transaction*



4. Procedures on Borrowing of HEVTED Laboratory Tools and Equipment				
This procedure aims to facilitate the borrowing of HEVTED laboratory tools and materials.				
<b>Office or Division:</b>	Home Economics Vocational and Technical Education Department			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizen			
<b>Who may avail:</b>	All Hospitality Management/Tourism Management students enrolled in laboratory subjects			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Requisition Form		HEVTED Laboratory Technician Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Identify the utensils needed for a laboratory task/activity.	Check the completeness of lab tools/utensils/equipment to be used in the laboratory activity	None	15 Minutes	<i>Faculty in charge</i>
Secure a copy of requisition form from HEVTED Laboratory Technician Office	2. Issue the official requisition form used in borrowing laboratory items	None	1 Minute	<i>Students and Laboratory Technician</i>
3. Fill out laboratory requisition form	3. Verify the items and specifications indicated and affix signature upon confirmation	None	5 Minutes	<i>Students, Faculty in charge</i>
4. Submit of requisition form to laboratory technician duly signed by the teacher-in-	4. Prepare the requested items	None	10 Minutes	<i>Laboratory Technician</i>



charge of the laboratory subject.				
Check and receive requested tools/utensils/equipment and deposit school identification card.	5. Check the condition and completeness of issued item in the presence of the laboratory technician	None	5 Minutes	<i>Students and Laboratory Technician</i>
6. Return borrowed utensils and equipment based on the requisition form to the stockroom	6. Check quantity and condition of returned tools /utensils /equipment based on the requisition form	None	5 Minutes	<i>Laboratory Technician</i>
7. Claim the deposited Identification card	7.1 Return the deposited identification card of the borrowing student	None	1 Minute	<i>Laboratory Technician</i>
	7.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
8. Fill out and return the Stakeholders' Feedback form or Google Form	8. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Laboratory Technician</i>
	<b>TOTAL:</b>	<b>None</b>	<b>44 Minutes</b>	



5. Procedures on Implementation of Retention Policy for Education				
This procedure aims to maintain the quality of future graduates of the course and ensure high percentage of licensure exam passers				
<b>Office or Division:</b>	Teacher Education Department (TED)			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	All Incoming 2 <sup>nd</sup> Year Education Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certificates of Grades (COG)		College Registrar		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit COG to advisers	1.1 Evaluate the submitted COG if the student is qualified to take the Standard Aptitude Test for Teachers (SATT).  1.2 Submit a list of qualified SATT takers to the Guidance Coordinators.	None	1 Hour	<i>Academic Advisers</i>
Take Standard Aptitude Test for Teachers (SATT).	2. Facilitate the Standard Aptitude Test for Teachers (SATT)	Php 20.00	3 Hours	<i>Guidance Coordinator</i>
Wait for the SATT result	Check the Standard Aptitude Test for Teachers (SATT)	None	*3 Days **2 Hours	<i>Guidance Coordinator</i>
Claim the Result of SATT	Inform the students of the next procedures	None	5 Minutes	<i>Guidance Coordinator</i>



Attach the result of SATT to Pre-registration	5.1 Sign the Pre-Registration of the students	None	5 Minutes	Academic Advisers
	5.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
6. Fill out and return the Stakeholders' Feedback form or Google Form	6. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	Academic Advisers
	<b>TOTAL:</b>	<b>Php 20.00</b>	<b>*3 Days, 4 Hours, 10 Minutes</b> (for group takers)  <b>**6 Hours, 10 Minutes</b> (for individual takers)	

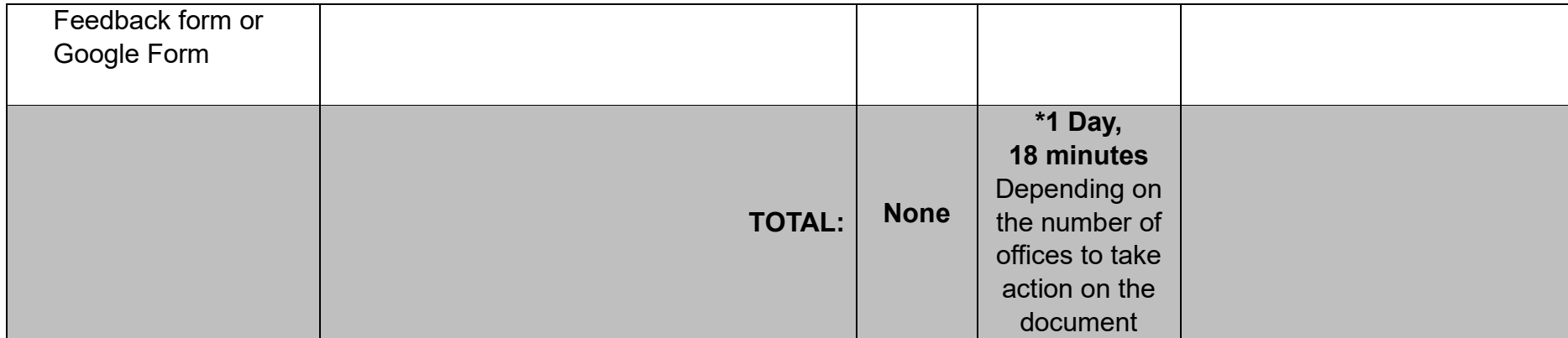


6. Processing of Documents for Approval / Endorsement				
This procedure aims to ensure that complete staff work (CSW) is properly observed prior to the approval/endorsement of the Dean of College of Education.				
<b>Office or Division:</b>	Office of the Dean			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business Entity			
<b>Who may avail:</b>	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
Submit the document for approval	Acknowledge receipt of the document	None	1 Minute	<i>College Clerk.</i>
<i>*Submit through email address ced.cvsu.edu.ph</i>	Review the completeness of attached documents	None	5 Minutes	<i>College Clerk</i>
Receive the document to comply with all	2.1 If found incomplete, return to the end-user/origin	None	2 Minutes	<i>College Clerk</i>





the needed attachments	2.2 If document is complete, encode the details to the computer for recording.	None	2 Minutes	College Clerk
	2.3 Forward the document to the Dean for approval / endorsement	None	2 Minutes	College Clerk
	2.4 Action of the dean/endorsement to the next office that needs to take action	None	1 Day	College Dean
	2.5 Endorse the document to the next office that needs to take action	None	2 Minutes	College Dean
	2.6 Action of the approving authority	None	*Depending on the number of offices to take action on the document	Approving authority
Return the acted documents to the origin/client  <i>*via respective email address of the client</i>	3.1 Request the client sign on the Receiving Logbook  <i>*request for an email confirmation from the client and have them fill out the online feedback form</i>	None	2 Minutes	College Clerk
	3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders'	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	College Clerk



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TCP (Teacher Certification Program) Evaluation				
This procedure shows how the applicants for the TCP are assisted and evaluated.				
<b>Office or Division:</b>	Teacher Education Department (TED)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Client			
<b>Who may avail:</b>	All 4-year graduates of different programs who wants to have units of Education			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Transcript of Records		CEd Clerk and or Faculty of TED		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Forward application documents to the Office of the Dean of CEd	Receive the application documents from OSAS for evaluation.	None	2 Minutes	<i>CEd Clerk</i>
	Evaluate the submitted application documents	None	15 Minutes	<i>TED Secretary</i>
Secure copy of the evaluation results from the Office of the Dean of CEd	2.1 Endorse evaluation results to OSAS 2.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	5 Minutes	<i>CEd Clerk</i>
3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	Fill out and return the Stakeholders' Feedback form or Google Form
<b>TOTAL:</b>		<b>None</b>	<b>24 Minutes</b>	



8. Use of the CvSU Multi-Purpose Quadrangle ( <i>University-Related Activities</i> )				
This procedure covers how the Office of the Dean facilitates the use of the CvSU Multi-Purpose Quadrangle for the university activities sponsored by the different university offices, student organizations and other agencies who ties-up with any of the offices of the university.				
<b>Office or Division:</b>	Office of the Dean			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government			
<b>Who may avail:</b>	Offices of the University, Student Organizations and other agencies who ties-up with any of the offices of the university			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved letter of request from the University President (University Activities)		Personally secured by the client from the office of the University President		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Check the availability of the Quadrangle for scheduling	Check the schedule of the Quadrangle on the record	None	1 Minute	<i>Staff of the Office of the Dean</i>
Secure approval of the University President	Check the relevance and importance of the activity	None	5 Days	<i>Concerned Offices of the University</i>
Present the approved letter of request	Finalize the schedule for the use of the quadrangle	None	2 Minutes	<i>Staff of the Office of the Dean</i>



Receive the guidelines on responsible use of the quadrangle	Explain the guidelines	None	3 Minutes	<i>Staff of the Office of the Dean</i>
Receive the permit to use the quadrangle	5.1 Release the permit 5.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	1 Minute	<i>Staff of the Office of the Dean</i>
6. Fill out and return the Stakeholders' Feedback form or Google Form	6. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Staff of the Office of the Dean</i>
	<b>TOTAL:</b>	None	<b>5 Days, 9 Minutes</b>	



**Cavite State University Main Campus**  
**College of Education - Laboratory Science High School**  
External Services



1. Registration of New Students of the Laboratory Science Highschool	
This procedure aims to provide certificate of admission with student number and registration forms to new students.	
Office or Division:	Office of Laboratory Science High School
Classification:	Simple
Type of Transaction:	G2C-Government to Citizen
Who may avail:	All old students and qualifiers for Grade 7 and 11 Entrance Examination with confirmed slots
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>Admission in the General Science Curriculum upon submitting the electronic copies (scanned / screenshot / clear photos) of the following documents for online submission and printed copies for submission thru drop box at Gate 1 only:</p> <p><b>For New Students (Grade 7 and Grade 11)</b></p> <ol style="list-style-type: none"> <li>1. Original copy of Report card/ Form 137 for the current school year with LRN (Grade 6 / Grade 10);</li> <li>2. Photocopy of Certificate of Graduation/Completion</li> <li>3. Certificate of ranking and of good moral character;</li> <li>4. Photocopy of Philippine Statistics Authority (PSA) Birth Certificate; and</li> <li>5. 2 x 2 Picture with name tag (2)</li> <li>6. 1 x 1 Picture with white background (1)</li> <li>7. Educational Service Contracting (ESC) Certificate or Qualified Voucher Recipient (QVR) Certificate (<i>Grade 10 Completers from Private School</i>)</li> </ol>	From Previous School



<b>For Old Students</b> <ol style="list-style-type: none"> <li>1. Original copy of Report card/ Form 137 for the current school year with LRN (Grade 6 / Grade 10);</li> <li>2. Philippine Statistics Authority (PSA) Birth Certificate; and</li> <li>3. 2 x 2 Picture with name tag (2).</li> </ol>				
Learners' Information Sheet		Office of Laboratory Science High School		
Assessment of Fees		Office of Laboratory Science High School		
Official Receipt/Proof of Payment		University Cashier		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fill-out Learner's Information Sheet secured from the office staff of Laboratory Science High School or via Google form	Receive and consolidate student's Personal Information per Grade level	None	5 Minutes	LSHS Staff
Submit all the required documents for enrolment to the office of Laboratory Science High School or via google form  <u>-Please use this format as "Subject"</u> <u>Surname FirstName MiddleInitial GradeLevel</u>	Check, receive, and file/save all the required documents  Send a letter of confirmation of admission and the student's official assessment of fees.	None	1 Day	LSHS Staff





<u><i>-Only pre-registration through this email will be processed.</i></u>				
Pay the school fees at the University Cashier  Presents the assessment of fees to the Cashier Pays the amount as assessed Receives the Official Receipt  or  through LANDBANK branch within Cavite or NCR area thru LANDBANK account using Oncoll Payment Slip with the following details: Merchant/ Agency Deposit Account Number- 1502 2220 03 Reference Number 1 - Name of Student  Reference Number 2 -Student ID Number (for old students) -New (for new students) Merchant/Agency Name -CAVSU Oncol  Amount - _____	Receive payment and issue official receipts (OR)	Based on Assessment	5 Minutes	<i>Staff, University Cashier</i>
		Based on Assessment	1 Day	<i>LANDBANK Personnel</i>
Submit proof of payment	4.1 Receive and verify the authenticity of proof of payment	None	3 Minutes	<i>LSHS Staff</i>



<p>For payment at the University cashier, personally present proof of payment to the staff of LSHS</p> <p>For Landbank Oncoll payment, Send a copy of validated deposit slip to:  <a href="mailto:cashiersoffice@cvsu.edu.ph">cashiersoffice@cvsu.edu.ph</a>  <a href="mailto:ced_lshs@cvsu.edu.ph">ced_lshs@cvsu.edu.ph</a></p> <p><u>Wait for an e-copy of Official Receipt (OR)</u></p> <p><u>Forward the OR copy to the</u>  <a href="mailto:ced_lshs@cvsu.edu.ph">ced_lshs@cvsu.edu.ph</a></p> <p><u>Please use this format as "Subject"</u>  <u>LSHS_Surname_FirstName_MiddleInitial_GradeLevel</u></p>	<p>4.2 Send Official Receipt (OR) to student as email reply</p>			<p><i>Staff, University Cashier</i></p>
<p>Personally submit student credentials/ documents at the LSHS Office or Place in the LSHS dropbox (located at Gate 1 or Gate 2) the hard copy of credentials/ documents enclosed in brown envelope.</p>	<p>5.1 Verify the authenticity of student credentials</p> <p>5.2 Provide confirmation of enrolment or send email of confirmation of enrolment</p> <p>5.3 Issuance of Student ID number (for new students)</p> <p>5.4 Provide client with Stakeholders' Feedback Form or Google Form using the link</p>	<p>None</p>	<p>1 hour</p>	<p><i>LSHS Staff</i></p>



	<a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
6. Fill out and return the Stakeholders' Feedback form or Google Form	6. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>LSHS Staff</i>
	<b>TOTAL:</b>	<b>Based on Assessment</b>	<b>2 Days, 1 Hour, 15 Minutes</b>	



**Cavite State University Main Campus**  
**College of Education - Laboratory Science High School**  
Internal Services



1. Issuance of School Credentials/Documents (LSHS)				
This procedure aims to provide students records for completion, graduation and other purposes.				
Office or Division:	Office of the Laboratory Science High School (LSHS)			
Classification:	Highly Technical			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	All students, graduates, and transferees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Student Clearance			Office of Laboratory Science High School	
Request Slip			Office of Laboratory Science High School	
Letter of Request for Form 137			Other Schools	
Official Receipt			University Cashier	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



<p>Personally send request together with accomplished student clearance at the Office of Laboratory Science High School or Download and accomplish request slip via email to <a href="mailto:ced_lshs@cvsu.edu.ph">ced_lshs@cvsu.edu.ph</a></p> <p>*for Form 137/SF 10 (permanent record) school to school request shall be considered</p>	<p>1.1 Receive the accomplished request slip</p> <p>1.2 Assess payment for requested school credentials</p> <p>1.3 Confirm request and send assessment of fees for requested school credentials</p>	None	30 Minutes	<i>LSHS Staff</i>
<p>Receive the confirmation of the request and assessment of fees for requested school credential/s</p>	<p>2. Advise the client to pay the corresponding document fees</p>	None	1 Minute	<i>LSHS Staff</i>
<p>Pay the document fees through:</p> <p>University Cashier Present the assessment of fees to the Cashier Pay the amount as assessed or at LANDBANK branch within Cavite or NCR area thru LANDBANK account using Oncol Payment Slip with the following details: Merchant/ Agency Deposit Account Number- 1502 2220 03 Reference Number 1 - Name of Student Reference Number 2 - Student ID Number</p>	<p>Receive payment and issue official receipts (OR)</p>	<p>Based on Assessment</p>	<p>5 Minutes</p> <p>1 Day</p>	<p><i>Staff, University Cashier</i></p> <p><i>LANDBANK Personnel</i></p>



Merchant/Agency Name - CAVSU Oncol Amount_____				
<p>Submit proof of payment</p> <p>For payment at the University cashier, personally presents proof of payment to the staff of LSHS</p> <p>For Landbank Oncoll payment, Send a copy of validated deposit slip to:  <a href="mailto:cashiersoffice@cvsu.edu.ph">cashiersoffice@cvsu.edu.ph</a>  <a href="mailto:ced_lshs@cvsu.edu.ph">ced_lshs@cvsu.edu.ph</a></p> <p><u>Wait for an e-copy of Official Receipt (OR)</u></p> <p><u>Forwards the OR copy to the</u>  <a href="mailto:ced_lshs@cvsu.edu.ph">ced_lshs@cvsu.edu.ph</a></p> <p><u>Please use this format as "Subject"</u>  <u>LSHS_Surname_FirstName_MiddleInitial_GradeLevel</u></p>	<p>4.1 Receive and verify the authenticity of proofs of payment or send Official Receipt (OR) to student as email reply</p> <p>4.2 Give notice of claim to the student</p>	None	<p>5 Minutes</p> <p>3 Minutes</p>	<p><i>LSHS Staff/ Staff, University Cashier</i></p> <p><i>LSHS Staff</i></p>
Receive notice of claim bearing the date of release of the requested documents	5. Process the requested documents	None	14 days	<i>LSHS Staff</i>
<p>Receive the requested credentials</p> <p>7. Signify receipt of requested document in the log sheet</p>	6. Release hard copy of requested documents following health protocols	None	5 Minutes	<i>LSHS Staff</i>



	7.1 Advise the claimant to sign on the log sheet for received documents			
	7.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	8. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>LSHS Staff</i>
	<b>TOTAL:</b>	<b>Based on Assessment</b>	<b>15 Days, 1 Hour, 51 Minutes</b>	





**Cavite State University Main Campus**  
**College of Engineering and Information Technology**  
External and Internal Services



1. Issuance of Requested Documents				
This procedure shows how the Office of the Dean together with various unit of the college facilitates the issuance of requested documents.				
<b>Office or Division:</b>	Office of the Dean and Various unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may avail:</b>	All CEIT Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Proof of payment (if with pay, submit request letter)		Personally, secured by the student from the University Cashier's Office		
Accomplished request slit		Submit request letter personally or via email <a href="mailto:ceit@cvsu.edu.ph">ceit@cvsu.edu.ph</a>  Personally filled-up by the student from the Office of the Dean		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit request letter / Fills-out request slip from the Office of the Dean or send request letter via <a href="mailto:ceit@cvsu.edu.ph">ceit@cvsu.edu.ph</a>	Check and receive request letter / accomplished request form	None	2 Minutes	Staff of the Office of the Dean



Pay to the Cashier's Office (if with pay)	2.1 Receive the payment 2.2 Issue Official Receipt	Depends upon the requested documents	5 Minutes	Staff of the Cashier's Office
Check the proof of payment	3. Check the receipt/proof of payment from the Cashier's office	None	1 Minute	College concerned unit
Receive the approved request letter / claim stub bearing the date of release of the requested document	4. Prepare the requested document 4.1 Evaluate the students' records 4.2 Release the documents	None	1 Day	College Dean  Coordinator / Staff of the concerned unit
Present the approved request letter or the claim stub on the date indicated therein	5.1 Release the request documents and has it signed as received by the client 5.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	2 Minutes	Concerned unit
Fill out and return the Stakeholders' Feedback form or Google Form	6. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	Staff of the Office of the Dean
	<b>TOTAL:</b>	<b>None</b>	<b>1 Day, 12 Minutes</b>	



**Cavite State University Main Campus**  
**College of Engineering and Information Technology**  
Internal Services



<b>1. Issuance of Certificate of Good Moral Character (for College and University use only)</b>				
This procedure covers how the Office of the Dean facilitate the issuance of the Certificate of Good Moral Character for the use of the College/University offices and other student organizations inside the Campus.				
<b>Office or Division:</b>	Office of the Dean			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Students			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Proof of payment			Secured personally by the student from the University Cashier's Office	
Accomplished request slip			Secured personally by the student from the Office of the Guidance Facilitator	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Fill out request slip from the Office of the Dean	Check and receive accomplished request form	None	2 Minutes	<i>College Guidance Coordinator/ Facilitator</i>
Pay to the Cashier's Office	Receive the payment Issue proof of payment	Php15.00	5 Minutes	<i>Staff of the Cashier's Office</i>
Check the proof of payment	3. Check the receipt/proof of payment form the Cashier's Office	None	1 Minute	<i>College Guidance</i>



				<i>Coordinator/ Facilitator</i>
Receive the claim stub bearing the date of release of the requested certificate	Prepare the requested certificate by the staff of the Office of the Dean  4.2 Evaluate the students' records by the Guidance Coordinator  4.3 Issue the certificate	None	1 Day	<i>Staff of the Office of the Dean</i>  <i>Guidance Coordinator/ Facilitator</i>  <i>Guidance Coordinator/ Facilitator</i>
Present the claim stub on the date indicated therein	5.1 Release the requested certificate and have it signed as received by the client	None	2 Minutes	<i>Staff of the Office of the Dean</i>
	5.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	6. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Staff of the Office of the Dean</i>
	<b>TOTAL:</b>	<b>Php15.00</b>	<b>1 Day, 12 Minutes</b>	



2. Processing of Documents for Approval / Endorsement				
This procedure aims to ensure that complete staff work (CSW) is properly observed prior to the approval/endorsement of the Dean of College of Engineering and Information Technology				
<b>Office or Division:</b>	Office of the Dean			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business Entity			
<b>Who may avail:</b>	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
Submit the document for approval	1.1 Acknowledge receipt of the document	None	1 Minute	<i>College Clerk.</i>
	1.2 Review the completeness of attached documents	None	2 Minutes	<i>College Clerk</i>
Receive the document to comply with all the needed attachments	2.1 If found incomplete, return to the end-user/origin	None	1 Minute	<i>College Clerk</i>
	2.2 If document is complete, encode the details to the computer for recording.	None	2 Minutes	<i>College Clerk</i>



	2.3 Forward the document to the Dean for approval / endorsement	None	1 Minute	<i>College Clerk</i>
	2.4 Endorse the document to the next office that needs to take action	None	2 Minutes	<i>College Dean</i>
Receive the documents	3.1 Request the client sign on the Receiving Logbook	None	1 Minute	<i>College Clerk</i>
	3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>College Clerk</i>
	<b>TOTAL:</b>	<b>None</b>	<b>12 Minutes</b>	





**Cavite State University Main Campus**  
**College of Engineering and Information Technology**  
**University Computer Center (UCC)**  
External Services



<b>1. Use of Central Computer Laboratory (for the conduct of Remedial laboratory classes, Special trainings or Seminars)</b>				
This procedure covers how the University Computer Center facilitate the use of the Central Computer Laboratory (CCL) for the conduct of computer laboratory subjects and special trainings or seminars.				
<b>Office or Division:</b>	CEIT - University Computer Center (UCC)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business Entity			
<b>Who may avail:</b>	Faculty members/Students/Organizations/Institutions			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Letter of Request to be sent to UCC office or CEIT Dean's office			Personally written by Client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Submit a request letter or accomplished Computer Laboratory Borrower's Slip Form to the CEIT Dean or the CCL Section Head respectively, at least a day prior to use	1.1 Check the schedule for the availability of the Central Computer Laboratories;  1.2 Sign and submit the computer laboratory borrower's form to the UCC manager for review and to the CEIT Dean for approval; Inform the requesting client about the status of request. Collect all the approved Computer Laboratory Room Borrower's Slip	None	15 Minutes	<i>CCL Section Head</i>  <i>CCL Section Head</i>



	Forms and informs the clients on the status of their requests; Open the laboratory on the scheduled period of utilization.			<i>Computer Laboratory Assistant</i>  <i>Computer Laboratory Assistant</i>
Fill out the CCL Student Log Sheet Form inside the computer laboratory for the use of computer/s and log out in the CCL Student Log Sheet Form. When necessary, the client places necessary "remarks" in the form after the period of use.	2.1 Review the remarks column in the CCL Student Log Sheet Form and closes the computer laboratory room.  2.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	5 Minutes	<i>Computer Laboratory Assistant</i>
3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Computer Laboratory Assistant</i>
	<b>TOTAL:</b>	<b>None</b>	<b>22 Minutes</b>	



**Cavite State University Main Campus**  
**College of Engineering and Information Technology**  
**University Computer Center (UCC)**  
Internal Services



1. Network Repair and Maintenance including other ICT Services (Repair and Maintenance of Network Infrastructure)				
This procedure shows how the University Computer Center facilitates the repair and maintenance of the University Local Area Network including other ICT services.				
<b>Office or Division:</b>	CEIT - University Computer Center (UCC)			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G			
<b>Who may avail:</b>	Faculty members/Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Request to be sent to CEIT Dean's office or computer technician		Personally written by Visitors		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit request letter or accomplished request form for repair services to the CEIT Dean or computer technician, respectively.	1.1 Submit all requests and accomplished forms to the UCC Hardware Section Head	None	5 Minutes	<i>Computer technician</i>
	1.2 Schedule the conduct of the requested repair services.	None	15 Minutes	<i>UCC Hardware Section Head</i>
	1.3 Inspect the network device or the network segment to verify the cause of network problem.	None	1 Day	<i>Computer Technician</i>
	1.4 Repair common network problems such as unplugged cable or defective cable, network configurations, and disabled network adapter	None	1 Day	<i>Computer Technician</i>



	1.5 Advise the client to procure the needed network device if the cause of the problem is a broken/damaged network device. Once procured, the computer technician install the device to be connected to the network.	None	1 Day	Computer Technician
	1.6 In the event that the network device is a “switch” unit, configure the device and afterwards, the computer technician install the unit.	None	1 Day	UCC Manager
	1.7 Provide client with Stakeholders’ Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			Computer Technician
2. Fill out and return the Stakeholders’ Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	Computer Technician
	<b>TOTAL:</b>	<b>None</b>	<b>4 Days, 22 Minutes</b>	



2. Network Repair and Maintenance including other ICT Services (Repair Services)				
This procedure covers how the University Computer Center facilitates the repair and maintenance of the University Local Area Network including other ICT services.				
<b>Office or Division:</b>	CEIT - University Computer Center (UCC)			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2G – Government to Government G2B – Government to Business			
<b>Who may avail:</b>	Faculty members/Students/Organizations/Institutions			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Request to be sent to CEIT Dean's office or computer technician		Personally written by Visitors		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit request letter or accomplished service request form and Claim Stub for repair services as well as the item to be repaired to the computer technician.	1.1 Schedule the conduct of the requested repair services;	Desktop hardware repair – 500.00;	5 Minutes	<i>UCC Hardware Section Head</i>
	1.2 Receive and inspect the unit or equipment and fill-out the Request for Pre-Repair Inspection and the item description in the Claim Stub. The latter is released to the client to be used when claiming the repaired item;	Laptop hardware repair – 1500.00;	2 Hours	<i>Computer Technician</i>
	1.3 Advise the client to seek assistance from the University Supply Office to coordinate with the supplier of the item either for immediate repair or	OS installation – 500.00;  other apps installation – 300.00;	1 Hour	



	<p>replacement of the item if the equipment to be repaired is within the warranty period</p> <p>1.3.1 If the equipment exceeds the warranty period, the computer technician to diagnose and repair the unit or equipment</p> <p>1.3.2 Once the university property is repaired, the Hardware Section Head prepare the following: Provisional Receipt for Computer Repair &amp; Maintenance, Purchase Request, Disbursement Voucher, Request for Pre-repair Inspection and Obligation Request and Status for fund transfer of the cost of repair from the client's office (requesting party) to UCC Income Generating Fund (UCC IGP) prior to the release of the item;</p> <p>1.3.3 For personal unit, the computer technician to issue the Provisional Receipt for ICT Repair &amp; Maintenance to the client. The client will get an order of payment slip from the accounting office, pay at the cashier's office and submit the OR to</p>	<p>data recovery – 700.00;</p> <p>virus removal – 300.00;</p> <p>printer repair – 500.00;</p> <p>network installation/repair per unit – 500.00;</p>	<p>4 Days</p> <p>3 Hours</p> <p>1 Day</p>	<p><i>Computer Technician</i></p>
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	<p>UCC for the release of repaired unit and subsequent recording;</p> <p>1.3.4 Equipment, tools devices and other spare parts will be listed on the Property Return Slip and will be submitted to the Supply Office. The items to be returned will be classified as unserviceable, no longer needed, reassignment or as the case maybe.</p> <p>1.4 Provide client with Stakeholders' Feedback Form or Google Form using the link  <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a></p>			
Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Computer Technician</i>
	<b>TOTAL:</b>	<b>Depending on the services provided</b>	<b>5 Days, 6 Hours, 7 Minutes</b>	



Network Repair and Maintenance including other ICT Services (Technical Services)				
This procedure covers how the University Computer Center facilitates the repair and maintenance of the University Local Area Network including other ICT services.				
Office or Division:	CEIT - University Computer Center (UCC)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen, G2G – Government to Government			
Who may avail:	Faculty members/Students/Organizations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Request to be sent to CEIT Dean's office or computer technician		Personally written by Visitors		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit a request letter or accomplished service request form to the computer technician.	1.1 Schedule the conduct of the requested technical services. Key offices of the University like the Office of the President, Office of the Vice Presidents, Cashier's Office and Registrar's Office will be given top priority;	None	1 Day, 5 Minutes	Hardware Section Head
	1.2 Inspect the site and proceed with the needed technical services			Computer Technician
	1.3 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			



Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Computer Technician</i>
	<b>TOTAL:</b>	<b>None</b>	<b>1 Day, 7 Minutes</b>	



4. Use of Central Computer Laboratory (for scheduled utilization)				
This procedure covers how the University Computer Center facilitate the use of the Central Computer Laboratory for the conduct of computer laboratory subjects and special trainings or seminars.				
<b>Office or Division:</b>	CEIT - University Computer Center (UCC)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Faculty members/Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Request to be sent to UCC office		Personally written by the requesting college		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Different college registrars to submit their computer laboratory requirements to the CCL section head.	1.1 Check for the availability of the required computer laboratory room and include the schedule on the Computer Laboratory Room Utilization Form;	None	15 Minutes	<i>CCL Section Head</i>
	1.2 Inform the requesting college registrar about the availability of the computer laboratory room.			<i>CCL Section Head</i>
	1.3 Print and submit the final Computer Laboratory Room Utilization for review of the CEIT Registrar, recommending approval of the UCC			



	Manager and approval of the CEIT Dean. 1.4 Post the approved Computer Laboratory Room Utilization in all computer laboratory rooms.			CCL Section Head  Computer Laboratory Assistant
Coordinate with the computer laboratory assistant on the beginning of the semester on the use of the laboratory room.	Verify the faculty user on the accomplished Computer Laboratory Room Utilization Form.  Open all the computer laboratories based on the schedule of utilization.	None	5 Minutes	Laboratory room assistant
Fill out the CCL Student Log Sheet Form inside the laboratory every beginning of laboratory classes for monitoring purposes.	Review the remarks made by the faculty in the CCL Student Log Sheet Form and close the laboratory room.			
Log out in the CCL Student Log Sheet Form and whenever necessary places a remark or observation in the "Remarks" column in the form after using the laboratory.	Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	5 Minutes	Laboratory room assistant



Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Laboratory room assistant</i>
	<b>TOTAL:</b>	<b>None</b>	<b>27 Minutes</b>	



**Cavite State University Main Campus**  
**College of Economics, Management and Development Studies**  
External and Internal Services



1. Processing of Documents for Approval / Endorsement				
This procedure aims to ensure that complete staff work (CSW) is properly observed prior to the approval/endorsement of the Dean of College of Economics, Management and Development Studies				
<b>Office or Division:</b>	Office of the Dean, College of Economics, Management and Development Studies			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business Entity			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Reference Number			Records Office	
Appropriate / related attachments to support the request or report			Concerned issuing agency(ies)	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Submit the document for approval or send via email at <a href="mailto:cemds@cvsu.edu.ph">cemds@cvsu.edu.ph</a>	1.1 Acknowledge receipt of the document	None	1 Minute	Staff of the Office of the Dean
	1.2 Review the completeness of attached documents	None	2 Minutes	Staff of the Office of the Dean
	2.1 If found incomplete, return to the end-user/origin	None	1 Minute	Staff of the Office of the Dean Or





Receive the document to comply with all the needed attachments				<i>An email will be sent</i>
	2.2 If document is complete, encode the details to the computer for recording.	None	2 Minutes	<i>Staff of the Office of the Dean</i>
	2.3 Forward the document to the Dean for approval / endorsement	None	1 Minute	<i>Staff of the Office of the Dean</i>
	2.4 College Dean to Approve the document	None	2 Minutes	<i>College Dean</i>
3. Receive the documents or an approved document will be emailed	3.1 Advise the client to forward the document to next office that needs to take action and have them sign in the logbook	None	1 Minute	<i>Staff of the Office of the Dean</i>
	3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
4. Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Staff of the Office of the Dean</i>
	<b>TOTAL:</b>		<b>12 Minutes</b>	



2. Issuance of Certificate of Good Moral Character <i>(for College and University use only)</i>				
The Office of the Dean together with the Office of the College Guidance Coordinator facilitates the issuance of the Certificate of Good Moral Character for the use of the College/University offices and other student organizations inside the Campus.				
<b>Office or Division:</b>	Office of the Dean			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Proof of payment		Personally, secured by the student from the University Cashier's Office		
Accomplished request slip		Personally filled-up by the student from the Office of the Dean		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fill out request slip from the Office of the Dean or send a request thru email at <a href="mailto:cemds@cvsu.edu.ph">cemds@cvsu.edu.ph</a>	Check and receive accomplished request form	None	2 Minutes	<i>Staff of the Office of the Dean Or Guidance facilitator</i>



Pay to the Cashier's Office	2.1 Receive the payment 2.2 Issue proof of payment	P15.00	10 Minutes	Staff of the Cashier's Office
Check the proof of payment	3. Check the receipt/proof of payment from the Cashier's Office	None	1 Minute	Staff of the Office of the Dean
Receive the claim stub bearing the date of release of the requested certificate	4.1 Prepare the requested certificate by the staff of the Office of the Dean 4.2 Evaluate the students' records by the Guidance Coordinator 4.3 Issue the certificate	None	4 Hours	Staff of the Office of the Dean  Guidance Facilitator  Guidance Facilitator
Present the claim stub on the date indicated therein or sent via email	5.1 Release the requested certificate and has it signed as received by the client 5.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	2 Minutes	Staff of the Office of the Dean
Fill out and return the Stakeholders' Feedback form or Google Form	6. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	Staff of the Office of the Dean



	<b>TOTAL:</b>	<b>None</b>	<b>4 Hours, 17 Minutes</b>	
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3. Procedures on Implementation of Retention Policy for the degree of Bachelor of Science in Accountancy				
This procedure shows how the retention policy in the Bachelor of Science in Accountancy program examines the standards for the students which are predictive of an examinee's success in the Certified Public Accountant Licensure Examination.				
Office or Division:	Department of Accountancy			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All Incoming 2 <sup>nd</sup> Year BS Accountancy Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certificates of Grades (COG)		College Registrar		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit COG to registration advisers	Evaluate the submitted COG if the student has no failing mark in any academic subject and not lower than 2.25 except for FITT and NSTP courses.	None	5 Minutes	Registration adviser
Communicate with the registration adviser about the result of the evaluation	2.1 Inform the student about their status and advise whether they can continue with the BS Accountancy program.	None	1 Minute	Registration adviser
	2.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			



3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Registration adviser</i>
	<b>TOTAL:</b>	<b>None</b>	<b>8 Minutes</b>	



Deployment of OJT students for BSECON, BSBM, BSIS, BSDM and BS Accountancy				
This procedure shows how the OJT was redesigned to Online or Virtual On-the-Job Training to facilitate the completion of the course remotely. It is an online internship/ practicum where students will gain experiences from linkage establishments through distance learning.				
<b>Office or Division:</b>	College of Economics, Management and Development Studies			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	All BSECON, BSBM, BSIS, BSDM and BS Accountancy students enrolled in OJT subjects			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Registration form		College Registrar		
Curriculum Checklist		Registration Adviser		
Resume		Student		
Written Consent		Parents/ Legal Guardian		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Attend mandatory Pre-OJT Orientation	Explain the concept, objectives, mechanics, and requirements of the OJT program;	None	3 Hours	<i>OJT Coordinators and OJT advisers</i>



	<p>1.1. Provide tips on grooming, customer relations, work values and online etiquette;</p> <p>1.2. Brief students about the qualifications, compensation levels, and post- ECQ outlook in the various sectors of the industry;</p> <p>1.3. Orient the students about the nature of work that awaits them in the establishment.</p>			
Submit all required documents to OJT advisers	Review all documented papers for validity and credibility	None	1 Day	<i>OJT Adviser</i>
Attend the virtual OJT in the comforts of their home	<p>Facilitate virtual training arrangements</p> <p>3.1 Prepare students for the “new normal” conduct of transactions in the industry</p>	None	*3 Hours	<i>OJT Adviser</i>
Attend the virtual OJT conducted by alumni of the University	Contact alumni working in the industry and sets schedule for a training regarding industry practices	None	3 Hours	<i>OJT Adviser and Alumni working in the industry</i>
Attend webinars and other online tourism and hospitality resources for supplemental learning	<p>Provide links for webinars;</p> <p>Suggest online resources</p> <p>Conduct post-webinars discussion hours</p>	None	3 Hours	<i>OJT Adviser</i>





Submit all required activities like info graphics and video demonstration for the assessment of learning	Evaluate performance of students through submitted activities  Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	*3 Hours	<i>OJT Adviser</i>
Fill out and return the Stakeholders' Feedback form or Google Form	7. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>OJT Coordinators</i>
	<b>TOTAL:</b>	<b>None</b>	<b>2 Days, *7 Hours</b>	



**Cavite State University Main Campus**  
**College of Nursing**  
External and Internal Services



<b>1. Processing of Documents for Approval / Endorsement</b>				
This procedure aims to ensure that complete staff work (CSW) is properly observed prior to the approval/endorsement of the Dean of College of Nursing				
<b>Office or Division:</b>	Office of the Dean			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business Entity			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Reference Number			Records Office	
Appropriate / related attachments to support the request or report			Concerned issuing agency(ies)	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Submit the document for approval	1.1 Acknowledge receipt of the document	None	1 Minute	<i>College Clerk.</i>
	1.2 Review the completeness of attached documents	None	2 Minutes	<i>College Clerk</i>
	2.1 If found incomplete, return to the end-user/origin	None	1 Minute	<i>College Clerk</i>



Receive the document to comply with all the needed attachments	2.2 If document is complete, encode the details to the computer for recording.	None	2 Minutes	<i>College Clerk</i>
	2.3 Endorse the document to the Dean for approval / endorsement	None	1 Minute	<i>College Clerk</i>
	2.4 Submit the document to the next office that needs to take action	None	2 Minutes	<i>College Dean</i>
Receive the documents	3.1 Request the client to sign on the Receiving Logbook	None	1 Minute	<i>College Clerk</i>
	3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
4. Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>College Clerk</i>
	<b>TOTAL:</b>	<b>None</b>	<b>12 Minutes</b>	



<b>Issuance of Certificate of Good Moral Character (for College and University use only)</b>				
This procedure covers how the Office of the Dean facilitate the issuance of the Certificate of Good Moral Character for the use of the College/University offices and other student organizations inside the Campus.				
<b>Office or Division:</b>	Office of the Dean			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Proof of payment		Secured personally by the student from the University Cashier's Office		
Accomplished request slip		Secured personally by the student from the Office of the Guidance Facilitator		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fill out request slip from the Office of the Dean	Check and receive accomplished request form	None	2 Minutes	College Guidance Coordinator/ Facilitator
Pay to the Cashier's Office	Receive the payment	Php 15.00	5 Minutes	Staff of the Cashier's Office
	2.2 Issue proof of payment			



Check the proof of payment	3. Check the receipt/proof of payment form the Cashier's Office	None	1 Minute	<i>College Guidance Coordinator/ Facilitator</i>
Receive the claim stub bearing the date of release of the requested certificate	Prepare the requested certificate by the staff of the Office of the Dean  4.2 Evaluate the students' records by the Guidance Coordinator  4.3 Issue the certificate	None	1 Day	<i>Staff of the Office of the Dean</i>  <i>Guidance Coordinator/ Facilitator</i>  <i>Guidance Coordinator/ Facilitator</i>
Present the claim stub on the date indicated therein	5.1 Release the requested certificate and have it signed as received by the client	None	2 Minutes	<i>Staff of the Office of the Dean</i>
	5.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	6. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Staff of the Office of the Dean</i>



	<b>TOTAL:</b>	<b>Php 15.00</b>	<b>1 Day, 12 Minutes</b>	
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<b>Borrowing of Nursing Arts and Midwifery Arts Laboratory</b>				
This procedure shows how CON provides students with clinical/laboratory area for training of competency skills				
<b>Office or Division:</b>	Office of the Dean			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All new and old nursing and midwifery students			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request letter		Provided by the Student		
Request Slip		Office of the College of Nursing		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Submit a request letter noted by the Clinical Instructor for the use of Nursing Arts Laboratory /Midwifery Arts Laboratory	Accept the request letter for the approval of the College Dean	None	2 Minutes	<i>College Secretary</i>
Fill out the logbook indicating the approved	2. Accept the copy of the approved request letter and confirm the schedule	None	2 Minutes	<i>Laboratory Aide</i>
Inform the Instructor of the approved schedule	3. Arrange the NAL with complete set of clinical settings requested	None	2 Minutes	<i>Laboratory Aide</i>





Present the approved request letter by the Dean on the date indicated therein.	4. Ask a copy of Class attendance from the students.	None	2 Minutes	<i>Instructor</i>
Proceed to the Nursing Arts laboratory with the Clinical Instructors and sign attendance sheet for Laboratory use	5. Prepare necessary equipment and medical supplies	None	5 Minutes	<i>Laboratory Aide</i>
Receive the requested equipment and medical supplies.	6. Issue borrowers slip and provide the requested supplies and equipment	None	10 Minutes	<i>Laboratory Aide and Instructor</i>
Team leader to sign the borrowers slip	7. Accept the borrowers slip and records all items requested by the faculty and students	None	15 Minutes	<i>Laboratory Aide</i>
After laboratory use return the items to Laboratory Aide	8. Receive and check the returned items	None	10 Minutes	<i>Instructor and Laboratory Aide</i>
Leave the NAL clean and in order after use	9.1 Store the returned items for safekeeping.	None	3 Minutes	<i>Laboratory Aide</i>
	9.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			



Fill out and return the Stakeholders' Feedback form or Google Form	10. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	Laboratory Aide
	<b>TOTAL:</b>	<b>None</b>	<b>53 Minutes</b>	



Utilization of College of Nursing Facilities				
This procedure shows how CON provides service of nursing facilities to all nursing and midwifery students				
<b>Office or Division:</b>	Office of the Dean			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All nursing and midwifery students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request letter from the students and instructors with Coordinators/Program Chairs and Dean approval		Office of the College of Nursing		
Logbook schedule to Laboratory Aid		Office of the College of Nursing		
Attendance sheet of students		Office of the College of Nursing		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit request letter	1.1 Receive the request letter for the approval of the Dean	None	2 Minutes	<i>College Secretary</i>
	Check the availability of the requested date and time	None	2 Minutes	<i>Faculty and staff in charge for the use of facility</i>
Fill up the log in logbook for the approved schedule	2.1 Confirm the approved schedule and coordinate with Laboratory Aide for the use of facility	None	3 Minutes	<i>Students and staff in charge</i>



	2.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			<i>for the use of facility.</i>
3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>College Secretary</i>
	<b>TOTAL:</b>	<b>None</b>	<b>9 Minutes</b>	



**Cavite State University Main Campus**  
**College of Sports, Physical Education and Recreation**  
External and Internal Services



Processing of Documents for Approval / Endorsement				
This procedure aims to ensure that complete staff work (CSW) is properly observed prior to the approval/endorsement of the Dean of College of Sports, Physical Education and Recreation				
Office or Division:	Office of the Dean			
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
Submit the document for approval. Personal or via email at <a href="mailto:cspear@cvsu.edu.ph">cspear@cvsu.edu.ph</a>	1.1 Acknowledge receipt of the document	None	2 Minutes	College Clerk.
	1.2 Review the completeness of attached documents	None	2 Minutes	College Clerk
Receive the document to comply with all the needed attachments	2.1 If found incomplete, return to the end-user/origin	None	1 Minute	College Clerk
	2.2 If document is complete, encode the details to the computer for recording.	None	2 Minutes	College Clerk



	2.3 Forward the document to the Dean for approval / endorsement	None	1 Minute	<i>College Clerk</i>
	2.4 Endorse the document to the next office that needs to take action	None	2 Minutes	<i>College Dean</i>
Receive the documents	3.1 Request the client sign on the Receiving Logbook	None	1 Minute	<i>College Clerk</i>
	3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
4. Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>College Clerk</i>
	<b>TOTAL:</b>	<b>None</b>	<b>13 Minutes</b>	



<b>Issuance of Certificate of Good Moral Character (for College and University use only)</b>				
This procedure covers how the Office of the Dean facilitate the issuance of the Certificate of Good Moral Character for the use of the College/University offices and other student organizations inside the Campus.				
<b>Office or Division:</b>	Office of the Dean			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Proof of payment		Secured personally by the student from the University Cashier's Office		
Accomplished request slip		Secured personally by the student from the Office of the Guidance Facilitator		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fill out request slip from the Office of the Dean	Check and receive accomplished request form	None	2 Minutes	<i>College Guidance Coordinator/ Facilitator</i>
Pay to the Cashier's Office	Receive the payment  2.2 Issue Official Receipt	Php 15.00	5 Minutes	<i>Staff of the Cashier's Office</i>
Check the proof of payment	3. Check the receipt/proof of payment form the Cashier's Office	None	1 Minute	<i>College Guidance</i>





				<i>Coordinator/ Facilitator</i>
Receive the claim stub bearing the date of release of the requested certificate	4.1 Prepare the requested certificate by the staff of the Office of the Dean  4.2 Evaluate the students' records by the Guidance Coordinator  4.3 Issue the certificate	None	1 Day	<i>Staff of the Office of the Dean</i>  <i>Guidance Coordinator/ Facilitator</i>  <i>Guidance Coordinator/ Facilitator</i>
Present the claim stub on the date indicated therein	5.1 Release the requested certificate and have it signed as received by the client  5.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	2 Minutes	<i>Staff of the Office of the Dean</i>
Fill out and return the Stakeholders' Feedback form or Google Form	6. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Staff of the Office of the Dean</i>
	<b>TOTAL:</b>	<b>Php 15.00</b>	<b>1 Day, 10 Minutes</b>	



Use of University Sports Facilities for Various Activities (Non-University Related Activities)				
This procedure shows how the College of Sports Physical Education and Recreation facilitates the approved activity requests for conference, sports activities, cultural programs and concerts for the use of the University gymnasium and other sports facilities of other government agencies, non-government organizations (NGOs) and private organizations.				
Office or Division:	Office of the Dean			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government			
Who may avail:	Government and Non-Government Organizations (NGOs), Private, Cultural and Religious Organizations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Request to Office of the President (OP)		Personally written by Client		
Details of the activity request for Date/Facility to be used		Personally written by Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Send a letter of request for the use of facilities with specific activity and other amenities needed. Personal or via email at <a href="mailto:office.president@cvsu.edu.ph">office.president@cvsu.edu.ph</a>  Upon approval, payment of fees via personal or internet.	1.1 Receive the request letter approved by the Office of the President (OP) and acknowledge receipt of letter	Fees depend on the number of hours/days of activity	2 Minutes	Office of the Dean/Secretary/Reservation Officer
	1.2 Receive the payment which should be made 2 weeks before the scheduled date		5 Minutes	Reservation Officer
	Assign the staff and utility who will assist the client		5 Minutes	Reservation Officer
			30 Minutes	



	1.4 Coordinate with the concerned unit/s for the access of requesting party			<i>Reservation Officer/ Security Force</i>
	1.5 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Reservation Officer</i>
	<b>TOTAL:</b>	<b>Fees depend on the number of hours/days of duty</b>	<b>44 Minutes</b>	



<b>4. Use of University Sports Facilities (for University Related Activities)</b>				
This procedure covers how the College of Sports, Physical Education and Recreation facilitates the use of Sports Facilities for official purposes activities of the University Students, Faculty members and employees.				
<b>Office or Division:</b>	Office of the Dean			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	University Students/ Faculty Members/ Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Request to be sent to OVPAA/OP		Personally, written by Students/Faculty Members/Employees		
Additional Details for the use of Facilities		Personally provided by the requesting party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit a letter of request to the Office of Vice President for Academic Affairs (OVPA) and University President (OP). Personal or via email at <a href="mailto:ovpaa@cvsu.edu.ph">ovpaa@cvsu.edu.ph</a> and <a href="mailto:office.president@cvsu.edu.ph">office.president@cvsu.edu.ph</a>	Receive letter of request including additional details and purpose	None	2 Minutes	Dean/Office Staff Reservation Officer
Coordinate with the office of the Dean regarding final schedule and details of the activity	2. Coordinate with the concerned office/s in relation to the conduct of the activity	None	30 Minutes	Dean/Office Staff Reservation Officer



Conduct the activity	3.1 Assist the requesting party throughout the activity	None	*1 Day	<i>CSPEAR Staff/Other offices concerned</i>
	3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Office Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>*1 Day, 34 Minutes</b>	

*\*depending on the duration of the activity*



**Cavite State University Main Campus**  
**College of Veterinary Medicine and Biomedical Sciences**  
External and Internal Services



Processing of Documents for Approval / Endorsement				
This procedure aims to ensure that complete staff work (CSW) is properly observed prior to the approval/endorsement of the Dean of College of Veterinary Medicine and Biomedical Sciences.				
<b>Office or Division:</b>	Office of the Dean			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business Entity			
<b>Who may avail:</b>	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
Submit the document for approval	1.1 Acknowledge receipt of the document	None	1 Minute	<i>College Clerk.</i>
	1.2 Review the completeness of attached documents	None	2 Minutes	<i>College Clerk</i>
Receive the document to comply with all the needed attachments	2.1 If found incomplete, return to the end-user/origin	None	1 Minute	<i>College Clerk</i>
	2.2 If document is complete, encode the details to the computer for recording.	None	2 Minutes	<i>College Clerk</i>



	2.3 Submit the document to the Dean for approval / endorsement	None	1 Minute	<i>College Clerk</i>
	2.4 Endorse the document to the next office that needs to take action	None	2 Minutes	<i>College Dean</i>
Receive the documents	3.1 Request the client sign on the Receiving Logbook	None	1 Minute	<i>College Clerk</i>
	3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>College Clerk</i>
	<b>TOTAL:</b>	<b>None</b>	<b>12 Minutes</b>	





<b>Issuance of Certificate of Good Moral Character (for College and University use only)</b>				
This procedure covers how the Office of the Dean facilitate the issuance of the Certificate of Good Moral Character for the use of the College/University offices and other student organizations inside the Campus.				
<b>Office or Division:</b>	Office of the Dean			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Proof of payment		Secured personally by the student from the University Cashier's Office		
Accomplished request slip		Secured personally by the student from the Office of the Guidance Facilitator		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fill out request slip from the Office of the Dean	Check and receive accomplished request form	None	2 Minutes	<i>College Guidance Coordinator/ Facilitator</i>
Pay to the Cashier's Office	Receive the payment  Issue Official Receipt	Php 15.00	5 Minutes	<i>Staff of the Cashier's Office</i>
Check the proof of payment	3. Check the receipt/proof of payment form the Cashier's Office	None	1 Minute	<i>College Guidance</i>



				<i>Coordinator/ Facilitator</i>
Receive the claim stub bearing the date of release of the requested certificate	<p>Prepare the requested certificate by the staff of the Office of the Dean</p> <p>Evaluate the students' records by the Guidance Coordinator</p> <p>4.3 Issue the certificate</p>	None	1 Day	<p><i>Staff of the Office of the Dean</i></p> <p><i>Guidance Coordinator/ Facilitator</i></p> <p><i>Guidance Coordinator/ Facilitator</i></p>
Present the claim stub on the date indicated therein	<p>5.1 Release the requested certificate and have it signed as received by the client</p> <p>5.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a></p>	None	2 Minutes	<i>Staff of the Office of the Dean</i>
Fill out and return the Stakeholders' Feedback form or Google Form	6. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Staff of the Office of the Dean</i>
	<b>TOTAL:</b>	<b>Php 15.00</b>	<b>1 Day, 12 Minutes</b>	



Implementation of Retention Policy for the degree in Doctor of Veterinary Medicine				
This procedure aims to maintain the quality of future graduates of the course and ensure high percentage of licensure exam passers				
<b>Office or Division:</b>	College of Veterinary Medicine and Biomedical Sciences			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	All Incoming 2 <sup>nd</sup> Year DVM Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certificates of Grades (COG)		College Registrar		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit COG to registration advisers	Evaluate the submitted COG if the student has no failing mark in any academic subject and a general weighted average (GWA) of 2.00.	None	1 Hour	<i>Registration adviser</i>
Communicate with the registration adviser about the result of the evaluation	2.1 Inform the student about their status and advise whether they can continue with the DVM program.	None	1 Hour	<i>Registration adviser</i>
	2.2 Provide client with Stakeholders' Feedback Form or Google Form using			



	the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form			
	<b>TOTAL:</b>	<b>None</b>	<b>2 Hours</b>	



Deployment of Clinician students (Junior and Senior)				
This procedure covers how OJT was redesigned to Online or Virtual On-the-Job Training to facilitate the completion of the course remotely. It is an online internship/ practicum where students will gain experiences from linkage establishments through distance learning.				
<b>Office or Division:</b>	Chair, Department of Clinical and Population Health			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	All DVM Junior and Senior students enrolled in subjects			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Registration form		College Registrar		
Curriculum Checklist		Registration Adviser		
Resume		Student		
Written Consent (For on-site clinical duties if the condition permits)		Parents/ Legal Guardian		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Attend mandatory Pre-OJT Orientation	<p>Explain the concept, objectives, mechanics, and requirements of the OJT program;</p> <p>Provide tips on grooming, customer relations, work values and online etiquette;</p>	None	3 Hours	<i>OJT Coordinators and OJT advisers</i>



	<p>Brief students about the qualifications, compensation levels, and post-ECQ outlook in the various sectors of the industry;</p> <p>Orient the students about the nature of work that awaits them in the establishment.</p>			
Submit all required documents to OJT advisers	Review all documented papers for validity and credibility	None	1 Day	<i>OJT Adviser</i>
Attend the virtual OJT in the comforts of their home	<p>Facilitate virtual training arrangements</p> <p>Prepares students for the “new normal” conduct of transactions in the industry</p>	None	*3 Hours	<i>OJT Adviser</i>
Attend the virtual OJT conducted by alumni of the University	Contact alumni working in the industry and sets schedule for a training regarding industry practices	None	3 Hours	<i>OJT Adviser and Alumni working in the industry</i>
Attend webinars and other online veterinary clinical resources for supplemental learning	<p>Provide links for webinars;</p> <p>Suggest online resources</p> <p>Conduct post-webinars discussion hours</p>	None	3 Hours	<i>OJT Adviser</i>
Submit all required activities like info graphics and video	6.1 Evaluate performance of students through submitted activities	None	*3 Hours	<i>OJT Adviser</i>



demonstration for the assessment of learning	6.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
7. Fill out and return the Stakeholders' Feedback form or Google Form	7. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form			
	<b>TOTAL:</b>	<b>None</b>	<b>*1 Day, 15 Hours</b>	

*\*Weekly*

*\*Depending on the place from CvSU*



Patient consultation (New Patients)				
This procedure shows how the CVMBS assists new patients in assessing, validating and attending to their health needs.				
Office or Division:	Animal Clinic			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen G2B G2			
Who may avail:	All citizens			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Patient Information		To be provided by the client		
Proof of payment (Official Receipt)		University Cashier		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Register in the client logbook	Assist client in accomplishing information in the logbook	None	1 Minute	Laboratory Aide
Accomplish patient data sheet	2. Assist client in accomplishing needed information in patient data sheet	None	3 Minutes	Laboratory Aide
Inquire about needed veterinary service	Interview about chief complaint and general patient history  Endorse case to the veterinarian-on-duty	None	5 Minutes	Laboratory Aide





Present any documents relevant to patient's medical history (e.g. vaccination record, past prescriptions)	4. Validate the documents presented	None	1 Minute	<i>Veterinarian-on-Duty</i>
Wait for veterinarian's clinical evaluation of patient	Interview client about relevant patient history  Assess health status of patient  Encode findings in patient data sheet  Inform the owner on the result of assessment	None	15 Minutes	<i>Veterinarian-on-Duty</i>
Pay the necessary fees to the University Cashier	6. Receive payment for veterinary services	Depends on the clinical case	3 Minutes	<i>University Cashier</i>
Present the official receipt	Receive official receipt  Inform Veterinarian-on-Duty of accomplished payment	None	5 Minutes	<i>Laboratory Aide</i>
Present patient for diagnostic test and consultation	Conduct diagnostic tests, if applicable  Provide prophylaxis or treatment to patient  Give back patient to owner	Depends on the clinical case	*2 Hours	<i>Veterinarian-on-Duty Laboratory Aide</i>



	Inform the owner on the treatment provided			
Receive recommended schedule of next visit	Schedule next visit of patient  9.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	2 Minutes	<i>Veterinarian-on-Duty</i>
Fill out and return the Stakeholders' Feedback form or Google Form	10. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Laboratory Aide</i>
	<b>TOTAL:</b>	<b>Depends on the clinical case</b>	<b>*2 Hours, 37 Minutes</b>	

*\*time varies depending on the complexity of the clinical case (time specified is for routine single vaccination only)*



Patient consultation (Old Patients)				
This procedure shows how the CVMBS assists old patients in follow up consultation about their health needs.				
Office or Division:	Animal Clinic			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen G2B G2			
Who may avail:	All citizens			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Patient Record		CVMBS Animal Clinic		
Proof of payment (Official Receipt)		University Cashier		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Register in the client logbook	1. Assist client in accomplishing information in the logbook	None	1 Minute	Laboratory Aide
Wait for patient record to be retrieved	Retrieve patient's medical record in the filing cabinet	None	3 Minutes	Laboratory Aide
Inquire about needed veterinary service	Interview about chief complaint and general patient history  Endorse case to the veterinarian-on-duty	None	5 Minutes	Laboratory Aide



Present any documents relevant to patient's medical history (e.g. vaccination record, past prescriptions)	Validate the documents presented	None	1 Minute	<i>Veterinarian-on-Duty</i>
Wait for veterinarian's clinical evaluation of patient	5.1 Interview client about relevant patient history 5.2 Assess health status of patient 5.3 Encode findings in patient data sheet 5.4 Inform the owner on the result of assessment	None	15 Minutes	<i>Veterinarian-on-Duty</i>
Pay the necessary fees to the University Cashier	6. Receive payment for veterinary services	Depends on the clinical case	3 Minutes	<i>University Cashier</i>
Present the official receipt	Receive official receipt from Cashier Inform Veterinarian-on-Duty of accomplished payment	None	5 Minutes	<i>Laboratory Aide</i>
Present patient for diagnostic test and consultation	8.1 Conduct diagnostic tests, if applicable 8.2 Provide prophylaxis or treatment to patient 8.3 Give back patient to owner	Depends on the clinical case	*2 Hours	<i>Veterinarian-on-Duty</i> <i>Laboratory Aide</i>



	8.4 Inform the owner on the treatment provided			
Receive recommended schedule of next visit	9.1 Schedule next visit of patient 9.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	2 Minutes	<i>Veterinarian-on-Duty</i>
10. Fill out and return the Stakeholders' Feedback form or Google Form	10. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Laboratory Aide</i>
	<b>TOTAL:</b>	<b>Depends on the clinical case</b>	<b>*2 Hours, 37 Minutes</b>	

*\*time varies depending on the complexity of the clinical case (time specified is for routine single vaccination only)*



**Cavite State University Main Campus**  
**Office of the Graduate School and Open Learning College**  
External and Internal Services



Processing of Documents for Approval / Endorsement				
This procedure aims to ensure that complete staff work (CSW) is properly observed prior to the approval/endorsement of the Dean of Graduate School and Open Learning College.				
<b>Office or Division:</b>	Office of the Dean			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business Entity			
<b>Who may avail:</b>	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
Submit the document for approval	1.1 Acknowledge receipt of the document	None	1 Minute	<i>College Clerk.</i>
	1.2 Review the completeness of attached documents	None	2 Minutes	<i>College Clerk</i>
Receive the document to comply with all the needed attachments	2.1 If found incomplete, return to the end-user/origin	None	1 Minute	<i>College Clerk</i>
	2.2 If document is complete, encode the details to the computer for recording.	None	2 Minutes	<i>College Clerk</i>



	2.3 Endorse the document to the Dean for approval / endorsement	None	1 Minute	<i>College Clerk</i>
	2.4 Endorse the document to the next office that needs to take action	None	2 Minutes	<i>College Dean</i>
Receive the documents	3.1 Request the client sign on the Receiving Logbook	None	1 Minute	<i>College Clerk</i>
	3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
4. Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>College Clerk</i>
	<b>TOTAL:</b>	<b>None</b>	<b>12 Minutes</b>	





Procedure on Admission of New Students	
This process aims to facilitate the receiving of applications/requirements from the applicant.	
<b>Office or Division:</b>	Office of the Graduate School and Open Learning College
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Citizen
<b>Who may avail:</b>	All graduate students
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Application Form for Admission	Office of the Graduate School and Open Learning or through <a href="http://tiny.cc/gsolcadmission">tiny.cc/gsolcadmission</a>
Recommendation Forms (2 sealed letters of recommendation) Accomplished from the former professor and or immediate supervisor	Applicant
Original or Authenticated Transcript of Records	Previous Institution
Approved permit to study (for public school teachers only)	Workplace
Application fee	Applicant
3 pcs passport size ID picture (white background) Certified true copy of students' visa and passport ( for Foreign Nationals)	Applicant Applicant



TOEFL certificate ( for foreign nationals from countries where English is not medium of instruction)		Applicant		
Short brown envelope		Applicant		
CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit all the original requirements to the office of the Graduate School or by putting in the drop box located at the guard house or send the documents via courier delivery service addressed to Graduate School and Open Learning College	1.1 Collect, receive and check all the requirements  1.2 Receive and check the requirements	None	15 Minutes	<i>GS-OLC Staff</i>
Take admission examination as scheduled	2. Administer the examination.  2.1 After consolidation of the requirements/ credentials, send the documents to the concerned college for evaluation.  2.2 Evaluate the submitted documents.  2.3 Once accepted , the GS-OLC Dean to approve and sign the evaluation sheet of the application	None	30 Minutes   4 Days   2 Minutes	<i>GS-OLC Staff</i>   <i>Evaluation Committee</i>   <i>Dean of the Graduate School</i>



Secure notice of admission thru phone call or email	Inform the applicant if qualified or not.	None	2 Minutes	GS – OLC Staff
Qualified applicant to submit the following accomplished forms to to the College Registrar : Admission Slip Application form for Admission Notice of Admission Pre-registration form Student information sheet	4.1 Check and collect the forms from the applicant. 4.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	3 Minutes	GS-OLC College Registrar
5. Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	GS – OLC Staff
	<b>TOTAL:</b>	<b>None</b>	<b>4 Days, 54 Minutes</b>	



Procedure on Enrollment for Graduate Studies				
This process aims to facilitate the receiving of applications/requirements from the applicant.				
Office or Division:	Registrar's Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	All graduate students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Pre enrollment form		Office of the Graduate School and Open Learning or through <a href="http://tiny.cc/gsolcenrollment">tiny.cc/gsolcenrollment</a>		
Approved Plan of Course Work ( for the continuing student)		To be provided personally by the student		
Payment of Fees		Cashier or Landbank		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fill out the pre-registration form and submit to the GS Registrar or through online using the list of courses and schedule uploaded to <a href="http://cvsu.edu.ph/registrar">cvsu.edu.ph/registrar</a> and send to <a href="http://tiny.cc/gsolcenrollment">tiny.cc/gsolcenrollment</a>	1. Collect, receive and check all the requirements  1.1. Verify and process the registration	None	15 Minutes	GS-OLC Staff



<p>Receive confirmation through email from <a href="mailto:gsolcadmission@cvsu.edu.ph">gsolcadmission@cvsu.edu.ph</a></p> <ul style="list-style-type: none"> <li>• Check myportal.cvsu.edu.ph to confirm the assessment</li> </ul>	<p>2. Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a></p>	None	2 Minutes	GS-OLC Staff
<p>Fill out and return the Stakeholders' Feedback form or Google Form</p>	<p>3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form</p>			
	<b>TOTAL:</b>	<b>None</b>	<b>17 Minutes</b>	



<b>Conduct of Comprehensive Examination</b>	
This process aims to provide student the mechanics for taking online Comprehensive Examination using Google Classroom	
<b>Office or Division:</b>	Registrar's Office
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C-Government to Citizen
<b>Who may avail:</b>	Graduate Students completed all the Academic Requirements
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
Gmail account	Student
Google Form ( <a href="http://tiny.cc/gsolc-onlinecompre">http://tiny.cc/gsolc-onlinecompre</a> )	Office of the Graduate School and Open Learning College
Questionnaire in the Google Classroom	Office of the Graduate School and Open Learning College
Answer Sheet	Office of the Graduate School and Open Learning College
Accomplished Plan of Course Work	Student
Nomination for Members of Advisory Committee	Office of the Graduate School and Open Learning College
Application for Written Comprehensive Examination	Office of the Graduate School and Open Learning College
Pay Compre Fee	Cashier Office



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Enroll the Comprehensive Examination in the Graduate School once all the requirements were submitted.	Facilitate enrolment.  Set the schedule date of the examination  Provide announcement to the student.	Comprehensive Exam Fee for Masters/ Diploma  Oral – Php 2,700 Written – Php 2,700  For Doctorate  Oral – Php 3,400 Written – Php 3,400	15 Minutes	<i>GS-OLC Registrar</i>
Access the announcements including the breakdown of subjects to be taken.	2. Post the announcement to be accessed by the student.	None	5 Minutes	<i>GS-OLC Technical Staff</i>
During examination date, student must be in testing room before the scheduled time.  Note: Sign the Special Instructions before the start of the examination.	Impose time limit rule in taking the examination per subject  Discuss the instructions	None	5 Minutes	<i>GS – OLC Technical Staff</i>



Use the official answer sheet while taking the examination.	<p>Monitor and facilitate the examination.</p> <p>Collect the answer sheet.</p> <p>Send the answer sheet to the concerned faculty member for evaluation.</p> <p>Send the result of the evaluation thru email of the students</p>	None	30 Minutes	GS – OLC Technical Staff
Receive the results after evaluation.	5. Confirm the receipt of the results of evaluation thru email.	None	5 Minutes	GS – OLC Technical Staff
<b>Conduct of Online Comprehensive Examination</b>				
Enroll in the Comprehensive Examination.	<p>Facilitate enrolment.</p> <p>Set the schedule date of the examination</p>	<p>Comprehensive Exam Fee for Masters/Diploma</p> <p>Oral – Php 2,700 Written – Php 2,700</p> <p>For Doctorate</p> <p>Oral – Php 3,400 Written – Php 3,400</p>	15 Minutes	GS-OLC Registrar
Sign up for a Gmail account and fill up personal information on a Google form accessible using the link:	2. Inform student thru email or facebook account on the schedule date of examination.	None	2 Minutes	GS-OLC Technical Staff





<a href="http://tiny.cc/gsolc-onlinecompre">http://tiny.cc/gsolc-onlinecompre</a>				
Access the announcements containing the breakdown of subjects to be taken together with the answer sheet.	3. Post the Questionnaires for each assigned subject	None	5 Minutes	GS-OLC Technical Staff
During examination date, student accesses the posted Questionnaires in the Google Classroom as Classwork Assignments.	4. Impose time limit rule in taking the examination per subject	None	1 Hour	GS – OLC Technical Staff
Use the official answer sheet while taking the examination	<p>Monitor the submitted answer sheet by the examiner</p> <p>Facilitate the checking of the uploaded answer sheets by the examiner.</p> <p>Send the answer sheet to the concerned faculty members for evaluation.</p> <p>Send the result of the evaluation thru email of the students</p>	None	30 Minutes	GS – OLC Technical Staff
Receive the results after evaluation.	6.1 Confirm the receipt of the results of evaluation thru email.	None	5 Minutes	GS – OLC Technical Staff



	6.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
7. Fill out and return the Stakeholders' Feedback form or Google Form	7. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	GS – OLC Technical Staff
	<b>TOTAL:</b>	<b>Comprehensive Exam Fee for Masters/ Diploma</b> <b>Oral – Php 2,700</b> <b>Written – Php 2,700</b>	<b>1 Hour, 2 Minutes</b> Face to Face Comprehensive Examination	
	<b>TOTAL:</b>	<b>For Doctorate</b> <b>Oral – Php 3,400</b> <b>Written – Php 3,400</b>	<b>1 Hour, 59 Minutes</b> Online Comprehensive Examination	



Conduct of Thesis / Dissertation Proposal / Final Oral Defense				
This process aims to provide proper implementation of virtual oral defense.				
<b>Office or Division:</b>	Registrar's Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may avail:</b>	Qualified Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Passed the general comprehensive examination		Office of the Graduate School and Open Learning College		
Approved thesis/dissertation outline /final paper recommended by the advisory committee		Student		
Approved request form for oral presentation		Student		
Online platform link		Student		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Enroll in Thesis Writing	Facilitate enrolment	Tuition fee	15 Minutes	<i>GSOLC Registrar</i>



		Oral defense fee  External Panel Fee		
Request and secure form for approval of the advisory committee and submit to the office of the Dean of the Graduate School for approval before the presentation.	2. Send appropriate form to the student.	None	2 Minutes	<i>GS-OLC Staff</i>
Submit the copy of the final draft of the thesis/dissertation manuscript to panel members for approval	3. Advise the student for the protocols	None	5 Minutes	<i>GSOLC staff Panel of Examiners/Members</i>
Submit the approved form for schedule of oral defense	4. Check for availability of panel members and approve the schedule of defense.	None	5 Minutes	<i>GS-OLC Staff</i>
Present thesis /dissertation	5.1 Facilitate the thesis/ dissertation 5.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	1 Hour	<i>Panel members, Dean of the Graduate School and Technical staff</i>



Fill out and return the Stakeholders' Feedback form or Google Form	6. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>GS-OLC Staff</i>
<b>Conduct of Virtual Thesis / Dissertation Proposal / Final Oral Defense</b>				
Enroll in Thesis Writing following the procedures posted in FB page of the Graduate School and Open learning College.	Facilitate enrolment	Tuition fee  Oral defense fee  External Panel Fee	15 minutes	<i>GSOLC Registrar</i>
Request and secure form for approval of the advisory committee and submit to the office of the Dean of the Graduate School for final approval.	2. Send appropriate form to the student.	None	2 minutes	<i>GS-OLC Staff</i>
Submit the copy of the final draft of the thesis/dissertation manuscript through email to each panel members	3. Advise the student for the protocols	None	5 minutes	<i>GSOLC staff</i>  <i>Panel of Examiners/Members</i>



one week prior to the defense scheduled time.				
Send the approved form for oral defense to the office of the Graduate School through email.	4. Check the available schedule for confirmation of the scheduled defense.	None	5 minutes	<i>GS-OLC Staff</i>
Set the Online platform link and sends to the advisory committee and other panel members.	5. Approve and verify the correct schedule	None	2 minutes	<i>GS – OLC Staff</i>
Present the prepared thesis/dissertation through teleconference	6.1 Facilitate the teleconference.	None	1 hour	<i>Panel members, Dean of the Graduate School and Technical staff</i>
	6.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	2 Minutes	<i>GS – OLC Staff</i>
Fill out and return the Stakeholders' Feedback form or Google Form	7. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form			
	<b>TOTAL:</b>	<b>Tuition fee Oral defense</b>	<b>1 hour and 31 minutes</b>	



		<b>fee External Panel Fee</b>	Face to Face / Online	
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**Cavite State University Main Campus**  
**Office of the Student Affairs and Services**  
External and Internal Services





Application/Renewal Procedure for Scholarship					
This procedure shows how OSAS assists applicants in the availment/ renewal of scholarship/financial assistance.					
Office or Division:	Office of Student Affairs and Services				
Classification:	Simple				
Type of Transaction:	G2C – Government to Citizen				
Who may avail:	All students who are qualified to apply or renew for scholarship/ financial assistance				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
For New Applicant:					
Accomplished Application form for Scholarship			OSAS and CvSU website (downloadable at <a href="http://www.cvsu.edu.ph">www.cvsu.edu.ph</a> )		
Photocopy of certification of grades in the previous semester			Concerned College Registrar		
Photocopy of the registration form in the current semester			Concerned College Registrar		
1 pc. 1x1 picture with white background			Applicant		
1 short ordinary folder			Applicant		
For Old Applicant:					
Photocopy of certification of grades in the previous semester			Concerned College Registrar		
Photocopy of the registration form in the current semester			Concerned College Registrar		
Certificate of Scholarship in the previous semester			Applicant		
CLIENT STEPS	AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Submit the required documents  Online:  Submit the required documents thru email at: <a href="mailto:osasmain.scholarship@cvsu.edu.ph">osasmain.scholarship@cvsu.edu.ph</a>	1.1 Receive and evaluate the required documents  1.2 Issue of Certificate of Scholarship	None	5 Minutes	Scholarship Coordinator
Receive the Scholarship Certification	2.1 Sign the logbook under the column "Released by"  Advise the student to proceed to the Registrar / Cashier's Office for reassessment of fees	None	5 Minutes	Scholarship Coordinator
New and old scholars submit Certification of Scholarship to the Registrar's Office and Cashier Office for the reassessment of fees	3.1 Receive the Certification of Scholarship and reassess fees accordingly	None	5 Minutes	Registrar / Cashier
	3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
4. Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	Scholarship Coordinator
<b>TOTAL:</b>		<b>None</b>	<b>17 Minutes</b>	



Admission of First Year Students				
This procedure aims to define the system on how to assist all applicants who will submit requirements and ensure that they will be guided in seeking admission to the University in their desired program.				
<b>Office or Division:</b>	Office of Student Affairs and Services			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All incoming first year students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished Application form for Admission		OSAS and CvSU website downloadable at <a href="http://www.cvsu.edu.ph">www.cvsu.edu.ph</a> )		
Photocopy of G-12 report card		Senior High School		
Photocopy of good moral certificate		Senior High School		
2 pcs. 1x1 picture with white background		Applicant		
1 short ordinary folder		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents at the Office or  Online transaction: Submit the required documents online (link to be announced)	Receive the required documents at the Office  Online transaction: Receive the required documents through online	None	5 Minutes	<i>Admission Officer</i>



<p>Receive admission exam permit</p> <p>Online: Receive email notification re acknowledgment receipt of application</p>	<p>2. Schedule the date of examination and release admission exam permit</p> <p>Online: Send email notification re acknowledgment receipt of application</p>	None	2 Minutes	<i>Admission Officer</i>
<p>Take the admission examination as scheduled</p>	<p>3. Administer Admission Examination</p>	None	*1 Hour and 45 Minutes	<i>Guidance Counselor or Psychometrician</i>
<p>For applicants seeking admission to the BS Nursing, BS Medical Technology, Diploma in Midwifery, BS Criminology, Education Courses, Engineering Courses, BS Psychology, BS Hospitality Management, and BS Tourism Management, the applicant is required to undergo interview</p> <p>Gets interview form</p> <p>Undergo interview at the college (where the applied course is under)</p>	<p>4a. Release Notice for Interview or Evaluation form</p> <p>Online: Submit interview/evaluation slip to the respective College for the grade evaluation of the application thru email</p> <p>4b. Conduct the interview</p>	<p>None</p> <p>None</p>	<p>2 Minutes</p> <p>*1 Hour</p>	<p><i>Admission Officer</i></p> <p><i>College Registrar/ Department Chair / Program Head</i></p>



Online: Attend to the online interview set by the college evaluator				
Return to OSAS and submit accomplished interview form	4c. Receive the accomplished interview form	None	1 Minute	<i>Admission Officer</i>
Receive the NOA  Online: Receive the result by logging-in to the online admission system	5. Issue Notice of Admission (NOA) and log the NOA number and name of student and sign the logbook under the column "Released by".  Online: Release the result of the application through online admission system	None	10 Minutes	<i>Admission Officer</i>
Present the NOA to the University Health Services unit/ for medical examination	6.1 Receive the NOA assist the student for medical examination	None	2 Minutes	<i>University Health Services Unit</i>
	6.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	7. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Admission Officer</i>
	<b>TOTAL:</b>	<b>None</b>	<b>*3 Hours, 9 Minutes</b>	

*\*Qualified for a multi-stage processing*



Admission Procedure for Transferees from Other School				
This procedure aims to define the system on how to assist all transferees from other schools who will submit requirements and ensure that they will be guided in seeking admission to the University in their desired program.				
<b>Office or Division:</b>	Office of Student Affairs and Services			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All students who preferred to transfer to the University			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished Application form for Admission		OSAS and CvSU website (downloadable at <a href="http://www.cvsu.edu.ph">www.cvsu.edu.ph</a> )		
Photocopy of transfer credentials		Applicant's previous school		
Photocopy of NBI clearance or Police clearance		National Bureau of Investigation or Police station		
2 pcs. 1x1 picture with white background		Applicant		
1 short ordinary folder		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present credentials (application form and copy of grades) for initial evaluation	Receive the initial required documents (application form and copy of grades)	None	10 Minutes	Admission Officer
Online: Submit the initial required documents (application form and copy of grades) online (link to be announced)	Online: Print the submitted application form and copy of grades from the online			



<p>2. Secure the Notice for Interview or Evaluation form and proceed to concerned College for their evaluation</p> <p>Online: Receive email notification re acknowledgment receipt of application</p>	<p>Issue Notice for Interview or Evaluation form</p> <p>Online: Attach interview form in the application and forward the application to the respective College for evaluation</p>	None	5 Minutes	<i>Admission Officer</i>
<p>3. Undergo interview with respective college</p> <p>Online: Attend to the online interview set by the college evaluator</p>	Conduct the interview	None	*1 Hour	<i>College Registrar/ Department Chair / Program Head</i>
<p>4. Return to OSAS and submit the accomplished Notice for Evaluation form</p>	<p>Receive the accomplished Notice for Interview or Evaluation form from the College</p> <p>Online: Receive the accomplished Notice for Interview or Evaluation form from the College</p>	None	2 Minutes	<i>Admission Officer</i>
<p>5. If qualified from the evaluation of the College/Department, submit the following documents: Photocopy of Certificate of Grades</p>	<p>Receive the required documents and issue examination permit</p> <p>Online: Notify applicant about accessing the result of evaluation in the online admission system</p>	None	5 Minutes	<i>Admission Officer</i>



Photocopy of Certificate of Good Moral Photocopy of Honorable Dismissal 2 copies of 1x1 ID Picture Short Folder  Online: Received email notification about the result of evaluation in the online admission system				
6. Receive examination permit	Schedule examination	None	2 Minutes	<i>Admission Officer</i>
7. Take the admission examination as scheduled	Administer admission examination and issue Notice of Admission (NOA)	None	*1 Hour and 45 Minutes	<i>Guidance Counselor or Psychometrician</i>
8. Receive the NOA  Online: Confirm slot in the admission system	Log the NOA number and name of student and sign the logbook under the column "Released by". Online: release the result of application through the online admission system	None	10 Minutes	<i>Admission Officer</i>
9. Present the NOA to the University Health Services Unit for medical examination	9.1 Receive the NOA assist the student for medical examination	None	2 Minutes	<i>University Health Services Unit</i>





	9.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
10. Fill out and return the Stakeholders' Feedback form or Google Form	10. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	Admission Officer
	<b>TOTAL:</b>	<b>None</b>	<b>*3 Hours, 23 Minutes</b>	

*\*Qualified for a multi-stage processing*



Procedure on Admission of Foreign Students				
This procedure aims to define the system on how to assist foreign applicants who will submit requirements and ensure that they will be guided in seeking admission to the University in their desired program.				
Office or Division:	Office of Student Affairs and Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Foreign Students who desire to study in the University			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished Application form for Admission		OSAS and CvSU website (downloadable at <a href="http://www.cvsu.edu.ph">www.cvsu.edu.ph</a> )		
Photocopy Report Card or transcript of records		Applicant's previous school		
Photocopy of transfer credentials		Applicant's previous school		
Photocopy of student visa (passport)		Applicant's country		
Photocopy of Police Clearance from their country of origin		Applicant's country		
Photocopy of authenticated affidavit of financial support		Applicant		
2 pcs. 1x1 picture with white background		Applicant		
1 short ordinary folder		Applicant		
Official receipt for testing fee		Cashier's office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



Pay for the testing fee to the Cashier's Office.	Receive payment and issue an official receipt	Php 500.00	2 Minutes	<i>Cashier</i>
Submit the required documents  Online: Submit the required documents online (link to be announced)	2. Receive the required documents  Online: Receive the required documents through online	None	5 Minutes	<i>Admission Officer</i>
3. Receive examination permit	3. Schedule the date of examination	None	2 Minutes	<i>Admission Officer</i>
4. Take the admission examination as scheduled	4. Administer Admission Examination	None	*1 Hour and 45 Minutes	<i>Guidance Counselor or Psychometrician</i>
5. For applicants seeking admission to the BS Nursing, BS Medical Technology, Diploma in Midwifery, BS Criminology, Education Courses, Engineering Courses, BS Psychology, BS Hospitality Management, and BS Tourism Management, the applicant is required to undergo interview  a. Secure Notice for Interview or Evaluation form	5a. Release Notice for Interview or Evaluation form Online: Attach Notice for Interview or Evaluation form in the application and forward the application to the respective College for evaluation	None	2 Minutes	<i>Admission Officer</i>



<p>b. Undergo interview at College of Nursing (CON) or HEVTED, College of Education (CED)</p> <p>Online: Attend to the online interview set by the college evaluator</p> <p>c. Return to OSAS and submit accomplished interview form</p> <p>Online: Wait for the email notification about the evaluation result</p>	5b. Conduct the interview	None	*1 Hour	<i>College Registrar/ Department Chair/ Program Head</i>
	5c. Receive the accomplished interview form	None	1 Minute	<i>Admission Officer</i>
<p>6. Receive the NOA</p> <p>Online: Confirm slot in the online admission system</p>	<p>6. Log the NOA number and name of student and sign the logbook under the column "Released by"</p> <p>Online: Release the result of the application through the online admission system</p>	None	10 Minutes	<i>Admission Officer</i>
	7.1 Receive the NOA assist the student for medical examination	None	2 Minutes	<i>University Health Services Unit</i>



7. Present the NOA to the University Health Services Unit for medical examination	7.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
8. Fill out and return the Stakeholders' Feedback form or Google Form	8. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Admission Officer</i>
	<b>TOTAL:</b>	<b>Php 500.00</b>	<b>*3 Hours, 11 Minutes</b>	

*\*Qualified for a multi-stage processing*



<b>Procedure on Admission of Second Courser</b>				
This procedure aims to define the system on how to assist all second coursers who will submit requirements and ensure that they will be guided in seeking admission to the University in their desired program.				
<b>Office or Division:</b>	Office of Student Affairs and Services			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Students who are already a graduate of a bachelor's degree and wanted to pursue another program			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Accomplished Application form for Admission		OSAS and CvSU website (downloadable at <a href="http://www.cvsu.edu.ph">www.cvsu.edu.ph</a> )		
Photocopy of transfer credentials		Applicant's previous school		
2 pcs. 1x1 picture with white background		Applicant		
1 short ordinary folder		Applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Present credentials (application form and copy of grades) for initial evaluation	1. Receive the initial required documents (application form and copy of grades)	None	10 Minutes	<i>Admission Officer</i>
Online: Submit the initial required documents (application form and copy of grades) online (link to be announced)	Online: Print the submitted application form and copy of grades from the online			



Secure Notice for Evaluation/ Interview form and proceed to concerned college / department for their evaluation  Online: Receive email notification re acknowledgement receipt of application	2. Issue Notice for Evaluation/ Interview form  Online: Attach Notice for Evaluation/ Interview form in the application and forward the application to the respective College for evaluation	None	5 Minutes	<i>Admission Officer</i>
Undergo interview with respective college/department  Online: Attend to the online interview set by the College evaluator	3. Conduct the Interview	None	1 Hour	<i>College Registrar/ Department Chair / Program Head</i>
Return to OSAS and submit the accomplished Notice for Evaluation form  Online: Wait for email notification	4. Receive the accomplished interview form  Online: Receive the accomplished Notice for Evaluation/ Interview form from the respective college	None	2 Minutes	<i>Admission Officer</i>
If qualified from the evaluation of the College, pay for the testing fee at the Cashier's office <b>(**for paying students only)</b>	5. Receive payment and issue an official receipt	Php 150.00	2 Minutes	<i>Cashier</i>



6. Submit the following documents to OSAS: a. Photocopy of Transcript of Records b. Photocopy of Honorable Dismissal c. 2 copies of 1x1 ID Picture d. Short Folder  Online: Submit the remaining required documents through online	Receive the required documents  Online: Receive the required documents through online submission	None	5 Minutes	<i>Admission Officer</i>
Receive examination permit	7. Schedule the date of examination	None	2 Minutes	<i>Admission Officer</i>
Take the admission examination as scheduled	8. Administer Admission Examination and issue Notice of Admission (NOA)	None	*1 Hour and 45 Minutes	<i>Guidance Counselor or Psychometrician</i>
Receive the NOA  Online: Receive result by logging-in to the online admission system and confirm slot	9. Log the NOA number and name of student and sign the logbook under the column "Released by"  Online: Release the result of application through online admission system	None	5 Minutes	<i>Admission Officer</i>
10. Present the NOA to the University Health Services	10.1 Receive the NOA assist the student for medical examination	None	2 Minutes	<i>University Health Services Unit</i>





Unit for medical examination	10.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
11. Fill out and return the Stakeholders' Feedback form or Google Form	11. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Admission Officer</i>
	<b>TOTAL:</b>	<b>Php 150.00</b>	<b>*3 Hours, 20 Minutes</b>	

*\*\*paying students- refers to applicants who already obtained a Bachelor's degree and wanted to pursue another degree.*



Procedure on Admission for Teacher Certificate Program				
This procedure shows how the OSAS assists applicant on the submission of requirements for Teacher Certificate Program.				
<b>Office or Division:</b>	Office of Student Affairs and Services			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Students who are already a graduate of a bachelor's degree and wanted to earn units in Education			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished Application form for Admission		OSAS and CvSU website (downloadable at <a href="http://www.cvsu.edu.ph">www.cvsu.edu.ph</a> )		
Evaluation sheet duly signed by the Dean of the College of Education		Office of the Dean, College of Education		
1 pc. 1x1 picture with white background		Applicant		
1 short brown envelope		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit the required documents	Receive the required documents	None	5 Minutes	<i>Admission Officer</i>
Online: Submit the required documents online (link to be announced)	Online: Submit the required documents through online and forward to College of Education for their evaluation			
Receive the NOA	2. Issue Notice of Admission (NOA) and log the NOA number and name of	None	5 Minutes	<i>Admission Officer</i>



Online: Receive the result of application by logging-in to the online admission system	student and sign the logbook under the column "Released by"			
	Online: Release the result of application through the online system			
3. Present the NOA to the University Health Services Unit for medical examination	3.1 Receive the NOA assist the student for medical examination	None	2 Minutes	<i>University Health Services Unit</i>
	3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
4. Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Admission Officer</i>
	<b>TOTAL:</b>	<b>None</b>	<b>14 minutes</b>	



Off-Campus Activities Procedure of Student Organizations	
This procedure aims to provide avenues to mold students' talents and interest to ensure social and cultural growth and offer leadership trainings to enhance leadership effectiveness of students both at personal and organizational levels.	
<b>Office or Division:</b>	Office of Student Affairs and Services
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All recognized students organization
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Request letter from the president of the recognized organization	Applicant
Activity proposal	Applicant
Invitation letter from the organizer of the activity	Applicant
CHED Memorandum	SDS Personnel (downloadable to CHED website)
List of requirements from CHED	SDS Personnel (downloadable to CHED website)
<b>**Before the off- campus activities</b>	
Curriculum	Applicant
Destination	Applicant
Handbook or manual	Applicant



Notarized parent's permit		Applicant		
Medical clearance of the students		University Health Services unit/Campus Health Services unit		
Personnel-in-charge (ID's)		Applicant		
First aid kit		Applicant		
Fees/ resources		Applicant		
Mobility of students		Physical Plant and Security Services / Campus Dean		
Insurance		SDS Personnel		
Certificate of compliance		SDS Personnel (downloadable to CHED website)		
<b>** After the off- campus activities</b>				
Learning journals of students		Applicant		
Assessment report/ evaluation report		Applicant		
Expenditure report		Applicant		
CLIENT STEPS	AGENCY ACTION	FEE S TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBL E
Submit request letter for initial evaluation	1.1 Evaluate requirements	None	10 Minutes	



Online: submit request letter thru email at <a href="mailto:osasmain.studentdevelopment@cvsu.edu.ph">osasmain.studentdevelopment@cvsu.edu.ph</a>	1.2 Issue notice of completion of requirements  Online transaction: Issue notice of completion of requirements thru email at <a href="mailto:osasmain.studentdevelopment@cvsu.edu.ph">osasmain.studentdevelopment@cvsu.edu.ph</a>			SDS Head or OSAS Staff
Receive Notice of Completion  Online: Receive thru provided email from <a href="mailto:osasmain.studentdevelopment@cvsu.edu.ph">osasmain.studentdevelopment@cvsu.edu.ph</a>	2.1 Sign and recommend the request letter to the Dean of OSAS  2.2 Endorse to the Vice President for Academic Affairs for approval  2.3 Release the approved letter of request to the concern organization  Online transaction: Release the approved letter of request to the concern organization thru email at <a href="mailto:osasmain.studentdevelopment@cvsu.edu.ph">osasmain.studentdevelopment@cvsu.edu.ph</a>	None	10 Minutes	SDS Head or OSAS Staff Garcia  SDS Head or OSAS Staff
3. Conduct the event or activity.	3. Monitor the event or activity	None	15 Minutes	SDS Head or OSAS Staff
4. Submit accomplishment report, financial report, and accomplished evaluation forms  Online: submit accomplishment report, financial report, and accomplished	4.1 Receive accomplishment report, financial report, and accomplished evaluation forms  Online transaction: Receive accomplishment report, financial report,	None	5 Minutes	SDS Head or OSAS Staff



evaluation forms thru email at <a href="mailto:osasmain.studentdevelopment@cvsu.edu.ph">osasmain.studentdevelopment@cvsu.edu.ph</a>	and accomplished evaluation forms thru email at <a href="mailto:osasmain.studentdevelopment@cvsu.edu.ph">osasmain.studentdevelopment@cvsu.edu.ph</a>			
	Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_for_m">http://119.92.116.149/hrdo_feedback_for_m</a>			
5. Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	OSAS Staff
	<b>TOTAL:</b>	<b>None</b>	<b>42 Minutes</b>	



Admission Procedure for Transferees from CvSU System				
This procedure aims to define the system on how to assist all transferees from CvSU system who will submit requirements and ensure that they will be guided in seeking admission to the University in their desired program.				
<b>Office or Division:</b>	Office of Student Affairs and Services			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All students who preferred to transfer to the University			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished Application form for Admission		OSAS and CvSU website (downloadable at <a href="http://www.cvsu.edu.ph">www.cvsu.edu.ph</a> )		
Photocopy of transfer credentials		Applicant's previous school		
2 pcs. 1x1 picture with white background		Applicant		
1 short ordinary folder		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present credentials (application form and copy of grades) for initial evaluation  Online: Submit the initial required documents (application form and copy of grades) online (link to be announced)	1.1 Receive initial documents  Online: Print the submitted application form and copy of grades from the online submission	None	10 Minutes	Admission Officer





Secure Notice of Evaluation/ Interview Form and Proceed to concerned college/department for their evaluation  Online: Receive email notification re acknowledgement receipt of application	2. Issue Notice of Evaluation/ Interview Form  Online: Attach Notice of Evaluation/ Interview Form in the application and forward the documents to the College for evaluation	None	5 Minutes	<i>Admission Officer</i>
Undergo interview with respective college/ department  Online: attend to online interview set by the College evaluator	3. Conduct the interview	None	*1 Hour	<i>College Registrar/ Department Chair/ Program Head</i>
Return to OSAS and submit the accomplished interview form  Online: wait for email notification about the result from Admission Office	4. Receive the accomplished interview form  Online: Receive the accomplished Notice of Evaluation/ Interview form from the respective college	None	2 Minutes	<i>Admission Officer</i>
5. If qualified from the evaluation of the College, submit the following documents to OSAS: a. Photocopy of Certificate of Grades b. Photocopy of Certificate of Good Moral	5. Receive and file the documents	None	5 Minutes	<i>Admission Officer</i>



c. Photocopy of Honorable Dismissal d. 2 copies of 1x1 ID Picture e. Short Folder				
6. Receive the NOA  Online: Received email notification from Admission office about passing the evaluation and the process of confirming slot for admission	6. Issue Notice of Admission (NOA) and log the NOA number and name of student and sign the logbook under the column "Released by"  Online: Release the result of application through the online system	None	5 Minutes	<i>Admission Officer</i>
7. Present the NOA to the University Health Services Unit for medical examination	7.1 Receive the NOA assist the student for medical examination	None	2 Minutes	<i>University Health Services Unit</i>
	7.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
8. Fill out and return the Stakeholders' Feedback form or Google Form	8. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Admission Officer</i>
	<b>TOTAL:</b>	<b>None</b>	<b>*1 Hour, 31 Minutes</b>	

*\*Qualified for a multi-stage processing*



<b>Recognition and Accreditation Procedure for Student Organizations</b>	
This procedure aims to assist the students, enumerate the requirements, and facilitate the recognition and accreditation student organizations.	
<b>Office or Division:</b>	Office of Student Affairs and Services
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All student's organization who applied for University Organization Recognition
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
List of Officers	Applicant
Calendar of Activities	Applicant
Resume/CV of the Adviser (s)	Applicant
Latest Certificate of Grades of the Officers	Office of University Registrar ( <a href="http://www.cvsu.edu.ph">www.cvsu.edu.ph</a> ) / Campus Registrar/ Adviser
Picture of the Officers with caption identifying the individual position	Applicant
Constitution-and By-Laws approved by the Officers and the Advisers	Applicant
Updated list of members	Applicant
Bio data of the Organization Officers	Applicant
Certificate of Good Moral of the Officers	College Guidance Facilitator / Counselor / Campus Department



Acceptance Letter from the Adviser		SDS Unit – OSAS		
<b>*Additional Requirements For Old Organization</b>				
Accomplishment report		Applicant		
Financial report		Applicant		
Previous plan of activities		Applicant		
Certificate of audit		Applicant		
CLIENT STEPS	AGENCY ACTION	FEE S TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBL E
Submit requirements for initial evaluation  Online: submit requirements thru email at <a href="mailto:osasmain.studentdevelopment@cvsu.edu.ph">osasmain.studentdevelopment@cvsu.edu.ph</a>	Receive and evaluate the required documents  Online: Receive and evaluate the required documents thru email at <a href="mailto:osasmain.studentdevelopment@cvsu.edu.ph">osasmain.studentdevelopment@cvsu.edu.ph</a>	None	10 Minutes	<i>SDS Head or OSAS Staff</i>
Receive notice of submitted documents are complete.  Online: received notice of document thru email from <a href="mailto:osasmain.studentdevelopment@cvsu.edu.ph">osasmain.studentdevelopment@cvsu.edu.ph</a>	2. Issue notice of completion of requirements  Online: Issue notice of completion of requirements thru email at <a href="mailto:osasmain.studentdevelopment@cvsu.edu.ph">osasmain.studentdevelopment@cvsu.edu.ph</a>	None	5 Minutes	<i>SDS Head or OSAS Staff</i>



<p>Receive the Notice of Completion</p> <p>Online: received the notice of completion thru email from <a href="mailto:osasmain.studentdevelopment@cvsu.edu.ph">osasmain.studentdevelopment@cvsu.edu.ph</a></p>	<p>3. Conduct the recognition and accreditation program of student organizations and induction of officers for the entire school year.</p> <p>Online: Conduct the recognition and accreditation program of student organizations and induction of officers for the entire school year thru online platforms.</p>	None	15 Minutes	<i>SDS Head or OSAS Staff</i>
<p>4. Attend the recognition and accreditation program</p> <p>a. Receive a certificate of recognition</p> <p>Online: attend the recognition and accreditation program thru online platforms <a href="#">(facebook/googlemeet/zoom)</a></p>	<p>4.1 Document the program</p> <p>4.2 File the submitted documents of the recognized student organizations</p> <p>Online: File the submitted documents of the recognized student organizations thru google drive</p> <p>4.3 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a></p>	None	15 Minutes	<i>SDS Head or OSAS Staff</i>
<p>5. Fill out and return the Stakeholders' Feedback form or Google Form</p>	<p>5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form</p>	None	2 Minutes	<i>OSAS Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>47 Minutes</b>	



Approval of Student Activities Procedure for Student Organizations				
This procedure aims to provide avenues to mold students' talents and interest to ensure social and cultural growth and offer leadership trainings to enhance leadership effectiveness of students both at personal and organizational levels.				
<b>Office or Division:</b>	Office of Student Affairs and Services			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All recognized student organization			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Written request letter addressed to the University President, recommended by the adviser/s, Head of SDS, Dean of OSAS and Vice President for Academic Affairs.		Applicant		
Activity Proposal		Applicant		
Copy of the approved Plan of Activities		Applicant		
Notarized Parent's Permit if the activity is scheduled on weekends or 6:00 pm onwards.		Applicant		
CLIENT STEPS	AGENCY ACTION	FEE S TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBL E
Submit request letter for initial evaluation Online: Submit request letter for initial evaluation thru email	1.1 Evaluate requirements 1.2 Issue notice of completion of requirements	None	10 Minutes	SDS Head or OSAS Staff



<a href="mailto:osasmain.studentdevelopment@cvsu.edu.ph">osasmain.studentdevelopment@cvsu.edu.ph</a>				
<p>Receive notice of completion</p> <p>Online: Receive notice of completion thru email from <a href="mailto:osasmain.studentdevelopment@cvsu.edu.ph">osasmain.studentdevelopment@cvsu.edu.ph</a></p>	<p>2.1 Sign and recommend the request letter to the Dean of OSAS/ Director/Head of OSAS</p> <p>2.2 Endorse to the Vice President for Academic Affairs or Campus Administrator for approval</p> <p>2.3 Release the approved letter of request to the concerned organization</p> <p>Online: Release the approved letter of request to the concerned organization thru email at <a href="mailto:osasmain.studentdevelopment@cvsu.edu.ph">osasmain.studentdevelopment@cvsu.edu.ph</a></p>	None	10 Minutes	<p><i>SDS Head or OSAS Staff</i></p> <p><i>OVPAA Staff/OSAS Staff</i></p>
3. Conduct the event or activity.	3. Monitor the event or activity.	None	15 Minutes	<i>SDS Head or OSAS Staff</i>
<p>4. Submit accomplishment report, financial report, and accomplished evaluation forms</p> <p>Online: Submit accomplishment report, financial report, and accomplished evaluation forms thru email at</p>	<p>4.1 Receive accomplishment report, financial report, and accomplished evaluation forms</p> <p>Online: Receive accomplishment report, financial report, and accomplished evaluation forms thru email at</p>	None	5 Minutes	<i>SDS Head or OSAS Staff</i>



<a href="mailto:osasmain.studentdevelopment@cvsu.edu.ph">osasmain.studentdevelopment@cvsu.edu.ph</a>	<a href="mailto:osasmain.studentdevelopment@cvsu.edu.ph">osasmain.studentdevelopment@cvsu.edu.ph</a>			
	4.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
5. Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	OSAS Staff
	<b>TOTAL:</b>	<b>None</b>	<b>42 Minutes</b>	





Counseling Procedure for Students				
This procedure shows how to facilitate positive change in the behavior, feelings, and attitudes of the students to promote academic, personal, social, and career development.				
Office or Division:	Office of Student Affairs and Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All students who are enrolled in the University			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Referral Form		OSAS		
Counseling Form		OSAS		
Appointment/Commitment Slip Informed Consent Form		OSAS		
Counseling Completion Form		OSAS		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fill out Counseling Form (through hard copy or online copy)	Receive counseling form (hardcopy or online copy) for walk-in and referred clients	None	5 Minutes	<i>Guidance Counselor</i>



Undergo initial interview  Online: Attend to online interview set by the Guidance Counselor	2. Conduct initial interview (offline or online)	None	10 Minutes	<i>Guidance Counselor</i>
Fill out the Appointment/ Commitment form (through hard copy or online copy)	3. Provide Appointment/ Commitment form (through hard copy or online copy) for student to fill out	None	5 Minutes	<i>Guidance Counselor</i>
4. Undergo counseling session  Online: Attend to online counseling set by the Guidance Counselor	Conduct counseling/consultation process (through face to face or online) and document the process	None	*45 Minute to one-Hour and a-half per session	<i>Guidance Counselor</i>
Fill out counselling/ consultation logbook (through hard copy or online copy)	5.1 Accomplish Counseling /Consultation Completion Form after the counseling process  5.2 Advise the student to expect a call or text message for follow up consultation  5.3 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	5 Minutes	<i>Guidance Counselor</i>
Fill out and return the Stakeholders' Feedback form or Google Form	6. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Guidance Counselor</i>



	TOTAL:	None	*1 Hour, 22 Minutes	
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Follow-up Counseling Procedure for Students				
This procedure aims to facilitate positive change in the behavior, feelings, and attitudes of the students to promote academic, personal, social, and career development.				
<b>Office or Division:</b>	Office of Student Affairs and Services			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All students who are enrolled in the University			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Contact number Email Address		To be provided by the client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Receive phone call, text message, e-mail or if necessary, face to face for a follow up consultation meeting	Inquire about the current status of the student since prior consultation	None	5 Minutes	<i>Guidance Counselor</i>
Inform OSAS of their current status (face-to-face or if online - through phone call, or text message, or email)	2.1 Record and file the current status of student for future reference 2.2 Provide client with Stakeholders' Feedback Form or Google Form using	None	10 Minutes	<i>Guidance Counselor</i>



and fill out the consultation logbook (hard copy or online copy as provided by the Guidance Counselor)	the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Guidance Counselor</i>
	<b>TOTAL:</b>	<b>None</b>	<b>17 Minutes</b>	



Consultation Procedure for Parents				
This procedure shows how the OSAS assists parents in identifying problems of their students, their causes, and possible alternatives or solutions				
<b>Office or Division:</b>	Office of Student Affairs and Services			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All parents whose children are enrolled in the University			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Anecdotal Form		OSAS		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Walk-in and log in the visitor's information log book  Online: contact the Guidance Counselor through online (email, or text message, or other access) for consultation	1. Accommodate the parent or guardian (face-to-face or online)	None	5 minutes	<i>Guidance Counselor</i>
Undergo initial interview and assessment (face-to-face or online)	2. Conduct initial interview (face-to-face or online)	None	30 minutes	<i>Guidance Counselor</i>



As referred and necessary, parent/ guardian is referred to concerned college/ department for more appropriate intervention or action	3.1 Write letter of referral to college/ department  Online: Send online communication of referral to the concerned college/department for appropriate intervention or action	None	15 minutes	<i>Guidance Counselor</i>
	3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Guidance Counselor</i>
	<b>TOTAL:</b>	<b>None</b>	<b>52 Minutes</b>	



Complaint on Student and Grievance Procedure				
This procedure shows how to assist students, faculty members and employees who have complaints against students				
<b>Office or Division:</b>	Office of Student Affairs and Services			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Student, faculty member or employee who has a complaint against student			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Complaint letter		Complainant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complaint letter	1.1 Receive the complaint letter	None	5 Minutes	<i>Secretary, Committee on Misdemeanor</i>
	1.2 Endorse the letter to the Committee on Misdemeanor		5 Minutes	
	1.3 Decide whether the complaint has to be acted upon and call for the investigation		2 Hours	<i>Committee on Misdemeanor</i>
	1.4 Issue response letter			
2. Receive the response letter and sign the	2.1 Sign the logbook under the column "Released by"	None	5 Minutes	<i>Secretary, Committee on Misdemeanor</i>





logbook under the column" Received by"  *If via online: Send acknowledgment receipt of response letter		None		
	2.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Secretary, Committee on Misdemeanor</i>
	<b>TOTAL:</b>	<b>None</b>	<b>2 Hours, 17 Minutes</b>	



Issuance of Certificate of Good Moral Character				
This procedure shows how to assist bonafide students and graduates who would want to secure Certificate of Good Moral Character				
Office or Division:	Office of Student Affairs and Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All bonafide students and graduates			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished University Clearance		Applicant's concerned college		
Official Receipt for Certification of Good Moral Character		Cashier's Office		
CLIENT STEPS	AGENCY ACTION	FEE S TO BE PAI D	PROCESSI NG TIME	PERSON RESPONSIB LE
1. Pay for the Certification of Good Moral Character at the Cashier's Office or thru Landbank oncoll	1. Receive payment and issue an official receipt	Php 15.0 0	2 Minutes	Cashier



Present the required documents to the Office of Student Affairs or prepare the copy of TOR/COG/Registration Form or TOR	2. Receive and check the required documents	None	5 Minutes	MIS Officer/ OSAS Staff
Fill out the request form for Good Moral Certificate Sheet or Fill out the Google link: <a href="https://docs.google.com/forms/d/e/1FAIpQLSfS2MUtJTGI0Vy7U-t2GIZHroY77Eh5_4Nw4KrfVnL1I3oieg/viewform">https://docs.google.com/forms/d/e/1FAIpQLSfS2MUtJTGI0Vy7U-t2GIZHroY77Eh5_4Nw4KrfVnL1I3oieg/viewform</a>	3.1 Prepare and release the Certificate of Good Moral Character  3.2 Prepare and send the Certificate of Good moral thru email address provided	None	5 Minutes	MIS Officer/ OSAS Staff
Receive the Certificate Good Moral Character or acknowledge the receipt of the email	4.1 Sign Good Moral Certificate Sheet under the column "Released by"	None	5 Minutes	MIS Officer/ OSAS Staff
	4.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
5. Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	



	<b>TOTAL:</b>	<b>Php 15.0 0</b>	<b>19 Minutes</b>	
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**Cavite State University Main Campus**  
**University Registrar**  
External and Internal Services



Issuance of School Credentials/Documents				
This procedure aims to facilitate the issuance of school credentials and other documents to CvSU graduates to be used for employment, evaluation or further studies and including those who opt to transfer to other schools.				
<b>Office or Division:</b>	University Registrar			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Graduates and continuing students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certificate of Admission		Office of the University Registrar		
Personal Information Sheet		Office of the University Registrar		
Registration Form		Office of the University Registrar		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request for University Clearance Form (first request) or fill out Request Slip (for subsequent request)  For online request: Register and fill out the google form posted at <a href="http://cvsu.edu.ph">cvsu.edu.ph</a> <a href="mailto:ureg.cafenr@cvsu.edu.ph">ureg.cafenr@cvsu.edu.ph</a> <a href="mailto:ureg.cas@cvsu.edu.ph">ureg.cas@cvsu.edu.ph</a> <a href="mailto:ureg.ccj@cvsu.edu.ph">ureg.ccj@cvsu.edu.ph</a>	1.1 Receive the accomplished University Clearance or Request Slip and issue order of payment to the client  1.2 Process the request sent directly to staff assigned to college using the provided email address	None	5 Minutes	<i>University Registrar Staff</i>



<a href="mailto:ureg.ced@cvsu.edu.ph">ureg.ced@cvsu.edu.ph</a> <a href="mailto:ureg.ceit@cvsu.edu.ph">ureg.ceit@cvsu.edu.ph</a> <a href="mailto:ureg.cemds@cvsu.edu.ph">ureg.cemds@cvsu.edu.ph</a> <a href="mailto:ureg.con@cvsu.edu.ph">ureg.con@cvsu.edu.ph</a> <a href="mailto:ureg.cspear@cvsu.edu.ph">ureg.cspear@cvsu.edu.ph</a> <a href="mailto:ureg.cvmbs@cvsu.edu.ph">ureg.cvmbs@cvsu.edu.ph</a>				
2. Pay the necessary fee for the requested documents at the Cashier's Office or thru online payment	2. Check the Official receipt and issue the claim stub to the client	Php 50.00/ page for TOR  Php 15.00/ page for Certification	5 Minutes	<i>University Registrar Staff</i>
3. Receive the claim stub bearing the date of release of the requested documents	3. Evaluate the students' records and prepare the requested documents	None	*7 Days	<i>University Registrar Staff</i>
4. Claim the document on the specified date of release	4.1 Check the claim stub and release the requested documents to the client	None	2 Minutes	<i>University Registrar Staff</i>
	4.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>University Registrar Staff</i>



	<b>TOTAL:</b>	<b>Php 50.00/ page for TOR</b>  <b>Php 15.00/ page for Certification</b>	<b>*7 Days, 12 Minutes</b>	
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*\*Ready for release within 7 days after receipt of request*





Registration of New Students				
This procedure aims to facilitate registration processes of new students that ensures safekeeping of student records and accurate enrolment to a particular program.				
<b>Office or Division:</b>	University Registrar			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All new students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certificate of Admission		Office of the University Registrar		
Personal Information Sheet		Office of the University Registrar		
Registration Form		Office of the University Registrar		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit all the required original documents for enrolment including the Accomplished Personal Information Sheet	1.1 Check, receive all the required original documents and a copy of the uploaded Personal Information of student.  1.2 Assign Student Number and issue Certificate of Admission and Registration Form.	None	6 Minutes	<i>University Registrar Staff</i>



2. Receive Certificate of Admission and Registration Form.	2. Validate the Registration Form and keep a copy.	None	6 Minutes	<i>University Registrar Staff</i>
3. Sign the validated Registration Form	Return another copy to student.  Advise the student to keep a copy of the Registration Form for future reference	None	2 Minutes	<i>University Registrar Staff</i>
	3.3 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
4. Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>University Registrar Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>16 Minutes</b>	



Online Registration of New Students				
This procedure aims to facilitate online registration processes of new students that ensures safekeeping of student records and accurate enrolment to a particular program.				
<b>Office or Division:</b>	University Registrar			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All new students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certificate of Admission		Office of the University Registrar		
Personal Information Sheet		Office of the University Registrar		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Receive notice to submit all the requirements for registration	1. Send notice to qualified students for submission of requirements using the official email <a href="mailto:registrarmain.enrollment@cvsu.edu.ph">registrarmain.enrollment@cvsu.edu.ph</a>	None	4 Minutes	<i>University Registrar Staff</i>
2. Submit all the required original documents for enrolment through a chosen courier or thru drop box located at the entrance gate of the university.	2.1 Check, receive all the required original documents.  2.2 Assign Student Number and issue Certificate of Admission and Registration Form.	None	5 Minutes	<i>University Registrar Staff</i>



3. Receive soft copies of Certificate of Admission and Registration Form.	3. Validate the Registration Form	None	1 Minute	<i>University Registrar Staff</i>
Check the validated Registration Form through their student portal.	4. Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	2 minutes	<i>University Registrar Staff</i>
Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>University Registrar Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>14 Minutes</b>	



Registration of Continuing Students				
This procedure aims to facilitate the registration of the continuing students in different colleges.				
Office or Division:	College Registrar			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All Continuing Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Student Clearance		College Registrar		
Certificate of Grades				
Pre-Registration Form				
Registration Form				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secure and submit an approved student clearance	Check the completeness of the submitted clearance and issue Certificate of Grades and Pre-registration form.	None	2 Minutes	College Registrar
Fill out Pre-registration form with subjects to be enrolled in consultation with respective Registration Adviser and submit the same together	2.1 Receive and evaluate the filled-out pre-registration form.  2.2 Prepare and issue Registration form to student.	None	6 Minutes	College Registrar



with a photocopy of Certificate of Grades (COG) to the college registrar.				
Receive and sign the Registration Form and return the same to the College Registrar for validation.	<p>3.1 Receive and validate the duly signed Registration Form of student by putting a “Registered” stamp.</p> <p>3.2 Provide a copy to the student and keep a copy for submission to the Office of the University Registrar.</p>	None	6 Minutes	<i>College Registrar</i>
4. Receive a copy of the duly stamped Registration form and keep it for future references.	4.1 Consolidate all the copies of registration forms received from the students and submit to the University Registrar for system validation.	None	1 Minute	<i>College Registrar</i>
	4.2 Provide client with Stakeholders’ Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
5. Fill out and return the Stakeholders’ Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>College Registrar</i>
	<b>TOTAL:</b>	<b>None</b>	<b>17 Minutes</b>	



Online Registration of Continuing Students				
This procedure aims to facilitate the online registration of the continuing students in different colleges.				
Office or Division:	College Registrar			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All Continuing Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Pre-Registration Form		College Registrar		
Registration Form				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Accomplish and submit Pre-registration form with subjects to be enrolled in consultation with Registration Adviser	1.1 Receive and evaluate the filled-out pre-registration form.	None	6 Minutes	Registration Adviser
	1.2 Prepare and issue Registration form to student.			College Registrar
Receive soft copy of Registration Form.	2. Validate the Registration Form	None	1 Minute	University Registrar
Check the validated Registration Form through their student portal.	3. Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo feedback form</a>			



Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>College Registrar</i>
	<b>TOTAL:</b>	<b>None</b>	<b>9 Minutes</b>	





Registration of Transferees				
This procedure aims to facilitate the registration of all transfer students.				
Office or Division:	University Registrar			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All new transfer students.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Registration Form		Office of the Campus Registrar		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit all the required original documents for enrolment including results of interview, checklist of subjects credited by the college or department concerned and the Accomplished Personal Information Sheet <a href="http://cvsu.edu.ph">cvsu.edu.ph</a>	1.1 Check, receive all the required original documents; copy of the uploaded Personal Information Sheet and Pre-registration form issued by the college.  1.2 Assign Student Number and issue Certificate of Admission and Registration Form.	None	6 Minutes	<i>University Registrar staff</i>



Receive Certificate of Admission and Registration Form and Sign the issued Registration Form and return the same to the University Registrar for validation.	<p>Receive and validate the duly signed Registration Form of student by putting a “Registered” stamp.</p> <p>Provide a copy to the student and keep a copy for system validation.</p> <p>Advise the student to keep a copy of the Registration Form for future reference</p> <p>Provide client with Stakeholders’ Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a></p>	None	6 Minutes	<i>University Registrar staff</i>
Fill out and return the Stakeholders’ Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>University Registrar staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>14 Minutes</b>	



Online Registration of Transferees				
This procedure aims to facilitate the online registration of all transfer students.				
<b>Office or Division:</b>	University Registrar			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All new transfer students.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Registration Form Interview Sheet /Evaluation Sheet		Office of the University Registrar		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Receive notice to submit all the requirements for registration including the result of evaluation from the concerned college.	1. Send notice to qualified students to submit requirements using the official email <a href="mailto:registrarmain.enrollment@cvsu.edu.ph">registrarmain.enrollment@cvsu.edu.ph</a>	None	6 Minutes	<i>University Registrar Staff and Concerned College</i>



Submit all the required original documents for enrolment including the result of college evaluation through a chosen courier or thru drop box located at the entrance gate of the university.	2.1 Check, receive all the required original documents.  2.2 Assign Student Number and issue Certificate of Admission and Registration Form.		5 Minutes	<i>University Registrar Staff</i>
3. Receive soft copies of Certificate of Admission and Registration Form.	3. Validate the Registration Form	None	2 Minutes	<i>University Registrar Staff</i>
4. Check the validated Registration Form through their student portal.	4. Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>University Registrar Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>15 Minutes</b>	



Registration of Shiftees				
This procedure aims to facilitate the registration of all shiftees.				
<b>Office or Division:</b>	College Registrar / Campus Registrar			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All student shiftees.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Registration Form		Office of the Campus Registrar		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out Letter of Intent and have it sign by College officials indicated in the form	1. Evaluate grades of student	None	5 Minutes	<i>Department Chair or Faculty assigned to program the student intends to shift.</i>
2. Undergo interview at the Department /College the student intends to transfer.	2.1 Conduct interview for further assessment.  Issue Pre-registration Form	None	10 Minutes	<i>College Registrar</i>



3. Fill out Pre-registration form with subjects to be enrolled in accordance to what the Department advises and submit the same together with a photocopy of Certificate of Grades (COG) to the college registrar.	3.1 Receive and evaluate the accomplished pre-registration form. 3.2 Prepare and issue Registration form to student.	None	5 Minutes	<i>College Registrar</i>
4. Receive and sign the Registration Form and return the same to the College Registrar for validation.	4.1 Receive and validate the duly signed Registration Form of student by putting a “Registered” stamp. 4.2 Provide a copy to the student and keep a copy for submission to the Office of the University Registrar for system validation. 4.3 Provide client with Stakeholders’ Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	5 Minutes	<i>College Registrar</i>
5. Fill out and return the Stakeholders’ Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>College Registrar</i>
	<b>TOTAL:</b>	<b>None</b>	<b>27 Minutes</b>	



Online Registration of Shiftees				
This procedure aims to facilitate the online registration of all shiftees.				
<b>Office or Division:</b>	College Registrar / Campus Registrar			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All student shiftees.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Registration Form Letter of Intent		Office of the University Registrar		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit an accomplished and approved Letter of Intent for shifting in coordination with Registration Adviser and College Registrar	1. Check the completeness of requirements for shifting to include the updated and evaluated Checklist of Course.	None	6 Minutes	<i>College Registrar</i>
Fill out and submit pre-registration form with subjects to be enrolled in accordance with what the Department advises.	2.1 Receive and evaluate the accomplished pre-registration form. 2.2 Prepare and issue Registration form to student.	None	5 Minutes	<i>College Registrar</i>



3. Receive soft copies of Certificate of Admission and Registration Form.	3. Validate the Registration Form	None	2 Minutes	<i>University Registrar Staff</i>
4. Check the validated Registration Form through their student portal.	4. Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
5. Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>University Registrar Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>15 Minutes</b>	





Registration of Old Student Returnees				
This process aims to facilitate the registration of all Old Student Returnees.				
<b>Office or Division:</b>	College Registrar / Campus Registrar			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All Old Student Returnees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Registration Form		Office of the Campus Registrar		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out the Readmission Form or send to <a href="http://cvsu.edu.ph">cvsu.edu.ph</a> and have it signed by College officials indicated in the form.	1. Evaluate grades of student	None	5 Minutes	<i>Registration Adviser</i>
2. Undergo interview at the Department /College last attended.	2.1 Conduct interview to determine the student's eligibility for readmission 2.2 Issue Pre-Registration Form	None	10 Minutes	<i>College Registrar</i>



3. Fill out Pre-registration form with subjects to be enrolled in consultation with the Registration Adviser and submit the same together with a photocopy of Certificate of Grades (COG) to the college registrar.	3.1 Receive and evaluate the filled-out pre-registration form. 3.2 Issue Registration form	None	5 Minutes	<i>College Registrar</i>
4. Receive and sign the Registration Form and return the same to the College Registrar for validation.	4.1 Receive and validate the duly sign Registration Form of student by putting a “Registered” stamp. 4.2 Provide a copy to the student and keep a copy for submission to the Office of the University Registrar for system validation. 4.3 Provide client with Stakeholders’ Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	5 Minutes	<i>College Registrar</i>
5. Fill out and return the Stakeholders’ Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>College Registrar</i>
<b>TOTAL:</b>		<b>None</b>	<b>27 Minutes</b>	



Online Registration of Old Student Returnees				
This process aims to facilitate the registration of all Old Student Returnees.				
Office or Division:	College Registrar / Campus Registrar			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All Old Student Returnees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Registration Form Readmission Form		Office of the University Registrar		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit an accomplished and approved Readmission Form signed by college officials indicated in the form.	1. Issue certificate of admission for Old Student Returnee (OSR)	None	5 Minutes	<i>University Registrar Staff</i>
2. Receive soft copy of Certificate of Readmission	2. Evaluate checklist of course and issue pre-registration form	None	3 Minutes	<i>Registration Adviser</i>
3. Accomplish and submit pre-registration form with subjects to be enrolled	3.1 Receive and evaluate the accomplished pre-registration form.	None	5 Minutes	<i>College Registrar</i>



	3.2 Prepare and issue Registration form to student.			
4. Receive soft copy of Registration Form.	4. Validate the Registration Form	None	2 Minutes	<i>University Registrar Staff</i>
5. Check the validated Registration Form through their student portal.	5. Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	6. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>University Registrar Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>17 Minutes</b>	



**Cavite State University Main Campus**  
**University Library**  
External and Internal Services



Use of Library Facilities, Services and Resources				
This procedure shows how the library assists interested clients in using library facilities, services and resources.				
<b>Office or Division:</b>	Library			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may avail:</b>	Students, Faculty Members, Employees and Alumnus and Library Patrons from Other Institutions			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid CvSU Student, Staff, or Alumni IDs		Office of University Registrar, HRDO, or Alumni Office		
Latest Registration Form		Office of University Registrar		
Referral Letter (Library Patrons from Other Institutions)		From the Librarian of their Institution (for students), from the Dean (for the faculty members) or the Head of Unit (for employees)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>For CvSU student, faculty member, employee and alumni</b>  Present their valid CvSU ID and latest registration form.	1. Check the CvSU ID presented and latest Registration Form	None	1 Minute	<i>Assigned Clerk</i>



Write in the logbook and leave unnecessary things in the baggage area of the section where they will avail the services.	Assist the client in filling out the logbook.	None	1 Minute	<i>Assigned Clerk</i>
Proceed to the OPAC station for the title/ author and call number needed for research.	3.1 If necessary, assist library patrons in using the OPAC Stations  3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	1 Minute	<i>Assigned Clerk</i>
4. Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Assigned Clerk</i>
<b><u>For Visitor</u></b>				
Present referral letter to librarian in-charge	1. Receive a letter of referral	None	1 Minute	<i>Assigned Clerk</i>
Sign the record book and pay for the library fee	2. Receive payment	Php 30.00	1 Minute	<i>Assigned Clerk</i>
Log in the visitors' logbook and leave unnecessary things in the baggage area of the section where they will avail the services.	3. Assist the client in filling out the logbook.	None	2 Minutes	<i>Assigned Clerk</i>



Proceed to the OPAC station for the title/ author and call number needed for research.	If necessary, assist visitors in using the OPAC Stations	None	1 Minute	<i>Assigned Clerk</i>
	4.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Assigned Clerk</i>
	<b>TOTAL:</b>	<b>None</b>	<b>7 Minutes</b> (CvSU Students, Employees and Alumni)	
	<b>TOTAL:</b>	<b>Php 30.00</b>	<b>7 Minutes</b> (for Visitors only)	





Borrowing and Returning of Books and Other Library Materials				
This procedure how the library assists interested clients in the borrowing and returning of books and other library materials.				
Office or Division:	Library			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Students, Faculty Members and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For new students: Library sticker attached to registration form or student identification card		Office of the University Registrar		
For old registrants: Student identification card		Office of the University Registrar		
For Faculty Members and Employees CvSU identification card		Human Resource Development Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Students, faculty members and employees present books to be borrowed.	<u><b>Borrowing of library materials:</b></u> Check out the books to be borrowed by scanning the barcodes  Print slips for the borrowed books.  Stamp due date on the date due slip.  Fill book cards of the books borrowed.  <u><b>Returning of library materials:</b></u>	None	1 Minute	Assigned Clerk



	Check in the books borrowed by scanning their barcodes.	None	2 Minutes	<i>Assigned Clerk</i>
	Insert the book cards and shelves these books.			
	3. Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	2 Minutes	<i>Assigned Clerk</i>
2. Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form			
	<b>TOTAL:</b>	<b>None</b>	<b>3 Minutes</b> (Borrowing) <b>4 Minutes</b> (Returning)	



Issuance Library Account for New Registrants				
This procedure covers the Issuance of Library Account Sticker for New Registrants				
<b>Office or Division:</b>	Library			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may avail:</b>	Students, Faculty Members and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For students: Latest Registration Form Valid CvSU ID		Office of the University Registrar		
For faculty members and employees: CvSU identification card		Human Resource Development Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
New students, faculty members and employees inquire about issuance of Library Account Sticker	1.1 Provide the students, faculty members and employees with slips to be filled up.	None	1 Minute	<i>Assigned Guard/Clerk</i>
	1.2 Encode Students/faculty members/ employee's data.	None	2 Minutes	<i>Assigned Clerk and Client</i>
	1.3 Take picture of the client with webcam, stamp validity of the library account and counter sign Registration Form of students	None	2 Minutes	<i>Assigned Clerk</i>



	Issue Library Account Sticker to student, faculty members and employees to be put on display on their CvSU ID.	None	1 Minute	<i>Assigned Clerk and Client</i>
	1.5 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Assigned Clerk and Client</i>
	<b>TOTAL:</b>	<b>None</b>	<b>8 Minutes</b>	



Replacement of Lost Library Account Sticker				
This procedure aims to provide new library account sticker for students, faculty members, and employees.				
<b>Office or Division:</b>	Library			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may avail:</b>	Students, Faculty Members and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Affidavit of Loss		Any Attorney's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Affidavit of Loss.	1.1 Receive Affidavit of Loss.	None	1 Minute	<i>Assigned Clerk</i>
	1.2 Check from the database of registered clients and update data if necessary.	None	2 Minutes	<i>Assigned Clerk</i>
	1.3 Release new library account sticker to client.	None	2 Minutes	<i>Assigned Clerk</i>
	1.4 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
2. Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Assigned Clerk</i>



	<b>TOTAL:</b>	<b>None</b>	<b>7 Minutes</b>	
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Validation of Library Account for Old Registrants				
This procedure aims to verify library patrons' records in the database, validation of their library account and issuance for stickers for old registrants				
<b>Office or Division:</b>	Library			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may avail:</b>	Students, Faculty Members and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For students: Latest Registration Form Valid CvSU ID		Office of the University Registrar		
For faculty members and employees: CvSU identification card		Human Resource Development Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request validation of library account.	1.1 Provide the students, faculty members and employees with slips to be filled out.	None	1 Minute	<i>Assigned Clerk</i>
	1.2 Check registration form for the current semester together with their valid CvSU ID			
Student present their latest registration form and CvSU ID while faculty members and employees present their Employees ID.	Verify the encoded data of the client and update the record if necessary. Countersign and stamp validity date on their Registration Form.	None	1 Minute	<i>Assigned Clerk</i>



	Issue a Library Account Sticker to students, faculty members and employees to be put on display on their CvSU ID.  Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	1 Minute	<i>Assigned Clerk</i>
Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Assigned Clerk</i>
	<b>TOTAL:</b>	<b>None</b>	<b>5 Minutes</b>	





**Cavite State University Main Campus**  
**University Sports Director**  
External and Internal Services



Admission Procedure for Selection of Varsity Athletes				
This procedure covers screening and evaluation of applications for varsity athletes.				
Office or Division:	Director Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Personal Information Sheet		University Sports Development Office		
Admission Form		University Sports Development Office		
2 copies of 1x1 ID picture		Student Athlete Applicant		
Certification/Credentials as an Athlete		Student Athlete Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present student credentials for initial evaluation of concern coaches for interview	Evaluate the credentials of the student and conduct initial interview	None	15 minutes	Concerned Coaches
Proceed to the University Sports Director for final interview and evaluation	2. Conduct final evaluation and interview	None	30 minutes	Director, Sports
Receive admission form	3.1 Sign and issue admission form	None	5 minutes	USDO Director



	3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			<i>USDO Staff</i>
Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>USDO Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>52 minutes</b>	



Issuance of Certification of Scholarship and Other Purposes				
This procedure covers how the USDO providing student-athlete the certification for scholarship and/or for other legal purposes.				
Office or Division:	Office of the Director			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved Admission form		University Sports Development Office		
Request Slip		University Sports Development Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fill out request slip for certification and attach approved Admission Form	Receive the accomplished Request Slip	None	5 Minutes	USDO Staff
	Issue certification for submission to the University Scholarship Coordinator	None	2 Minutes	Director, Sports
	Validate and affix signature for the issued certification			
Receive issued certification	2.1 Request the client sign on the Receiving Logbook	None	2 Minutes	Director, Sports
	2.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			USDO Staff



Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>USDO</i> <i>Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>11 Minutes</b>	



**Cavite State University Main Campus**  
**Hostel Tropicana**  
External and Internal Services



Food Service Operation				
This procedure covers how the Hostel Tropicana Food Services cater to various events and banquet functions such as meetings, seminars, trainings, and conferences conducted within University premises.				
Office or Division:	Hostel Tropicana			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	University Officials, Personnel, University Guest and other Government and Non- Government Agencies			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Purchase Request			Requesting Party	
Banquet Event Order Form			Hostel Tropicana	
Billing Statement			Hostel Tropicana	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fill out foodservice reservation form	Verify reservation/banquet event function details prior to the event	None	1 Minute	<i>Hostel Personnel</i>
Present Approved Purchase request form	2.1 Validate presented purchase request form	None	3 Minutes	<i>University Chef</i>
	Confirm orders base from the presented purchase request	None	10 Minutes	<i>University Chef</i>



Conduct banquet event/ functions	Prepare and serve ordered food on the stated date and time	Depending on the incurred amount indicated on the billing statement issued	1 Day	<i>Hostel Banquet event staff</i>
Received Billing Statement	4. Issue billing statement signed by the University Chef and Hostel Manager	None	10 Minutes	<i>Hostel Authorized Personnel</i>
Pay the necessary fee	Collect necessary payment	Depending on the incurred amount indicated on the billing statement issued	10 Minutes	<i>University Cashier/Collecting officer</i>
	Issue official receipt from the University Cashier's office			
	5.3 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	6. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Hostel Personnel</i>
	<b>TOTAL:</b>	<b>Depending on the incurred amount indicated</b>	<b>1 Day, 36 Minutes</b>	





		on the billing statement issued		
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Lodging/Billeting Services				
This procedure covers how the Hostel Tropicana arrange for the board and lodging services of University guests, and other individuals needing accommodation within the University premises				
<b>Office or Division:</b>	Hostel Tropicana			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may avail:</b>	Employees, Students, Parent/Guardian, Graduates and other University guests and Government and Non-Government Agencies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Guest registration form		Hostel Tropicana front desk officer		
Billing statement		Hostel Tropicana front desk officer		
Banquet Event Order		Hostel Tropicana		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fill out guest reservation form upon arrival	Verify registration details indicated  Log in the visitors logbook and check personal belongings for security purposes	None	1 Minute	<i>Front desk officer / Receptionist</i>
2. Check in	Designate guestroom	None	1 Minute	<i>Front desk officer</i>



	Accompany guest to the assigned guestroom	None	1 Minute	<i>Bellman/ housekeeper</i>
Check out	Check the vacated rooms	None	1 Minute	<i>Bellman/ housekeeper</i>
	Issue billing statement	None	1 Minute	<i>Front desk officer</i>
Pay the necessary fee	<p>4.1 Collect necessary fees and issue official receipt from the University Cashiers office</p> <p>4.2 Provide client with Stakeholders' Feedback Form or Google Form using the link  <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a></p>	Depending on the incurred amount indicated on the billing statement issued	3 Minutes	<i>University Cashier/Collecting Officer</i>
Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Front desk officer / Receptionist</i>
	<b>TOTAL:</b>	<b>Depending on the incurred amount indicated on the billing statement issued</b>	<b>10 Minutes</b>	



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## **CAVITE STATE UNIVERSITY - BRANCH CAMPUSES**



**Cavite State University Bacoor Campus**  
**Human Resource Development Office (HRDO)**  
External and Internal Services



## Acceptance of Applicants 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

<b>Office or Division:</b>	Campus Human Resource Development Office
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All aspiring applicants (Academic and Non-Academic)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Application Letter addressed to HR Director	Applicant
Personal Data Sheet	<a href="http://www.csc.gov.ph">www.csc.gov.ph</a> 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/send complete documents via <a href="mailto:cvsuacoordinator@cvsu.edu.ph">cvsuacoordinator@cvsu.edu.ph</a> <a href="mailto:hr.cvsuacoordinator@yahoo.com">hr.cvsuacoordinator@yahoo.com</a>	1.1 Check and receive all the submitted documents	None	2 Minutes	Campus HR Coordinator
a. Application Letter b. CV/Resume c. other credentials	1.2 Review the documents and acknowledge receipt of e-mail application and notify via text message the potential applicants for the vacant position		2 Days	Campus HR Coordinator



	Schedule initial interview and demo teaching (for academic applicants) via zoom video conferencing	None	30 Minutes per applicant	<i>Committee composed of Local HR, Department Chairperson concerned, Campus Faculty Association (FA) President</i>
	Schedule a final interview via zoom video conferencing for qualified applicants	None	30 Minutes per applicant	<i>Campus Administrator</i>
	Tally the scores of each applicant		1 Day	<i>Campus HR Coordinator</i>
	Endorse to the University Selection Board the list of qualified applicants		5 Minutes	<i>Campus HR Coordinator</i>
	Call up the qualified applicants			<i>Campus HR Coordinator</i>
Report to the Campus HRDO	Give some reminders and provide the qualified applicant a checklist of documents to be submitted	None	10 Minutes per applicant	<i>Campus HR Coordinator</i>
Report to the Main Campus	Evaluate the applicant	None	30 Minutes per applicant	<i>Campus Administrator, HRMO Director, VPs and FA President</i>
	<b>TOTAL:</b>	<b>None</b>	<b>3 Days, 1 Hour, 47 Minutes</b>	





Selection and Hiring for Academic Positions				
This procedure aims to ensure that selection and hiring of academic 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:	Campus Human Resource Development Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All Qualified Applicants for the vacant academic position			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Applicant Interview Rating Sheet		Campus Human Resource Development Office		
Oral Interview Evaluation Score Sheet		Campus Human Resource Development Office		
Evaluation Checklist for Demo Teaching – for Academic Personnel only		Campus Human Resource Development Office		
Written Examination		Campus Human Resource Development Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Report to the campus for written examination, teaching demo and interview	1.1 Notify the applicant via phone call, email or text message regarding the schedule of evaluation	None	1 Minute	Campus HRD Coordinator / Assistant
	1.2 Give questionnaire for written examination	None	10 Minutes	Campus HRD Coordinator / Assistant



	Gather the local Personnel Selection Board for evaluation of the applicant	None	5 Minutes	Campus HRD Coordinator / Assistant
	Evaluate the applicant for demo teaching and through panel interview	None	30 Minutes	Campus Personnel Selection Board/committee
	Advise that the applicant will be notified on the status of application	None	2 Minutes	Campus HRD Coordinator
	Tally and summarize the evaluation ratings of applicant	none	30 Minutes	Campus HRD Coordinator / Assistant
Receive notification on the status of application	1.1 Inform the applicant through phone call, text message, or email of the result of evaluation and of the employment requirements.	None	3 Minutes	Campus HRD Coordinator
	1.2 Submit the recommendation for hiring signed by the Campus Administrator for approval by the University President thru channels	None	1 Minute	Campus HRD Coordinator
	1.3 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	Campus HRD Coordinator
	<b>TOTAL:</b>	<b>None</b>	<b>1 Hour,</b>	



			22 Minutes	
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Processing of Appointment of Job Order Academic personnel (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	
<b>Office or Division:</b>	Campus HRDO - Recruitment, Selection and Placement (RSP) Unit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Citizen
<b>Who may avail:</b>	All selected applicants
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Personal Data Sheet (CS Form No. 212)	<a href="http://www.csc.gov.ph">www.csc.gov.ph</a> or CSC website
Personal Description Form (DBM-CSC Form No. 10)	<a href="http://www.csc.gov.ph">www.csc.gov.ph</a> or CSC website
Medical Certificate (CS Form No. 211)	University Infirmary
TOR, Diploma, eligibility, PSA Birth Certificate and NBI Clearance, TIN	Concerned Agencies
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
Submit all required documents for appointment on Job Order status  For newly hired: PDS, PDF TOR/Diploma Medical Certificate NBI Clearance Other pertinent documents Evaluation Result  For rehired: Photocopy of I.D. Medical Certificate	1.1 Receive the submitted requirements of the Job Order academic personnel.	None	1 Minute	<i>HR Coordinator</i>
	1.2 Review and validate the submitted documents for completeness and accuracy.	None	5 Minutes	<i>HR Coordinator</i>
	1.3 Submit the original and photocopied documents for authentication to the Records Office through the Liaison Officer.	None	5 Minutes	<i>HRDO Coordinator, Liaison Officer</i>
	Prepare the contract of service to be signed by the Job Order Academic Personnel.	None	3 Minutes	<i>HR Coordinator</i>
	Read and sign the contract of service.	None	3 Minutes	<i>Job Order Academic Personnel</i>
	Verify and endorse the signed contract of service to the Campus Administrator for signature.	None	3 Minutes	<i>HR Coordinator</i>
	Check and sign the contract of service.	None	3 Minutes	<i>Campus Administrator</i>



	Submit the signed contract of service together with the employment requirements to the HRDO for processing.	None	5 Minutes	<i>HR Coordinator/Liaison Officer/Any authorize representative</i>
Receive the signed contract of service for notarization	Receive the completely signed contract of service from the HRDO and release to the client	None	2 Minutes	<i>HR Coordinator</i>
Submit the notarized contract of service	Accept and verify the notarized contract of service	None	2 Minutes	<i>HR Coordinator</i>
	Submit the notarized contract of service to HRDO Main with the required attachments.	None	2 Minutes	<i>HR Coordinator</i>
	3.3 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>HR Coordinator</i>
	<b>TOTAL:</b>	<b>None</b>	<b>36 Minutes</b>	



Processing of appointment of Job Order Non-Academic Personnel (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:	Campus HRDO - Recruitment, Selection and Placement (RSP) Unit			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Job Order Non-Academic Personnel			
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		Concerned Agencies		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit all required documents and credentials	1.1 Check and validate accuracy and completeness of the submitted documents to be endorsed to the Campus Administrator for signature	None	5 Minutes	Human Resource Coordinator
	1.2 Sign and endorse the verified documents	None	5 Minutes	Human Resource Coordinator and



				<i>Campus Administrator</i>
	1.3 Submit credentials to the University Recruitment, Selection and Placement (RSP) Unit for the issuance of job order contract and appointment of job order Non-Academic personnel	None	5 Minutes	<i>Human Resource Coordinator/ Recruitment, Selection and Placement (RSP) staff</i>
	Receive the submitted documents/requirements and furnish the campus with the job order contract	None	3 Minutes	<i>Human Resource Coordinator/ Recruitment, Selection and Placement (RSP) staff</i>
	<p>Check for the authenticity of signatures and certify that the job order contract is complete</p> <p>Endorse to the University Recruitment, Selection and Placement (RSP) Unit and submit to the accounting office for payroll processing</p> <p>Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a></p>	None	10 Minutes	<i>Human Resource Coordinator/ Recruitment, Selection and Placement (RSP) staff</i>





Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Human Resource Coordinator</i>
	<b>TOTAL:</b>	<b>None</b>	<b>30 Minutes</b>	



**Human Resource Development Office**  
**Records Management Section**  
External and Internal Services



## Processing and Issuance of HR Records to Active and Employees who are no longer connected with the University

This procedure aims to provide personnel employment records to active and employees who are no longer connected with the University for personal and professional transaction purposes.

<b>Office or Division:</b>	Campus HRDO - Records Management Section
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Citizen
<b>Who may avail:</b>	All Active 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
Fill out the Record Request form and submits to the HR Coordinator.	1.1 Receive and review the duly accomplished form for the completeness of entries.	None	3 Minutes	<i>HR Coordinator/Staff</i>
	1.2 Check and verify from file the requested record. If requested record /document is not available in the campus, request will be endorsed to the University HRDO	None	10 Minutes	<i>HR Coordinator/ Liaison Officer</i>
	1.3 Prepare the requested documents	None	5 Minutes	<i>HRDO Personnel</i>
	Release the requested document/s	None	5 Minutes	<i>HR Coordinator</i>



Claim the requested document/s	2.1 Have the client sign on the Receiving Logbook  2.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	2 minutes	<i>HR Coordinator</i>
3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>HR Coordinator</i>
	<b>TOTAL:</b>	<b>None</b>	<b>27 Minutes</b>	



## Online Processing and Issuance of HR Records to Active and Employees who are no longer connected with the University

This procedure covers how personnel employment records is provided thru on-line platform to active and employees who are no longer connected with the University for personal and professional transaction purposes.

<b>Office or Division:</b>	Records Management Section
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Citizen
<b>Who may avail:</b>	All Active 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
Send the accomplished Record Request Form to <a href="mailto:cvsubacoor@cvsu.edu.ph">cvsubacoor@cvsu.edu.ph</a> <a href="mailto:hr.cvsubacoor@yahoo.com">hr.cvsubacoor@yahoo.com</a>	1.1 Receive and review the duly accomplished form for the completeness of entries.	None	3 minutes	<i>HR Coordinator/staff</i>
	1.2 Check and verify from file the requested record. If requested record/document is not available in the campus, request will be endorsed to the University HRDO	None	10 minutes	<i>HR Coordinator/ Liaison Officer</i>
	1.3 Prepare the requested document	None	5 minutes	<i>HRDO Personnel</i>
	1.4 Release the requested records/documents to the client through the official email of the HRDO	None	5 minutes	



	<a href="mailto:cvsubhrd@cvsu.edu.ph">cvsubhrd@cvsu.edu.ph</a> <a href="mailto:cvsubacoor@cvsu.edu.ph">cvsubacoor@cvsu.edu.ph</a> <a href="mailto:hr.cvsubacoor@yahoo.com">hr.cvsubacoor@yahoo.com</a>			
Receive and acknowledge receipt of the requested records/documents	2.1 Confirm and record the receipt of the records/documents requested by the client	None	2 minutes	<i>HRDO Personnel</i>
	2.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>HRDO Personnel</i>
	<b>TOTAL:</b>	<b>None</b>	<b>27 minutes</b>	



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



## Receiving and Evaluation of Documents for Salary Preparation of Part-time Faculty members and Job Order Non-Academic Employees

This procedure covers the computation of the 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.

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

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplishment Report		Job Order non-academic employees		
Signed Daily Time Record		Part-time faculty members and job Order non-academic employees		
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
Submit the accomplishment report and the Daily Time Record to the	1.1 Receive the submitted DTR and accomplishment report	None	2 Minutes	HR Coordinator





HR Coordinator every 16 <sup>th</sup> day of the month and 1 <sup>st</sup> day of the succeeding month.	1.2 Check DTR if services rendered is in accordance with the approved official schedule and contact hours.	None	1 Minute per DTR	<i>HR Coordinator</i>
	1.3 Check accomplishment report as to accuracy and completeness		1 Minute per accomplishment report	
	1.4 Compute the number of hours of services rendered		30 Minutes	
	Prepare summary of the hours to be paid per COS and job order employees and attach the required supporting documents for endorsement to the Campus Administrator	None	30 Minutes	<i>HR Coordinator</i>
	1.6 Sign and approve the document	None	3 Minutes	<i>Campus Administrator</i>
	1.7 Prepare Disbursement Voucher and Budget Utilization Request and Status and Payroll of the salaries	None	15 Minutes	<i>HR Coordinator</i>
	1.8 Attach the Summary of Hours to be paid, DTR and Accomplishment Report to the DV, BURS and payroll	None	5 Minutes	<i>HR Coordinator</i>



	1.9 Affix the signature/s of authorized personnel to the BURS.	None	3 Minutes	<i>Campus Administrator/ Campus' Budget Officer</i>
	1.10 Submit the payroll to the Main Campus for processing	None	5 Minutes	<i>HR Coordinator/ Liaison Officer/Authorized Representative</i>
	1.11 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>HR Coordinator</i>
	<b>TOTAL:</b>	<b>None</b>	<b>1 Hour, 37 Minutes</b>	



## Receiving and Evaluation of Documents for Salary Preparation of Contractual Faculty members and Casual Non-Academic Employees

This procedure covers the computation of the 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.

<b>Office or Division:</b>	Rewards and Recognition (R & R) Unit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Citizen
<b>Who may avail:</b>	All contractual faculty and casual employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Accomplishment Report	Casual non-academic employees
Signed Daily Time Record	Contractual faculty members and casual non-academic employees
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
Submit the Daily Time Record to the HR Coordinator every 16 <sup>th</sup> day of	1.1 Receive the submitted DTR and accomplishment report	None	2 Minutes	<i>HR Coordinator</i>



the month and 1 <sup>st</sup> day of the succeeding month.	1.2 Check DTR if services rendered is in accordance with the approved official schedule and contact hours.	None	3 Minutes per DTR	<i>HR Coordinator</i>
	1.3 Check accomplishment report as to accuracy and completeness	None	1 Minute per accomplishment report	<i>HR Coordinator</i>
	1.4 Compute the number of hours of services rendered	None	15 Minutes	<i>HR Coordinator</i>
	1.5 Prepare the Summary of Attendance for endorsement to the Campus Administrator	None	15 Minutes	<i>HR Coordinator</i>
	1.6 Sign and approve the document	None	3 Minutes	<i>Campus Administrator</i>
	Prepare the Disbursement Voucher and Budget Utilization Request and Status and Payroll of salaries	None	15 Minutes	<i>HR Coordinator</i>
	Attach the Summary of Attendance, DTR and Accomplishment Report to the DV, BURS and payroll	None	5 Minutes	<i>HR Coordinator</i>
	Affix the signature/s of authorized personnel to the BURS	None	3 Minutes	<i>Campus Administrator/ Campus' Budget Officer</i>



	Submit the payroll to the Main Campus for processing	None	5 Minutes	<i>HR Coordinator/ Liaison Officer/ Authorized Representative</i>
	1.11 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>HR Coordinator</i>
	<b>TOTAL:</b>	<b>None</b>	<b>1 Hour, 7 Minutes</b>	



**Cavite State University Bacoar Campus**  
**Office of the Student Affairs and Services**  
External and Internal Services



<b>Application/Renewal Procedure for Scholarship</b>				
This procedure shows how OSAS assists applicants in the availment/renewal of scholarship/financial assistance.				
<b>Office or Division:</b>	Office of Student Affairs and Services			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All students who are qualified to apply or renew for scholarship/ financial assistance			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Accomplished Application form for Scholarship		OSAS and CvSU website (downloadable at <a href="http://www.cvsu.edu.ph">www.cvsu.edu.ph</a> )		
Photocopy of certification of grades in the previous semester		Concerned College Registrar		
Photocopy of the registration form in the current semester		Concerned College Registrar		
1 pc. 1x1 picture with white background		Applicant		
1 short ordinary folder		Applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Submit the required documents	Receive and evaluate the required documents	None	5 Minutes	<i>Scholarship Coordinator</i>
	1.2 Issue Certificate of Scholarship			
Receive the Scholarship Certification	Sign the logbook under the column “Released by”  Advise the student to proceed to the Registrar / Cashier’s Office for reassessment of fees	None	5 Minutes	<i>Scholarship Coordinator</i>



New and old scholars submit Certification of Scholarship to the Registrar's Office and Cashier Office for the reassessment of fees	3.1 Receive the Certification of Scholarship and reassess fees accordingly	None	5 Minutes	<i>Registrar / Cashier</i>
	3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Scholarship Coordinator</i>
	<b>TOTAL:</b>	<b>None</b>	<b>17 Minutes</b>	





## Admission of First Year Students

This procedure aims to define the system on how to assist all students who will submit requirements and ensure that they will be guided in seeking admission to the University in their desired program.

**Office or Division:** Office of Student Affairs and Services

**Classification:** Simple

**Type of Transaction:** G2C – Government to Citizen

**Who may avail:** All incoming first year students

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished Application form for Admission		Bacoor Campus <a href="https://www.facebook.com/CvSU.B.Admission">https://www.facebook.com/CvSU.B.Admission</a>		
Photocopy of G-12 report card		Senior High School		
Photocopy of good moral certificate		Senior High School		
2 pcs. 1x1 picture with white background		Applicant		
1 short ordinary folder		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit the required documents	Receive the required documents	None	5 Minutes	<i>Admission Officer</i>
2. Receive admission examination permit	2. Schedule the date of examination	None	2 Minutes	<i>Admission Officer</i>
Take the admission examination as scheduled	3. Administer Admission Examination	None	*1 Hour	<i>Guidance Counselor or Psychometrician</i>



<p>For applicants seeking admission to the BS Nursing, BS Midwifery, BS Medical Technology, Diploma in Midwifery, BS Criminology, Education Courses, Engineering Courses, BS Psychology, BS Hospitality Management, and BS Tourism Management, the applicant is required to undergo interview:</p> <p>Get interview form</p> <p>Undergo interview at College/ Department</p> <p>Return to OSAS and submit accomplished interview form</p>	4a. Release interview form	None	2 Minutes	<i>Admission Officer</i>
	4b. Conduct the interview	None	*1 Hour	<i>*Department Chair or Program Head</i>
	4c. Receive the accomplished interview form			
	4. Issue Notice of Admission (NOA)	None	1 Minute	<i>Admission Officer</i>
Receive the NOA	5. Log the NOA number and name of student and sign the logbook under the column "Released by".	None	10 Minutes	<i>Admission Officer Guidance Counselor or Psychometrician</i>
Present the NOA to the Campus Health Services unit for medical examination	6.1 Receive the NOA and assist the student for medical examination	None	2 Minutes	<i>Campus Health Services Unit</i>
	6.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			



Fill out and return the Stakeholders' Feedback form or Google Form	7. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	
	<b>TOTAL:</b>	<b>None</b>	<b>2 Hours, 24 Minutes</b>	

*\*Qualified for multi-stage processing*



## Admission Procedure for Transferees from Other School

This procedure aims to define the system on how to assist all transferees from other schools who will submit requirements and ensure that they will be guided in seeking admission to the University in their desired program.

<b>Office or Division:</b>	Office of Student Affairs and Services
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All students who preferred to transfer to the University

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished Application form for Admission		Bacoor Campus <a href="https://www.facebook.com/CvSU.B.Admission">https://www.facebook.com/CvSU.B.Admission</a>		
Photocopy of transfer credentials		Applicant's previous school		
Photocopy of NBI clearance or Police clearance		National Bureau of Investigation or Police station		
2 pcs. 1x1 picture with white background		Applicant		
1 short ordinary folder		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present credentials for initial evaluation	Evaluate and compute the GPA	None	10 Minutes	<i>Admission Officer</i>



Secure the Notice for Evaluation form and Proceed to concerned College for their evaluation	2. Issue interview form	None	5 Minutes	<i>Admission Officer</i>
Undergo interview with respective college	3. Conduct the Interview	None	1 Hour	<i>College Registrar or Department Chair or Program Head</i>
Return to OSAS and submit the accomplished Notice for Evaluation form	4. Receive the accomplished interview form	None	2 Minutes	<i>Admission Officer</i>
If qualified from the evaluation of the College/Department, submit the following documents to OSAS: Photocopy of Certificate of Grades Photocopy of Certificate of Good Moral Photocopy of Honorable Dismissal Photocopy of NBI Clearance or Police Clearance 2 copies of 1x1 ID Picture Short Folder	5.1 Receive and file the documents 5.2 Issue Examination Permit	None	5 Minutes	<i>Admission Officer</i>
Receive examination permit	6. Schedule examination	None	2 Minutes	<i>Admission Officer</i>
Take the admission examination as scheduled	Administer admission examination Issue Notice of Admission (NOA)	None	1 Hour	<i>Guidance Counselor or Psychometrician</i>



Receive the NOA	Log the NOA number and name of student and sign the logbook under the column "Released by"	None	10 Minutes	<i>Admission Officer or Guidance Counselor or Psychometrician</i>
Present the NOA to the Campus Health Services unit for medical examination	9.1 Receive the NOA and assist the student for medical examination 9.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	2 Minutes	<i>Campus Health Services Unit</i>
10. Fill out and return the Stakeholders' Feedback form or Google Form	10. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Admission Officer</i>
	<b>TOTAL:</b>	<b>None</b>	<b>2 Hours, 38 Minutes</b>	



## Admission Procedure for Transferees from CvSU System

This procedure aims to define the system on how to assist all transferees from the CvSU System who will submit requirements and ensure that they will be guided in seeking admission to the University in their desired program.

<b>Office or Division:</b>	Office of Student Affairs and Services			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All students who preferred to transfer to the University			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished Application form for Admission		Bacoor Campus <a href="https://www.facebook.com/CvSU.B.Admission">https://www.facebook.com/CvSU.B.Admission</a>		
Photocopy of transfer credentials		Applicant's previous school		
2 pcs. 1x1 picture with white background		Applicant		
1 short ordinary folder		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present credentials for initial evaluation	Evaluate and compute the GPA	None	10 minutes	<i>Admission Officer</i>
Secure Notice of Interview Form and Proceed to concerned college /department for their evaluation	Issue interview form	None	5 minutes	<i>Admission Officer</i>



Undergo interview with respective college /department	3. Conduct the interview	None	1 hour	<i>College Registrar/Department Chair / Program Head</i>
Return to OSAS and submit the accomplished interview form	4. Receive the accomplished interview form	None	2 minutes	<i>Admission Officer</i>
If qualified from the evaluation of the College, submit the following documents to OSAS: Photocopy of Certificate of Grades Photocopy of Certificate of Good Moral Photocopy of Honorable Dismissal copies of 1x1 ID Picture Short Folder	Receive and file the documents  Issue the Notice of Admission (NOA)	None	5 minutes	<i>Admission Officer</i>
Receive the NOA	Log the NOA number and name of student and sign the logbook under the column "Released by"	None	5 minutes	<i>Admission Officer / Guidance Counselor or Psychometrician</i>
Present the NOA to the Campus Health Services unit for medical examination	Receive the NOA and assist the student for medical examination	None	2 minutes	<i>Campus Health Services Unit</i>
	7.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			





Fill out and return the Stakeholders' Feedback form or Google Form	8. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Admission Officer</i>
	<b>TOTAL:</b>	<b>None</b>	<b>1 Hour, 31 Minutes</b>	



## Procedure on Admission of Second Courser

This procedure aims to define the system on how to assist all second coursers who will submit requirements and ensure that they will be guided in seeking admission to the University in their desired program.

<b>Office or Division:</b>	Office of Student Affairs and Services
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Students who are already a graduate of a bachelor's degree and wanted to pursue another program

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Accomplished Application form for Admission	Bacoor Campus <a href="https://www.facebook.com/CvSU.B.Admission">https://www.facebook.com/CvSU.B.Admission</a>
Photocopy of transfer credentials	Applicant's previous school
2 pcs. 1x1 picture with white background	Applicant
1 short ordinary folder	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present credentials for initial evaluation	Evaluate and compute the GPA	None	10 Minutes	<i>Admission Officer</i>
2. Secure Notice for Evaluation form and Proceed to concerned college / department for their evaluation	2. Issue interview form	None	5 Minutes	<i>Admission Officer</i>
Undergo interview with respective college/department	3. Conduct the interview	None	1 Hour	<i>Department Chair / Program Head</i>



Return to OSAS and submit the accomplished Notice for Evaluation form	4. Receive the accomplished interview form	None	2 Minutes	Admission Officer
If qualified from the evaluation of the College, pay for the testing fee at the Cashier's office <b>(for paying students only)</b>	Issue official receipt	Php 150.00	2 Minutes	Cashier
Submit the required documents	Receive the required documents	None	5 Minutes	Admission Officer
Receive examination permit	Schedule the date of examination	None	2 Minutes	Admission Officer
Take the admission examination as scheduled	Administer Admission Examination Issue Notice of Admission (NOA)	None	1 Hour	Guidance Counselor or Psychometrician
Receive the NOA	Log the NOA number and name of student and sign the logbook under the column "Released by"	None	5 Minutes	Admission Officer/Guidance Counselor or Psychometrician
Present the NOA to the Campus Health Services Unit for medical examination	Receive the NOA and assist the student for medical examination	None	2 Minutes	Campus Health Services Unit
	10.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			



Fill out and return the Stakeholders' Feedback form or Google Form	11. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	Admission Officer
	<b>TOTAL:</b>	<b>Php 150.00</b>	<b>2 Hours, 35 Minutes</b>	

*\*paying students- refers to applicants who already obtained a Bachelor's degree and wanted to pursue another degree.*



Recognition and Accreditation Procedure for Student Organizations	
This procedure aims to assist the students, enumerate the requirements and facilitate the recognition and accreditation of student organizations.	
<b>Office or Division:</b>	Office of Student Affairs and Services
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All student organizations who applied for University Organization Recognition
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
List of Officers	Applicant
Calendar of Activities	Applicant
Resume/CV of the Adviser (s)	Applicant
Latest Certificate of Grades of the Officers	Campus Registrar/ Adviser
Picture of the Officers with caption identifying the individual position	Applicant
Constitution-and By-Laws approved by the Officers and the Advisers	Applicant
Updated list of members	Applicant
Bio data of the Organization Officers	Applicant
Certificate of Good Moral Character of the Officers	Campus Guidance Facilitator / Counselor / Campus Department
Acceptance Letter from the Adviser	SDS Unit – OSAS
<b>*Additional Requirements for Old Organization</b>	



Accomplishment report		Applicant		
Financial report		Applicant		
Previous plan of activities		Applicant		
Certificate of audit		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit requirements for initial evaluation	Receive and evaluate the required documents	None	10 Minutes	<i>SDS Head or OSAS Staff</i>
Receive notice if submitted documents are complete.	Issue notice of completion of requirements	None	5 Minutes	<i>SDS Head or OSAS Staff</i>
Receive the Notice of Completion	Conduct the recognition and accreditation program of student organizations and induction of officers for the entire school year.	None	15 Minutes	<i>SDS Head or OSAS Staff</i>
Attend the recognition and accreditation program <ul style="list-style-type: none"> <li>Receive a certificate of recognition</li> </ul>	Document the program  File the submitted documents of the recognized student organizations  Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	15 Minutes	<i>SDS Head or OSAS Staff</i>
Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>OSAS Staff</i>
<b>TOTAL:</b>		<b>None</b>	<b>47 Minutes</b>	





Approval of Student Activities Procedure for Student Organizations				
This procedure aims to provide avenues to mold students' talents and interest to ensure social and cultural growth and offer leadership trainings to enhance leadership effectiveness of students both at personal and organizational levels.				
Office or Division:	Office of Student Affairs and Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All recognized student organization			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Written request letter addressed to the University President, recommended by the adviser/s, Head of SDS, Dean of OSAS and Vice President for Academic Affairs.		Applicant		
Activity Proposal		Applicant		
Copy of the approved Plan of Activities		Applicant		
Notarized Parent's Permit if the activity is scheduled on weekends or 6:00 pm onwards.		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit request letter for initial evaluation	Evaluate requirements	None	10 Minutes	SDS Head or OSAS Staff
	Issue notice of completion of requirements			





Receive Notice of Completion	<p>Sign and recommend the request letter to the Dean of OSAS/ Director/Head of OSAS</p> <p>Endorse to the Vice President for Academic Affairs or Campus Administrator for approval</p> <p>Release the approved letter of request to the concerned organization</p>	None	10 Minutes	<p><i>SDS Head or OSAS Staff</i></p> <p><i>VPAA or Campus Administrator</i></p>
Conduct the event or activity.	Monitor the event or activity	None	15 Minutes	<i>SDS Head or OSAS Staff</i>
Submit accomplishment report, financial report, and accomplished evaluation forms.	<p>Receive accomplishment report, financial report, and accomplished evaluation forms.</p> <p>4.2 Provide client with Stakeholders' Feedback Form or Google Form using the link  <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a> </p>	None	5 Minutes	<i>SDS Head or OSAS Staff</i>
Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>OSAS Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>42 Minutes</b>	



Off-Campus Activities Procedure of Student Organizations	
This procedure aims to provide avenues to mold students' talents and interest to ensure social and cultural growth and offer leadership trainings to enhance leadership effectiveness of students both at personal and organizational levels.	
Office or Division:	Office of Student Affairs and Services
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	All recognized student organizations
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Request letter from the president of the recognized organization	Applicant
Activity proposal	Applicant
Invitation letter from the organizer of the activity	Applicant
CHED Memorandum	SDS Personnel (downloadable from the CHED website)
List of requirements from CHED	SDS Personnel (downloadable from the CHED website)
<b>**Before the off- campus activities</b>	
Curriculum	Applicant
Destination	Applicant
Handbook or manual	Applicant
Notarized parent's permit	Applicant



Medical clearance of the students		Campus Health Services unit		
Personnel-in-charge (ID's)		Applicant		
First aid kit		Applicant		
Fees/ resources		Applicant		
Mobility of students		Campus Dean		
Insurance		SDS Personnel		
Certificate of compliance		SDS Personnel (downloadable from the CHED website)		
<b>** After the off- campus activities</b>				
Learning journals of students		Applicant		
Assessment report/ evaluation report		Applicant		
Expenditure report		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit request letter for initial evaluation	1.1 Evaluate requirements	None	10 Minutes	SDS Head or OSAS Staff
	1.2 Issue notice of completion of requirements			
Receive Notice of Completion	Sign and recommend the request letter to the Dean of OSAS	None	10 Minutes	SDS Head or OSAS Staff
	Endorse to the Vice President for Academic Affairs for approval			VPAA or Campus Administrator



	Release the approved letter of request to the concerned organization			
Conduct the event or activity.	Monitor the event or activity.	None	15 Minutes	<i>SDS Head or OSAS Staff</i>
Submit accomplishment report, financial report, and accomplished evaluation forms.	4.1 Receive accomplishment report, financial report, and accomplished evaluation forms.	None	5 Minutes	<i>SDS Head or OSAS Staff</i>
	4.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
5. Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>OSAS Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>42 Minutes</b>	



Counseling Procedure for Students				
This procedure shows how to facilitate positive change in the behavior, feelings, and attitudes of the students to promote academic, personal, social, and career development.				
Office or Division:	Office of Student Affairs and Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All students who are enrolled in the University			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Referral Form		OSAS		
Counseling Form		OSAS		
Appointment/Commitment Slip Informed Consent Form		OSAS		
Counseling Completion Form		OSAS		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Seek counseling and fill out Counseling Form	Receive counseling form for walk in and referred clients	None	5 Minutes	Guidance Counselor or Guidance Facilitator or designated faculty member
Undergo initial interview	Conduct initial interview	None	10 Minutes	Guidance Counselor or Guidance Facilitator or



	Give appointment/ commitment slip for student to fill-out			<i>designated faculty member</i>
Fill out the appointment / commitment slip and undergo counseling session	Conduct counseling/ consultation process and document the process	None	1 Hour, 30 Minutes per session	<i>Guidance Counselor or Guidance Facilitator or designated faculty member</i>
Fill out counselling / consultation logbook	<p>Issue Counseling /Consultation Completion Form</p> <p>Advise the student to expect a call or text message for follow up consultation</p> <p>4.3 Provide client with Stakeholders' Feedback Form or Google Form using the link  <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a> </p>	None	5 Minutes	<i>Guidance Counselor or Guidance Facilitator or designated faculty member</i>
5. Fill out and return the Stakeholders' Feedback form or Google Form	Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Guidance Counselor or Guidance Facilitator or designated faculty member</i>
	<b>TOTAL:</b>	<b>None</b>	<b>1 Hour, 52 Minutes</b>	



Follow-up Counseling Procedure for Students				
This procedure aims to facilitate positive change in the behavior, feelings, and attitudes of the students to promote academic, personal, social, and career development.				
Office or Division:	Office of Student Affairs and Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All students who are enrolled in the University			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Contact number		To be provided by the client		
Email Address				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Receive phone call, text message, e-mail or if necessary, face to face for a follow up consultation meeting	Inquire about the current status of the student since prior consultation	None	5 Minutes	Guidance Counselor or Guidance Facilitator or designated faculty member
Inform OSAS of their current status and have them fill out the consultation logbook	2.1 Record and file the current status of student for future reference	None	10 Minutes	Guidance Counselor or Guidance Facilitator or designated faculty member
	2.2 Provide client with Stakeholders’ Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			



3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Guidance Counselor or Guidance Facilitator or designated faculty member</i>
	<b>TOTAL:</b>	<b>None</b>	<b>17 Minutes</b>	





## Consultation Procedure for Parents

This procedure shows how the OSAS assists parents/guardians in identifying problems of their students, their causes, and possible alternatives or solutions

<b>Office or Division:</b>	Office of Student Affairs and Services
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All parents whose children are enrolled in the University

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Anecdotal Form		OSAS		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Walk-in and log in the visitor's information log book	Receive parent or guardian	None	5 minutes	<i>Guidance Counselor or Guidance Facilitator or designated faculty member</i>
Undergo initial interview and assessment	Conduct initial interview	None	30 minutes	<i>Guidance Counselor or Guidance Facilitator or designated faculty member</i>
When necessary, parent/ guardian is referred to concerned college/	3.1 Write letter of referral to college/ department	None	15 minutes	<i>Guidance Counselor or Guidance Facilitator or</i>



department for more appropriate intervention or action	3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			<i>designated faculty member</i>
4. Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Guidance Counselor or Guidance Facilitator or designated faculty member</i>
	<b>TOTAL:</b>	<b>None</b>	<b>52 minutes</b>	



Complaint on Student and Grievance				
This procedure shows how to assist students, faculty members and employees who have complaints against students				
Office or Division:	Office of Student Affairs and Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Student, faculty member or employee who has a complaint against student			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Complaint letter		Complainant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit complaint letter	1.1 Receive the complaint letter	None	5 Minutes	Secretary, Committee on Misdemeanor
	1.2 Endorse the letter to the Committee on Misdemeanor		5 Minutes	
	Decide whether the complaint has to be acted upon and call for the investigation		2 Hours	Committee on Misdemeanor
	Issue response letter			
Receive the response letter and sign the logbook under the column "Received by"	2.1 Sign the logbook under the column "Released by"	None	5 Minutes	Secretary, Committee on Misdemeanor



	2.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Secretary, Committee on Misdemeanor</i>
	<b>TOTAL:</b>	<b>None</b>	<b>2 Hours, 17 Minutes</b>	



## Issuance of Certificate of Good Moral Character

This procedure shows how to assist bonafide students and graduates who would want to secure Certificate of Good Moral Character

<b>Office or Division:</b>	Office of Student Affairs and Services
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All bonafide students and graduates

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished University Clearance		Applicant's concerned college		
Official Receipt for Certification of Good Moral Character		Cashier's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Pay for the Certification of Good Moral Character at the Cashier's Office.	Receive payment and issue an official receipt	Php 15.00	2 Minutes	Cashier
Present the required documents to the Office of Student Affairs	Receive and check the required documents	None	5 Minutes	MIS Officer/ OSAS Staff
Fill out the request for good moral certificate sheet	Prepare and release the Certificate of Good Moral Character	None	5 Minutes	MIS Officer/ OSAS Staff



Receive the Good Moral Character Certificate	<p>4.1 Sign Good Moral Certificate Sheet under the column "Released by"</p> <p>4.2 Provide client with Stakeholders' Feedback Form or Google Form using the link  <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a></p>	None	5 Minutes	MIS Officer/ OSAS Staff
5. Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	MIS Officer/ OSAS Staff
	<b>TOTAL:</b>	<b>Php 15.00</b>	<b>19 Minutes</b>	



**Cavite State University Bacoor Campus**  
**Campus Registrar**  
External and Internal Services



## Issuance of School Credential/Documents

This procedure aims to facilitate the issuance of school credentials and other documents to CvSU graduates to be used for employment, evaluation or further studies and including those who opt to transfer to other schools.

<b>Office or Division:</b>	Office of Campus Registrar
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Graduates and continuing students

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Google Form	Posted on Official Facebook Page
Certificate of Admission	Office of the Campus Registrar
Personal Information Sheet	Office of the Campus Registrar
Registration Form	Office of the Campus Registrar

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request for University Clearance Form (first request) or fill out Request Slip (for subsequent request)  For online request: Register and fill out the google form posted at <a href="mailto:cvsuacoordinator@cvsu.edu.ph">cvsuacoordinator@cvsu.edu.ph</a> <a href="mailto:cvsuacoordinator.registrar@cvsu.edu.ph">cvsuacoordinator.registrar@cvsu.edu.ph</a>	Receive the accomplished University Clearance or Request Slip	None	5 Minutes	<i>Registrar Staff</i>





Pay the necessary fee for the requested documents at the Cashier Office or thru on line payment	Check the Official Receipt and issue the claim stub	Php 50.00/ page for TOR  Php15.00/ page for Certification	5 Minutes	<i>Cashier/Registrar Staff</i>
Receive the claim stub or e-copy bearing the date of release of the requested documents.	Evaluate the student's records and prepare the requested documents.	None	7 working days/processing	<i>Registrar Staff</i>
Claim the document on the specified date of release	Check the claim stub and release the requested documents to the client  4.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	2 Minutes	<i>Registrar Staff</i>
Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Registrar Staff</i>
	<b>TOTAL:</b>	<b>Php 50.00/ page for TOR  Php15.00/ page for Certification</b>	<b>7 days, 14 minutes</b>	



## Registration of New Students

This procedure aims to facilitate registration processes of new students that ensures safekeeping of student records and accurate enrolment to a particular program.

<b>Office or Division:</b>	Office of Campus Registrar
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All new students

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Registration Form		Office of the Campus Registrar		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit all the required original documents for enrolment including the Accomplished Personal Information Sheet or via <a href="mailto:Ccvsubacoor@cvsu.edu.ph">Ccvsubacoor@cvsu.edu.ph</a> <a href="mailto:cvsuacoor.registrar@cvsu.edu.ph">cvsuacoor.registrar@cvsu.edu.ph</a>	1.1 Check, receive all the required original documents and a copy of the uploaded Personal Information of student.  1.2 Assign Student Number and issue Certificate of Admission and Registration Form.	None	6 Minutes	<i>Registrar Staff</i>
Receive Certificate of Admission and Registration Form.	2. Validate the Registration Form and keep a copy.	None	6 Minutes	<i>Registrar Staff</i>
Sign the validated Registration Form	Return another copy to student  Advise the student to keep a copy of the Registration Form for future reference	None	2 Minutes	<i>Registrar Staff</i>



	Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Registrar Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>16 Minutes</b>	



<b>Registration of Continuing Students</b>				
This procedure aims to facilitate the registration of the continuing students in different colleges.				
<b>Office or Division:</b>	Office of Campus Registrar			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All new students			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Student Clearance			Office of the Campus Registrar	
Certificate of Grades				
Pre-Registration				
Registration Form				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Secure and submit an approved student clearance	Check the completeness of the submitted clearance and Issue Certificate of Grades and Pre-registration form.	None	2 Minutes	<i>Registrar Staff</i>
Fill out Pre-registration form with subjects to be enrolled through consultation with respective Registration Adviser and submit the same together with a photocopy of Certificate of Grades (COG) to the college registrar.	Receive and evaluate the filled out pre-registration form.  Prepare and issue Registration form to student.	None	6 Minutes	<i>Registrar Staff</i>



Receive and sign the Registration Form and return the same to the College Registrar for validation.	<p>Receive and validate the duly signed Registration Form of student by putting a “Registered” stamp.</p> <p>Provide a copy to the student and keep a copy for submission to the Office of the University Registrar.</p>	None	6 Minutes	<i>Registrar Staff</i>
Receive a copy of the duly stamped Registration form and keep it for future references.	4.1 Consolidate all the copies of registration forms received from the students and submit to the University Registrar for system validation.	None	1 Minute	<i>Registrar Staff</i>
	<p>4.2 Provide client with Stakeholders’ Feedback Form or Google Form using the link</p> <p><a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a></p>			
5. Fill out and return the Stakeholders’ Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Registrar Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>17 Minutes</b>	



Registration of Transferees				
This procedure aims to facilitate the registration of all transfer students.				
Office or Division:	Campus Registrar			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All new transfer students.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Registration Form		Office of the Campus Registrar		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit all the required original documents for enrolment including results of interview, checklist of subjects credited by the college or department concerned and the Accomplished Personal Information Sheet or via <a href="mailto:cvsubacoor@cvsu.edu.ph">cvsubacoor@cvsu.edu.ph</a> <a href="mailto:cvsubacoor.registrar@cvsu.edu.ph">cvsubacoor.registrar@cvsu.edu.ph</a>	1.1 Check, receive all the required original documents; copy of the uploaded Personal Information Sheet and Pre-registration form issued by the college.  1.2 Assign Student Number and issue Certificate of Admission and Registration Form	None	6 Minutes	<i>Registrar staff</i>



<p>Receive Certificate of Admission and Registration Form.</p> <ul style="list-style-type: none"> <li>Sign the issued Registration Form and return the same to the University Registrar for validation.</li> </ul>	<p>2.1 Receive and validate the duly signed Registration Form of student by putting a “Registered” stamp.</p> <p>2.2 Provide a copy to the student and keep a copy for system validation.</p> <p>Advise the student to keep a copy of the Registration Form for future reference</p> <p>Provide client with Stakeholders’ Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a></p>	None	6 Minutes	<i>Registrar staff</i>
Fill out and return the Stakeholders’ Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Registrar staff</i>
<b>TOTAL:</b>		<b>None</b>	<b>14 Minutes</b>	



Registration of Shiftees				
This procedure aims to facilitate the registration of all shiftees.				
Office or Division:	Campus Registrar			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All student shiftees.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Registration Form		Office of the Campus Registrar		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fill out Letter of Intent and have it signed by College officials indicated in the form.	1. Evaluate grades of student	None	5 Minutes	<i>Department Chair or Faculty assigned to program the student intends to shift.</i>
Undergo interview at the Department/ College the student intends to transfer	2.1 Conduct interview for further assessment. Issue Pre-registration Form	None	10 Minutes	<i>Department Chair or Faculty assigned to program the student intends to shift.</i>
Fill out Pre-registration form with subjects to be enrolled in accordance to what the Department advises and submit	Receive and evaluate the accomplished pre-registration form.	None	5 Minutes	<i>College Registrar</i>





the same together with a photocopy of Certificate of Grades (COG) to the college registrar.	Prepare and issue Registration form to student.			
Receive and sign the Registration Form and return the same to the College Registrar for validation.	<p>Receive and validate the duly signed Registration Form of student by putting a “Registered” stamp.</p> <p>Provide a copy to the student and keep a copy for submission to the Office of the University Registrar for system validation.</p> <p>Provide client with Stakeholders’ Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a></p>	None	5 Minutes	<i>College Registrar</i>
Fill out and return the Stakeholders’ Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>College Registrar</i>
	<b>TOTAL:</b>	<b>None</b>	<b>27 Minutes</b>	



Registration of Old Student Returnees				
This procedure aims to facilitate the registration of all Old Student Returnees.				
<b>Office or Division:</b>	Campus Registrar			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All Old Student Returnees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Registration Form		Office of the Campus Registrar		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fill out the Readmission Form downloadable at <a href="mailto:cvsuacoordinator@cvsu.edu.ph">cvsuacoordinator@cvsu.edu.ph</a> and have it signed by College officials indicated in the form	Evaluate grades of student	None	5 Minutes	Registration Adviser
Undergo interview at the Department / College last attended	2.1 Conduct interview to determine the student's eligibility for readmission 2.2 Issue Pre-Registration Form	None	10 Minutes	College Registrar
Fill out Pre-registration form with subjects to be enrolled in	Receive and evaluate the filled out pre-registration form.	None	5 Minutes	College Registrar



consultation with the Registration Adviser and submit the same together with a photocopy of Certificate of Grades (COG) to the college registrar.	Issue Registration form			
Receive and sign the Registration Form and return the same to the College Registrar for validation.	<p>Receive and validate the duly signed Registration Form of student by putting a “Registered” stamp.</p> <p>Provide a copy to the student and keep a copy for submission to the Office of the University Registrar for system validation.</p> <p>Provide client with Stakeholders’ Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a></p>	None	5 Minutes	<i>College Registrar</i>
Fill out and return the Stakeholders’ Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>College Registrar</i>
	<b>TOTAL:</b>	<b>None</b>	<b>27 minutes</b>	



# **Cavite State University Bacoor Campus**

## **Cashier's Office**

External and Internal Services



<b>Cash Disbursement / Check Disbursement</b>				
This procedure covers payment obligation to employees/individuals/creditors for goods purchase or services rendered				
<b>Office or Division:</b>	Cashier's Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Employees, Students, Parent/Guardian, Graduates and General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid Identification Card		Claimant		
Authorization letter/Special Power of Attorney		Claimant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Inform the Cashier/Collecting Officer on nature of the claim and present valid ID and authorization <ul style="list-style-type: none"> <li>Receive the cash from the Cashier/Collecting Officer and count it before leaving the counter.</li> </ul>	Verify the name of the claimant on the list of checks for release.  1.1.1 Client to sign on the payroll or voucher  1.2 Verify the signature of the clients on the payroll/voucher	None	5 Minutes	Cashier/Collecting Officer
	1.3 Stamp" PAID" on the payroll/voucher then file  1.4 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	2 Minutes	Cashier/Collecting Officer



Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	Cashier/Collecting Officer
	<b>TOTAL:</b>	<b>None</b>	<b>9 Minutes</b>	



Collection of Fees				
This procedure covers how the Cashier's Office process 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:	Employees, Students, Parent/Guardian, Graduates and General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Slip		Concerned unit		
Registration From		Student		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pay the corresponding amount of a certain transaction	1. Issue Official Receipt	Php. 15.00	2 Minutes	<i>Cashier/ Collecting Officer</i>
Authentication of TOR/Diploma		Php 15.00/page	2 Minutes	
Authentication and Verification (CAV)		Php 20.00/page	2 Minutes	
Official Transcript of Record		Php 50.00/page with scanned picture	2 Minutes	
Certificates				
Good Moral Character				



		Php 15.00		
Grades		Php 15.00	2 Minutes	<i>Cashier/ Collecting Officer</i>
Honorable Dismissal		Php 15.00	2 Minutes	
Thesis Adviser Fee and Technical Fee		Php 2,300.00	2 Minutes	
English Critic Fee		Php 20.00/page	2 Minutes	
Remit Collection from Income Generating Projects	2.1 Issue Official Receipt 2.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	Cash/ Installment	3 Minutes	<i>Cashier/Collecting Officer</i>
Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Cashier/Collecting Officer</i>
	<b>TOTAL:</b>	<b>Depending on the transaction</b>	<b>3 Minutes per transaction</b>	





**Cavite State University Bacoor Campus**  
**Health Services Unit**  
External and Internal Services



Consultation and Referrals	
This procedure shows how the Campus Health Services Unit provide assistance in assessing the physical condition of a patient as well as in the administration of treatment.	
<b>Office or Division:</b>	Campus Health Services Unit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	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	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present Identification Card to the Nurse on Duty (NOD)	Confirm personal information from identification card and accomplish consultation form	None	1 Minute	<i>Nurse-On-Duty (NOD)</i>
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>NOD</i>
Submit to the consultation process	<p>Examine the patient and prescribe medication</p> <p>Physician may refer patient for the following procedures if necessary:</p> <p>Wound Care Laboratory/ Radiologic Exam Observation in Ward &amp; Confinement Referral to a Medical Specialist Transfer to hospital</p> <p>Refer patient to the NOD</p>	None	15 Minutes / depending on the case	<i>Physician or Dentist</i>
Present prescription and submit the medical or dental card to the NOD	<p>Receive the prescription form and dispense available prescribed medication (initial dose only)</p> <p>Advise the patient on proper use and intake of medicines</p>	None	2 Minutes	<i>NOD</i>
Sign the logbook	Log the name of patient, name and quantity of dispensed medicines, and have it signed by the patient	None	1 Minute	<i>NOD</i>



	Encode the accomplished consultation form, medical or dental record, and file for safekeeping  Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	1 Minute	<i>NOD</i>
Fill out and return the Stakeholders' Feedback form or Google Form	6. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>NOD</i>
	<b>TOTAL:</b>	<b>None</b>	<b>25 Minutes</b>	



Physical, Dental, and Laboratory Examination of Students	
This procedure aims to provide assistance in the conduct of Physical, Dental and Laboratory Examination of students for qualification to perform various school functions and activities.	
Office or Division:	Campus Health Services Unit
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Students
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Notice of Admission (NOA)	Guidance Office
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 Specialist
Medical Certificate	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>Day 1</b> Present the NOA for new and transferee students/ Request for Medical Clearance for returnee students	1.1 Confirm schedule of student and secure copy of NOA or Request for Medical Clearance 1.2 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 <b>DAY 2</b> )	None	2 Minutes	<i>NOD</i>
<b>Day 1</b>	<b>TOTAL:</b>	<b>None</b>	<b>2 Minutes</b>	
<b>Day 2</b> Present the laboratory results to the NOD	Check the laboratory and diagnostic results for completeness then issue Personal Information Sheet	None	1 Minute	<i>NOD</i>
Fill out Personal Information Sheet and submit to the NOD	2.1 Encode/fill out the data to the Student Health Record Form 2.2 Check and record the vital signs Issue the Student Health Record Form and Medical Clearance Form	None	3 Minutes	<i>NOD</i>
Proceed to the dental section for examination	Administer dental examination and sign Medical Clearance Form	None	5 Minutes	<i>Dentist</i>
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 / Nurse-On-Duty</i>



Proceed to the nurse on duty	<p>Secure a copy of Student Health Record Form and file student record for safekeeping</p> <p>Advise the student to proceed to the University Registrar for registration</p> <p>Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a></p>	None	1 minute	NOD
*Additional Procedure (For student with findings upon examination)	Advise the student to undergo special diagnostic procedure; or refer to medical specialist	None	3 minutes	Physician
Fill out and return the Stakeholders' Feedback form or Google Form	6. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	NOD
<b>Day 2</b>	<b>TOTAL:</b>	<b>None</b>	<b>25 Minutes</b>	



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	
<b>Office or Division:</b>	Campus Health Services Unit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	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 Specialist
Medical Certificate	





Official Receipt		Cashier's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>Day 1</b> Present Medical Endorsement Form issued by HRDO	1.1 Secure a copy of the Medical Endorsement Form  1.2 Issue Request Form for diagnostic procedures and CSC Medical Certificate	None	2 Minutes	NOD
<b>If Laboratory and Diagnostic Examination will be done outside:</b>  1a. Proceed to the Cashier's Office for payment of physical and dental examination  *Skip next step and advance to <b>DAY 2</b>	1a.1 Issue charge slip for payment of physical and dental examination  1a.1 Advise the applicant/employee to accomplish laboratory and diagnostic examination at any DOH-Accredited Diagnostic Center  1a.1 Instruct the applicant/employee to return and bring the results the following day for physical and dental examination	Php 125.00	2 Minutes	NOD
<b>If Laboratory and Diagnostic Examination will be done at the UHS:</b>  1b. Proceed to the Cashier's Office for payment of laboratory and diagnostic examination	1b.1 Issue charge slip for payment of diagnostic examination  1b.2 Advise the applicant/ employee to return to UHS after payment	Php 1,425.00 for Contractual, Permanent, and Temporary	1 Minute	NOD



		Php 475.00 for Job Order  (Php 125.00 physical and dental examination fee is already included)		
Present the Official Receipt to the NOD	2.1 Secure copy of official receipt  2.2 Advise the applicant/employee or instruct the applicant to proceed to the Diagnostic section for the necessary procedures	None	1 Minute	NOD
Proceed to the Diagnostic Section for examination	Perform necessary procedures  Instruct the applicant/ employee to return the following day to claim the results  Advise the applicant/ employee to accomplish other tests not available in the UHS (eg. Neuropsychiatric test, drug test)	None	6 Minutes	Medical/X-ray Technologist
Day 1	TOTAL:	Php 1,425.00 for Contractual, Permanent,	12 Minutes	



		<b>and Temporary Php 475.00 for Job Order  (Php 125.00 physical and dental examination fee is already included)</b>		
<b>Day 2</b>  Present official receipt and CSC Medical Certificate Form	1.1 Secure copy of official receipt, one photocopy of results and triplicate copy of accomplished CSC medical certificate  1.2 Issue Personal Information Sheet	None	1 Minute	<i>NOD</i>
Fill out the Personal Information Sheet and submits to the NOD	2.1 Encode data to the Medical Form, take picture and print the form  2.2 Check and record vital signs  2.3 Issue the medical form with attached photocopy of laboratory and diagnostic results	None	3 Minutes	<i>NOD</i>



Proceed to the dental section for dental examination	3. Administer dental examination and sign the Medical form	None	5 Minutes	<i>Dentist</i>
Proceed to medical section for physical examination	Administer physical examination and sign the medical form together with the triplicate copy of CSC medical form for fitness or unfitness to work	None	10 Minutes	<i>Physician</i>
Additional Procedure (For applicant with findings upon examination)	Advise the applicant/ employee to undergo additional laboratory and or special diagnostic procedures and or refer to medical specialist	None	3 Minutes	<i>Physician</i>
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>NOD</i>
	Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
6. Fill out and return the Stakeholders' Feedback form or Google Form	6. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>NOD</i>
	<b>TOTAL:</b>	<b>None</b>	<b>25 Minutes</b>	



Provision of Emergency Care and Treatment				
This procedure shows how emergency care and treatment are provided to patients in the University.				
Office or Division:	Campus Health Services Unit			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
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
The patient to come in or brought in as emergency case	1. Place the patient in a comfortable position and ask for the ID of the patient for proper identification and recording purposes	None	2 Minutes	Nurse-On-Duty (NOD)



1a. If unconscious and pulseless:	1a. Administer First Aid treatment and call other medical staff for assistance.	None	*10 Minutes / depending on the case	<i>NOD / Physician</i>
1b. If conscious, the patient gives medical history (if accident in nature) and submit to assessment of vital signs	1b.1 Elicit medical history or incidence report, check, monitor and record vital signs  1b.2 Refer patient to physician on duty	None	5 Minutes	<i>NOD</i>
Submit to the consultation process	2.1 Administer intensive medical assessment, start initial treatment and explain condition and necessary steps to be done to the immediate head/guardian.  2.2 Monitor patient condition until he/she becomes stable	None	*30 Minutes / depending on the case	<i>Physician</i>
Manifest improvement and stability of condition	Prescribe medication with proper instructions and give advices and issue medical certificate if necessary.  Report to the security office if the emergency case is accident and or medico-legal in nature  Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None   None	2 Minutes   1 Minute	<i>Physician</i>   <i>NOD</i>
Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>NOD</i>



	<b>TOTAL:</b>	<b>None</b>	<b>52 Minutes</b>	
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## Verification of Physical, Dental, Laboratory and Diagnostic Examination Results of Students Enrollees and Issuance of Medical Clearance for Enrollment

This procedure covers how enrollees can submit their Physical, Dental and Laboratory Examination results /report through online and drop box system for verification and issuance of medical clearance for enrolment purposes,

<b>Office or Division:</b>	Campus Health Services Unit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	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
Submit requirements through online/drop box system	1.1 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>
	1.2 Assess the results for comments and recommendation	None	5 Minutes	<i>Physician</i>
	1.3 If the assessment is clear/normal, issue medical clearance through e-mail.			





	electronically signed for confirmation to enrollment			
	1.4 If upon verification and assessment, results are unfavorable or noted with communicable diseases, advise the student enrollee through e-mail, advise 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>
Receive medical clearance through e-mail	2.1 Encode, save, print and file the documents 2.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	1 Minute	<i>Nurse-On-Duty</i>
3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Nurse-On-Duty</i>
	<b>TOTAL:</b>	<b>None</b>	<b>12 Minutes</b>	



## 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.

<b>Office or Division:</b>	Campus Health Services Unit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	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 submit it to the Guard on Duty	1.1 Provide the copy of health declaration form to the Security Unit	None	1 Minute	<i>Nurse-on-duty</i>
	1.2 Distribute copy of health declaration form to every CvSU personnel and visitors that enter the University	None	1 Minute	<i>Security Guard</i>
	1.3 Check the answers in the health survey portion of the Health Declaration Form <ul style="list-style-type: none"> <li>• If the answer in the health survey portions are all <u>NO</u> and the personnel or visitor had no fever, he/she will be allowed to enter the campus</li> <li>• If there is one or more <u>YES</u> answer/s with or without fever, the security personnel will refer employee to the</li> </ul>	None	1 Minute	<i>Security Guard</i>



	University Health Services Unit for further evaluation, management and advises			
	1.4 Return the Health Declaration Form to the Health Services Unit	None	1 Minute	<i>Security Guard</i>
	<b>TOTAL:</b>	<b>None</b>	<b>4 Minutes</b>	



# **Cavite State University Bacoor Campus**

## **Campus Library**

External and Internal Services



Use of Library Facilities, Services and Resources				
This procedure shows how the library assists interested clients in using library facilities, services and resources.				
Office or Division:	Campus Library			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Students, Faculty Members, Employees and Alumnus and Library Patrons from Other Institutions			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid CvSU Student, Staff, or Alumni IDs		Office of University Registrar, HRDO, or Alumni Office		
Latest Registration Form		Office of University Registrar		
Referral Letter (Library Patrons from Other Institutions)		From the Librarian of their Institution (for students), from the Dean (for the faculty members) or the Head of Unit (for employees)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>For CvSU student, faculty member, employee and alumni</b>  Present their valid CvSU ID and latest registration form.	Check the presented CvSU ID and latest Registration Form	None	1 Minute	<i>Assigned Clerk</i>



Write in the logbook and leave unnecessary things in the baggage area of the section where they can avail the services.	Assist the client in filing out the logbook.	None	1 Minute	<i>Assigned Clerk</i>
Proceed to the OPAC station for the title/author and call number needed for research.	3.1 If necessary, assist library patrons in using the OPAC Stations  3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	1 minute	<i>Assigned Clerk</i>
4. Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Assigned Clerk</i>
<b><u>For Visitor</u></b>				
Present referral letter	1. Receive a letter of referral	None	1 minute	<i>Assigned Clerk</i>
Sign the record book and pay for the library fee	Receive payment and issue Official Receipt	Php 30.00	2 minutes	<i>Assigned Clerk/Cashier</i>
Log in the visitors' logbook and leaves unnecessary things in the baggage area of the section where they will avail the services.	Assist the client in filling out the logbook	None	2 minutes	<i>Assigned Clerk</i>



Proceed to the OPAC station for the title/author and call number needed for research.	If necessary, assist the visitors in using the OPAC Stations  4.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	1 minute	<i>Assigned Clerk</i>
5. Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Assigned Clerk</i>
	<b>TOTAL:</b>	<b>Php 30.00</b> (for Visitors only)	<b>5 minutes</b> (CvSU Students, Employees and Alumni) <b>8 minutes</b> (for Visitors only)	



## Borrowing and Returning of Books and Other Library Materials

This procedure shows how the library assists interested clients in the borrowing and returning of books and other library materials.

<b>Office or Division:</b>	Campus Library
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Citizen
<b>Who may avail:</b>	Students, Faculty Members and Employees, and Outside Researchers from other Institutions

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For students: CvSU Registration Form or any valid Identification card	Campus Registrar's Office/Other Agency
For Faculty Members and Employees CvSU- Identification card or any valid Identification card	Human Resource Management Office/Other Agency

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<u>Borrowing of books:</u>  1a. Present book/s to be borrowed and fill out book card.	1a.1 Encode details of the borrowers and the description of book/s to be borrowed.  1a.2 Get the book card and the ID or Registration Form of the client presented.  1a.3 Fill out due date book card and attach it to the borrower's file card.		2 Minutes	<i>Librarian</i>





<p><u>Returning of books:</u></p> <p>1b. Present book/s to be returned.</p>	<p>1b.1 Verify and check the returned book.</p> <p>1b.2 Return the ID card presented by the client.</p> <p>1b.3 Insert the book card and return it to the shelf</p> <p>Provide client with Stakeholders Feedback Form or Google Form using the link  <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a></p>		<p>1 Minute</p> <p>1 Minute</p> <p>1 Minute</p>	<p><i>Librarian</i></p>
<p>2. Fill out and return the Stakeholders' Feedback form or Google Form</p>	<p>2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form</p>	<p>None</p>	<p>2 Minutes</p>	<p><i>Librarian</i></p>
	<p><b>TOTAL:</b></p>	<p><b>None</b></p>	<p><b>4 Minutes</b> (Borrowing) <b>5 Minutes</b> (Returning)</p>	



Library Card for New Registrants				
This procedure shows how Library facilitate the issuance of borrower's card for new registrants.				
Office or Division:	Campus Library			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Students, Faculty Members and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For students: Registration Form 1 pc. 1x1 ID picture		Office of the University Registrar Student		
For faculty members and employees: CvSU identification card		Human Resource Development Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Inquire about issuance of Borrower's card.	Provide the students, faculty members and employees with Application Slip to be filled out.	None	1 Minute	<i>Assigned Clerk</i>
Fill out the Application Slip	2. Receive the accomplished Application Slip and encode the data	None	2 Minutes	<i>Assigned Clerk</i>
Pay the corresponding fee and present the Registration Form (for students)	Counter sign the Registration form of students and validate the Library Card.  Release the Library Card	Php 20.00	2 Minutes	<i>Assigned Clerk</i>



	3.3 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Assigned Clerk</i>
	<b>TOTAL:</b>	<b>Php 20.00</b>	<b>7 Minutes</b>	



Replacement of Lost Library Cards				
This procedure covers how Library provides new library cards for students				
Office or Division:	Campus Library			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Latest Registration Form		Office of the University Registrar		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present latest registration form	Receive the latest registration form	None	1 Minute	Assigned Clerk
	1.2 Check the database of registered clients and update data if necessary	None	2 Minutes	Assigned Clerk
Pay the corresponding fee	Issue official receipt	Php 20.00	2 Minutes	Assigned Clerk
	Countersign and stamp validity date on the Library Card  Release new Library Card to client upon payment	None		



	2.4 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Assigned Clerk</i>
	<b>TOTAL:</b>	<b>Php 20.00</b>	<b>7 Minutes</b>	



Issuance of a Referral Letter				
This procedure shows how interested clients are assisted to allow them to conduct research in other libraries/institutions				
Office or Division:	Campus Library			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Students, Faculty Members and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For students: CvSU- Identification Card or Registration Form		Registrar's Office		
For Faculty Members and Employees CvSU- Identification card or any valid Identification Card		Human Resource Development Office/Other Agency		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<u>Issuance of referral request:</u>  Present Registration Form/School ID	1.1 Check for registration form and ID presented  1.2 Issue the Referral Request Form	None	2 Minutes	<i>Librarian</i>
Fill out Referral Request Form	2.1 Assist the client/s in filling out of the form.  2.2 Encode the details written in the form.	None	10 Minutes	<i>Librarian</i>
Pay the corresponding fee	3.1 Release the referral letter	Php 10.00	2 Minutes	<i>Librarian</i>



	3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Librarian</i>
	<b>TOTAL:</b>	<b>Php 10.00</b>	<b>14 Minutes</b>	



**Cavite State University Carmona Campus**  
**Human Resource Development Office**  
**Recruitment, Selection and Placement (RSP) Section**  
External and Internal Services





## Acceptance of Applicants 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

<b>Office or Division:</b>	Campus Human Resource Development Office
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All aspiring applicants (Academic and Non-Academic)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Application Letter addressed to HR Director	Applicant
Personal Data Sheet	<a href="http://www.csc.gov.ph">www.csc.gov.ph</a> 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/send complete documents via <a href="mailto:carmonahrdo@cvsu.edu.ph">carmonahrdo@cvsu.edu.ph</a>	1.1 Check and receive all the submitted documents	None	2 Minutes	<i>Campus HR Coordinator</i>
a. Application Letter b. CV/Resume c. other credentials	1.2 Review the documents and acknowledge receipt of application e-mail and notify via text message the potential applicants for the vacant position		2 Days	<i>Campus HR Coordinator</i>
	1.3 Schedule initial interview and demo teaching (for academic applicants) via zoom video conferencing		30 Minutes per applicant	<i>Committee composed of Local</i>



				<i>HR, Department Chairperson concerned, Campus Faculty Association President</i>
	1.4 Schedule a final interview via zoom video conferencing for qualified applicants		30 Minutes per applicant	<i>Campus Administrator</i>
	1.5 Tally the scores of each applicant		1 Day	<i>Campus HR Coordinator</i>
	1.6 Endorse to the University Selection Board the list of qualified applicants	None		<i>Campus HR Coordinator</i>
	Call up the qualified applicants		5 Minutes	<i>Campus HR Coordinator</i>
Report to the Campus HRDO	Give some reminders and provide the qualified applicant a checklist of documents to be submitted	None	10 Minutes per applicant	<i>Campus HR Coordinator</i>
Report to the Main Campus	3.1 Evaluate and Interview the applicant 3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	30 Minutes per applicant	<i>Campus Administrator, HRMO Director, VPs and FA President</i>
4. Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Campus HR Coordinator</i>



	TOTAL:	None	3 Days, 1 Hour, 47 Minutes	
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## Selection and Hiring for Academic Positions

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

<b>Office or Division:</b>	Campus Human Resource Development Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen
<b>Who may avail:</b>	All Qualified Applicants for the vacant academic position

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Applicant Interview Rating Sheet		Campus Human Resource Development Office		
Oral Interview Evaluation Score Sheet		Campus Human Resource Development Office		
Evaluation Checklist for Demo Teaching – for Academic Personnel only		Campus Human Resource Development Office		
Written Examination		Campus Human Resource Development Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Report to the campus for written examination, teaching demo and interview	1.1 Notify the applicant via phone call, email or text message regarding the schedule of evaluation	None	1 minute	<i>Campus HRD Coordinator / Assistant</i>
	1.2 Give questionnaire for written examination	None	10 minutes	<i>Campus HRD Coordinator / Assistant</i>



	1.3 Gather the local Personnel Selection Board for evaluation of the applicant	None	5 minutes	<i>Campus HRD Coordinator / Assistant</i>
	1.4 Evaluate the applicant for demo teaching and through panel interview	None	30 minutes	<i>Campus Personnel Selection Board/committee</i>
	1.5 Advise the applicant of notification on the status of application	None	2 minutes	<i>Campus HRD Coordinator</i>
	1.6 Tally and summarize the evaluation ratings of applicant	None	30 minutes	<i>Campus HRD Coordinator / Assistant</i>
Receive notification on the status of application	Inform the applicant through phone calls, text, or email of the result of evaluation and of the employment requirements.	None	3 minutes	<i>Campus HRD Coordinator</i>
	Endorse the recommendation for hiring signed by the Campus Administrator for approval by the University President thru channels	None	1 minute	<i>Campus HRD Coordinator</i>
	Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Campus HRD Coordinator</i>
	<b>TOTAL:</b>	<b>None</b>	<b>1 Hour, 24 Minutes</b>	



Processing of Appointment of Job Order Academic personnel (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:	Campus HRDO - Recruitment, Selection and Placement (RSP) Unit			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	All selected applicants			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Personal Data Sheet (CS Form No. 212)		<a href="http://www.csc.gov.ph">www.csc.gov.ph</a> or CSC website		
Personal Description Form (DBM-CSC Form No. 10)		<a href="http://www.csc.gov.ph">www.csc.gov.ph</a> or CSC website		
Medical Certificate (CS Form No. 211)		University Infirmary		
TOR, Diploma, eligibility, PSA Birth Certificate and NBI Clearance, TIN		Concerned Agencies		
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
Submit all required documents for appointment on Job Order status	1.1 Receive the submitted requirements of the Job Order academic personnel.	None	1 Minute	HR Coordinator



<p>For newly hired: PDS, PDF TOR/Diploma Medical Certificate NBI Clearance Other pertinent documents Evaluation Result</p> <p>For rehired: Photocopy of I.D. Medical Certificate</p>	1.2 Review and validate the submitted documents for completeness and accuracy.	None	5 Minutes	<i>HR Coordinator</i>
	1.3 Submit the original and photocopied documents for authentication to the Records Office through the Liaison Officer.	None	5 Minutes	<i>HRDO Coordinator, Liaison Officer</i>
	1.4 Prepare the contract of service to be signed by the Job Order Academic Personnel.	None	3 Minutes	<i>HR Coordinator</i>
	1.5 Read and sign the contract of service.	None	3 Minutes	<i>Job Order Academic Personnel</i>
	1.6 Verify and endorse the signed contract of service to the Campus Administrator for signature.	None	3 Minutes	<i>HR Coordinator</i>
	1.7 Check and sign the contract of service.	None	3 Minutes	<i>Campus Administrator</i>
	1.8 Submit the signed contract of service together with the employment requirements to the HRDO for processing.	None	5 Minutes	<i>HR Coordinator/Liaison Officer/Authorized representative</i>



Receive the signed contract of service for notarization	Receive the completely signed contract of service from the HRDO for notarization	None	2 Minutes	<i>HR Coordinator</i>
Submit the notarized contract of service	Accept and verify the notarized contract of service	None	2 Minutes	<i>HR Coordinator</i>
	Submit the notarized contract of service to HRDO Main with the required attachments.	None	2 Minutes	<i>HR Coordinator</i>
	3.3 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>HR Coordinator</i>
	<b>TOTAL:</b>	<b>None</b>	<b>36 Minutes</b>	





Processing of Appointment of Job Order Non-Academic Personnel (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:	Campus HRDO - Recruitment, Selection and Placement (RSP) Unit			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Job Order Non-Academic Personnel			
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		Concerned Agencies		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit all required documents and credentials	1.1 Check and validate accuracy and completeness of the submitted documents to be endorsed to the Campus Administrator for signature	None	5 Minutes	Human Resource Coordinator
	1.2 Sign and endorse the verified documents	None	5 Minutes	Human Resource Coordinator and



				<i>Campus Administrator</i>
	1.3 Endorse credentials to the University Recruitment, Selection and Placement (RSP) Unit for the issuance of job order contract and appointment of job order Non-Academic personnel	None	5 Minutes	<i>Human Resource Coordinator/ Recruitment, Selection and Placement (RSP) staff</i>
	1.4 Receive the submitted documents/requirements and furnish the campus with the job order contract	None	3 Minutes	<i>Human Resource Coordinator/ RSP staff</i>
	1.5 Check for the authenticity of signatures and certify that the job order contract is complete	None	10 Minutes	<i>Human Resource Coordinator/ RSP staff</i>
	1.6 Endorse to the University Recruitment, Selection and Placement (RSP) Unit and submit to the accounting office for payroll processing			
	1.7 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			



2. Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Human Resource Coordinator/ RSP staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>30 Minutes</b>	



**Human Resource Development Office**  
**Records Management Section**  
External and Internal Services



## Processing and Issuance of HR Records to Active and Employees who are no longer connected with the University

The procedure aims to provide personnel employment records to active and employees who are no longer connected with the University for personal and professional transaction purposes.

<b>Office or Division:</b>	Campus HRDO - Records Management Section
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Citizen
<b>Who may avail:</b>	All Active 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
Fill out the Record Request form and submit to the HR Coordinator.	1.1 Receive and review the duly accomplished form for the completeness of entries.	None	3 Minutes	<i>HR Coordinator/staff</i>
	1.2 Check and verify from file the requested record. If requested record/ document is not available in the campus, request will be endorsed to the University HRDO	None	10 Minutes	<i>HR Coordinator/ Liaison officer</i>
	1.3 Prepare the requested documents	None	5 Minutes	<i>HRDO personnel</i>
	1.4 Release the requested document/s	None	5 Minutes	<i>HR Coordinator</i>



Claim the requested document/s	2.1 Request the client sign on the Receiving Logbook	None	2 Minutes	<i>HR Coordinator</i>
	2.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>HR Coordinator</i>
	<b>TOTAL:</b>	<b>None</b>	<b>27 Minutes</b>	



## Online Processing and Issuance of HR Records to Active and Employees who are no longer connected with the University

This procedure covers how personnel employment records is provided thru on-line platform to active and employees who are no longer connected with the University for personal and professional transaction purposes.

<b>Office or Division:</b>	Records Management Section
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Citizen
<b>Who may avail:</b>	All Active 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
Send the accomplished Record Request Form to <a href="mailto:carmonahrdo@cvsu.edu.ph">carmonahrdo@cvsu.edu.ph</a>	1.1 Receive and review the duly accomplished form for the completeness of entries	None	3 Minutes	<i>HR Coordinator/staff</i>
	1.2 Check and verify from file the requested record. If requested record/document is not available in the campus, request will be endorsed to the University HRDO	None	10 Minutes	<i>HR Coordinator/liaison officer</i>
	1.3 Prepare the requested documents	None	5 Minutes	<i>HRDO personnel</i>
	1.4 Release the requested records/documents to the client thru email the official email address of the HRDO	None	5 Minutes	



	<a href="mailto:cvsuhrd@cvsu.edu.ph">cvsuhrd@cvsu.edu.ph</a> <a href="mailto:carmonahrdo@cvsu.edu.ph">carmonahrdo@cvsu.edu.ph</a>			
Receive and acknowledge receipt of the requested records/documents	2.1 Confirm and record the receipt of the records/documents requested by the client	None	2 Minutes	<i>HRDO Personnel</i>
	2.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>HRDO Personnel</i>
	<b>TOTAL:</b>	<b>None</b>	<b>27 Minutes</b>	





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



## Receiving and Evaluation of Documents for Salary Preparation of Part-time Faculty members and Job Order Non-Academic Employees

This procedure covers the computation of the 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.

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

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplishment Report		Job Order non-academic employees		
Signed Daily Time Record		Part-time faculty members and job Order non-academic employees		
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. Submit the accomplishment report and the Daily Time Record to the HR Coordinator every 16 <sup>th</sup>	1.1 Receive the submitted DTR and accomplishment reports	None	2 Minutes	HR Coordinator



day of the month and 1 <sup>st</sup> day of the succeeding month.	1.2 Check per DTR if services rendered is in accordance with the approved official schedule and contact hours.	None	1 Minute per DTR	<i>HR Coordinator</i>
	1.3 Check accomplishment report as to accuracy and completeness		1 Minute per accomplishment report	
	1.4 Compute the number of hours of services rendered		30 Minutes	
	1.5 Prepare summary of the hours to be paid per COS and job order employees and attach the required supporting documents for endorsement to the Campus Administrator	None	30 Minutes	<i>HR Coordinator</i>
	1.6 Sign and approve the document	None	3 Minutes	<i>Campus Administrator</i>
	1.7 Prepare the Disbursement Voucher and Budget Utilization Request and Status and Payroll of salaries	None	15 Minutes	<i>HR Coordinator</i>
	1.8 Attach the Summary of Hours to be paid, DTR and Accomplishment Report to the DV, BURS and payroll	None	5 Minutes	<i>HR Coordinator</i>
	1.9 Affix the signature/s of authorized personnel to the BURS.	None	3 Minutes	<i>Campus Administrator/ Campus' Budget Officer</i>



	1.10 Submit the payroll to the Main Campus for processing.	None	5 Minutes	<i>HR Coordinator/ Liaison Officer/Authorized Representative</i>
	1.11 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
2. Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>HR Coordinator</i>
	<b>TOTAL:</b>	<b>None</b>	<b>1 Hour, 37 Minutes</b>	



## Receiving and Evaluation of Documents for Salary Preparation of Contractual Faculty members and Casual Non-Academic Employees

This procedure covers the computation of the 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.

<b>Office or Division:</b>	Rewards and Recognition (R & R) Unit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Citizen
<b>Who may avail:</b>	All contractual faculty and casual employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Accomplishment Report	Casual non-academic employees
Signed Daily Time Record	Contractual faculty members and casual non-academic employees
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. Submit the Daily Time Record to the HR Coordinator every 16 <sup>th</sup> day of the month and 1 <sup>st</sup> day of the succeeding month.	1.1 Receive the submitted DTR and accomplishment reports from the client	None	2 Minutes	<i>HR Coordinator</i>
	1.2 Check per DTR if services rendered is in accordance with the approved official schedule and contact hours.	None	3 Minutes per DTR	<i>HR Coordinator</i>
	1.3 Check accomplishment report as to accuracy and completeness	None	1 Minute per accomplishment report	<i>HR Coordinator</i>
	1.4 Compute the number of hours of services rendered	None	15 Minutes	<i>HR Coordinator</i>
	1.5 Prepare the Summary of Attendance for endorsement to the Campus Administrator	None	15 Minutes	<i>HR Coordinator</i>
	1.6 Sign and approve the document	None	3 Minutes	<i>Campus Administrator</i>
	1.7 Prepare the Disbursement Voucher and Budget Utilization Request and Status and Payroll of salaries	None	15 Minutes	<i>HR Coordinator</i>
	1.8 Attach the Summary of Attendance, DTR and Accomplishment Report to the DV, BURS and payroll	None	5 Minutes	<i>HR Coordinator</i>



	1.9 Affix the signature/s of authorized personnel to the BURS.	None	3 Minutes	<i>Campus Administrator/Campus' Budget Officer</i>
	1.10 Submit the payroll to the Main Campus for processing.	None	5 Minutes	<i>HR Coordinator/ Liaison Officer/Authorized Representative</i>
	1.11 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
2. Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>HR Coordinator</i>
	<b>TOTAL:</b>	<b>None</b>	<b>1 Hour, 9 Minutes</b>	



**Cavite State University Carmona Campus**  
**Office of Student Affairs (OSA)**  
External and Internal Services





Application/Renewal Procedure for Scholarship				
This procedure shows how OSAS assists applicants in the availment/renewal of scholarship/financial assistance.				
Office or Division:	Office of Student Affairs and Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All students who are qualified to apply or renew for scholarship/ financial assistance			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished Application form for Scholarship		OSAS and CvSU website (downloadable at <a href="http://www.cvsu.edu.ph">www.cvsu.edu.ph</a> )		
Photocopy of certification of grades in the previous semester		Concerned College Registrar		
Photocopy of the registration form in the current semester		Concerned College Registrar		
1 pc. 1x1 picture with white background		Applicant		
1 short ordinary folder		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit the required documents *For online submissions, the applicant fill out and submit the softcopy requirements through the provided google form thru <a href="http://www.cvsu.edu.ph">www.cvsu.edu.ph</a>	1.1 Receive and evaluate the required documents	None	5 Minutes	Scholarship Coordinator
	1.2 Issue of Certificate of Scholarship			
Receive Certificate of Scholarship	Sign the logbook under the column "Released by"	None	5 Minutes	Scholarship Coordinator



	Advise the student to proceed to the Registrar / Cashier's Office for reassessment of fees			
New and old scholars submit Certification of Scholarship to the Registrar's Office and Cashier Office for the reassessment of fees	3.1 Receive the Certification of Scholarship and reassess fees accordingly	None	5 Minutes	<i>Registrar / Cashier</i>
	3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			<i>Scholarship Coordinator</i>
Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Scholarship Coordinator</i>
	<b>TOTAL:</b>	<b>None</b>	<b>17 minutes</b>	



## Admission of First Year Students

This procedure aims to define the system on how to assist all students who will submit requirements and ensure that they will be guided in seeking admission to the University in their desired program.

**Office or Division:** Office of Student Affairs and Services

**Classification:** Simple

**Type of Transaction:** G2C – Government to Citizen

**Who may avail:** All incoming first year students

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Accomplished Application form for Admission	Carmona Campus <a href="https://www.facebook.com/CvSUCarmona/">https://www.facebook.com/CvSUCarmona/</a>
Photocopy of G-12 report card	Senior High School
Photocopy of good moral certificate	Senior High School
2 pcs. 1x1 picture with white background	Applicant
1 short ordinary folder	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit the required documents  *For online submissions, the applicant fills out and submits the softcopy requirements through the provided google form	1. Receive the required documents	None	5 Minutes	Admission Officer



Receives admission examination permit	Schedule the date of examination	None	2 Minutes	<i>Admission Officer</i>
Take the admission examination as scheduled	3. Administer Admission Examination	None	1 Hour	<i>Guidance Counselor or Psychometrician</i>
For applicants seeking admission to the BS Nursing, BS Midwifery, BS Medical Technology, Diploma in Midwifery, BS Criminology, Education Courses, Engineering Courses, BS Psychology, BS Hospitality Management, and BS Tourism Management, the applicant is required to undergo interview:				
Get interview form	4a. Release interview form	None	2 Minutes	<i>Admission Officer</i>
Undergo interview at College/ Department	4b. Conduct the Interview	None	1 Hour	<i>Department Chair or Program Head</i>
Returns to OSAS and submit accomplished interview form	4c. Receive the accomplished interview form	None	1 Minute	<i>Admission Officer</i>
*Online/Virtual interview may be conducted as the need arises	Issue the Notice of Admission (NOA)			
Receive the NOA	Log the NOA number and name of student and sign the logbook under the column "Released by".	None	10 Minutes	<i>Admission Officer Guidance Counselor or Psychometrician</i>



Present the NOA to the Campus Health Services unit for medical examination	6.1 Receive the NOA and assist the student for medical examination	None	2 Minutes	Campus Health Services Unit
	6.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			Admission Officer
7. Fill out and return the Stakeholders' Feedback form or Google Form	7. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	Admission Officer
	<b>TOTAL:</b>	<b>None</b>	<b>2 Hours, 24 Minutes</b>	



## Admission Procedure of Transferees from Other School

This procedure aims to define the system on how to assist all transferees from other schools who will submit requirements and ensure that they will be guided in seeking admission to the University in their desired program.

<b>Office or Division:</b>	Office of Student Affairs and Services
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All students who preferred to transfer to the University

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Accomplished Application form for Admission	Carmona Campus <a href="https://www.facebook.com/CvSUCarmona/">https://www.facebook.com/CvSUCarmona/</a>
Photocopy of transfer credentials	Applicant's previous school
Photocopy of NBI clearance or Police clearance	National Bureau of Investigation or Police station
2 pcs. 1x1 picture with white background	Applicant
1 short ordinary folder	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present credentials for initial evaluation  *For online submissions, the applicant fills out and submits the softcopy requirements through the provided google form	1. Evaluate and compute the GPA	None	10 Minutes	Admission Officer



Secure Notice for Evaluation form and Proceed to concerned College for their evaluation	2. Issue interview form	None	5 Minutes	<i>Admission Officer</i>
Undergo interview with respective college  *Online/Virtual interview may be conducted	3. Conduct the Interview	None	1 Hour	<i>College Registrar or Department Chair or Program Head</i>
Return to OSAS and submit the accomplished Notice for Evaluation form	4. Receive the accomplished interview form	None	2 Minutes	<i>Admission Officer</i>
If qualified from the evaluation of the College/Department, submit the following documents to OSAS: Photocopy of Certificate of Grades Photocopy of Certificate of Good Moral Photocopy of Honorable Dismissal Photocopy of NBI Clearance or Police Clearance copies of 1x1 ID Picture Short Folder	5.1 Receive and file the documents  5.2 Issue Examination Permit	None	5 Minutes	<i>Admission Officer</i>
Receive examination permit	6. Schedule Examination	None	2 Minutes	<i>Admission Officer</i>



Take the admission examination as scheduled	7.1 Administer admission examination 7.2 Issue Notice of Admission (NOA)	None	1 Hour	<i>Guidance Counselor or Psychometrician</i>
Receive the NOA	8. Log the NOA number and name of student and sign the logbook under the column "Released by"	None	10 Minutes	<i>Admission Officer or Guidance Counselor or Psychometrician</i>
Present the NOA to the Campus Health Services unit for medical examination	9.1 Receive the NOA and assist the student for medical examination	None	2 Minutes	<i>Campus Health Services Unit</i>
	9.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			<i>Admission Officer</i>
Fill out and return the Stakeholders' Feedback form or Google Form	10. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Admission Officer</i>
	<b>TOTAL:</b>	<b>None</b>	<b>2 Hours, 38 Minutes</b>	





## Admission Procedure for Transferees from CvSU System

This procedure aims to define the system on how to assist all transferees from the CvSU System who will submit requirements and ensure that they will be guided in seeking admission to the University in their desired program.

<b>Office or Division:</b>	Office of Student Affairs and Services
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All students who preferred to transfer to the University

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished Application form for Admission		Carmona Campus <a href="https://www.facebook.com/CvSUCarmona/">https://www.facebook.com/CvSUCarmona/</a>		
Photocopy of transfer credentials		Applicant's previous school		
2 pcs. 1x1 picture with white background		Applicant		
1 short ordinary folder		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present credentials for initial evaluation  *For online submissions, the applicant fills out and submits the softcopy requirements through the provided google form	1. Evaluate and compute the GPA	None	10 Minutes	Admission Officer



Secure Notice of Interview Form and Proceed to concerned college/department for their evaluation	2. Issue interview form	None	5 Minutes	<i>Admission Officer</i>
Undergo interview with respective college/department  *Online/Virtual interview may be conducted	3. Conduct the Interview	None	1 Hour	<i>College Registrar/Department Chair / Program Head</i>
Return to OSAS and submit the accomplished interview form	4. Receive the accomplished interview form	None	2 Minutes	<i>Admission Officer</i>
If qualified from the evaluation of the College, the applicant submits the following documents to OSAS: Photocopy of Certificate of Grades Photocopy of Certificate of Good Moral Photocopy of Honorable Dismissal copies of 1x1 ID Picture Short Folder	Receive and file the documents  Issue Notice of Admission (NOA)	None	5 Minutes	<i>Admission Officer</i>
Receive the NOA	Log the NOA number and name of student and sign the logbook under the column "Released by"	None	5 Minutes	<i>Admission Officer / Guidance Counselor or Psychometrician</i>



Present the NOA to the Campus Health Services unit for medical examination	7.1 Receive the NOA and assist the student for medical examination	None	2 Minutes	<i>Campus Health Services Unit</i>
	7.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			<i>Admission Officer</i>
8. Fill out and return the Stakeholders' Feedback form or Google Form	8. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Admission Officer</i>
	<b>TOTAL:</b>	<b>None</b>	<b>1 hour and 29 minutes</b>	



Procedure on Admission of Second Courser				
This procedure aims to define the system on how to assist all second coursers who will submit requirements and ensure that they will be guided in seeking admission to the University in their desired program.				
Office or Division:	Office of Student Affairs and Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Students who are already a graduate of a bachelor's degree and wanted to pursue another program			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished Application form for Admission		Carmona Campus <a href="https://www.facebook.com/CvSUCarmona/">https://www.facebook.com/CvSUCarmona/</a>		
Photocopy of transfer credentials		Applicant's previous school		
2 pcs. 1x1 picture with white background		Applicant		
1 short ordinary folder		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present credentials for initial evaluation  *For online submissions, please fill out the form and submit via <a href="https://www.facebook.com/CvSUCarmona/">https://www.facebook.com/CvSUCarmona/</a>	Evaluate and compute the GPA	None	10 Minutes	Admission Officer



Secure Notice for Evaluation form and Proceed to concerned college / department for their evaluation	2. Issue interview form	None	5 Minutes	<i>Admission Officer</i>
Undergo interview with respective college/department  *Online/Virtual interview may be conducted	3. Conduct the Interview	None	1 Hour	<i>Department Chair / Program Head</i>
Return to OSAS and submit the accomplished Notice for Evaluation form	4. Receive the accomplished interview form	None	2 Minutes	<i>Admission Officer</i>
If qualified from the evaluation of the College, the applicant will pay for the testing fee at the Cashier's office <b>(for paying students only)</b>	5. Issue Official Receipt	Php 150.00	2 Minutes	<i>Cashier</i>
Submit the required documents	6. Receive the required documents	None	5 Minutes	<i>Admission Officer</i>
Receive examination permit	7. Schedule the date of examination	None	2 Minutes	<i>Admission Officer</i>
Take the admission examination as scheduled	Administer Admission Examination  Issue Notice of Admission (NOA)	None	1 Hour	<i>Guidance Counselor or Psychometrician</i>



Receive the NOA	9. Log the NOA number and name of student and sign the logbook under the column "Released by"	None	5 Minutes	Admission Officer/Guidance Counselor or Psychometrician
Present the NOA to the Campus Health Services Unit for medical examination	10.1 Receive the NOA and assist the student for medical examination	None	2 Minutes	Campus Health Services Unit
	10.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			Admission Officer
11. Fill out and return the Stakeholders' Feedback form or Google Form	11. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	Admission Officer
	<b>TOTAL:</b>	<b>Php 150.00</b>	<b>2 Hours, 35 Minutes</b>	

\*paying students- refers to applicants who already obtained a Bachelor's degree and wanted to pursue another degree.



Recognition and Accreditation of Student Organizations	
This procedure aims to assist the students, enumerate the requirements and facilitate the recognition and accreditation of student organizations.	
<b>Office or Division:</b>	Office of Student Affairs and Services
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All student organizations who applied for University Organization Recognition
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
List of Officers	Applicant
Calendar of Activities	Applicant
Resume/CV of the Adviser (s)	Applicant
Latest Certificate of Grades of the Officers	Campus Registrar/ Adviser
Picture of the Officers with caption identifying the individual position	Applicant
Constitution-and By-Laws approved by the Officers and the Advisers	Applicant
Updated list of members	Applicant
Bio data of the Organization Officers	Applicant
Certificate of Good Moral Character of the Officers	Campus Guidance Facilitator / Counselor / Campus Department
Acceptance Letter from the Adviser	SDS Unit – OSAS
<b>*Additional Requirements For Old Organization</b>	



Accomplishment report		Applicant		
Financial report		Applicant		
Previous plan of activities		Applicant		
Certificate of audit		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit requirements for initial evaluation  *for online submission, submit the requirements at <a href="mailto:carmonaosas@cvsu.edu.ph">carmonaosas@cvsu.edu.ph</a>	1. Receive and evaluate the required documents	None	10 Minutes	<i>SDS Head or OSAS Staff</i>
Receive notice if submitted documents are complete	2. Issue notice of completion of requirements	None	5 Minutes	<i>SDS Head or OSAS Staff</i>
Receive the Notice of Completion	3. Conduct the recognition and accreditation of student organizations and induction of officers for the entire school year.	None	15 Minutes	<i>SDS Head or OSAS Staff</i>
Attend the Recognition and Accreditation Program <ul style="list-style-type: none"> <li>Receive a Certificate of Recognition</li> </ul>	Document the program  File the submitted documents of the recognized student organizations  Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	1 Hour	<i>SDS Head or OSAS Staff</i>





5. Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	OSAS Staff
	<b>TOTAL:</b>	<b>None</b>	<b>1 Hour, 32 Minutes</b>	



## Approval of Student Activities of Student Organizations

This procedure aims to provide avenues to mold students' talents and interest to ensure social and cultural growth and offer leadership trainings to enhance leadership effectiveness of students both at personal and organizational levels.

**Office or Division:** Office of Student Affairs and Services

**Classification:** Simple

**Type of Transaction:** G2C – Government to Citizen

**Who may avail:** All recognized student organization

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Written request letter addressed to the University President, recommended by the adviser/s, Head of SDS, Dean of OSAS and Vice President for Academic Affairs.		Applicant		
Activity Proposal		Applicant		
Copy of the approved Plan of Activities		Applicant		
Notarized Parent's Permit if the activity is scheduled on weekends or 6:00 pm onwards.		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit request letter for initial evaluation  *for online submission, please send the letter and activity proposal to <a href="mailto:carmonaosas@cvsu.edu.ph">carmonaosas@cvsu.edu.ph</a>	Evaluate requirements  Issue Notice of Completion of requirements	None	10 Minutes	SDS Head or OSAS Staff



Receive Notice of Completion	<p>2.1 Sign and recommend the request letter to the Dean of OSAS/ Director/Head of OSAS</p> <p>2.2 Endorse to the Vice President for Academic Affairs or Campus Administrator for approval</p> <p>Release the approved letter of request to the concerned organization</p>	None	10 Minutes	SDS Head or OSAS Staff
Conduct the event or activity	Monitor the event or activity.	None	15 minutes	SDS Head or OSAS Staff
Submit accomplishment report, financial report, and accomplished evaluation forms	4.1 Receive accomplishment report, financial report, and accomplished evaluation forms.	None	5 minutes	SDS Head or OSAS Staff
	4.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			OSAS Staff
5. Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	OSAS Staff
	<b>TOTAL:</b>	<b>None</b>	<b>42 Minutes</b>	



Off-Campus Activities of Student Organizations	
This procedure aims to provide avenues to mold students' talents and interest to ensure social and cultural growth and offer leadership trainings to enhance leadership effectiveness of students both at personal and organizational levels.	
Office or Division:	Office of Student Affairs and Services
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	All recognized student organizations
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Request letter from the president of the recognized organization	Applicant
Activity proposal	Applicant
Invitation letter from the organizer of the activity	Applicant
CHED Memorandum	SDS Personnel (downloadable from the CHED website)
List of requirements from CHED	SDS Personnel (downloadable from the CHED website)
<b>**Before the off- campus activities</b>	
Curriculum	Applicant
Destination	Applicant
Handbook or manual	Applicant
Notarized parent's permit	Applicant



Medical clearance of the students		Campus Health Services unit		
Personnel-in-charge (ID's)		Applicant		
First aid kit		Applicant		
Fees/ resources		Applicant		
Mobility of students		Campus Dean		
Insurance		SDS Personnel		
Certificate of compliance		SDS Personnel (downloadable from the CHED website)		
<b>** After the off- campus activities</b>				
Learning journals of students		Applicant		
Assessment report/ evaluation report		Applicant		
Expenditure report		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit request letter for initial evaluation	1.1 Evaluate requirements	None	10 Minutes	SDS Head or OSAS Staff
	1.2 Issue Notice of Completion of requirements			
Receive Notice of Completion	2.1 Sign and recommend the request letter to the Dean of OSAS  2.2 Endorse to the Vice President for Academic Affairs for approval	None	10 Minutes	SDS Head or OSAS Staff



	2.3 Release the approved letter of request to the concerned organization			
Conduct the event or activity.	3. Monitor the event or activity.	None	15 Minutes	<i>SDS Head or OSAS Staff</i>
Submit accomplishment report, financial report, and accomplished evaluation forms.	4.1 Receive accomplishment report, financial report, and accomplished evaluation forms.	None	5 Minutes	<i>SDS Head or OSAS Staff</i>
	4.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
5. Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>OSAS Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>42 Minutes</b>	



Counseling Procedure for Students				
This procedure shows how to facilitate positive change in the behavior, feelings, and attitudes of the students to promote academic, personal, social, and career development.				
Office or Division:	Office of Student Affairs and Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All students who are enrolled in the University			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Referral Form		OSAS		
Counseling Form		OSAS		
Appointment/Commitment Slip Informed Consent Form		OSAS		
Counseling Completion Form		OSAS		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Seek counseling and fill out Counseling Form  *for online counseling, please fill out this Google Form <a href="https://forms.gle/YySRLqgQfbgs9uLc8">https://forms.gle/YySRLqgQfbgs9uLc8</a>	1. Receive counseling form for walk-in and referred clients or Email the client for the schedule of appointment and the link for online counseling.	None	5 Minutes	Guidance Counselor or Guidance Facilitator or designated faculty member



Undergo initial interview	2.1 Conduct initial interview  2.2 Give appointment/ commitment slip for student to fill-out	None	10 Minutes	<i>Guidance Counselor or Guidance Facilitator or designated faculty member</i>
Fill out the appointment/ commitment slip and undergo counseling session	3. Conduct counseling/ consultation process and document the process	None	1 Hour per session	<i>Guidance Counselor or Guidance Facilitator or designated faculty member</i>
Fill out counselling / consultation logbook	Issue Counseling /Consultation Completion Form  Advise the student to expect a call or text message for follow up consultation  Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	5 Minutes	<i>Guidance Counselor or Guidance Facilitator or designated faculty member</i>
5. Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	
	<b>TOTAL:</b>	<b>None</b>	<b>1 Hour, 22 Minutes</b>	





Follow-up Counseling Procedure for Students				
This procedure aims to facilitate positive change in the behavior, feelings, and attitudes of the students to promote academic, personal, social, and career development.				
Office or Division:	Office of Student Affairs and Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All students who are enrolled in the University			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Contact number		To be provided by the client		
E-mail address		To be provided by the client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Receive phone call, text message, e-mail or if necessary, face to face for a follow up consultation meeting	Inquire about the current status of the student since prior consultation	None	5 Minutes	Guidance Counselor or Guidance Facilitator or designated faculty member
Inform OSAS of their current status and have them fill out the consultation logbook	2.1 Record and file the current status of student for future reference	None	10 Minutes	Guidance Counselor or Guidance Facilitator or designated faculty member



	2.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Guidance Facilitator or designated faculty member</i>
	<b>TOTAL:</b>	<b>None</b>	<b>17 minutes</b>	



## Consultation Procedure for Parents/Guardians

This procedure shows how the OSAS assists parents/guardians in identifying problems of their students, their causes, and possible alternatives or solutions

<b>Office or Division:</b>	Office of Student Affairs and Services
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All parents whose children are enrolled in the University

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Anecdotal Form		OSAS		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Walk-in and log in the visitor's information log book  *for online counseling, please fill out this Google Form <a href="https://forms.gle/71yqNV3ZHCgkCqFH6">https://forms.gle/71yqNV3ZHCgkCqFH6</a>	1. Receive parent or guardian or Email the parent/guardian for the schedule of appointment and the link for online consultation.	None	5 Minutes	<i>Guidance Counselor or Guidance Facilitator or designated faculty member</i>
Undergo initial interview and assessment	Conduct initial interview	None	30 Minutes	<i>Guidance Counselor or Guidance Facilitator or designated faculty member</i>



When necessary, parent/ guardian is referred to concerned college/ department for more appropriate intervention or action	3.1 Write letter of referral to college/ department  3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	15 minutes	<i>Guidance Counselor or Guidance Facilitator or designated faculty member</i>
4. Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	
	<b>TOTAL:</b>	<b>None</b>	<b>52 Minutes</b>	



Complaint on Student and Grievance				
This procedure shows how the OSAS assists students, faculty members and employees who have complaints against students				
Office or Division:	Office of Student Affairs and Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Student, faculty member or employee who has a complaint against student			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Complaint letter		Complainant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit complaint letter  *For online submission, please send it to <a href="mailto:carmonaosas@cvsu.edu.ph">carmonaosas@cvsu.edu.ph</a>	1.1 Receive the complaint letter	None	5 Minutes	Secretary, Committee on Misdemeanor
	1.2 Endorse the letter to the Committee on Misdemeanor		5 Minutes	
	Decide whether the complaint has to be acted upon and call for the investigation		2 Hours	Committee on Misdemeanor
	Issue response letter			
Receive response letter and sign the logbook under the column "Received by"	2.1 Sign the logbook under the column "Released by"  2.2 Provide client with Stakeholders' Feedback Form or Google Form using	None	5 Minutes	Secretary, Committee on Misdemeanor



	the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Secretary, Committee on Misdemeanor</i>
	<b>TOTAL:</b>	<b>None</b>	<b>2 Hours, 17 minutes</b>	



## Issuance of Certificate of Good Moral Character

This procedure shows how to assist bonafide students and graduates who would want to secure certificate of Good Moral Character

<b>Office or Division:</b>	Office of Student Affairs and Services
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All bonafide students and graduates

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished University Clearance		Applicant's concerned college		
Official Receipt for Certification of Good Moral Character		Cashier's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Pay for the Certification of Good Moral Character at the Cashier's Office.	Receive payment and issue an official receipt	Php 15.00	2 Minutes	Cashier
Present the required documents to the Office of Student Affairs	Receive and check the required documents	None	5 Minutes	MIS Officer/ OSAS Staff
Fill out the request for good moral certificate sheet  *for online request please fill-out this form	Prepare and release the Certificate of Good Moral Character	None	5 Minutes	MIS Officer/ OSAS Staff



<a href="https://forms.gle/S4mxfNgW9PUYZREf7">https://forms.gle/S4mxfNgW9PUYZREf7</a>				
Receive the Good Moral Character Certificate	<p>4.1 Sign Good Moral Character Certificate Sheet under the column “Released by”</p> <p>4.2 Provide client with Stakeholders’ Feedback Form or Google Form using the link  <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a></p>	None	5 minutes	MIS Officer/ OSAS Staff
5. Fill out and return the Stakeholders’ Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	MIS Officer/ OSAS Staff
	<b>TOTAL:</b>	<b>Php 15.00</b>	<b>19 minutes</b>	

*\*Qualified for a multi-stage processing*





**Cavite State University Carmona Campus**  
**Campus Registrar**  
External and Internal Services



## Issuance of School Credential/Documents

This procedure aims to facilitate the issuance of school credentials and other documents to CvSU graduates to be used for employment, evaluation or further studies and including those who opt to transfer to other schools.

<b>Office or Division:</b>	Office of Campus Registrar
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Graduates and continuing students

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Google Form		Posted on Official Facebook Page		
Certificate of Admission		Office of the Campus Registrar		
Personal Information Sheet		Office of the Campus Registrar		
Registration Form		Office of the Campus Registrar		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request for University Clearance Form (first request) or fill out Request Slip (for subsequent request)  For online request: Register and fill out the google form posted at <a href="mailto:cvsu.carmonacampus@gmail.com">cvsu.carmonacampus@gmail.com</a> <a href="mailto:carmonaregistrar@cvsu.edu.ph">carmonaregistrar@cvsu.edu.ph</a>	Receive the accomplished University Clearance or Request Slip	None	5 Minutes	<i>Registrar Staff</i>



Pay the necessary fee for the requested documents at the Cashier Office or thru online payment	Check the Official Receipt and issue the claim stub	Php 50.00/ page for TOR  Php15.00/page for Certification	5 Minutes	<i>Cashier / Registrar staff</i>
Receive the claim stub (e-copy) bearing the date of release of the requested documents.	Evaluate the student's records and prepare the requested documents.	None	7 Days	<i>Registrar Staff</i>
Claim the document on the specified date of release	4.1 Check the claim stub and release the requested documents to the client  4.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	2 Minutes	<i>Registrar Staff</i>
5. Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Registrar Staff</i>
	<b>TOTAL:</b>	<b>Php 50.00/ page for TOR  Php15.00/ page for Certification</b>	<b>7 Days, 14 Minutes</b>	



## Registration of New Students

This procedure aims to facilitate registration processes of new students that ensures safekeeping of student records and accurate enrolment to a particular program

<b>Office or Division:</b>	Office of Campus Registrar
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All new students

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Registration Form		Office of the Campus Registrar		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit all the required original documents for enrolment including the Accomplished Personal Information Sheet personally or via <a href="mailto:cvsu.carmonacampus@gmail.com">cvsu.carmonacampus @ gmail.com</a> <a href="mailto:carmonaregistrar@cvsu.edu.ph">carmonaregistrar@cvsu.edu.ph</a>	1.1 Check and receive all the required original documents and a copy of the uploaded Personal Information of student.  1.2 Assign Student Number and issue Certificate of Admission and Registration Form.	None	6 Minutes	<i>Registrar Staff</i>
Receive Certificate of Admission and Registration Form.	Validate the Registration Form and keep a copy.	None	6 Minutes	<i>Registrar Staff</i>



Sign the validated Registration Form	Return another copy to student  Advise the student to keep a copy of the Registration Form for future reference.  Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	2 Minutes	<i>Registrar Staff</i>
Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Registrar Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>16 Minutes</b>	



Registration of Continuing Students				
This procedure aims to facilitate the registration of the continuing students in different colleges.				
Office or Division:	Office of Campus Registrar			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All new students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Student Clearance		Office of the Campus Registrar		
Certificate of Grades				
Pre-Registration				
Registration Form				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secure and submit an approved student clearance	Check the completeness of the submitted clearance and issue Certificate of Grades and Pre-registration form.	None	2 Minutes	Registrar Staff
Fill-out Pre-registration form with subjects to be enrolled through consultation with respective Registration Adviser and submit the same together with a photocopy of Certificate of Grades (COG) to the college registrar.	Receive and evaluate the filled-out pre-registration form.  Prepare and issue Registration form to student.	None	6 Minutes	Registrar Staff



Receive and sign the Registration Form and return the same to the College Registrar for validation.	3.1 Receive and validate the duly signed Registration Form of student by putting a "Registered" stamp.  Provide a copy to the student and keep a copy for submission to the Office of the University Registrar.	None	6 Minutes	<i>Registrar Staff</i>
Receive a copy of the duly stamped Registration form and keep it for future references.	4.1 Consolidate all the copies of registration forms received from the students and submit to the University Registrar for system validation.  4.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	1 Minute	<i>Registrar Staff</i>
5. Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Registrar Staff</i>
<b>TOTAL:</b>		<b>None</b>	<b>17 Minutes</b>	



Registration of Transferees				
This process aims to facilitate the registration of all transfer students.				
Office or Division:	Campus Registrar			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All new transfer students.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Registration Form		Office of the Campus Registrar		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit all the required original documents for enrolment including results of interview, checklist of subjects credited by the college or department concerned and the Accomplished Personal Information Sheet or via <a href="mailto:cvsu.carmonacampus@gmail.com">cvsu.carmonacampus@gmail.com</a> or <a href="mailto:carmonaregistrar@cvsu.edu.ph">carmonaregistrar@cvsu.edu.ph</a>	1.1 Check, receive all the required original documents; copy of the uploaded Personal Information Sheet and Pre-registration form issued by the college.  1.2 Assign Student Number and issue Certificate of Admission and Registration Form.	None	6 Minutes	<i>Registrar staff</i>
Receive Certificate of Admission and Registration Form.  *Sign the issued Registration Form and return the same to	2.1 Receive and validate the duly signed Registration Form of student by putting a “Registered” stamp.	None	6 Minutes	<i>Registrar staff</i>





the University Registrar for validation.	<p>2.2 Provide a copy to the student and keep a copy for system validation.</p> <p>Advise the student to keep a copy of the Registration Form for future reference</p> <p>2.4 Provide client with Stakeholders' Feedback Form or Google Form using the link  <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a></p>			
Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Registrar staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>14 Minutes</b>	



Registration of Shiftees				
This procedure aims to facilitate the registration of all shiftees.				
<b>Office or Division:</b>	Campus Registrar			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All student shiftees.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Registration Form		Office of the Campus Registrar		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fill out Letter of Intent and have it signed by college officials indicated in the form.	Evaluate grades of student	None	5 Minutes	<i>Department Chair or Faculty assigned to program the student intends to shift.</i>
Undergo interview at the Department/ College the student intends to transfer	2.1 Conduct interview for further assessment. 2.2 Issue Pre-registration Form	None	10 Minutes	
Fill out Pre-registration form with subjects to be enrolled in accordance to what the Department advises and submit the same together with a photocopy of Certificate of	Receive and evaluate the filled-out pre-registration form.  Prepare and issue Registration form to student.	None	5 Minutes	<i>College Registrar</i>



Grades (COG) to the college registrar.				
Receive and sign the Registration Form and return the same to the College Registrar for validation.	<p>Receive and validate the duly signed Registration Form of student by putting a “Registered” stamp.</p> <p>Provide a copy to the student and keep a copy for submission to the Office of the University Registrar for system validation.</p> <p>Provide client with Stakeholders’ Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a></p>	None	5 Minutes	<i>College Registrar</i>
Fill out and return the Stakeholders’ Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>College Registrar</i>
	<b>TOTAL:</b>	<b>None</b>	<b>27 minutes</b>	



Registration of Old Student Returnees				
This procedure aims to facilitate the registration of all Old Student Returnees.				
<b>Office or Division:</b>	Campus Registrar			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All Old Student Returnees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Registration Form		Office of the Campus Registrar		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fill out the Readmission Form downloadable at <a href="mailto:cvsu.carmonacampus@gmail.com">cvsu.carmonacampus @ gmail.com</a> <a href="mailto:carmonaregistrar@cvsu.edu.ph">carmonaregistrar@cvsu.edu.ph</a>	Evaluate grades of student	None	5 Minutes	<i>Registration Adviser</i>
2. Undergo interview at the Department / College last attended	2.1 Conduct interview to determine the student's eligibility for readmission  2.2 Issue Pre-Registration Form	None	10 Minutes	<i>College Registrar</i>
3. Fill out Pre-registration form with subjects to be enrolled in consultation with the Registration Adviser and submit the same together with a photocopy of	3. Issue Registration form	None	5 Minutes	<i>College Registrar</i>



Certificate of Grades (COG) to the college registrar.				
Receive and sign the Registration Form and return the same to the College Registrar for validation.	<p>Receive and validate the duly signed Registration Form of student by putting a “Registered” stamp.</p> <p>Provide a copy to the student and keep a copy for submission to the Office of the University Registrar for system validation.</p> <p>Provide client with Stakeholders’ Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a></p>	None	5 Minutes	<i>College Registrar</i>
5. Fill out and return the Stakeholders’ Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>College Registrar</i>
	<b>TOTAL:</b>	<b>None</b>	<b>27 Minutes</b>	



**Cavite State University Carmona Campus**  
**Cashier's Office**  
External and Internal Services



<b>Cash Disbursement / Check Disbursement</b>				
This procedure covers payment obligation to employees/individuals/creditors for goods purchase or services rendered				
<b>Office or Division:</b>	Cashier's Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may avail:</b>	Employees, Students, Parent/Guardian, Graduates and General Public			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Valid Identification Card			Claimant	
Authorization letter/Special Power of Attorney			Claimant	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Inform the disbursing officer on nature of claim and present valid ID/authorization.	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)  Verify the signature of the client/s on the payroll/voucher	None	5 Minutes	<i>Disbursing Officer</i>



2a. Receive the cash from the disbursing officer and count it before leaving the counter.	2.1 Stamp "PAID" the payroll/voucher then file.	None	2 Minutes	<i>Disbursing Officer</i>
2b. Receive check from the disbursing officer and verify the completeness of the entries	2.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Disbursing Officer</i>
	<b>TOTAL:</b>	<b>None</b>	<b>9 Minutes</b>	





Collection of Fees				
This procedure covers how the Cashier's Office process 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:	Employees, Students, Parent/Guardian, Graduates and General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request slip		Concerned unit		
Registration Form		Student		
CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present completely filled-out request slip certification, registration forms etc.	Evaluate registration form and other requirements as to completeness and accuracy	None	1 Minute	Cashier/Collecting Officer
Pay tuition and miscellaneous fees.	Issue Official Receipt	Cash/ Installment	2 Minutes	Cashier/Collecting Officer
Pay other Fees:	3.1 Issue Official Receipt			
Authentication of TOR/Diploma	3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link	Php. 15.00	2 Minutes	Cashier/Collecting Officer
Authentication and Verification (CAV)	<a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	Php. 35.00	2 Minutes	
Completion			1 Minute	
Official Transcript of Record		Php 10.00/ unit		



Certificates		Php 50.00/page Php 100.00/page with scanned picture	2 Minutes	
	Good Moral Character			
	Grades	Php 15.00	2 Minutes	
	Honorable Dismissal	Php 15.00	2 Minutes	
	Testing/Application Fee	Php 20.00	2 Minutes	
	Adding/Changing of Subjects	Php 150.00	2 Minutes	
	Thesis Adviser Fee and Technical Fee	Php 10.00	2 Minutes	
	English Critic Fee	Php 2,300.00	2 Minutes	
		Php 20.00/page	2 Minutes	
4. Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	Cashier/Collecting Officer



	<b>TOTAL:</b>	<b>Depending on the request/ transaction</b>	<b>3 Minutes per transaction</b>	
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**Cavite State University Carmona Campus**  
**Health Services Unit**  
External and Internal Services



Consultation and Referrals	
This procedure shows how the Campus Health Services Unit provide assistance in assessing the physical condition of a patient as well as in the administration of treatment.	
Office or Division:	Campus Health Services Unit
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	University Officials, Faculty Members and Employees
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Valid Identification Card	Patient/Client
Consultation Form	Campus 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	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present Identification Card to the Nurse on Duty (NOD)	Confirm personal information from identification card and accomplish consultation form	None	1 Minute	<i>Nurse on Duty</i>
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>
Submit to the consultation process	3.1 Examine the patient and prescribe medication  3.2 Physician may refer patient for the following procedures if necessary:  Wound Care Laboratory/ Radiologic Exam Observation in Ward & Confinement Referral to a Medical Specialist Transfer to hospital  3.3 Refer patient to the NOD	None	15 Minutes / depending on the case	<i>Physician or Dentist</i>
Present prescription and submit the medical or dental card to the NOD	Receive the prescription form and dispense available prescribed medication (initial dose only)  Advise the patient on proper use and intake of medicines	None	2 Minutes	<i>Nurse on Duty</i>
Sign the logbook	5.1 Log the name of patient, name and quantity of dispensed medicines, and have it signed by the patient	None	1 Minute	<i>Nurse on Duty</i>



	5.2 Encode the accomplished consultation form, medical or dental record, and file for safekeeping	None	1 Minute	<i>Nurse on Duty</i>
	5.3 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None		
6. Fill out and return the Stakeholders' Feedback form or Google Form	6. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Nurse on Duty</i>
	<b>TOTAL:</b>	<b>None</b>	<b>25 Minutes</b>	



## Physical, Dental, and Laboratory Examination of Students

This procedure aims provide assistance in the conduct of Physical, Dental and Laboratory Examination of students for qualification to perform various school function and activities.

**Office or Division:** Campus Health Services Unit

**Classification:** Simple

**Type of Transaction:** G2C – Government to Citizen

**Who may avail:** Students

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Notice of Admission (NOA)	Office of Student Affairs and Services
Personal Information Sheet or Identification Form	Campus Health Services Unit
Student Health Record Form	
Request Form	
Laboratory/X-Ray Result Form	
Dental Record Form	
Medical Clearance Form	Medical Specialist
Medical Certificate	
2 pieces of 2x2 ID picture	Client
Clearance Stub (to be passed in the Registrar's Office)	Campus Health Services Unit/ Registrar's Office





CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>Day 1</b> Present the NOA for new and transferee students/ Request for Medical Clearance for returnee students	Confirm schedule of student and secure copy of NOA or Request for Medical Clearance  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 <b>DAY 2</b> )	None	2 Minutes	<i>Nurse-On-Duty (NOD)</i>
<b>Day 1</b>	<b>TOTAL:</b>	<b>None</b>	<b>2 Minutes</b>	
<b>Day 2</b> Present the laboratory results to the NOD	1.1 Secure copy of Notice of Student Admission (NOA)  1.2 Collect medical results (photocopy) and Personal Information Sheet and Student Health Record  Give original results to the student and issue Personal Information Sheet	None	3 Minutes   2 minutes	<i>Nurse on Duty</i>
Fill out Personal Information Sheet and submit to the NOD	2.1 Issue clearance stub to be presented at the Registrar's Office  2.2 Advises to proceed to the Campus Registrar for registration.	None	2 minutes  1 minute	<i>Nurse on Duty</i>



	2.3 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Additional Procedures (For student with findings upon examination)	Advise student to undergo special diagnostic procedure; or refers to medical specialist	None	4 minutes	<i>Physician (Specialist)/ Hospital accredited to the specialist</i>
3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Nurse on Duty</i>
<b>Day 2</b>	<b>TOTAL:</b>	<b>None</b>	<b>14 Minutes</b>	



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.	
<b>Office or Division:</b>	Campus Health Services Unit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	University Officials, Faculty Members and Employees
CHECKLIST OF REQUIREMENTS	
Medical Endorsement Form	Human Resource and Development Office (Notice)
CSC Form No. 211 Medical Certificate	Campus Health Services Unit
Personal Information Sheet or Identification Form	
Medical Form	
Request Form	
X-Ray Result Form	
Dental Record Form	Medical Specialist depending on the schedule per satellite campus
<b>For Pre-Employment:</b> Employees are requested to go in University Health Services Unit (Main Campus) to undergo Physical Examination	University Health Services Unit



Official Receipt		Cashier's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>Day 1</b> Present Medical Endorsement Form issued by HRDO	1.1 Secure a copy of Medical Endorsement Form 1.2 Issue Request Form for diagnostic procedures and CSC Medical Certificate	None	3 Minutes	<i>Nurse-On-Duty (NOD)</i>
<b>If Laboratory and Diagnostic Examination will be done outside:</b> 1a. Fill out the Personal Information Sheet and submit to the NOD	1a.1 Advise to accomplish laboratory and diagnostic examination at any DOH-Accredited Diagnostic Center 1a.2 Instruct to return and bring the results the following day for physical and dental examination	None	2 Minutes	<i>NOD</i>
<b>If Laboratory and Diagnostic Examination will be done at the UHS:</b> 1b. Proceed to the Cashier's Office for payment of laboratory and diagnostic examination	1b.1 Issue charge slip for payment of diagnostic examination	Php 1,425.00 for Contractual	1 Minute	<i>Nurse on duty</i>



	1b.2 Advise to return to UHS after payment	and Temporary Php 475.00 for Job Order  (Php 125.00 physical and dental examination fee is already included)		
Present the Official Receipt to the NOD	2.1 Secure copy of official receipt  2.2 Advise the applicant to proceed to the Diagnostic section for the necessary procedures	None	1 Minute	<i>Nurse on duty</i>
Proceed to the Diagnostic Section for examination	3.1 Perform the necessary procedures  3.2 Advise applicant to return the following day to claim the results  3.3 Advise to accomplish other tests not available in the UHS (eg. Neuropsychiatric test, drug test)	None	6 Minutes	<i>Medical/X-ray Technologist</i>
<b>Day 1</b>	<b>TOTAL:</b>	<b>None</b>	<b>5 Minutes</b> If Laboratory and Diagnostic Examination will be done outside	
	<b>TOTAL:</b>	<b>Php 1,425.00 for</b>	<b>11 Minutes</b> If Laboratory	



		<b>Contractual and Temporary Employees</b>  <b>Php 475.00 for Job Order Employees</b>	and Diagnostic Examination will be done at the UHS	
<b>Day 2</b>  <b>For Laboratory and Diagnostic Examination done outside</b>  1. Present official receipt, medical results and CSC Medical Certificate Form	1.1 Secure copy of official receipt, one photocopy of results and triplicate copy of accomplished CSC medical certificate  1.2 Issue Personal Information Sheet	Php 125.00 Physical and Dental examination fee	2 Minutes	<i>Nurse on duty</i>
Fill out the Personal Information Sheet and submit to the NOD	2.1 Gathered data to the Medical Form Check and record vital signs  2.2 Issue the medical form with attached photocopy of laboratory and diagnostic results	None	3 Minutes	<i>Nurse on duty</i>
Proceed to medical section for physical examination	3. Conduct physical examination and sign the medical form together with the triplicate copy of CSC medical form	None	10 Minutes	<i>Physician</i>
<b>Additional Procedures</b>  <i>(for employees with findings upon examination)</i>	Advise to undergo additional laboratory and or special diagnostic procedures and or refer to medical specialist	None	3 Minutes	<i>Physician (Specialist)/ Hospital accredited to the specialist</i>



Proceed to the NOD	4.1 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>
<b>Day 2</b>	<b>TOTAL:</b>	<b>Php 125.00 Physical and Dental examination fee</b>	<b>15 Minutes</b> for Laboratory and Diagnostic Examination done outside, without findings	
	<b>TOTAL:</b>	<b>Php 125.00 Physical and Dental examination fee</b>	<b>19 Minutes</b> For Laboratory and Diagnostic Examination done outside, with findings	
<b>For Laboratory and Diagnostic Examination done at the UHS</b>  Present official receipt and CSC Medical Certificate Form	1.1 Secure copy of official receipt, one photocopy of results and triplicate copy of accomplished CSC medical certificate  1.2 Issue Personal Information Sheet	None	1 Minute	<i>NOD</i>
Fill out the Personal Information Sheet and submits to the NOD	2.1 Encode data to the Medical Form, take picture and print the form  2.2 Check and record vital signs	None	3 Minutes	<i>NOD</i>



	2.3 Issue the medical form with attached photocopy of laboratory and diagnostic results			
Proceed to the dental section for dental examination	3. Administer dental examination and sign the Medical form	None	5 Minutes	<i>Dentist</i>
Proceed to medical section for physical examination	4. Administer physical examination and sign the medical form together with the triplicate copy of CSC medical form for fitness or unfitness to work	None	10 Minutes	<i>Physician</i>
<b>Additional Procedures</b> (For applicant with findings upon examination)	Advise the applicant to undergo additional laboratory and or special diagnostic procedures and or refer to medical specialist	None	3 Minutes	<i>Physician</i>
Proceed to the NOD	5.1 Secure one (1) copy of medical form and CSC medical certificate form with attached photocopy of diagnostic results for encoding and safekeeping	None	1 Minute	<i>NOD</i>
	5.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	6. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>NOD</i>
<b>Day 2</b>	<b>TOTAL:</b>	<b>None</b>	<b>21 Minutes</b> For Laboratory and Diagnostic Examination done at the UHS, without findings	





	<b>TOTAL:</b>	<b>None</b>	<b>25 Minutes</b> For Laboratory and Diagnostic Examination done at the UHS, with findings	
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Physical, Dental and Laboratory Examination of Applicant Employee, Faculty and Staff for Pre-employment and Re-employment (Online Physical Examination)				
This procedure covers the pre-employment physical of applicant employee and faculty through online physical examination				
Office or Division:	Campus Health Services Unit			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Faculty Members and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Medical Endorsement Form		Human Resource and Development Office (Notice)		
CSC Form No. 211 Medical Certificate		Campus Health Services Unit		
Laboratory Results		Client (All requirements are needed for the signing of CSC Form No. 211 Medical Certificate)		
Physical Exam done by Private Physician				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>If Laboratory and Diagnostic Examination will be done outside:</b>  Submit all scanned copies of laboratories, physical exam and excel format of CSC Medical Certificate to the email address of Nurse on Duty	1.1 Gather all the scanned copies and medical certificate received by the client  1.2 Send all copies to the email address of infirmary  1.3 Advise to wait for the availability of doctor	None	2 Minutes onwards (depends on the availability of doctor)	Nurse on Duty/ University Physician



<b>Additional Procedures</b> (with findings upon examination)	Advise to undergo additional laboratory and or special diagnostic procedures and or refer to medical specialist	None	3 Minutes	<i>Physician</i>
	<b>TOTAL:</b>	<b>None</b>	<b>5 Minutes</b>	



Annual Physical, Dental and Laboratory Examination of University Officials, Faculty Members and Employees (Scheduled on University Health Services)				
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 various school function and activities				
Office or Division:	University Health Services Unit			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client			
Who may avail:	University/ Campus 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
<b>Day 1</b>				
Proceed to the UHS for examination based on their schedule	1.1 Confirm the schedule for laboratory and X-ray examination  1.2 Issue Personal Information Sheet (Identification form)	None	2 Minutes	<i>Nurse on duty</i>



Fill-out Personal Information Sheet	2.1 Encode the date to the Medical- Dental Form, take picture and print the form 2.2 Check and record vital signs 2.3 Issue request form and claim stub	None	3 Minutes	<i>Nurse on duty</i>
Present the request form to the diagnostic section for examination	3.1 Perform necessary examinations 3.2 Advise to claim the results the following day to continue with the physical and dental examination	None	5 Minutes	<i>Medical/X-ray Technologists</i>
<b>Day 1</b>	<b>TOTAL:</b>	<b>None</b>	<b>10 minutes</b>	
<b>Day 2</b> Proceed to the NOD to claim results and submit to physical and dental examination	1.1 Release examination results and issue Medical and Dental Form 1.2 Advise to proceed to the dental section for examination	None	1 Minute	<i>Nurse on duty</i>
Proceed to the medical and dental section for examination	Administer Dental/Medical examination and sign the Medical - Dental Form for fit and unfit to work	None	15 Minutes	<i>Dentist/ Physician</i>
3. Proceed to the NOD	3.1 Secure copy of one Medical - Dental Form for encoding and safekeeping 3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	1 Minute	<i>NOD</i>
4. Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>NOD</i>
<b>Day 2</b>	<b>TOTAL:</b>		<b>Minutes</b>	



<b>Provision of Emergency Care and Treatment</b>				
This procedure shows how emergency care and treatment are provide to patients in the University.				
<b>Office or Division:</b>	Campus Health Services Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may avail:</b>	Students, CvSU Faculty Members, Employees, and Campus Officials			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Consultation Form			Campus Health Services Unit	
Request Form				
Monitoring Sheet				
Referral Form				
Medical Certificate Form				
Prescription Form				
Request Form				
Laboratory Result Form				
X-Ray/ Diagnostic Result Form				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
The patient to come in or brought in as emergency case	Place the patient in a comfortable position and ask for ID of the patient for proper identification and for recording purposes	None	2 Minutes	<i>Nurse-On-Duty (NOD)</i>
Unconscious and pulseless:	a.1 Administer First Aid treatment and call other medical staff for assistance.	None	10 Minutes / depending on the case	<i>NOD / Physician</i>



If conscious, the patient gives medical history (if accident in nature) and submit to assessment of vital signs	<p>b.1 Elicit medical history or incidence report, check, monitor and record vital signs</p> <p>b.2 Refer patient to physician on duty</p>	None	10 Minutes/ depending on the case	<i>NOD</i>
Submit to consultation process	<p>2.1 Administer intensive medical assessment, start initial treatment and explain condition and necessary steps to be done to the immediate head/guardian.</p> <p>2.2 Monitor patient condition until he/she becomes stable</p>	None	30 Minutes / depending on the case	<i>Physician</i>
Manifest improvement and stability of condition	3.1 Prescribe medication with proper instructions and issue medical certificate if necessary.	None	2 Minutes	<i>Physician</i>
	<p>3.2 Report to the security office if the emergency case is accident and or medico-legal in nature</p> <p>Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a></p>	None	1 Minute	<i>NOD</i>
Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>NOD</i>
	<b>TOTAL:</b>	<b>None</b>	<b>Minutes</b>	



## Verification of Physical, Dental, Laboratory and Diagnostic Examination Results of Students Enrollees and Issuance of Medical Clearance for Enrollment

This procedure covers how enrollees can submit their Physical, Dental and Laboratory Examination results /report through online and drop box system for verification and issuance of medical clearance for enrolment purposes.

<b>Office or Division:</b>	Campus Health Services Unit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	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
Submit requirements through online/drop box system	1.1 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 (NOD)</i>
	1.2 Assess the results for comments and recommendation  If the assessment is clear/normal, issue medical clearance through e-mail, electronically signed for confirmation to enrollment	None	5 Minutes	<i>Physician</i>





	1.3 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>
Receive medical clearance through e-mail	2.1 Encode, save, print and file the documents	None	1 Minute	<i>NOD</i>
	2.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>NOD</i>
	<b>TOTAL:</b>	<b>None</b>	<b>12 Minutes</b>	



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:	Campus 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 submit it to the Guard on Duty	1.1 Provide the copy of health declaration form to the Security Unit	None	1 Minute	<i>Nurse-on-duty (NOD)</i>
	1.2 Distribute copy of health declaration form to every CvSU personnel and visitors that enter the University	None	1 Minute	<i>Security Guard</i>
	1.3 Check the answers in the health survey portion of the Health Declaration Form <ul style="list-style-type: none"> <li>• If the answer in the health survey portions are all <u>NO</u> and the personnel or visitor had no fever, he/she will be allowed to enter the campus</li> <li>• If there is one or more <u>YES</u> answer/s with or without fever, the security</li> </ul>	None	1 Minute	<i>Security Guard</i>



	personnel will refer the employee to the University Health Services Unit for further evaluation, management and reminders.			
	Return the Health Declaration Form to the Health Services Unit	None	1 Minute	<i>Security Guard</i>
	<b>TOTAL:</b>	<b>None</b>	<b>4 Minutes</b>	



# **Cavite State University Carmona Campus**

## **Campus Library**

External and Internal Services



Use of Library Facilities, Services and Resources				
This procedure shows how the library assists interested clients in using library facilities, services and resources.				
Office or Division:	Library			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Students, Faculty Members, Employees and Alumnus and Library Patrons from Other Institutions			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid CvSU Student, Staff, or Alumni IDs		Office of University Registrar, HRDO, or Alumni Office		
Latest Registration Form		Office of University Registrar		
Referral Letter (Library Patrons from Other Institutions)		From the Librarian of their Institution (for students), from the Dean (for the faculty members) or the Head of Unit (for employees)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b><u>For CvSU student, faculty member, employee and alumni</u></b>  Present their valid CvSU ID and latest registration form.	Check the presented CvSU ID and latest Registration Form	None	1 Minute	<i>Assigned Clerk</i>



Write in the logbook and leave unnecessary things in the baggage area of the section where they will avail the services.	Assist the client in filling out the logbook.	None	1 Minute	<i>Assigned Clerk</i>
Proceed to the OPAC station for the title/author and call number needed for research.	3.1 If necessary, assist library patrons in using the OPAC Stations  3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	1 Minute	<i>Assigned Clerk</i>
4. Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Assigned Clerk</i>
<b><u>For Visitors</u></b>				
Present referral letter	Receive letter of referral.	None	1 Minute	<i>Assigned Clerk</i>
Sign in the record book and pay for the library fee.	Receive payment and issue official receipt	Php 30.00	2 Minutes	<i>Assigned Clerk/Cashier</i>
Log in the visitors' logbook and leave unnecessary things in the baggage area of the section where they can avail of the services.	Assist the client in filling out the logbook	None	2 Minutes	<i>Assigned Clerk</i>



Proceed to the OPAC station for the title/author and call number needed for research.	<p>If necessary, assist visitors in using the OPAC Stations</p> <p>4.2 Provide client with Stakeholders' Feedback Form or Google Form using the link  <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a></p>	None	1 Minute	<i>Assigned Clerk</i>
5. Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Assigned Clerk</i>
	<b>TOTAL:</b>	<b>None</b>	<b>5 Minutes</b> (CvSU Students, Employees and Alumni)	
	<b>TOTAL:</b>	<b>Php 30.00</b> (for Visitors only)	<b>6 Minutes</b> (for Visitors only)	



Borrowing and Returning of Books and Other Library Materials				
This procedure shows how the Library assists interested clients in the borrowing and returning of books and other library materials				
Office or Division:	Campus Library			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Students, Faculty Members and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For new students: Library Card or Registration form for with clerk counter sign (if library card is still on process)		Campus Library (Registration form/ Campus Registrar)		
For old registrants: Library Card		Campus Library		
For Faculty Members and Employees Library Card or Campus ID (if library card is still on process)		Campus Library (Campus ID/ Dean's Office)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a. Students, faculty members and employees present books to be borrowed.	<u>Borrowing of books:</u>  Check out the books to be borrowed by scanning the barcodes of these and print slips for the borrowed books.  Stamp due date on the date due slip.  File book cards of the books borrowed.	None	3 Minutes	<i>Assigned Library Clerk</i>
1b. Present the books to be returned	<u>Returning of books:</u>  Check in the books borrowed by scanning their barcodes.	None	2 Minutes	<i>Assigned Library Clerk</i>





	<p>Insert the book cards and shelves these books.</p> <p>Provide client with Stakeholders' Feedback Form or Google Form using the link  <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a></p>			
2. Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Assigned Library Clerk</i>
	<b>TOTAL:</b>	<b>None</b>	<b>5 Minutes</b> (Borrowing)  <b>4 Minutes</b> (Returning)	



## Borrower's Card for New Registrants

This procedure shows how the Library facilitates issuance of Borrower's Card for New Registrants

<b>Office or Division:</b>	Campus Library			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may avail:</b>	Students, Faculty Members and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For students: Registration Form 1 pc. 1x1 ID picture		Campus Library		
For faculty members and employees: CvSU identification card		Office of the Campus Administrator		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
New students, faculty members and employees inquire about issuance of Borrower's card.	1.1 Provide the students, faculty members and employees with slips to be filled up	None	1 Minute	<i>Assigned Library Clerk</i>
	1.2 Students/faculty members/ employees encode their data	None	2 Minutes per client	
	1.3 Collect 1x1 ID picture of the client, layout library ID, validate the borrower' card, encode to system and counter sign Registration form of students	None	10 Minutes per client	



	1.3 Issue Borrowers Card		*3 working days if demand is on peak	
	1.4 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	2 Minutes	<i>Assigned Library Clerk</i>
Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form			
	<b>TOTAL:</b>	<b>None</b>	<b>*3 Days, 13 Minutes</b>	



Replacement of Lost Library Cards				
This procedure aims to provide new library cards for students, faculty members and employees				
Office or Division:	Campus Library			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Students, Faculty Members and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Affidavit of Loss		Attorney's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present Affidavit of Loss.	1.1 Receive Affidavit of Loss	None	1 Minute	Assigned Library Clerk
	1.2 Check the database of registered clients and update data if necessary	None	2 Minutes per client	Assigned Library Clerk
	1.3 Countersign and stamp validity date on the Borrower's card.			
Pay the corresponding fee	2.1 Release new borrower's card to client upon payment	Php 20.00	2 Minutes	Assigned Library Clerk/Cashier
	2.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None		Assigned Library Clerk



Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Assigned Library Clerk</i>
	<b>TOTAL:</b>	<b>Php 20.00</b>	<b>7 Minutes</b>	



## Ask a Librarian

This procedure serves as an Open-access e-resources cites available and queries on collection availability for Faculty Member and Employees.

<b>Office or Division:</b>	Campus Library
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Citizen
<b>Who may avail:</b>	Students, Faculty Members and Employees

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
PC, Laptop, Smart Phone		Campus Library Official Facebook Page @cvsucarmonalibrary Cavite State University – Carmona Library Campus Library Gmail <a href="mailto:carmonalibrary@cvsu.edu.ph">carmonalibrary@cvsu.edu.ph</a>		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Log in with your Facebook and browse <a href="#">Cavite State University – Carmona Library</a> timeline select e-resources links or via Gmail <a href="mailto:carmonalibrary@cvsu.edu.ph">carmonalibrary@cvsu.edu.ph</a> and send a request for available e-resources links	1.1 Post e-resources cites/ links on the campus library official page or send list of e-resources via official gmail	None	Updated when additional links are available	<i>Assigned Library Clerk</i>
<u>For acquired collection</u> request for e-resource account user and password, fill information needed in google form	1.2 Check the availability of collection in the Library System.	None	2 Minutes (upon message read)	<i>Assigned Library Clerk</i>



For open-access resources just simply click the link and explore collection freely.	1.3 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	5 Minutes (upon message read)	<i>Assigned Library Clerk</i>
Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Assigned Library Clerk</i>
	<b>TOTAL:</b>	<b>None</b>	<b>9 minutes</b> (upon message read)	



Ask a Librarian (Borrowing of Books Online)				
This procedure shows how Open-access e-resources cites are available and queries on collection availability for Faculty Member and Employees.				
Office or Division:	Campus Library			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Students, Faculty Members and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
PC, Laptop, Smart Phone		Campus Library Official Facebook Page @cvsucarmonalibrary Cavite State University – Carmona Library Campus Library Gmail <a href="mailto:carmonalibrary@cvsu.edu.ph">carmonalibrary@cvsu.edu.ph</a>		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send a direct message on Carmona's Official Facebook page <a href="#">Cavite State University – Carmona Library</a> or email <a href="mailto:carmonalibrary@cvsu.edu.ph">carmonalibrary@cvsu.edu.ph</a> the specific data needed such as, title, author, copyrighted date and house their Library Card temporarily in the care of	<u>Borrowing of books:</u> 1. Check out the books to be borrowed by scanning the barcodes of these and prints slips for the borrowed books. Stamps due date (1 month) on the date due slip. Files book cards of the books borrowed. If collection is a limited copy, it will be summoned for return once needed by others.	None	10 Minutes	<i>Assigned Library Clerk</i>





<p>Campus Library to limit face-to-face transaction.</p> <p>2. Provide date/schedule for pick-up</p> <p><u>Returning of books:</u></p> <p>1. Inform Campus Library online</p> <p>2. Place books to Campus Library book drop</p>	<p>2. Prepare books borrowed for pick-up to Campus Library.</p> <p><u>Returning of books:</u></p> <p>1. Check in the borrowed books records by scanning their barcodes. Insert the book cards,</p> <p>2. Sanitize and isolate book(s) and expose to UVC Lights in 30 minutes before returning books in the shelves</p>	<p>None</p>	<p>2 Minutes</p> <p>3 Minutes</p>	<p><i>Assigned Library Clerk</i></p>
	<p><b>TOTAL:</b></p>	<p><b>None</b></p>	<p><b>15 Minutes</b></p>	



**Cavite State University Cavite City Campus**  
**Human Resource Management Office**  
External and Internal Services



## 1. Acceptance of Applicants 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

<b>Office or Division:</b>	Campus Human Resource Development Office
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All aspiring applicants (Academic and Non-Academic)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Application Letter addressed to HR Director	Applicant
Personal Data Sheet	<a href="http://www.csc.gov.ph">www.csc.gov.ph</a> 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/send complete documents via <a href="mailto:cvsuccchrdo@cvsu.edu.ph">cvsuccchrdo@cvsu.edu.ph</a>  a. Application Letter b. CV/Resume c. other credentials	1.1 Check and receive all the submitted documents	None	2 Minutes	<i>Campus HR Coordinator</i>
	1.2 Review the documents and acknowledge receipt of e-mail application and notify via text message the potential applicants for the vacant position		2 Days	<i>Campus HR Coordinator</i>
	1.3 Schedule initial interview and demo teaching (for academic applicants) via zoom video conferencing	None	30 Minutes per applicant	<i>Committee composed of Local HR, Department</i>



				<i>Chairperson concerned, Campus Faculty Association (FA) President</i>
	1.4 Schedule a final interview via zoom video conferencing for qualified applicants	None	30 Minutes per applicant	<i>Campus Administrator</i>
	1.5 Tally the score of each applicant		1 Day	<i>Campus HR Coordinator</i>
	1.6 Endorse to the University Selection Board the list of qualified applicants			<i>Campus HR Coordinator</i>
	Call up the qualified applicants		5 Minutes	<i>Campus HR Coordinator</i>
Report to the Campus HRDO	2. Give some reminders and provide the qualified applicant a checklist of documents to be submitted	None	10 Minutes per applicant	<i>Campus HR Coordinator</i>
Report to the Main Campus	3.1 Evaluate the applicant	None	30 Minutes per applicant	<i>Campus Administrator, HRMO Director, VPs and FA President</i>
	3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			<i>Campus HR Coordinator</i>
4. Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Campus HR Coordinator</i>



	<b>TOTAL:</b>	<b>None</b>	<b>3 Days, 1 Hour, 49 Minutes</b>	
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Selection and Hiring for Academic Positions				
This procedure aims to ensure that selection and hiring of academic 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:	Campus Human Resource Development Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All Qualified Applicants for the vacant academic position			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Applicant Interview Rating Sheet		Campus Human Resource Development Office		
Oral Interview Evaluation Score Sheet		Campus Human Resource Development Office		
Evaluation Checklist for Demo Teaching – for Academic Personnel nly		Campus Human Resource Development Office		
Written Examination		Campus Human Resource Development Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Report to the campus for written examination, teaching demo and interview	1.1 Notify the applicant via phone call, email or text message regarding the schedule of evaluation	None	1 Minute	Campus HRD Coordinator / Assistant
	1.2 Give questionnaire for written examination	None	10 Minutes	Campus HRD Coordinator / Assistant



	1.3 Gather the local Personnel Selection Board for evaluation of the applicant	None	5 Minutes	<i>Campus HRD Coordinator / Assistant</i>
	1.4 Evaluate the applicant for demo teaching and through panel interview	None	30 Minutes	<i>Campus Personnel Selection Board/committee</i>
	1.5 Advise that the applicant will be notified on the status of application	None	2 Minutes	<i>Campus HRD Coordinator</i>
	1.6 Tally and summarize the evaluation ratings of applicant	none	30 Minutes	<i>Campus HRD Coordinator / Assistant</i>
Receive notification on the status of application	2.1 Inform the applicant through phone calls, text, or email of the result of evaluation and of the employment requirements.	None	3 Minutes	<i>Campus HRD Coordinator</i>
	2.2 Endorse the recommendation for hiring signed by the Campus Administrator for approval by the University President thru channels	None	1 Minute	<i>Campus HRD Coordinator</i>
	2.3 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Campus HRD Coordinator</i>
	<b>TOTAL:</b>	<b>None</b>	<b>1 Hour, 24 Minutes</b>	



Processing of Appointment of Job Order Academic Personnel (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:	Campus HRDO - Recruitment, Selection and Placement (RSP) Unit			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	All selected 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		Concerned Agencies		
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
Submit all required documents for appointment on Job Order status	1.1 Receive the submitted requirements of the Job Order academic personnel.	None	1 Minute	HR Coordinator





<p>For newly hired: PDS, PDF TOR/Diploma Medical Certificate NBI Clearance Other pertinent documents Evaluation Result</p> <p>For rehired: Photocopy of I.D. Medical Certificate</p>	1.2 Review and validate the submitted documents for completeness and accuracy.	None	5 Minutes	<i>HR Coordinator</i>
	1.3 Submit the original and photocopied documents for authentication to the Records Office through the Liaison Officer.	None	5 Minutes	<i>HRDO Coordinator, Liaison Officer</i>
	1.4 Prepare the contract of service to be signed by the Job Order Academic Personnel.	None	3 Minutes	<i>HR Coordinator</i>
	1.5 Read and sign the contract of service.	None	3 Minutes	<i>Job Order Academic Personnel</i>
	1.6 Verify and endorse the signed contract of service to the Campus Administrator for signature.	None	3 Minutes	<i>HR Coordinator</i>
	1.7 Check and sign the contract of service.	None	3 Minutes	<i>Campus Administrator</i>
	1.8 Submit the signed contract of service together with the employment requirements to the HRDO for processing.	None	5 Minutes	<i>HR Coordinator/ Liaison Officer/Any authorize representative</i>



Receive the signed contract of service for notarization	2. Receive the completely signed contract of service from the HRDO and release to the client	None	2 Minutes	<i>HR Coordinator</i>
Submit the notarized contract of service	3.1 Accept and verify the notarized contract of service	None	2 Minutes	<i>HR Coordinator</i>
	3.2 Submit the notarized contract of service to HRDO Main with the required attachments.	None	2 Minutes	<i>HR Coordinator</i>
	3.3 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>HR Coordinator</i>
	<b>TOTAL:</b>	<b>None</b>	<b>36 Minutes</b>	



Processing of Appointment of Job Order Non-Academic Personnel (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:	Campus HRDO - Recruitment, Selection and Placement (RSP) Unit			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Job Order Non-Academic Personnel			
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		Concerned Agencies		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit all required documents and credentials	1.1 Check and validate accuracy and completeness of the submitted documents to be endorsed to the Campus Administrator for signature	None	5 Minutes	Human Resource Coordinator



	1.2 Sign and endorse the verified documents	None	5 Minutes	<i>Human Resource Coordinator and Campus Administrator</i>
	1.3 Submit credentials to the University Recruitment, Selection and Placement (RSP) Unit for the issuance of job order contract and appointment of job order Non-Academic personnel	None	5 Minutes	<i>Human Resource Coordinator/ Recruitment, Selection and Placement (RSP) staff</i>
	1.4 Receive the submitted documents/requirements and furnish the campus with the job order contract	None	3 Minutes	<i>Human Resource Coordinator/ (RSP) staff</i>
	1.5 Check for the authenticity of signatures and certify that the job order contract is complete	None	10 Minutes	<i>Human Resource Coordinator/ (RSP) staff</i>
	1.6 Endorse to the University Recruitment, Selection and Placement (RSP) Unit and submit to the Accounting Office for payroll processing			
	1.7 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			



Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Human Resource Coordinator/ (RSP) staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>30 Minutes</b>	



**Human Resource Development Office**  
**Records Management Section**  
External and Internal Services



## Processing and Issuance of HR Records to Active and Employees who are no longer connected with the University

This procedure aims to provide personnel employment records to active and employees who are no longer connected with the University for personal and professional transaction purposes.

<b>Office or Division:</b>	Campus HRDO - Records Management Section
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Citizen
<b>Who may avail:</b>	All Active and Employees who are no longer connected with the University

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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Record Request Form	Human Resource Development Office
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fill out the Record Request form and submit to the HR Coordinator.	1.1 Receive and review the duly accomplished form for the completeness of entries.	None	3 Minutes	HR Coordinator/staff
	1.2 Check and verify from file the requested record. If requested record/ document is not available in the campus, request will be endorsed to the University HRDO	None	10 Minutes	HR Coordinator/ Liaison Officer
	1.3 Prepare the requested documents	None	5 Minutes	HRDO personnel
	1.4 Release the requested document/s	None	5 Minutes	HR Coordinator/Staff



Claim the requested document/s	2.1 Request the client sign on the Receiving Logbook	None	2 Minutes	<i>HR Coordinator/Staff</i>
	2.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>HR Coordinator/Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>27 Minutes</b>	





## Online Processing and Issuance of HR Records to Active and Employees who are no longer connected with the University

This procedure covers how personnel employment records is provided thru on-line platform to active and employees who are no longer connected with the University for personal and professional transaction purposes.

<b>Office or Division:</b>	Records Management Section
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Citizen
<b>Who may avail:</b>	All Active 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
Send the accomplished Record Request form <a href="mailto:cvsuccchrdo@cvsu.edu.ph">cvsuccchrdo@cvsu.edu.ph</a>	1.1 Receive and review the duly accomplished form for the completeness of entries.	None	3 Minutes	<i>HR Coordinator/staff</i>
	1.2 Check and verify from file the requested record. If requested record/document is not available in the campus, request will be endorsed to the University HRDO	None	10 Minutes	<i>HR Coordinator/liaison officer</i>
	1.3 Prepare the requested documents	None	5 Minutes	<i>HRDO personnel</i>
	1.4 Release the requested records/documents to the client thru	None	5 Minutes	



	email the official email address of the HRDO <a href="mailto:cvsuccchrdo@cvsu.edu.ph">cvsuccchrdo@cvsu.edu.ph</a>			
Receive and acknowledge receipt of the requested records/documents	2.1 Confirm and record the receipt of the records/documents requested by the client	None	2 Minutes	HR staff
	2.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	HR staff
	<b>TOTAL:</b>	<b>None</b>	<b>27 Minutes</b>	



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



## Receiving and Evaluation of Documents for Salary Preparation of Part-Time Faculty Members and Job Order Non-Academic Employees

The procedure covers the computation of the 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.

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

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Accomplishment Report	Job Order non-academic employees
Signed Daily Time Record	Part-time faculty members and job Order non-academic employees
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
Submit the accomplishment report and the Daily Time Record to the HR Coordinator every 16 <sup>th</sup> day of	1.1 Receive the submitted DTR and accomplishment	None	2 Minutes	HR Coordinator



the month and 1 <sup>st</sup> day of the succeeding month.	1.2 Check DTR if services rendered is in accordance with the approved official schedule and contact hours.	None	1 Minute per DTR	<i>HR Coordinator</i>
	1.3 Check accomplishment report as to accuracy and completeness		1 Minute per accomplishment report	
	1.4 Compute the number of hours of services rendered		30 Minutes	
	1.5 Prepare summary of the hours to be paid per COS and job order employees and attach the required supporting documents for endorsement to the Campus Administrator	None	30 Minutes	<i>HR Coordinator</i>
	1.6 Sign and approve the document	None	3 Minutes	<i>Campus Administrator</i>
	1.7 Prepare Disbursement Voucher and Budget Utilization Request and Status and Payroll of salaries	None	15 Minutes	<i>HR Coordinator</i>
	1.8 Attach the Summary of Hours to be paid, DTR and Accomplishment Report to the DV, BURS and Payroll	None	5 Minutes	<i>HR Coordinator</i>



	1.9 Affix the signature/s of Authorized Personnel to the BURS	None	3 Minutes	<i>Campus Administrator/ Campus' Budget Officer</i>
	1.10 Submit the payroll to the Main Campus for processing.	None	5 Minutes	<i>HR Coordinator/ Liaison Officer/Authorized Representative</i>
	1.11 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			<i>HR Coordinator</i>
2. Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>HR Coordinator</i>
	<b>TOTAL:</b>	<b>None</b>	<b>1 Hour, 37 Minutes</b>	



## Receiving and Evaluation of Documents for Salary Preparation of Contractual Faculty Members and Casual Non-Academic Employees

This procedure covers the computation of the 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.

<b>Office or Division:</b>	Rewards and Recognition (R & R) Unit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Citizen
<b>Who may avail:</b>	All contractual faculty and casual employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Accomplishment Report	Casual non-academic employees
Signed Daily Time Record	Contractual faculty members and casual non-academic employees
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
Submit the Daily Time Record to the HR Coordinator every 16 <sup>th</sup> day of	1.1 Receive the submitted DTR and accomplishment report	None	2 Minutes	<i>HR Coordinator</i>



the month and 1 <sup>st</sup> day of the succeeding month.	1.2 Check DTR if services rendered is in accordance with the approved official schedule and contact hours.	None	3 Minutes per DTR	<i>HR Coordinator</i>
	1.3 Check accomplishment report as to accuracy and completeness	None	1 Minute per accomplishment report	<i>HR Coordinator</i>
	1.4 Compute the number of hours of services rendered	None	15 Minutes	<i>HR Coordinator</i>
	1.5 Prepare the Summary of Attendance for endorsement to the Campus Administrator	None	15 Minutes	<i>HR Coordinator</i>
	1.6 Sign and approve the document	None	3 Minutes	<i>Campus Administrator</i>
	1.7 Prepare the Disbursement Voucher and Budget Utilization Request and Status and Payroll of salaries	None	15 Minutes	<i>HR Coordinator</i>
	1.8 Attach the Summary of Attendance, DTR and Accomplishment Report to the DV, BURS and Payroll	None	5 Minutes	<i>HR Coordinator</i>
	1.9 Affix the signature of authorized personnel to the BURS.	None	3 Minutes	<i>Campus Administrator/ Campus' Budget Officer</i>





	1.10 Submit the payroll to the Main Campus for processing.	None	5 Minutes	<i>HR Coordinator/ Liaison Officer/ Authorized Representative</i>
	1.11 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			<i>HR Coordinator</i>
2. Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>HR Coordinator</i>
	<b>TOTAL:</b>	<b>None</b>	<b>1 Hour, 9 Minutes</b>	



**Cavite State University Cavite City Campus**  
**Office of the Student Affairs and Service Admission Unit**  
External and Internal Services



<b>Application/Renewal Procedure for Scholarship</b>				
This procedure shows how OSAS assists applicants in the availment/renewal of scholarship/financial assistance.				
<b>Office or Division:</b>	Office of Student Affairs and Services			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All students who are qualified to apply or renew for scholarship/ financial assistance			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Accomplished Application form for Scholarship		OSAS and CvSU website (downloadable at <a href="http://www.cvsu.edu.ph">www.cvsu.edu.ph</a> )		
Photocopy of certification of grades in the previous semester		Concerned College Registrar		
Photocopy of the registration form in the current semester		Concerned College Registrar		
1 pc. 1x1 picture with white background		Applicant		
1 short ordinary folder		Applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Submit the required documents	1.1 Receive and evaluate the required documents	None	5 Minutes	<i>Scholarship Coordinator</i>
	1.2 Issue Certificate of Scholarship			
Receive the Certificate of Scholarship	2.1 Sign the logbook under the column "Released by"	None	5 Minutes	<i>Scholarship Coordinator</i>
	2.2 Advise the student to proceed to Registrar / Cashier's Office for reassessment of fees			



New and old scholars submit Certification of Scholarship to the Registrar's Office and Cashier Office for the reassessment of fees	3.1 Receive the Certification of Scholarship and reassess fees accordingly	None	5 Minutes	<i>Registrar / Cashier</i>
	3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Scholarship Coordinator</i>
	<b>TOTAL:</b>	<b>None</b>	<b>17 Minutes</b>	



Admission of First Year Students				
This procedure aims to define the system on how to assist all students who will submit requirements and ensure that they will be guided in seeking admission to the University in their desired program.				
Office or Division:	Office of Student Affairs and Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All incoming first year students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished Application form for Admission		Cavite City Campus <a href="https://www.facebook.com/cavitestateuniversityccc/">https://www.facebook.com/cavitestateuniversityccc/</a>		
Photocopy of G-12 report card		Senior High School		
Photocopy of good moral certificate		Senior High School		
2 pcs. 1x1 picture with white background		Applicant		
1 short ordinary folder		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit the required documents  *For online submissions, the applicant fill out and submit the softcopy requirements through <a href="https://www.facebook.com/cavitestateuniversityccc/">https://www.facebook.com/cavitestateuniversityccc/</a>	1. Receive the required documents	None	5 Minutes	Admission Officer



Receive admission examination permit	Schedule the date of examination	None	2 Minutes	<i>Admission Officer</i>
3. Take the admission examination as scheduled	3. Administer Admission Examination	None	1 Hour	<i>Guidance Counselor or Psychometrician</i>
For applicants seeking admission to the BS Nursing, BS Midwifery, BS Medical Technology, Diploma in Midwifery, BS Criminology, Education Courses, Engineering Courses, BS Psychology, BS Hospitality Management, and BS Tourism Management, the applicant is required to undergo interview:				
Get interview form	4a. Release interview form	None	2 Minutes	<i>Admission Officer</i>
Undergo interview at College/ Department	4b. Conduct the interview	None	1 Hour	<i>Department Chair or Program Head</i>
Return to OSAS and submit accomplished interview form	4c. Receive the accomplished interview form	None	1 Minute	<i>Admission Officer</i>
	4. Issue the Notice of Admission (NOA)			
*Online/ Virtual interview may be conducted as the need arises				
Receive the NOA	Log the NOA number and name of student and sign the logbook under the column "Released by".	None	10 Minutes	<i>Admission Officer Guidance Counselor or Psychometrician</i>



Present the NOA to the Campus Health Services unit for medical examination	6.1 Receive the NOA and assist the student for medical examination	None	2 Minutes	<i>Campus Health Services Unit</i>
	6.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			<i>Admission Officer</i>
7. Fill out and return the Stakeholders' Feedback form or Google Form	7. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Admission Officer</i>
	<b>TOTAL:</b>	<b>None</b>	<b>2 Hours, 24 Minutes</b>	



## Admission Procedure for Transferees from Other School

This procedure aims to define the system on how to assist all transferees from other schools who will submit requirements and ensure that they will be guided in seeking admission to the University in their desired program.

<b>Office or Division:</b>	Office of Student Affairs and Services
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All students who preferred to transfer to the University

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Accomplished Application form for Admission	Cavite City Campus <a href="https://www.facebook.com/cavitestateuniversityccc/">https://www.facebook.com/cavitestateuniversityccc/</a>
Photocopy of transfer credentials	Applicant's previous school
Photocopy of NBI clearance or Police clearance	National Bureau of Investigation or Police station
2 pcs. 1x1 picture with white background	Applicant
1 short ordinary folder	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present credentials for initial evaluation  *For online submissions, the applicant fill out and submit the softcopy requirements through <a href="https://www.facebook.com/cavitestateuniversityccc/">https://www.facebook.com/cavitestateuniversityccc/</a>	1. Evaluate and compute the GPA	None	10 Minutes	Admission Officer





Secure Notice for Evaluation form and proceed to concerned College for their evaluation	2. Issue interview form	None	5 Minutes	<i>Admission Officer</i>
3. Undergo interview with respective college  *Online/Virtual interview may be conducted	3. Conduct the interview	None	1 Hour	<i>College Registrar or Department Chair or Program Head</i>
4. Return to OSAS and submit the accomplished Notice for Evaluation form	4. Receive the accomplished interview form	None	2 Minutes	<i>Admission Officer</i>
5. If qualified from the evaluation of the College/Department, submit the following documents to OSAS: Photocopy of Certificate of Grades Photocopy of Certificate of Good Moral Photocopy of Honorable Dismissal Photocopy of NBI Clearance or Police Clearance 2 (two) copies of 1x1 ID Picture Short Folder	5.1 Receive and file the documents  5.2 Issue examination permit	None	5 Minutes	<i>Admission Officer</i>
Receive examination permit	6. Schedule Examination	None	2 Minutes	<i>Admission Officer</i>



Take the admission examination as scheduled	7. Administer admission examination Issue Notice of Admission (NOA)	None	1 Hour	<i>Guidance Counselor or Psychometrician</i>
Receive the NOA	8. Log the NOA number and name of student and sign the logbook under the column "Released by"	None	10 Minutes	<i>Admission Officer or Guidance Counselor or Psychometrician</i>
Present the NOA to the Campus Health Services unit for medical examination	Receive the NOA and assist the student for medical examination	None	2 Minutes	<i>Campus Health Services Unit</i>
	9.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	10. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	
	<b>TOTAL:</b>	<b>None</b>	<b>2 Hours, 38 Minutes</b>	



Admission Procedure for Transferees from CvSU System				
This procedure aims to define the system on how to assist all transferees from the CvSU System who will submit requirements and ensure that they will be guided in seeking admission to the University in their desired program.				
Office or Division:	Office of Student Affairs and Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All students who preferred to transfer to the University			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished Application form for Admission		Cavite City Campus <a href="https://www.facebook.com/cavitestateuniversityccc/">https://www.facebook.com/cavitestateuniversityccc/</a>		
Photocopy of transfer credentials		Applicant's previous school		
2 pcs. 1x1 picture with white background		Applicant		
1 short ordinary folder		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present credentials for initial evaluation  *For online submissions, the applicant fill out and submit the softcopy requirements through <a href="https://www.facebook.com/cavitestateuniversityccc/">https://www.facebook.com/cavitestateuniversityccc/</a>	1. Evaluate and compute the GPA	None	10 Minutes	Admission Officer



Secure Notice of Interview Form and proceed to concerned college/ department for their evaluation	2. Issue interview form	None	5 Minutes	Admission Officer
Undergo interview with respective college/ department  *Online/Virtual interview may be conducted	3. Conduct the interview	None	1 Hour	College Registrar/ Department Chair / Program Head
Return to OSAS and submit the accomplished interview form	4. Receive the accomplished interview form	None	2 Minutes	Admission Officer
If qualified from the evaluation of the College, submit the following documents to OSAS: <ul style="list-style-type: none"> <li>• Photocopy of Certificate of Grades</li> <li>• Photocopy of Certificate of Good Moral</li> <li>• Photocopy of Honorable Dismissal</li> <li>• 2 (two) copies of 1x1 ID Picture</li> <li>• Short Folder</li> </ul>	5.1 Receive and file the documents  5.2 Issue the Notice of Admission (NOA)	None	5 Minutes	Admission Officer
Receive the NOA	6. Log the NOA number and name of student and sign the logbook under the column "Released by"	None	5 Minutes	Admission Officer / Guidance Counselor or Psychometrician



Present the NOA to the Campus Health Services unit for medical examination	7.1 Receive the NOA and assist the student for medical examination	None	2 Minutes	<i>Campus Health Services Unit</i>
	7.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			<i>Admission Officer</i>
Fill out and return the Stakeholders' Feedback form or Google Form	8. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Admission Officer</i>
	<b>TOTAL:</b>	<b>None</b>	<b>1 Hour, 31 Minutes</b>	



## Procedure on Admission for Second Courser

This procedure aims to define the system on how to assist all second coursers who will submit requirements and ensure that they will be guided in seeking admission to the University in their desired program.

<b>Office or Division:</b>	Office of Student Affairs and Services
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Students who are already a graduate of a bachelor's degree and wanted to pursue another program

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Accomplished Application form for Admission	Cavite City Campus <a href="https://www.facebook.com/cavitestateuniversityccc/">https://www.facebook.com/cavitestateuniversityccc/</a>
Photocopy of transfer credentials	Applicant's previous school
2 pcs. 1x1 picture with white background	Applicant
1 short ordinary folder	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present credentials for initial evaluation  *For online submissions, the applicant fill out and submit the softcopy requirements through <a href="https://www.facebook.com/cavitestateuniversityccc/">https://www.facebook.com/cavitestateuniversityccc/</a>	1. Evaluate and compute the GPA	None	10 Minutes	<i>Admission Officer</i>
Secure Notice for Evaluation form and Proceed to concerned college / department for their evaluation	2. Issue interview form	None	5 Minutes	<i>Admission Officer</i>



Undergo interview with respective college/department  *Online/Virtual interview may be conducted	3. Conduct the interview	None	1 Hour	Department Chair / Program Head
Return to OSAS and submit the accomplished Notice for Evaluation form	4. Receive the accomplished interview form	None	2 Minutes	Admission Officer
If qualified from the evaluation of the College, the applicant will pay for the testing fee at the Cashier's office <b>(for paying students only)</b>	5. Issue Official Receipt	Php 150.00	2 Minutes	Cashier
Submit the required documents	6. Receive the required documents	None	5 Minutes	Admission Officer
Receive examination permit	7. Schedule the date of examination	None	2 Minutes	Admission Officer
Take the admission examination as scheduled	8. Administer Admission Examination  Issue Notice of Admission (NOA)	None	1 Hour	Guidance Counselor or Psychometrician
Received the NOA	9. Log the NOA number and name of student and sign the logbook under the column "Released by"	None	5 Minutes	Admission Officer/Guidance Counselor or Psychometrician
Present the NOA to the Campus Health Services Unit for medical examination	10.1 Receive the NOA and assist the student for medical examination	None	2 Minutes	Campus Health Services Unit



	10.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			<i>Admission Officer</i>
Fill out and return the Stakeholders' Feedback form or Google Form	11. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Admission Officer</i>
	<b>TOTAL:</b>	<b>Php 150.00</b>	<b>2 Hours, 35 Minutes</b>	

*\*paying students- refers to applicants who already obtained a Bachelor's degree and wanted to pursue another degree.*





Recognition and Accreditation Procedure for Student Organizations	
This procedure aims to assist the students, enumerate the requirements and facilitate the recognition and accreditation student organizations.	
<b>Office or Division:</b>	Office of Student Affairs and Services
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All student organizations who applied for University Organization Recognition
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
List of Officers	Applicant
Calendar of Activities	Applicant
Resume/CV of the Adviser (s)	Applicant
Latest Certificate of Grades of the Officers	Campus Registrar/ Adviser
Picture of the Officers with caption identifying the individual position	Applicant
Constitution-and By-Laws approved by the Officers and the Advisers	Applicant
Updated list of members	Applicant
Bio data of the Organization Officers	Applicant
Certificate of Good Moral Character of the Officers	Campus Guidance Facilitator / Counselor / Campus Department
Acceptance Letter from the Adviser	SDS Unit – OSAS



<b>*Additional Requirements For Old Organization</b>				
Accomplishment report		Applicant		
Financial report		Applicant		
Previous plan of activities		Applicant		
Certificate of audit		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements for initial evaluation  *For online submission, submit the requirements at <a href="mailto:cvsucccosas@cvsu.edu.ph">cvsucccosas@cvsu.edu.ph</a>	1. Receive and evaluate the required documents	None	10 Minutes	<i>SDS Head or OSAS Staff</i>
2. Receive notice if submitted documents are complete.	2. Issue notice of completion of requirements	None	5 Minutes	<i>SDS Head or OSAS Staff</i>
Receive Notice of Completion	3. Conduct the recognition and accreditation program of student organizations and induction of officers for the entire school year.	None	15 Minutes	<i>SDS Head or OSAS Staff</i>
Attend the recognition and accreditation program  *Receive certificate of recognition	4.1 Document the program  4.2 File the submitted documents of the recognized student organizations	None	15 Minutes	<i>SDS Head or OSAS Staff</i>



	4.3 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>SDS Head or OSAS Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>47 Minutes</b>	



## Approval of Student Activities Procedure for Student Organizations

This procedure aims to provide avenues to mold students' talents and interest to ensure social and cultural growth and offer leadership trainings to enhance leadership effectiveness of students both at personal and organizational levels.

**Office or Division:** Office of Student Affairs and Services

**Classification:** Simple

**Type of Transaction:** G2C – Government to Citizen

**Who may avail:** All recognized student organization

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Written request letter addressed to the University President, recommended by the adviser/s, Head of SDS, Dean of OSAS and Vice President for Academic Affairs.		Applicant		
Activity Proposal		Applicant		
Copy of the approved Plan of Activities		Applicant		
Notarized Parent's Permit if the activity is scheduled on weekends or 6:00 pm onwards.		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter for initial evaluation	1.1 Evaluate requirements	None	10 Minutes	SDS Head or OSAS Staff
*For online submission, please send the letter and activity proposal to <a href="mailto:cvsucccosas@cvsu.edu.ph">cvsucccosas@cvsu.edu.ph</a>	1.2 Issue notice of completion of requirements			



Receive Notice of Completion	<p>2.1 Sign and recommend the request letter to the Dean of OSAS/ Director/Head of OSAS</p> <p>2.2 Endorse to the Vice President for Academic Affairs or Campus Administrator for approval</p> <p>2.3 Release the approved letter of request to the concerned organization</p>	None	10 Minutes	SDS Head or OSAS Staff
Conduct the event or activity	3. Monitor the event or activity.	None	15 Minutes	SDS Head or OSAS Staff
Submit accomplishment report, financial report, and accomplished evaluation forms	4.1 Receive accomplishment report, financial report, and accomplished evaluation forms	None	5 Minutes	SDS Head or OSAS Staff
	<p>4.2 Provide client with Stakeholders' Feedback Form or Google Form using the link</p> <p><a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a></p>			
Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	SDS Head or OSAS Staff
	<b>TOTAL:</b>	<b>None</b>	<b>42 Minutes</b>	



Off-Campus Activities Procedure of Student Organizations	
This procedure aims to provide avenues to mold students' talents and interest to ensure social and cultural growth and offer leadership trainings to enhance leadership effectiveness of students both at personal and organizational levels.	
Office or Division:	Office of Student Affairs and Services
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	All recognized student organizations
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Request letter from the president of the recognized organization	Applicant
Activity proposal	Applicant
Invitation letter from the organizer of the activity	Applicant
CHED Memorandum	SDS Personnel (downloadable from the CHED website)
List of requirements from CHED	SDS Personnel (downloadable from the CHED website)
<b>**Before the off- campus activities</b>	
Curriculum	Applicant
Destination	Applicant
Handbook or manual	Applicant
Notarized parent's permit	Applicant



Medical clearance of the students		Campus Health Services unit		
Personnel-in-charge (ID's)		Applicant		
First aid kit		Applicant		
Fees/ resources		Applicant		
Mobility of students		Campus Dean		
Insurance		SDS Personnel		
Certificate of compliance		SDS Personnel (downloadable from the CHED website)		
<b>** After the off- campus activities</b>				
Learning journals of students		Applicant		
Assessment report/ evaluation report		Applicant		
Expenditure report		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit request letter for initial evaluation	1.1 Evaluate requirements	None	10 Minutes	SDS Head or OSAS Staff
	1.2 Issue notice of completion of requirements			
Receive Notice of Completion	2.1 Sign and recommend the request letter to the Dean of OSAS	None	10 Minutes	SDS Head or OSAS Staff
	2.2 Endorse to the Vice President for Academic Affairs for approval			



	2.3 Release the approved letter of request to the concerned organization			
Conduct the event or activity.	3. Monitor the event or activity.	None	15 Minutes	<i>SDS Head or OSAS Staff</i>
Submit accomplishment report, financial report, and accomplished evaluation forms	4.1 Receive accomplishment report, financial report, and accomplished evaluation forms	None	5 Minutes	<i>SDS Head or OSAS Staff</i>
	4.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>SDS Head or OSAS Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>42 Minutes</b>	





Counseling Procedure for Students				
This procedure shows how to facilitate positive change in the behavior, feelings, and attitudes of the students to promote academic, personal, social, and career development.				
Office or Division:	Office of Student Affairs and Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All students who are enrolled in the University			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Referral Form		OSAS		
Counseling Form		OSAS		
Appointment/Commitment Slip Informed Consent Form		OSAS		
Counseling Completion Form		OSAS		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Seek counseling and fill out Counseling Form  *For online counseling please email <a href="mailto:cvsu.ccc.guidance@gmail.com">cvsu.ccc.guidance@gmail.com</a>	1. Receive counseling form for walk-in and referred clients or Email client for the schedule of appointment and the link for online counseling	None	5 Minutes	Guidance Counselor or Guidance Facilitator or designated faculty member
2. Undergo initial interview	2.1 Conduct initial interview	None	10 Minutes	Guidance Counselor or Guidance Facilitator or



	2.2 Give appointment/ commitment slip for student to fill out			<i>designated faculty member</i>
3. Fill out the appointment / commitment slip and undergo counseling session	3. Conduct counselling/ consultation process and documents the process	None	*1hour per session	<i>Guidance Counselor or Guidance Facilitator or designated faculty member</i>
Fill out counselling / consultation logbook	4.1 Issue Counselling /Consultation Completion Form  Advise the student to expect a call or text message for follow up consultation  4.3 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	5 minutes	<i>Guidance Counselor or Guidance Facilitator or designated faculty member</i>
Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	
	<b>TOTAL:</b>	<b>None</b>	<b>*1 Hour, 22 Minutes</b>	

*\*Qualified for a multi-stage processing*



## Follow-up Counseling Procedure for Students

This procedure aims to facilitate positive change in the behavior, feelings, and attitudes of the students to promote academic, personal, social, and career development.

<b>Office or Division:</b>	Office of Student Affairs and Services
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All students who are enrolled in the University

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Contact Number		To be provided by the client		
E-mail Address		To be provided by the client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Receive phone call, text message, e-mail or if necessary, face to face for a follow up consultation meeting	1. Inquire about the current status of the student since prior consultation	None	5 Minutes	<i>Guidance Counselor or Guidance Facilitator or designated faculty member</i>
2. Inform OSAS of their current status and have them fill out the consultation logbook	2.1 Record and file the current status of student for future reference	None	10 Minutes	<i>Guidance Counselor or Guidance Facilitator or designated faculty member</i>
	2.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			



Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Guidance Counselor or Guidance Facilitator or designated faculty member</i>
	<b>TOTAL:</b>	<b>None</b>	<b>17 Minutes</b>	



## Consultation Procedure for Parents

This procedure shows how the OSAS assists parents/guardians in identifying problems of their students, their causes, and possible alternatives or solutions.

<b>Office or Division:</b>	Office of Student Affairs and Services
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All parents whose children are enrolled in the University

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Anecdotal Form		OSAS		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Walk-in and log in the visitor's information log book  *For online counseling please email <a href="mailto:cvsu.ccc.guidance@gmail.com">cvsu.ccc.guidance@gmail.com</a>	1. Receive parent or guardian or Email the parent/guardian for the schedule of appointment and the link online for online consultation	None	5 Minutes	Guidance Counselor or Guidance Facilitator or designated faculty member
2. Undergo initial interview and assessment	2. Conduct initial interview	None	30 Minutes	Guidance Counselor or Guidance Facilitator or designated faculty member
3. When necessary, parent/guardian is referred to concerned college/	3.1 Write a letter of referral to college/ department	None	15 Minutes	Guidance Counselor or Guidance Facilitator or



department for more appropriate intervention or action	3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			<i>designated faculty member</i>
Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Guidance Counselor or Guidance Facilitator or designated faculty member</i>
	<b>TOTAL:</b>	<b>None</b>	<b>52 Minutes</b>	



Complaint on Student and Grievance				
This procedure shows how the OSAS assists students, faculty members and employees who have complaints against students				
Office or Division:	Office of Student Affairs and Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Student, faculty member or employee who has a complaint against student			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Complaint letter		Complainant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complaint letter  *For online submission, please send it to cvsucccosas@cvsu.edu.ph	1.1 Receive the complaint letter	None	5 Minutes	Secretary, Committee on Misdemeanor
	1.2 Forward the letter to the Committee on Misdemeanor		5 Minutes	
	1.3 Decide whether the complaint has been acted and call for the investigation		2 Hours	Committee on Misdemeanor
	1.4 Issue response letter			
Receive the response letter and sign the logbook under the column "Received by"	2.1 Sign the logbook under the column "Released by"	None	5 Minutes	Secretary, Committee on Misdemeanor



	2.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Secretary, Committee on Misdemeanor</i>
	<b>TOTAL:</b>	<b>None</b>	<b>2 Hours, 17 Minutes</b>	





## Issuance of Certificate of Good Moral Character

This procedure shows how to assists bonafide students and graduates who would want to secure Certificate of Good Moral Character.

<b>Office or Division:</b>	Office of Student Affairs and Services
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All bonafide students and graduates

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished University Clearance		Applicant's concerned college		
Official Receipt for Certification of Good Moral Character		Cashier's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pay for the Certification of Good Moral Character at the Cashier's Office.	1. Receive payment and issue an official receipt	Php15.00	2 Minutes	Cashier
2. Present the required documents to the Office of Student Affairs	2. Receive and check the required documents	None	5 Minutes	MIS Officer/ OSAS Staff
3. Fill out the request for Good Moral Certificate sheet  *For online request please fill out the google form	3. Prepare and release the Certificate of Good Moral Character	None	5 Minutes	MIS Officer/ OSAS Staff



Receive the Good Moral Character Certificate	4.1 Sign the Good Moral Certificate Sheet under the column "Released by"	None	5 Minutes	MIS Officer/ OSAS Staff
	4.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			OSAS Staff
Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	OSAS Staff
	<b>TOTAL:</b>	<b>Php 15.00</b>	<b>19 Minutes</b>	



**Cavite State University Cavite City Campus**  
**Campus Registrar**  
External and Internal Services



## Issuance of School Credential/Documents

This procedure aims to facilitate the issuance of school credentials and other documents to CvSU graduates to be used for employment, evaluation or further studies and including those who opt to transfer to other schools.

<b>Office or Division:</b>	Office of Campus Registrar
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Graduates and continuing students

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Google Form	Posted on Official Facebook Page
Certificate of Admission	Office of the Campus Registrar
Personal Information Sheet	Office of the Campus Registrar
Registration Form	Office of the Campus Registrar

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request for University Clearance Form (first request) or Request Slip (for subsequent request)  For online request: Register and fill out the google form posted at the campus official FB Page <a href="https://www.facebook.com/cavitestatenuiversitycc">https://www.facebook.com/cavitestatenuiversitycc</a>	1. Receive the accomplished University Clearance or Request Slip	None	5 Minutes	<i>Registrar Staff</i>



Pay the necessary fee for the requested documents at the Cashier Office or thru online payment	2. Check the Official Receipt and issue the claim stub	Php 50.00/ page for TOR  Php15.00/ page for Certification	5 Minutes	<i>Cashier/ Registrar Staff</i>
Receive the claim stub or e-copy bearing the date of release of the requested documents	3. Evaluate the student's records and prepare the requested documents	None	7 days	<i>Registrar Staff</i>
Claim the document on the specified date of release	4.1 Check the claim stub and release the requested documents to the client	None	2 minutes	<i>Registrar Staff</i>
	4.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
5. Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Registrar Staff</i>
	<b>TOTAL:</b>	<b>Php 50.00/ page for TOR  Php15.00/ page for Certification</b>	<b>7 Days, 14 Minutes</b>	



## Registration of New Students

This procedure aims to facilitate registration processes of new students that ensures safekeeping of student records and accurate enrolment to a particular program.

<b>Office or Division:</b>	Office of Campus Registrar
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All new students

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Registration Form		Office of the Campus Registrar		
CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit all the required original documents for enrolment including the Accomplished Personal Information Sheet	Check, receive all the required original documents and a copy of the uploaded Personal Information of student.  Assign Student Number and issue Certificate of Admission and Registration Form	None	6 Minutes	<i>Registrar Staff</i>
Receive Certificate of Admission and Registration Form	2. Validate the Registration Form and keep a copy	None	6 Minutes	<i>Registrar Staff</i>
Sign the validated Registration Form	Return another copy to student  Advise the student to keep a copy of the Registration Form for future reference	None	2 Minutes	<i>Registrar Staff</i>
	3.3 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			



Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Registrar Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>16 Minutes</b>	



Registration of Continuing Students				
This process aims to facilitate the registration of the continuing students in different colleges.				
Office or Division:	Office of Campus Registrar			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All new students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Student Clearance		Office of the Campus Registrar		
Certificate of Grades				
Pre-Registration				
Registration Form				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secure and submit an approved student clearance	1. Check the completeness of the submitted clearance and issue Certificate of Grades and Pre-registration form.	None	2 Minutes	Registrar Staff
Fill out Pre-registration form with subjects to be enrolled through consultation with respective Registration Adviser and submit the same together with a photocopy of Certificate of Grades (COG) to the college registrar.	2.1 Receive and evaluate the filled out pre-registration form.  2.2 Prepare and issue Registration form to student.	None	6 Minutes	Registrar Staff





Receive and sign the Registration Form and return the same to the College Registrar for validation.	Receive and validate the duly signed Registration Form of student by putting a "Registered" stamp.  Provide a copy to the student and keep a copy for submission to the Office of the University Registrar.	None	6 Minutes	<i>Registrar Staff</i>
Receive a copy of the duly stamped Registration form and keep it for future references.	Consolidate all the copies of registration forms received from the students and submit to the University Registrar for system validation.	None	1 Minute	<i>Registrar Staff</i>
	4.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Registrar Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>17 Minutes</b>	



Registration of Transferees				
This procedure aims to facilitate the registration of all transfer students.				
Office or Division:	Campus Registrar			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All new transfer students.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Registration Form		Office of the Campus Registrar		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit all the required original documents for enrolment including results of interview, checklist of subjects credited by the college or department concerned and the Accomplished Personal Information	1.1 Check, receive all the required original documents and copy of the uploaded Personal Information Sheet and Pre-registration form issued by the college.  1.2 Assign Student Number and issue Certificate of Admission and Registration Form.	None	6 Minutes	<i>Registrar staff</i>
Receive Certificate of Admission and Registration Form  Note: Sign the issued Registration Form and return the same to the	2.1 Receive and validate the duly signed Registration Form of student by putting a “Registered” stamp.  2.2 Provide a copy to the student and keep a copy for system validation.	None	6 Minutes	<i>Registrar staff</i>



University Registrar for validation.	<p>2.3 Advise the student to keep a copy of the Registration Form for future reference</p> <p>2.4 Provide client with Stakeholders' Feedback Form or Google Form using the link  <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a></p>			
3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Registrar staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>14 Minutes</b>	



Registration of Shiftees				
This procedure aims to facilitate the registration of all shiftees.				
Office or Division:	Campus Registrar			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All student shiftees.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Registration Form		Office of the Campus Registrar		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fill out Letter of Intent and have it signed by college officials indicated in the form.	1. Evaluate grades of student	None	5 Minutes	<i>Department Chair or Faculty assigned to program the student intends to shift.</i>
Undergo interview at the Department/ College the student intends to transfer.	Conduct interview for further assessment Issue Pre-registration Form	None	10 Minutes	<i>Department Chair or Faculty assigned to program the student intends to shift.</i>
Fill out Pre-registration form with subjects to be enrolled in consultation with Department Adviser and submit the same together with a photocopy of	3.1 Receive and evaluate the accomplished pre-registration form.	None	5 Minutes	<i>College Registrar</i>



Certificate of Grades (COG) to the college registrar.	3.2 Prepare and issue Registration form to student			
Receive and sign the Registration Form and return the same to the College Registrar for validation.	<p>Receive and validate the duly signed Registration Form of student by putting a “Registered” stamp.</p> <p>Provide a copy to the student and keep a copy for submission to the Office of the University Registrar for system validation.</p> <p>Provide client with Stakeholders’ Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a></p>	None	5 Minutes	<i>College Registrar</i>
Fill out and return the Stakeholders’ Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>College Registrar</i>
	<b>TOTAL:</b>	<b>None</b>	<b>27 Minutes</b>	



Registration of Old Student Returnees				
This procedure aims to facilitate the registration of all Old Student Returnees.				
<b>Office or Division:</b>	Campus Registrar			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All Old Student Returnees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Registration Form		Office of the Campus Registrar		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fill out the Readmission Form downloadable at <a href="mailto:cvsucavitecity@cvsu.edu.ph">cvsucavitecity@cvsu.edu.ph</a> <a href="mailto:cavitecity.registrar@cvsu.edu.ph">cavitecity.registrar@cvsu.edu.ph</a> have it signed by college officials indicated in the form	Evaluate grades of student	None	5 Minutes	<i>Registration Adviser</i>
Undergo interview at the Department/ College last attended.	2.1 Conduct interview to determine the student's eligibility for readmission. 2.2 Issue Pre-registration Form	None	10 Minutes	<i>Registration Adviser/College Registrar</i>
Fill out Pre-registration form with subjects to be enrolled in consultation with the Registration Adviser and submit the same together with a photocopy of	3.1 Receive and evaluate the filled out pre-registration form. 3.2 Issue Registration form	None	5 Minutes	<i>College Registrar</i>



Certificate of Grades (COG) to the college registrar.				
Receive and sign the Registration Form and return the same to the College Registrar for validation.	<p>4.1 Receive and validate the duly signed Registration Form of student by putting a “Registered” stamp.</p> <p>4.2 Provide a copy to the student and keep a copy for submission to the Office of the University Registrar for system validation.</p> <p>4.3 Provide client with Stakeholders’ Feedback Form or Google Form using the link  <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a></p>	None	5 Minutes	<i>College Registrar</i>
5. Fill out and return the Stakeholders’ Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>College Registrar</i>
	<b>TOTAL:</b>	<b>None</b>	<b>27 Minutes</b>	



**Cavite State University Cavite City Campus**  
**Cashier's Office**  
External and Internal Services





## Cash Disbursement / Check Disbursement

This procedure covers payment obligation to employees/individuals/creditors for goods purchase or services rendered

<b>Office or Division:</b>	Cashier's Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Employees, Students, Parent/Guardian, Graduates and General Public

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid Identification Card		Claimant		
Authorization letter/Special Power of Attorney		Claimant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Inform the Cashier/Collecting Officer on nature of claim and present valid ID/authorization	1.1 Verify the name of the claimant on the list checks for release.	None	5 Minutes	Cashier/Collecting Officer
	1.2 Let the client sign on the payroll or voucher (if not available, inform the client)			
	1.3 Verify the signature of the clients on the payroll/voucher			



<p>a. Receive the cash from the Cashier/ Collecting Officer and count it before leaving the counter.</p> <p>b. Receive check from the Cashier/ Collecting Officer and verify the Completeness of the entries</p>	<p>2.1 Stamp "PAID" on the payroll/voucher then file</p> <p>2.2 Provide client with Stakeholders' Feedback Form or Google Form using the link  <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a></p>	None	2 Minutes	Cashier/Collecting Officer
3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	Cashier/Collecting Officer
TOTAL:		None	9 Minutes	



Collection of Fees				
The procedure covers how the Campus Cashier process collection of fees, records and provision of Receipt to Students Payment Transaction				
Office or Division:	Cavite City Campus Cashier's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Students and Alumni			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Slip		Office of Campus Registrar		
Order of Payment		Office of Campus Registrar		
Registration Form		Office of Campus Registrar		
Completion Form		Office of Campus Registrar		
Adding and Changing Form		Office of Campus Registrar		
Dropping Form		Office of Campus Registrar		
Official Receipt		Campus Cashier		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present completely filled out request slip, certification, registration form etc. or submit email of transaction <a href="mailto:cvsuccccashier@cvsu.edu.ph">cvsuccccashier@cvsu.edu.ph</a>	1. Evaluate registration forms and other requirement as to completeness and accuracy or Evaluate email of transaction	None	2 Minutes	Cashier/Collecting Officer
Pay the corresponding amount  Completion	2.1 Issue Official Receipt  2.2 Provide client with Stakeholders' Feedback Form or Google Form using the	Php10.00/unit	2 minutes	Cashier/Collecting Officer



Official Transcript of Record	link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	Php20.00/ page,	2 minutes	Cashier/Collecting Officer
Certificates: Good Moral Character and Grades		Php50.00/ page with Scan Picture		
		Php15.00/ copy,	2 minutes	Cashier/Collecting Officer
		Php15.00/ copy from 2 <sup>nd</sup> copy		
Honorable Dismissal		Php20.00/ page,	2 minutes	Cashier/Collecting Officer
		Php50.00/ page with Scan Picture		
Authentication and Verification		Php15.00	2 minutes	Cashier/Collecting Officer
Authentication of TOR and Diploma		Php15.00/set	2 minutes	Cashier/Collecting Officer
Adding/ Changing of Subjects		None	2 minutes	Cashier/Collecting Officer
Dropping of Subjects		None	2 minutes	Cashier/Collecting Officer
Thesis Adviser and Technical Advisers Fee		P2,300.00	2 minutes	Cashier/Collecting Officer



3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Cashier/Collecting Officer</i>
	<b>TOTAL:</b>	<b>Depending on the Transaction</b>	<b>6 Minutes / transaction</b>	



**Cavite State University Cavite City Campus**  
**Health Services Unit**  
External and Internal Services



<b>Consultation and Referrals</b>	
This procedure shows how the Campus Health Services Unit to provide assistance in assessing the physical condition of a patient as well as in the administration of treatment.	
<b>Office or Division:</b>	Campus Health Services Unit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	University Officials, Faculty Members and Employees
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
Valid Identification Card	Patient/Client
Consultation Form	Campus 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	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present Identification Card to the Nurse on Duty (NOD)	Confirm personal information from identification card and accomplish consultation form	None	1 Minute	<i>Nurse-On-Duty (NOD)</i>
Submit oneself to the assessment of vital signs	Check and record vital signs, accompany patient to the ward if the patient needed to lay-in bed or give medicine (depending on the case) to ease the complaint.	None	3 Minutes	<i>NOD</i>
Submit to the consultation process	3. Examine the patient. May refer patient for the following procedures if necessary:  Wound Care Laboratory/ Radiologic Exam Observation in Ward & Confinement Referral to a Medical Specialist Transfer to hospital	None	15 Minutes / depending on the case	<i>NOD / If physician is available for visiting</i>
Present prescription and submit the medical or dental card to the NOD	Receive the prescription form and dispense if available prescribed medication (initial dose only)  Advise the patient on proper use and intake of medicines	None	2 Minutes	<i>NOD</i>
Sign the logbook	5.1 Log the name of patient, name and quantity of dispensed medicines, and have it signed by the patient	None	1 Minute	<i>NOD</i>





	5.2 Encode the accomplished consultation form, medical or dental record, and file for safekeeping 5.3 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	1 minute	<i>NOD</i>
6. Fill out and return the Stakeholders' Feedback form or Google Form	6. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>NOD</i>
	<b>TOTAL:</b>	<b>None</b>	<b>25 Minutes</b>	



## Physical, Dental, and Laboratory Examination of Students

This procedure aims to provide assistance in the conduct of Physical, Dental and Laboratory Examination of students for qualification to perform various school function and activities.

**Office or Division:** Campus Health Services Unit

**Classification:** Simple

**Type of Transaction:** G2C – Government to Citizen

**Who may avail:** Students

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Notice of Admission (NOA)	Office of Student Affairs and Services
Personal Information Sheet or Identification Form,	Campus Health Services Unit
Student Health Record Form	
Request Form	
Laboratory/X-Ray Result Form	
Dental Record Form	
Medical Clearance Form	Medical Specialist
Medical Certificate	Medical Specialist



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>Day 1</b> Present the NOA for new and transferee students/ Request for Medical Clearance for returnee students	1.1 Confirm schedule of student and secure copy of NOA or Request for Medical Clearance  1.2 Issue Request Form for diagnostic procedures, request for dental and physical examination (this is to be done on affiliated diagnostic clinic that is DOH-Accredited Diagnostic Center and proceed to <b>DAY 2</b> )	None	2 Minutes	<i>Nurse-On-Duty (NOD)</i>
<b>Day 1</b>	<b>Total</b>	<b>None</b>	<b>2 Minutes</b>	
<b>Day 2</b> Present the laboratory results to the NOD	1.1 Check and collect the laboratory and diagnostic results with medical and dental clearance for completeness and issue Personal Information Sheet  1.2 Collect photocopy of the medical result and give back the original copy to the student	None	1 Minute	<i>NOD</i>
The student fill out Personal Information Sheet and submit to the NOD	2.1 Encode/fill out the data to the Student Health Record Form  2.2 Check and record the vital signs  2.3 Issue the Student Health Record Form and Medical Clearance Form	None	3 Minutes	<i>NOD</i>



Proceed to the nurse on duty	Secure a copy of Student Health Record Form and file student record for safekeeping  Advise to proceed to the University Registrar for registration  Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	1 Minute	NOD
Additional Procedures (For student with findings upon examination)	Advise student to undergo special diagnostic procedure; or refer to medical specialist	None	3 Minutes	NOD/ Physician (Specialist/Hospital accredited to the specialist)
Fill out and return the Stakeholders' Feedback form or Google Form	6. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	NOD
<b>Day 2</b>	<b>TOTAL:</b>	<b>None</b>	<b>10 Minutes</b>	



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	
<b>Office or Division:</b>	Campus Health Services Unit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	University Officials, Faculty Members and Employees
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Medical Endorsement Form	Human Resource and Development Office
Medical Certificate	Campus 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
<b>Day 1</b> Present Medical Endorsement Form issued by HRDO	1.1 Secure copy of Medical Endorsement Form  1.2 Issue Request Form for diagnostic procedures and CSC Medical Certificate	None	2 Minutes	<i>Nurse-On-Duty (NOD)</i>
<b>If Laboratory and Diagnostic Examination will be done outside:</b>  1a.Proceed to the Cashier's Office for payment of physical and dental examination  *Skip next step and advance to <b>DAY 2</b>	1a.1 Issue charge slip for payment of physical and dental examination  1a.2 Advise to accomplish laboratory and diagnostic examination at any DOH-Accredited Diagnostic Center  1a.3 Instruct to return and bring the results the following day for physical and dental examination	Php 125.00	2 Minutes	<i>NOD</i>
<b>If Laboratory and Diagnostic Examination will be done at the UHS:</b>  1b. Proceed to the Cashier's Office for payment of laboratory and diagnostic examination	1b.1 Issue charge slip for payment of diagnostic examination	Php 1,425.00 for Contractual,	1 Minute	<i>NOD</i>



	1b.2 Advise to return to UHS after payment	and Temporary Php 475.00 for Job Order		
Present the Official Receipt to the NOD	2.1 Secure copy of official receipt  2.2 Advise or instruct the applicant to proceed to the Diagnostic section for the necessary procedures	None	1 Minute	<i>NOD</i>
Proceed to the Diagnostic Section for examination	Perform necessary procedures  3.2 Instruct to return the following day to claim the results  3.3 Advise to accomplish other tests not available in the UHS (eg. Neuropsychiatric test, drug test)	None	6 Minutes	<i>Medical/X-ray Technologist</i>
<b>Day 1</b>	<b>TOTAL:</b>	<b>Php 1,425.00 for Contractual, Permanent, and Temporary  Php 475.00 for Job Order</b>	<b>12 Minutes</b>	



		(Php 125.00 physical and dental examination fee is already included)		
<b>Day 2</b> Present official receipt and CSC Medical Certificate Form	1.1 Secure copy of official receipt, one photocopy of results and triplicate copy of accomplished CSC medical certificate  1.2 Issue Personal Information Sheet	None	1 Minute	<i>NOD</i>
Fill out the Personal Information Sheet and submit to the NOD	2.1 Encode data to the Medical Form, take picture and print the form  2.2 Check and record vital signs  2.3 Issue the medical form with attached photocopy of laboratory and diagnostic results	None	3 Minutes	<i>NOD</i>
Proceed to the dental section for dental examination	3. Administer dental examination and signs the Medical form	None	5 Minutes	<i>Dentist</i>
Proceed to medical section for physical examination	Administer physical examination and sign the medical form together with the triplicate copy of CSC medical form for fitness or unfitness to work	None	10 Minutes	<i>Physician</i>





Additional Procedures (For applicant with findings upon examination)	Advise applicant to undergo additional laboratory and or special diagnostic procedures and or refer to medical specialist	None	3 Minutes	Physician
Proceed to the NOD	5.1 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	NOD
	5.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
6. Fill out and return the Stakeholders' Feedback form or Google Form	6. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	NOD
Day 2	TOTAL:	None	25 Minutes	
<b>If Laboratory and Diagnostic Examination will be done outside and will undergo Online Physical Examination: (Advisory No. 3 s. 2021)</b>  Submit all scanned copies of laboratories, physical exam and excel format of CSC Medical Certificate to the email address of Nurse on Duty	1.1 Gather all the scanned copies and medical certificate received by the client  1.2 Send all copies to the email address of infirmary	None	2 Minutes (depending on the availability of doctor)	Nurse on Duty/ University Physician



	1.3 Advise to wait for the availability of doctor			
<b>Additional Procedures</b> (for those with findings upon examination)	Advise to undergo additional laboratory and or special diagnostic procedures and/or refer to medical specialist	None	3 Minutes	<i>NOD</i>
	<b>TOTAL:</b>	<b>None</b>	<b>5 Minutes</b>	



Procedures on Provision of Emergency Care and Treatment				
This procedure shows how emergency care and treatment are provided to patients in the University.				
Office or Division:	Campus Health Services Unit			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
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
The patient to come in or brought in as emergency case	Place the patient in a comfortable position and ask for the ID of the patient for proper identification and recording purposes	None	2 Minutes	Nurse-On-Duty (NOD)
1a. If unconscious and pulseless:	1a.1 Administer First Aid treatment and call other medical staff for assistance.	None	10 Minutes / depending on the case	NOD / Physician



1b. If conscious, the patient give medical history (if accident in nature) and submit to assessment of vital signs	1b.1 Elicit medical history or incidence report, check, monitor and record vital signs  1b.2 Refer patient to physician on duty	None	5 Minutes	<i>NOD</i>
Submit to the consultation process	2.1 Administer intensive medical assessment, start initial treatment and explain condition and necessary steps to be done to the immediate head/guardian.  2.2 Monitor patient condition until he/she becomes stable	None	30 Minutes / depending on the case	<i>Physician</i>
Manifest improvement and stability of condition	3.1 Prescribe medication with proper instructions and give advises. May issue medical certificate if necessary.	None	2 Minutes	<i>Physician</i>
	3.2 Report to the security office if the emergency case is accident and or medico-legal in nature  3.3 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	1 Minute	<i>NOD</i>
4. Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>NOD</i>
	<b>TOTAL:</b>	<b>None</b>	<b>52 Minutes</b>	



## Verification of Physical, Dental, Laboratory and Diagnostic Examination Results of Students Enrollees and Issuance of Medical Clearance for Enrollment

This procedure covers how enrollees can submit their Physical, Dental and Laboratory Examination results /report through online and drop box system for verification and issuance of medical clearance for enrollment purposes.

<b>Office or Division:</b>	Campus Health Services Unit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Client
<b>Who may avail:</b>	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
Submit requirements through online/drop box system	1.1 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 (NOD)</i>
	1.2 Assess the results for comments and recommendation  *If the assessment is clear/normal, issue medical clearance through e-mail,	None	5 Minutes	<i>Physician</i>



	electronically signed for confirmation to enrollment			
	1.3 If upon verification and assessment, results are unfavorable or noted with communicable diseases, the student enrollee through e-mail, advise 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>
Receive medical clearance through e-mail	2.1 Encode, save, print and file the documents  2.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	1 Minute	<i>NOD</i>
3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>NOD</i>
	<b>TOTAL:</b>	<b>None</b>	<b>12 Minutes</b>	



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:	Campus Health Services Unit			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
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 submit it to the Guard on Duty	1.1 Provide the copy of health declaration form to the Security Unit	None	1 Minute	<i>Nurse-on-duty (NOD)</i>
	1.2 Distribute copy of health declaration form to every CvSU personnel and visitors that enter the University	None	1 Minute	<i>Security Guard</i>
	1.3 Check the answers in the health survey portion of the Health Declaration Form <ul style="list-style-type: none"> <li>If the answer in the health survey portions are all <u>NO</u> and the personnel or visitor had no fever, he/she will be allowed to enter the campus</li> <li>If there is one or more <u>YES</u> answer/s with or without fever, the security</li> </ul>	None	1 Minute	<i>Security Guard</i>



	personnel will refer and send him/her to the University Health Services Unit for further evaluation, management and advises			
	1.4 Return the Health Declaration Form to the Health Services Unit	None	1 Minute	<i>Security Guard</i>
	<b>TOTAL:</b>	<b>None</b>	<b>4 Minutes</b>	





**Cavite State University Cavite City Campus**  
**Campus Library**  
External and Internal Services



Use of Library Facilities, Services and Resources				
This procedure shows how the Library assists interested clients in using library facilities, services and resources				
<b>Office or Division:</b>	Library			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may avail:</b>	Students, Faculty Members, Employees and Alumnus and Library Patrons from Other Institutions			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid CvSU Student, Staff, or Alumni IDs		Office of University Registrar, HRDO, or Alumni Office		
Latest Registration Form		Office of University Registrar		
Referral Letter (Library Patrons from Other Institutions)		From the Librarian of their Institution (for students), from the Dean (for the faculty members) or the Head of Unit (for employees)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>For CvSU student, faculty member, employee and alumni</b>				
Present their valid CvSU ID and latest registration form.	Check the presented CvSU ID and latest Registration Form	None	1 Minute	<i>Assigned Clerk</i>
Write in the logbook and leaves unnecessary things in the baggage area of the section where they will avail the services.	Assist the client in filling out the logbook.	None	1 Minute	<i>Assigned Clerk</i>



Proceed to the OPAC station for the title/author and call number needed for research.	If necessary, assist library patrons in using the OPAC Stations	None	1 Minute	<i>Assigned Clerk</i>
<b><u>For Visitor</u></b>				
Present referral letter	Receive a letter of referral.	None	1 Minute	<i>Assigned Clerk</i>
Sign the record book and pay for the library fee	Receive payment and issue Official Receipt	Php 30.00	2 Minutes	<i>Assigned Clerk/Cashier</i>
Log in the visitors' logbook and leave unnecessary things in the baggage area of the section where they will avail the services.	Assist the client in filling out the logbook	None	2 Minutes	<i>Assigned Clerk</i>
Proceed to the OPAC station for the title/author and call number needed for research.	4.1 If necessary, assist the visitors in using the OPAC Stations  4.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	1 Minute	<i>Assigned Clerk</i>
5. Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Assigned Clerk</i>
	<b>TOTAL:</b>	<b>Php 30.00</b> (for Visitors only)	<b>5 minutes</b> (CvSU Students, Employees and Alumni) <b>8 minutes</b> (for Visitors only)	



Borrowing and Returning of Books and other Library Materials				
This procedure shows how the library assists interested clients in the borrowing and returning of books and other library materials.				
Office or Division:	Campus Library			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Students, Faculty Members and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For new and old students: Library Card		Campus Library		
For Faculty Members and Employees Campus Library Card		Campus Library		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a. Present book/s to be borrowed and fill out book card.	<u>Borrowing of books:</u> 1a.1 Check out the books to be borrowed by filling up the book card. 1a.2 Stamp due date on the date due slip. 1a.3 File book cards of the books borrowed.	None	2 minutes	Assigned Library Clerk
1b. Present the books to be returned	<u>Returning of books:</u> 1b.1 Check in the books borrowed.			



	1b.2 Insert the book cards and shelves these books.  Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	2 minutes	<i>Assigned Library Clerk</i>
Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Assigned Library Clerk</i>
	<b>TOTAL:</b>	<b>None</b>	<b>4 minutes</b> (Borrowing) <b>4 minutes</b> (Returning)	



Issuance of Library Card for New Registrants				
This procedure shows how Library facilitate the issuance of borrower's card for new registrants.				
Office or Division:	Library			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Students, Faculty Members and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For students: Registration Form 1 pc. 1x1 ID picture		Office of the University Registrar Student		
For faculty members and employees: CvSU identification card		Human Resource Development Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Inquire about issuance of Borrower's card.	Provide the students, faculty members and employees with Application Slip to be filled out.	None	1 Minute	Assigned Clerk
Fill out the Application Slip	2. Receive the accomplished Application Slip and encode the data	None	2 Minutes	Assigned Clerk
Pay the corresponding fee and present the Registration Form (for students)	3.1 Counter sign the Registration form of students and validate the Library Card.  Release the Library Card	Php 20.00	2 Minutes	Assigned Clerk



	Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Assigned Clerk</i>
	<b>TOTAL:</b>	<b>Php 20.00</b>	<b>7 minutes</b>	



Replacement of Lost Library Cards				
This procedure covers how Library provides new library cards for students				
Office or Division:	Campus Library			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Latest Registration Form		Office of the University Registrar		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present latest registration form	1.1 Receive the latest registration form	None	1 Minute	Assigned Clerk
	1.2 Check the database of registered clients and update data if necessary	None	2 Minutes	Assigned Clerk
Pay the corresponding fee	2.1 Issue official receipt 2.2 Counter sign and stamp validity date on the Library Card 2.3 Release new Library Card 2.4 Provide client with Stakeholders' Feedback Form or Google Form using	Php 20.00	2 Minutes	Assigned Clerk





	the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Assigned Clerk</i>
	<b>TOTAL:</b>	<b>Php 20.00</b>	<b>7 Minutes</b>	



## Validation of Library Card for Old Registrants

This procedure covers how Library facilitates the verification of the students' records in the database and validation of borrower's card for old registrants.

<b>Office or Division:</b>	Library
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Citizen
<b>Who may avail:</b>	Students, Faculty Members and Employees

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For students: Latest Registration Form Student identification card		Office of the University Registrar		
For faculty members and employees: CvSU identification card		Human Resource Development Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Students, instructors and employees to request for validation of library or borrower's cards.	Check the Library Card presented	None	1 Minute	Assigned Clerk
Student to present their latest registration form while faculty members and employees present their ID.	2.1 Receive the registration form 2.2 Verify the encoded data of the client and update the record if necessary.	None	1 Minute	Assigned Clerk



	2.3 Countersign and stamp validity date on the library card.	None	1 Minute	<i>Assigned Clerk</i>
	2.4 Release validated Library card.	None	1 Minute	<i>Assigned Clerk</i>
	2.5 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Assigned Clerk</i>
	<b>TOTAL:</b>	<b>None</b>	<b>6 Minutes</b>	



**Cavite State University General Trias Campus**  
**Human Resource Office**  
External and Internal Services



## Acceptance of Applicants 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

<b>Office or Division:</b>	Campus Human Resource Development Office
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All aspiring applicants (Academic and Non-Academic)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Application Letter addressed to HR Director	Applicant
Personal Data Sheet	<a href="http://www.csc.gov.ph">www.csc.gov.ph</a> 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/send complete documents via <a href="mailto:cvsugeneraltrias@cvsu.edu.ph">cvsugeneraltrias@cvsu.edu.ph</a>  a. Application Letter b. CV/Resume c. other credentials	1.1 Check and receive all the submitted documents	None	2 Minutes	<i>Campus HR Coordinator</i>
	1.2 Review the documents and acknowledge receipt of e-mail application and notify via text message the potential applicants for the vacant position	None	2 Days	<i>Campus HR Coordinator</i>
	1.3 Schedule initial interview and demo teaching (for academic applicants) via zoom video conferencing		30 Minutes per applicant	<i>Committee composed of Local</i>



				<i>HR, Department Chairperson concerned, Campus Faculty Association (FA) President</i>
	1.4 Schedule a final interview via zoom video conferencing for qualified applicants		30 Minutes per applicant	<i>Campus Administrator</i>
	1.5 Tally the scores of each applicant			<i>Campus HR Coordinator</i>
	1.6 Endorse to the University Selection Board the list of qualified applicants	None	1 Day	<i>Campus HR Coordinator</i>
	1.7 Call up the qualified applicants		5 Minutes	<i>Campus HR Coordinator</i>
Report to the Campus HRDO	Give some reminders and provide the qualified applicant a checklist of documents to be submitted	None	10 Minutes per applicant	<i>Campus HR Coordinator</i>
Report to the Main Campus	3.1 Evaluate the applicant			<i>Campus Administrator, HRMO Director, VPs and FA President</i>
	3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	30 Minutes per applicant	<i>Campus HR Coordinator</i>



4. Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Campus HR Coordinator</i>
	<b>TOTAL:</b>	<b>None</b>	<b>3 Days, 1 Hour, 49 Minutes</b>	



## Selection and Hiring for Academic Positions

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

<b>Office or Division:</b>	Campus Human Resource Development Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen
<b>Who may avail:</b>	All Qualified Applicants for the vacant academic position

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Applicant Interview Rating Sheet		Campus Human Resource Development Office		
Oral Interview Evaluation Score Sheet		Campus Human Resource Development Office		
Evaluation Checklist for Demo Teaching – for Academic Personnel only		Campus Human Resource Development Office		
Written Examination		Campus Human Resource Development Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Report to the campus for written examination, teaching demo and interview	1.1 Notify the applicant via phone call, email or text message regarding the schedule of evaluation	None	1 Minute	<i>Campus HRD Coordinator / Assistant</i>
	1.2 Give questionnaire for written examination	None	10 Minutes	<i>Campus HRD Coordinator / Assistant</i>
	1.3 Gather the local Personnel Selection Board for evaluation of the applicant	None	5 Minutes	<i>Campus HRD Coordinator / Assistant</i>





	1.4 Evaluate the applicant for demo teaching and through panel interview	None	30 Minutes	<i>Campus Personnel Selection Board/committee</i>
	1.5 Advise that the applicant will be notified on the status of application	None	2 Minutes	<i>Campus HRD Coordinator</i>
	1.6 Tally and summarize the evaluation ratings of applicant	none	30 Minutes	<i>Campus HRD Coordinator / Assistant</i>
2. Receive notification on the status of application	2.1 Inform the applicant through phone call, text message, or email of the result of evaluation and of the employment requirements.	None	3 Minutes	<i>Campus HRD Coordinator</i>
	2.2 Submit the recommendation for hiring signed by the Campus Administrator for approval by the University President thru channels	None	1 Minute	<i>Campus HRD Coordinator</i>
	2.3 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Campus HRD Coordinator</i>
	<b>TOTAL:</b>	<b>None</b>	<b>1 Hour, 24 Minutes</b>	



Processing of Appointment of Job Order Academic personnel (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				
<b>Office or Division:</b>	Campus HRDO - Recruitment, Selection and Placement (RSP) Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may avail:</b>	All selected applicants			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Personal Data Sheet (CS Form No. 212)		<a href="http://www.csc.gov.ph">www.csc.gov.ph</a> or CSC website		
Personal Description Form (DBM-CSC Form No. 10)		<a href="http://www.csc.gov.ph">www.csc.gov.ph</a> or CSC website		
Medical Certificate (CS Form No. 211)		University Infirmary		
TOR, Diploma, eligibility, PSA Birth Certificate and NBI Clearance, TIN		Concerned Agencies		
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
Submit all required documents for appointment on Job Order status	1.1 Receive the submitted requirements of the Job Order academic personnel.	None	1 Minute	<i>HR Coordinator</i>



<p>For newly hired:</p> <p>PDS, PDF TOR/Diploma Medical Certificate NBI Clearance Other pertinent documents Evaluation Result</p> <p>For rehired:</p> <p>Photocopy of I.D. Medical Certificate</p>	1.2 Review and validate the submitted documents for completeness and accuracy.	None	5 Minutes	<i>HR Coordinator</i>
	1.3 Submit the original and photocopied documents for authentication to the Records Office through the Liaison Officer.	None	5 Minutes	<i>HRDO Coordinator, Liaison Officer</i>
	1.4 Prepare the contract of service to be signed by the Job Order Academic Personnel.	None	3 Minutes	<i>HR Coordinator</i>
	1.5 Read and sign the contract of service.	None	3 Minutes	<i>Job Order Academic Personnel</i>
	1.6 Verify and endorse the signed contract of service to the Campus Administrator for signature.	None	3 Minutes	<i>HR Coordinator</i>
	1.7 Check and sign the contract of service.	None	3 Minutes	<i>Campus Administrator</i>
	1.8 Submit the signed contract of service together with the employment requirements to the HRDO for processing.	None	5 Minutes	<i>HR Coordinator/ Liaison Officer/Any authorize representative</i>



Receive the signed contract of service for notarization	Receive the completely signed contract of service from the HRDO and release to the client	None	2 Minutes	<i>HR Coordinator</i>
Submit the notarized contract of service	3.1 Accept and verify the notarized contract of service	None	2 Minutes	<i>HR Coordinator</i>
	3.2 Submit the notarized contract of service to HRDO Main with the required attachments.	None	2 Minutes	<i>HR Coordinator</i>
	3.3 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
4. Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>HR Coordinator</i>
	<b>TOTAL:</b>	<b>None</b>	<b>36 Minutes</b>	



Processing of appointment of Job Order Non-Academic Personnel (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:	Campus HRDO - Recruitment, Selection and Placement (RSP) Unit			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Job Order Non-Academic Personnel			
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		Concerned Agencies		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit all required documents and credentials	1.1 Check and validate accuracy and completeness of the submitted documents to be endorsed to the Campus Administrator for signature	None	5 Minutes	Human Resource Coordinator
	1.2 Sign and endorse the verified documents	None	5 Minutes	Human Resource Coordinator and



				<i>Campus Administrator</i>
	1.3 Submit credentials to the University Recruitment, Selection and Placement (RSP) Unit for the issuance of job order contract and appointment of job order Non-Academic personnel	None	5 Minutes	<i>Human Resource Coordinator/ Recruitment, Selection and Placement (RSP) staff</i>
	1.4 Receive the submitted documents/requirements and furnish the campus with the job order contract	None	3 Minutes	<i>Human Resource Coordinator/ Recruitment, Selection and Placement (RSP) staff</i>
	1.5 Check for the authenticity of signatures and certify that the job order contract is complete  1.6 Endorse to the University Recruitment, Selection and Placement (RSP) Unit and submit to the accounting office for payroll processing  1.7 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	10 Minutes	<i>Human Resource Coordinator/ Recruitment, Selection and Placement (RSP) staff</i>



2. Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Human Resource Coordinator</i>
	<b>TOTAL:</b>	<b>None</b>	<b>30 Minutes</b>	



**Human Resource Development Office**  
**Records Management Section**  
External and Internal Services





## Processing and Issuance of HR Records to Active and Employees who are no longer connected with the University

This procedure aims to provide personnel employment records to active and employees who are no longer connected with the University for personal and professional transaction purposes.

<b>Office or Division:</b>	Campus HRDO - Records Management Section
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Citizen
<b>Who may avail:</b>	All Active 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
Fill out the Record Request form and submits to the HR Coordinator.	1.1 Receive and review the duly accomplished form for the completeness of entries.	None	3 Minutes	<i>HR Coordinator/staff</i>
	1.2 Check and verify from file the requested record. If requested record /document is not available in the campus, request will be endorsed to the University HRDO	None	10 Minutes	<i>HR Coordinator/ Liaison Officer</i>
	1.3 Prepare the requested documents	None	5 Minutes	<i>HRDO personnel</i>
	1.4 Release the requested document/s	None	5 Minutes	<i>HR Coordinator</i>



Claim the requested document/s	2.1 Request the client sign on the Receiving Logbook	None	2 Minutes	<i>HR Coordinator</i>
	2.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>HR Coordinator</i>
	<b>TOTAL:</b>	<b>None</b>	<b>27 Minutes</b>	



## Online Processing and Issuance of HR Records to Active and Employees who are no longer connected with the University

This procedure covers how personnel employment records is provided thru on-line platform to active and employees who are no longer connected with the University for personal and professional transaction purposes.

<b>Office or Division:</b>	Records Management Section
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Citizen
<b>Who may avail:</b>	All Active 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
Send the accomplished Record Request Form to <a href="mailto:cv Sugeneraltrias@cvsu.edu.ph">cv Sugeneraltrias@cvsu.edu.ph</a>	1.1 Receive and review the duly accomplished form for the completeness of entries	None	3 Minutes	<i>HR Coordinator/staff</i>
	1.2 Check and verify from file the requested record. If requested record/document is not available in the campus, request will be endorsed to the University HRDO	None	10 Minutes	<i>HR Coordinator/ Liaison Officer</i>
	1.3 Prepare the requested document	None	5 Minutes	<i>HRDO personnel</i>
	1.4 Release the requested records/documents to the client thru email the official email address of the HRDO <a href="mailto:cv suhrd@cvsu.edu.ph">cv suhrd@cvsu.edu.ph</a>			



	<a href="mailto:cvsugeneraltrias@cvsu.edu.ph">cvsugeneraltrias@cvsu.edu.ph</a>			
Receive and acknowledge receipt of the requested records/documents	2.1 Confirm and record the receipt of the records/documents requested by the client	None	2 Minutes	<i>HRDO Personnel</i>
	2.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>HRDO Personnel</i>
	<b>TOTAL:</b>	<b>None</b>	<b>22 Minutes</b>	



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



## Receiving and Evaluation of Documents for Salary Preparation of Part-time Faculty members and Job Order Non-Academic Employees

This procedure covers the computation of the 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.

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

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplishment Report		Job Order non-academic employees		
Signed Daily Time Record		Part-time faculty members and job Order non-academic employees		
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
Submit the accomplishment report and the Daily Time Record to the	1.1 Receive the submitted DTR and accomplishment report	None	2 Minutes	<i>HR Coordinator</i>



HR Coordinator every 16 <sup>th</sup> day of the month and 1 <sup>st</sup> day of the succeeding month.	1.2 Check DTR if services rendered is in accordance with the approved official schedule and contact hours.	None	1 Minute per DTR	<i>HR Coordinator</i>
	1.3 Check accomplishment report as to accuracy and completeness		1 Minute per accomplishment report	
	1.4 Compute the number of hours of services rendered		30 Minutes	
	1.5 Prepare summary of the hours to be paid per COS and job order employees and attach the required supporting documents for endorsement to the Campus Administrator	None	30 Minutes	<i>HR Coordinator</i>
	1.6 Sign and approve the document	None	3 Minutes	<i>Campus Administrator</i>
	1.7 Prepare Disbursement Voucher and Budget Utilization Request and Status and Payroll of the salaries	None	15 Minutes	<i>HR Coordinator</i>
	1.8 Attach the Summary of Hours to be paid, DTR and Accomplishment Report to the DV, BURS and payroll	None	5 Minutes	<i>HR Coordinator</i>



	1.8 Affix the signature/s of authorized personnel to the BURS.	None	3 Minutes	<i>Campus Administrator/ Campus' Budget Officer</i>
	1.9 Submit the payroll to the Main Campus for processing	None	5 Minutes	<i>HR Coordinator/ Liaison Officer/Authorized Representative</i>
	1.10 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			<i>HR Coordinator</i>
Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>HR Coordinator</i>
	<b>TOTAL:</b>	<b>None</b>	<b>1 Hour, 36 Minutes</b>	





## Receiving and Evaluation of Documents for Salary Preparation of Contractual Faculty members and Casual Non-Academic Employees

This procedure covers the computation of the 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.

<b>Office or Division:</b>	Rewards and Recognition (R & R) Unit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Citizen
<b>Who may avail:</b>	All contractual faculty and casual employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Accomplishment Report	Casual non-academic employees
Signed Daily Time Record	Contractual faculty members and casual non-academic employees
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. Submit the Daily Time Record to the HR Coordinator every 16 <sup>th</sup>	1.1 Receive the submitted DTR and accomplishment reports	None	2 Minutes	<i>HR Coordinator</i>



day of the month and 1 <sup>st</sup> day of the succeeding month.	1.2 Check DTR if services rendered is in accordance with the approved official schedule and contact hours.	None	3 Minutes per DTR	<i>HR Coordinator</i>
	1.3 Check accomplishment report as to accuracy and completeness	None	1 Minute per accomplishment report	<i>HR Coordinator</i>
	1.4 Compute the number of hours of services rendered	None	15 Minutes	<i>HR Coordinator</i>
	1.5 Prepare the Summary of Attendance for endorsement to the Campus Administrator	None	15 Minutes	<i>HR Coordinator</i>
	1.6 Sign and approve the document	None	3 Minutes	<i>Campus Administrator</i>
	1.7 Prepare the Disbursement Voucher and Budget Utilization Request and Status and Payroll of salaries	None	15 Minutes	<i>HR Coordinator</i>
	1.8 Attach the Summary of Attendance, DTR and Accomplishment Report to the DV, BURS and payroll	None	5 Minutes	<i>HR Coordinator</i>
	1.9 Affix the signature/s of authorized personnel to the BURS	None	3 Minutes	<i>Campus Administrator/ Campus' Budget Officer</i>



	1.10 Submit the payroll to the Main Campus for processing	None	5 Minutes	<i>HR Coordinator/ Liaison Officer/Authorized Representative</i>
	1.11 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			<i>HR Coordinator</i>
2. Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>HR Coordinator</i>
	<b>TOTAL:</b>	<b>None</b>	<b>1 Hour, 7 Minutes</b>	



**Cavite State University General Trias Campus**  
**Office of the Student Affairs and Services**  
External and Internal Services



Application/Renewal Procedure for Scholarship				
This procedure shows how OSAS assists applicants in the availment/renewal of scholarship/financial assistance.				
Office or Division:	Office of Student Affairs and Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All students who are qualified to apply or renew for scholarship/ financial assistance			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished Application form for Scholarship		OSAS and CvSU website (downloadable at <a href="http://www.cvsu.edu.ph">www.cvsu.edu.ph</a> )		
Photocopy of certification of grades in the previous semester		Concerned College Registrar		
Photocopy of the registration form in the current semester		Concerned College Registrar		
1 pc. 1x1 picture with white background		Applicant		
1 short ordinary folder		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents	1.1 Receive and evaluate the required documents	None	5 Minutes	Scholarship Coordinator
	1.2 Issue Certificate of Scholarship			
2. Receive the Scholarship Certification	2.1 Sign the logbook under the column "Released by"	None	5 Minutes	Scholarship Coordinator
	2.2 Advise the student to proceed to the Registrar / Cashier's Office for reassessment of fees			



3. New and old scholars submit Certification of Scholarship to the Registrar's Office and Cashier Office for the reassessment of fees	3.1 Receive the Certification of Scholarship and reassess fees accordingly	None	5 Minutes	<i>Registrar / Cashier</i>
	3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			<i>Scholarship Coordinator</i>
4. Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Scholarship Coordinator</i>
	<b>TOTAL:</b>	<b>None</b>	<b>15 Minutes</b>	



## Admission of First Year Students

This procedure aims to define the system on how to assist all students who will submit requirements and ensure that they will be guided in seeking admission to the University in their desired program.

**Office or Division:** Office of Student Affairs and Services

**Classification:** Simple

**Type of Transaction:** G2C – Government to Citizen

**Who may avail:** All incoming first year students

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished Application form for Admission		Gen. Trias Campus <a href="https://www.facebook.com/CvSUgeneraltrias2012/">https://www.facebook.com/CvSUgeneraltrias2012/</a>		
Photocopy of G-12 report card		Senior High School		
Photocopy of good moral certificate		Senior High School		
2 pcs. 1x1 picture with white background		Applicant		
1 short ordinary folder		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit the required documents	Receive the required documents	None	5 Minutes	Admission Officer
Receive admission examination permit	2. Schedule the date of examination	None	2 Minutes	Admission Officer
Take the admission examination as scheduled	3. Administer Admission Examination	None	*1 Hour	Guidance Counselor or Psychometrician



<p>For applicants seeking admission to the BS Nursing, BS Midwifery, BS Medical Technology, Diploma in Midwifery, BS Criminology, Education Courses, Engineering Courses, BS Psychology, BS Hospitality Management, and BS Tourism Management, the applicant is required to undergo interview:</p> <p>Get interview form</p> <p>Undergo interview at College/ Department</p> <p>Return to OSAS and submit accomplished interview form</p>	4a. Release interview form	None	2 Minutes	Admission Officer
	4b. Conduct the interview	None	*1 Hour	*Department Chair or Program Head
	4c. Receive the accomplished interview form			
	4. Issue Notice of Admission (NOA)	None	1 Minute	Admission Officer
Receive the NOA	5. Log the NOA number and name of student and sign the logbook under the column "Released by".	None	10 Minutes	Admission Officer Guidance Counselor or Psychometrician
Present the NOA to the Campus Health Services unit for medical examination	6.1 Receive the NOA and assist the student for medical examination	None	2 Minutes	Campus Health Services Unit
	6.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			Admission Officer





Fill out and return the Stakeholders' Feedback form or Google Form	7. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Admission Officer</i>
	<b>TOTAL:</b>	<b>None</b>	<b>2 Hours, 24 Minutes</b>	



## Admission Procedure for Transferees from Other School

This procedure aims to define the system on how to assist all transferees from other schools who will submit requirements and ensure that they will be guided in seeking admission to the University in their desired program.

<b>Office or Division:</b>	Office of Student Affairs and Services
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All students who preferred to transfer to the University

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished Application form for Admission		Gen. Trias Campus <a href="https://www.facebook.com/CvSUgeneraltrias2012/">https://www.facebook.com/CvSUgeneraltrias2012/</a>		
Photocopy of transfer credentials		Applicant's previous school		
Photocopy of NBI clearance or Police clearance		National Bureau of Investigation or Police station		
2 pcs. 1x1 picture with white background		Applicant		
1 short ordinary folder		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present credentials for initial evaluation	Evaluate and compute the GPA	None	10 Minutes	<i>Admission Officer</i>



Secure the Notice for Evaluation form and Proceed to concerned College for their evaluation	2. Issue interview form	None	5 Minutes	<i>Admission Officer</i>
Undergo interview with respective college	3. Conduct the Interview	None	1 Hour	<i>College Registrar or Department Chair or Program Head</i>
Return to OSAS and submit the accomplished Notice for Evaluation form	4. Receive the accomplished interview form	None	2 Minutes	<i>Admission Officer</i>
If qualified from the evaluation of the College/Department, submit the following documents to OSAS: Photocopy of Certificate of Grades Photocopy of Certificate of Good Moral Photocopy of Honorable Dismissal Photocopy of NBI Clearance or Police Clearance copies of 1x1 ID Picture Short Folder	Receive and file the documents  Issue Examination Permit	None	5 Minutes	<i>Admission Officer</i>
Receive examination permit	Schedule examination	None	2 Minutes	<i>Admission Officer</i>
Take the admission examination as scheduled	Administer admission examination  Issue Notice of Admission (NOA)	None	1 Hour	<i>Guidance Counselor or Psychometrician</i>



Receive the NOA	Log the NOA number and name of student and sign the logbook under the column "Released by"	None	10 Minutes	<i>Admission Officer or Guidance Counselor or Psychometrician</i>
Present the NOA to the Campus Health Services unit for medical examination	9.1 Receive the NOA and assist the student for medical examination	None	2 Minutes	<i>Campus Health Services Unit</i>
	9.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			<i>Admission Officer</i>
10. Fill out and return the Stakeholders' Feedback form or Google Form	10. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Admission Officer</i>
	<b>TOTAL:</b>	<b>None</b>	<b>2 Hours, 38 Minutes</b>	

*\*Qualified for a multi-stage processing*



## Admission Procedure for Transferees from CvSU System

This procedure aims to define the system on how to assist all transferees from the CvSU System who will submit requirements and ensure that they will be guided in seeking admission to the University in their desired program.

<b>Office or Division:</b>	Office of Student Affairs and Services
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All students who preferred to transfer to the University

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished Application form for Admission		Gen. Trias Campus <a href="https://www.facebook.com/CvSUgeneraltrias2012/">https://www.facebook.com/CvSUgeneraltrias2012/</a>		
Photocopy of transfer credentials		Applicant's previous school		
2 pcs. 1x1 picture with white background		Applicant		
1 short ordinary folder		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present credentials for initial evaluation	1. Evaluate and compute the GPA	None	10 Minutes	<i>Admission Officer</i>
Secure Notice of Interview Form and Proceed to concerned college /department for their evaluation	2. Issue interview form	None	5 Minutes	<i>Admission Officer</i>



3. Undergo interview with respective college /department	3. Conduct the interview	None	1 Hour	<i>College Registrar/ Department Chair / Program Head</i>
4. Return to OSAS and submit the accomplished interview form	4. Receive the accomplished interview form	None	2 Minutes	<i>Admission Officer</i>
If qualified from the evaluation of the College, submit the following documents to OSAS: Photocopy of Certificate of Grades Photocopy of Certificate of Good Moral Photocopy of Honorable Dismissal 2 (two) copies of 1x1 ID Picture 1 (one) Short Folder	Receive and file the documents  Issue the Notice of Admission (NOA)	None	5 Minutes	<i>Admission Officer</i>
Receive the NOA	Log the NOA number and name of student and sign the logbook under the column "Released by"	None	5 Minutes	<i>Admission Officer / Guidance Counselor or Psychometrician</i>
Present the NOA to the Campus Health Services unit for medical examination	Receive the NOA and assist the student for medical examination	None	2 Minutes	<i>Campus Health Services Unit</i>
	7.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			<i>Admission Officer</i>
Fill out and return the Stakeholders' Feedback form or Google Form	8. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Admission Officer</i>



	<b>TOTAL:</b>	<b>None</b>	<b>1 Hour, 31 Minutes</b>	
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*\*Qualified for a multi-stage processing*



Procedure on Admission of Second Courser				
This procedure aims to define the system on how to assist all second coursers who will submit requirements and ensure that they will be guided in seeking admission to the University in their desired program.				
Office or Division:	Office of Student Affairs and Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Students who are already a graduate of a bachelor's degree and wanted to pursue another program			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished Application form for Admission		Gen. Trias Campus <a href="https://www.facebook.com/CvSUgeneraltrias2012/">https://www.facebook.com/CvSUgeneraltrias2012/</a>		
Photocopy of transfer credentials		Applicant's previous school		
2 pcs. 1x1 picture with white background		Applicant		
1 short ordinary folder		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present credentials for initial evaluation	1. Evaluate and compute the GPA	None	10 Minutes	Admission Officer
2. Secure Notice for Evaluation form and Proceed to concerned college / department for their evaluation	2. Issue interview form	None	5 Minutes	Admission Officer
Undergo interview with respective college/department	3. Conduct the interview	None	1 Hour	Department Chair / Program Head
Return to OSAS and submit the accomplished Notice for Evaluation form	4. Receive the accomplished interview form	None	2 Minutes	Admission Officer





If qualified from the evaluation of the College, pay for the testing fee at the Cashier's office <i>(for paying students only)</i>	5. Issue official receipt	Php 150.00	2 Minutes	Cashier
Submit the required documents	6. Receive the required documents	None	5 Minutes	Admission Officer
Receive examination permit	7. Schedule the date of examination	None	2 Minutes	Admission Officer
Take the admission examination as scheduled	Administer Admission Examination Issue Notice of Admission (NOA)	None	1 Hour	Guidance Counselor or Psychometrician
Receive the NOA	Log the NOA number and name of student and sign the logbook under the column "Released by"	None	5 Minutes	Admission Officer/Guidance Counselor or Psychometrician
Present the NOA to the Campus Health Services Unit for medical examination	Receive the NOA and assist the student for medical examination	None	2 Minutes	Campus Health Services Unit
	10.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			Admission Officer
Fill out and return the Stakeholders' Feedback form or Google Form	11. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	Admission Officer
	<b>TOTAL:</b>	<b>Php 150.00</b>	<b>2 Hours, 35 Minutes</b>	

*\*paying students- refers to applicants who already obtained a Bachelor's degree and wanted to pursue another degree.*



<b>Recognition and Accreditation Procedure for Student Organizations</b>	
This procedure aims to assist the students, enumerate the requirements and facilitate the recognition and accreditation of student organizations.	
<b>Office or Division:</b>	Office of Student Affairs and Services
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All student organizations who applied for University Organization Recognition
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
List of Officers	Applicant
Calendar of Activities	Applicant
Resume/CV of the Adviser (s)	Applicant
Latest Certificate of Grades of the Officers	Campus Registrar/ Adviser
Picture of the Officers with caption identifying the individual position	Applicant
Constitution-and By-Laws approved by the Officers and the Advisers	Applicant
Updated list of members	Applicant
Bio data of the Organization Officers	Applicant
Certificate of Good Moral Character of the Officers	Campus Guidance Facilitator / Counselor / Campus Department
Acceptance Letter from the Adviser	SDS Unit – OSAS
<b>*Additional Requirements For Old Organization</b>	



Accomplishment report		Applicant		
Financial report		Applicant		
Previous plan of activities		Applicant		
Certificate of audit		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit requirements for initial evaluation	Receive and evaluate the required documents	None	10 Minutes	<i>SDS Head or OSAS Staff</i>
Receive notice if submitted documents are complete.	Issue notice of completion of requirements	None	5 Minutes	<i>SDS Head or OSAS Staff</i>
Receive the Notice of Completion	Conduct the recognition and accreditation program of student organizations and induction of officers for the entire school year.	None	15 Minutes	<i>SDS Head or OSAS Staff</i>
Attend the recognition and accreditation program <ul style="list-style-type: none"> <li>Receive a certificate of recognition</li> </ul>	Document the program  File the submitted documents of the recognized student organizations  Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	15 Minutes	<i>SDS Head or OSAS Staff</i>
Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>SDS Head or OSAS Staff</i>



	<b>TOTAL:</b>	<b>None</b>	<b>47 Minutes</b>	
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Approval of Student Activities Procedure for Student Organizations				
This procedure aims to provide avenues to mold students' talents and interest to ensure social and cultural growth and offer leadership trainings to enhance leadership effectiveness of students both at personal and organizational levels.				
Office or Division:	Office of Student Affairs and Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All recognized student organization			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Written request letter addressed to the University President, recommended by the adviser/s, Head of SDS, Dean of OSAS and Vice President for Academic Affairs.		Applicant		
Activity Proposal		Applicant		
Copy of the approved Plan of Activities		Applicant		
Notarized Parent's Permit if the activity is scheduled on weekends or 6:00 pm onwards.		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit request letter for initial evaluation	Evaluate requirements	None	10 Minutes	SDS Head or OSAS Staff
	Issue notice of completion of requirements			



Receive Notice of Completion	2.1 Sign and recommend the request letter to the Dean of OSAS/ Director/Head of OSAS	None	10 Minutes	SDS Head or OSAS Staff
	2.2 Endorse to the Vice President for Academic Affairs or Campus Administrator for approval			VPAA or Campus Administrator
	2.3 Release the approved letter of request to the concerned organization			
Conduct the event or activity.	3. Monitor the event or activity.	None	15 Minutes	SDS Head or OSAS Staff
Submit accomplishment report, financial report, and accomplished evaluation forms.	4.1 Receive accomplishment report, financial report, and accomplished evaluation forms.	None	5 Minutes	SDS Head or OSAS Staff
	4.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			OSAS Staff
5. Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	OSAS Staff
<b>TOTAL:</b>		<b>None</b>	<b>42 Minutes</b>	



Off-Campus Activities Procedure of Student Organizations	
This procedure aims to provide avenues to mold students' talents and interest to ensure social and cultural growth and offer leadership trainings to enhance leadership effectiveness of students both at personal and organizational levels.	
Office or Division:	Office of Student Affairs and Services
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	All recognized student organizations
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Request letter from the president of the recognized organization	Applicant
Activity proposal	Applicant
Invitation letter from the organizer of the activity	Applicant
CHED Memorandum	SDS Personnel (downloadable from the CHED website)
List of requirements from CHED	SDS Personnel (downloadable from the CHED website)
<b>**Before the off- campus activities</b>	
Curriculum	Applicant
Destination	Applicant
Handbook or manual	Applicant
Notarized parent's permit	Applicant
Medical clearance of the students	Campus Health Services unit



Personnel-in-charge (ID's)		Applicant		
First aid kit		Applicant		
Fees/ resources		Applicant		
Mobility of students		Campus Dean		
Insurance		SDS Personnel		
Certificate of compliance		SDS Personnel (downloadable from the CHED website)		
<b>** After the off- campus activities</b>				
Learning journals of students		Applicant		
Assessment report/ evaluation report		Applicant		
Expenditure report		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit request letter for initial evaluation	1.1 Evaluate requirements	None	10 Minutes	SDS Head or OSAS Staff
	1.2 Issue notice of completion of requirements			
Receive notice of completion	2.1 Sign and recommend the request letter to the Dean of OSAS	None	10 Minutes	SDS Head or OSAS Staff
	2.2 Endorse to the Vice President for Academic Affairs for approval			





	2.3 Release the approved letter of request to the concerned organization			<i>VPAA or Campus Administrator</i>
Conduct the event or activity.	3. Monitor the event or activity.	None	15 Minutes	<i>SDS Head or OSAS Staff</i>
Submit accomplishment report, financial report, and accomplished evaluation forms.	4.1 Receive accomplishment report, financial report, and accomplished evaluation forms.	None	5 Minutes	<i>SDS Head or OSAS Staff</i>
	4.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			<i>OSAS Staff</i>
5. Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>OSAS Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>42 Minutes</b>	



## Counseling Procedure for Students

This procedure shows how to facilitate positive change in the behavior, feelings, and attitudes of the students to promote academic, personal, social, and career development.

<b>Office or Division:</b>	Office of Student Affairs and Services
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All students who are enrolled in the University

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Referral Form		OSAS		
Counseling Form		OSAS		
Appointment/Commitment Slip Informed Consent Form		OSAS		
Counseling Completion Form		OSAS		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Seek counseling and fill out Counseling Form	Receive counseling form for walk-in and referred clients	None	5 Minutes	<i>Guidance Counselor or Guidance Facilitator or designated faculty member</i>
Undergo initial interview	2.1 Conduct initial interview	None	10 Minutes	<i>Guidance Counselor or Guidance Facilitator or</i>



	2.2 Give appointment/ commitment slip for student to fill-out			<i>designated faculty member</i>
Fill out the appointment / commitment slip and undergo counseling session	3. Conduct counseling/ consultation process and document the process	None	*1 Hour per session	<i>Guidance Counselor or Guidance Facilitator or designated faculty member</i>
Fill out counselling / consultation logbook	Issue Counseling /Consultation Completion Form  Advise the student to expect a call or text message for follow up consultation  Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	5 Minutes	<i>Guidance Counselor or Guidance Facilitator or designated faculty member</i>
Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Guidance Counselor or Guidance Facilitator or designated faculty member</i>
	<b>TOTAL:</b>	<b>None</b>	<b>*1 Hour, 22 Minutes</b>	



## Follow-up Counseling Procedure for Students

This procedure aims to facilitate positive change in the behavior, feelings, and attitudes of the students to promote academic, personal, social, and career development.

**Office or Division:** Office of Student Affairs and Services

**Classification:** Simple

**Type of Transaction:** G2C – Government to Citizen

**Who may avail:** All students who are enrolled in the University

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Contact number Email Address		To be provided by the client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Receive phone call, text message, e-mail or if necessary, face to face for a follow up consultation meeting	Inquire about the current status of the student since prior consultation	None	5 minutes	<i>Guidance Counselor or Guidance Facilitator or designated faculty member</i>
Inform OSAS of their current status and have them fill out the consultation logbook	2.1 Record and file the current status of student for future reference	None	10 minutes	



	2.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	
	<b>TOTAL:</b>	<b>None</b>	<b>17 Minutes</b>	



Consultation Procedure for Parents				
This procedure shows how the OSAS assists parents/guardians in identifying problems of their students, their causes, and possible alternatives or solutions				
Office or Division:	Office of Student Affairs and Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All parents whose children are enrolled in the University			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Anecdotal Form		OSAS		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Walk-in and log in the visitor's information log book	Receive parent or guardian	None	5 minutes	Guidance Counselor or Guidance Facilitator or designated faculty member
Undergo initial interview and assessment	Conduct initial interview	None	30 minutes	
When necessary, parent/ guardian is referred to concerned college/ department for more appropriate intervention or action	3.1 Write letter of referral to college/ department 3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	inutes	



4. Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	
	<b>TOTAL:</b>	<b>None</b>	<b>52 minutes</b>	



Complaint on Student and Grievance				
This procedure shows how to assist students, faculty members and employees who have complaints against students				
Office or Division:	Office of Student Affairs and Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Student, faculty member or employee who has a complaint against student			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Complaint letter		Complainant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit complaint letter	1.1 Receive the complaint letter	None	5 Minutes	Secretary, Committee on Misdemeanor
	1.2 Endorse the letter to the Committee on Misdemeanor		5 Minutes	
	Decide whether the complaint has to be acted upon and call for the investigation		2 Hours	Committee on Misdemeanor
	Issue response letter			
Receive the response letter and sign the logbook under the column "Received by"	2.1 Sign the logbook under the column "Released by"  2.2 Provide client with Stakeholders' Feedback Form or Google Form using	None	5 Minutes	Secretary, Committee on Misdemeanor





	the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Secretary, Committee on Misdemeanor</i>
	<b>TOTAL:</b>	<b>None</b>	<b>2 hours, 17 Minutes</b>	



## Issuance of Certificate of Good Moral Character

This procedure shows how to assist bonafide students and graduates who would want to secure Certificate of Good Moral Character

<b>Office or Division:</b>	Office of Student Affairs and Services
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All bonafide students and graduates

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished University Clearance		Applicant's concerned college		
Official Receipt for Certification of Good Moral Character		Cashier's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Pay for the Certification of Good Moral Character at the Cashier's Office.	Receive payment and issue an official receipt	Php15.00	2 Minutes	Cashier
Present the required documents to the Office of Student Affairs	Receive and check the required documents	None	5 Minutes	MIS Officer/ OSAS Staff
Fill out the request for good moral certificate sheet	Prepare and release the Certificate of Good Moral Character	None	5 Minutes	MIS Officer/ OSAS Staff



Receive the Good Moral Character Certificate	4.1 Sign Good Moral Certificate Sheet under the column "Released by"	None	5 minutes	MIS Officer/ OSAS Staff
	4.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			OSAS Staff
Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	OSAS Staff
	<b>TOTAL:</b>	<b>Php 15.00</b>	<b>19 minutes</b>	



**Cavite State University General Trias Campus**  
**Campus Registrar**  
External and Internal Services



## Issuance of School Credential/Documents

This procedure aims to facilitate the issuance of school credentials and other documents to CvSU graduates to be used for employment, evaluation or further studies and including those who opt to transfer to other schools.

<b>Office or Division:</b>	Office of Campus Registrar
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Graduates and continuing students

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Google Form	Posted on Official Facebook Page
Certificate of Admission	Office of the Campus Registrar
Personal Information Sheet	Office of the Campus Registrar
Registration Form	Office of the Campus Registrar

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request for University Clearance Form (first request) or fill out Request Slip (for subsequent request)  For online request: Register and fill out the google form posted at <a href="mailto:cvsgeneraltrias@cvsu.edu.ph">cvsgeneraltrias@cvsu.edu.ph</a>	Receive the accomplished University Clearance or Request Slip	None	5 Minutes	<i>Registrar Staff</i>



Pay the necessary fee for the requested documents at the Cashier Office or thru on line payment	Check the Official Receipt and issue the claim stub	Php 50.00/ page for TOR  Php15.00/ page for Certification	5 Minutes	Cashier/Registrar Staff
Receive the claim stub or e-copy bearing the date of release of the requested documents.	Evaluate the student's records and prepare the requested documents.	None	7 Days	Registrar Staff
Claim the document on the specified date of release	Check the claim stub and release the requested documents to the client	None	2 Minutes	Registrar Staff
	4.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	Registrar Staff
	<b>TOTAL:</b>	<b>Php 50.00/ page for TOR  Php15.00/ page for Certification</b>	<b>7 Days, 14 Minutes</b>	



## 2. Registration of New Students

This procedure aims to facilitate registration processes of new students that ensures safekeeping of student records and accurate enrolment to a particular program.

<b>Office or Division:</b>	Office of Campus Registrar
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All new students

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Registration Form		Office of the Campus Registrar		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit all the required original documents for enrolment including the Accomplished Personal Information Sheet or via <a href="mailto:cvsugeneraltrias@cvsu.edu.ph">cvsugeneraltrias@cvsu.edu.ph</a>	1.1 Check, receive all the required original documents and a copy of the uploaded Personal Information of student.  1.2 Assign Student Number and issue Certificate of Admission and Registration Form.	None	6 Minutes	<i>Registrar Staff</i>
Receive Certificate of Admission and Registration Form.	Validate the Registration Form and keep a copy.	None	6 Minutes	<i>Registrar Staff</i>
Sign the validated Registration Form	Return another copy to student  Advise the student to keep a copy of the Registration Form for future reference	None	2 Minutes	<i>Registrar Staff</i>



	Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Registrar Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>16 Minutes</b>	





Registration of Continuing Students				
This procedure aims to facilitate the registration of the continuing students in different colleges.				
Office or Division:	Office of Campus Registrar			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All new students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Student Clearance		Office of the Campus Registrar		
Certificate of Grades				
Pre-Registration				
Registration Form				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secure and submit an approved student clearance	Check the completeness of the submitted clearance and Issue Certificate of Grades and Pre-registration form.	None	2 Minutes	Registrar Staff
Fill out Pre-registration form with subjects to be enrolled through consultation with respective Registration Adviser and submit the same together with a photocopy of Certificate of Grades (COG) to the college registrar.	2.1 Receive and evaluate the filled out pre-registration form.  2.2 Prepare and issue Registration form to student.	None	6 Minutes	Registrar Staff



Receive and sign the Registration Form and return the same to the College Registrar for validation.	<p>Receive and validate the duly signed Registration Form of student by putting a “Registered” stamp.</p> <p>Provide a copy to the student and keep a copy for submission to the Office of the University Registrar.</p>	None	6 Minutes	<i>Registrar Staff</i>
Receive a copy of the duly stamped Registration form and keep it for future references.	<p>4.1 Consolidate all the copies of registration forms received from the students and submit to the University Registrar for system validation.</p> <p>4.2 Provide client with Stakeholders’ Feedback Form or Google Form using the link  <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a></p>	None	1 Minute	<i>Registrar Staff</i>
5. Fill out and return the Stakeholders’ Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Registrar Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>17 Minutes</b>	



Registration of Transferees				
This procedure aims to facilitate the registration of all transfer students.				
<b>Office or Division:</b>	Campus Registrar			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All new transfer students.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Registration Form		Office of the Campus Registrar		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit all the required original documents for enrolment including results of interview, checklist of subjects credited by the college or department concerned and the Accomplished Personal Information Sheet or via <a href="mailto:cvsgeneraltrias@cvsu.edu.ph">cvsgeneraltrias@cvsu.edu.ph</a>	1.1 Check, receive all the required original documents; copy of the uploaded Personal Information Sheet and Pre-registration form issued by the college.  1.2 Assign Student Number and issue Certificate of Admission and Registration Form.	None	6 Minutes	<i>Registrar staff</i>
Receive Certificate of Admission and Registration Form.  • Sign the issued Registration Form and return the same to	2.1 Receive and validate the duly signed Registration Form of student by putting a “Registered” stamp.  2.2 Provide a copy to the student and keep a copy for system validation.	None	6 Minutes	<i>Registrar staff</i>



the University Registrar for validation.	<p>2.3 Advise the student to keep a copy of the Registration Form for future reference</p> <p>2.4 Provide client with Stakeholders' Feedback Form or Google Form using the link  <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a></p>			
3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Registrar staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>14 Minutes</b>	



Registration of Shiftees				
This procedure aims to facilitate the registration of all shiftees.				
Office or Division:	Campus Registrar			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All student shiftees.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Registration Form		Office of the Campus Registrar		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fill out Letter of Intent and have it signed by College officials indicated in the form.	Evaluate grades of student	None	5 Minutes	<i>Department Chair or Faculty assigned to program the student intends to shift.</i>
Undergo interview at the Department/ College the student intends to transfer	2.1 Conduct interview for further assessment. 2.2 Issue Pre-registration Form	None	10 Minutes	<i>Department Chair or Faculty assigned to program the student intends to shift.</i>
Fill out Pre-registration form with subjects to be enrolled in accordance to what the Department advises and submit	3.1 Receive and evaluate the accomplished pre-registration form.	None	5 Minutes	<i>College Registrar</i>



the same together with a photocopy of Certificate of Grades (COG) to the college registrar.	3.2 Prepare and issue Registration form to student.			
Receive and sign the Registration Form and return the same to the College Registrar for validation.	<p>Receive and validate the duly signed Registration Form of student by putting a “Registered” stamp.</p> <p>Provide a copy to the student and keep a copy for submission to the Office of the University Registrar for system validation.</p> <p>4.3 Provide client with Stakeholders’ Feedback Form or Google Form using the link  <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a></p>	None	5 Minutes	<i>College Registrar</i>
Fill out and return the Stakeholders’ Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>College Registrar</i>
	<b>TOTAL:</b>	<b>None</b>	<b>27 Minutes</b>	



Registration of Old Student Returnees				
This procedure aims to facilitate the registration of all Old Student Returnees.				
<b>Office or Division:</b>	Campus Registrar			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All Old Student Returnees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Registration Form		Office of the Campus Registrar		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fill out the Readmission Form downloadable at <a href="mailto:cvsugeneraltrias@cvsu.edu.ph">cvsugeneraltrias@cvsu.edu.ph</a> and have it signed by College officials indicated in the form	Evaluate grades of student	None	5 Minutes	<i>Registration Adviser</i>
Undergo interview at the Department / College last attended	2.1 Conduct interview to determine the student's eligibility for readmission 2.2 Issue Pre-Registration Form	None	10 Minutes	<i>College Registrar</i>
Fill out Pre-registration form with subjects to be enrolled in consultation with the Registration Adviser and submit the same	3.1 Receive and evaluate the filled out pre-registration form. 3.2 Issue Registration form	None	5 Minutes	<i>College Registrar</i>



together with a photocopy of Certificate of Grades (COG) to the college registrar.				
Receive and sign the Registration Form and return the same to the College Registrar for validation.	<p>4.1 Receive and validate the duly signed Registration Form of student by putting a “Registered” stamp.</p> <p>Provide a copy to the student and keep a copy for submission to the Office of the University Registrar for system validation.</p> <p>Provide client with Stakeholders’ Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a></p>	None	5 minutes	<i>College Registrar</i>
Fill out and return the Stakeholders’ Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>College Registrar</i>
	<b>TOTAL:</b>	<b>None</b>	<b>27 Minutes</b>	





# **Cavite State University General Trias Campus**

## **Cashier's Office**

External and Internal Services



Collection of Fees				
This procedure covers how the Cashier’s Office process 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:	Employees, Students, Parent/Guardian, Graduates and General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Slip		Concerned unit		
Registration From		Student		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pay the correspondng amount of a certain transaction Authentication of TOR/Diploma	1. Issue Official Receipt	Php. 15.00	2 Minutes	Cashier/ Collecting Officer
Authentication and Verification (CAV)		Php 15.00/page	2 Minutes	
Official Transcript of Record		Php 20.00/page	2 Minutes	
Certificates		Php 50.00/page	2 Minutes	
Good Moral Character	with scanned picture Php 15.00			



Grades		Php 15.00	2 Minutes	<i>Cashier/ Collecting Officer</i>
Honorable Dismissal		Php 15.00	2 Minutes	
Thesis Adviser Fee and Technical Fee		Php 2,300.00	2 Minutes	
English Critic Fee		Php 20.00/page	2 Minutes	
Remit Collection from Income Generating Projects	2.1 Issue Official Receipt  2.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	Cash/ Installment	3 Minutes	<i>Cashier/Collecting Officer</i>
3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	
	<b>TOTAL:</b>	<b>Depending on the transaction</b>	<b>5 Minutes per transaction</b>	



# **Cavite State University General Trias Campus**

## **Health Services Unit**

External and Internal Services



Consultation and Referrals	
This procedure shows how the Campus Health Services Unit provide assistance in assessing the physical condition of a patient as well as in the administration of treatment.	
Office or Division:	Campus Health Services Unit
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
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	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present Identification Card to the Nurse on Duty (NOD)	Confirm personal information from identification card and accomplish consultation form	None	1 Minute	<i>Nurse-On-Duty (NOD)</i>
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>NOD</i>
Submit to the consultation process	3.1 Examine the patient and prescribe medication  3.2 Physician may refer patient for the following procedures if necessary:  Wound Care Laboratory/ Radiologic Exam Observation in Ward & Confinement Referral to a Medical Specialist Transfer to hospital  3.3 Refer patient to the NOD	None	15 Minutes / depending on the case	<i>Physician or Dentist</i>
Present prescription and submit the medical or dental card to the NOD	4.1 Receive the prescription form and dispense available prescribed medication (initial dose only)  4.2 Advise the patient on proper use and intake of medicines	None	2 Minutes	<i>NOD</i>



Sign the logbook	5.1 Log the name of patient, name and quantity of dispensed medicines, and have it signed by the patient	None	1 Minute	<i>NOD</i>
	Encode the accomplished consultation form, medical or dental record, and file for safekeeping	None	1 Minute	<i>NOD</i>
	5.3 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	6. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>NOD</i>
	<b>TOTAL:</b>	<b>None</b>	<b>25 Minutes</b>	



## Physical, Dental, and Laboratory Examination of Students

This procedure aims to provide assistance in the conduct of Physical, Dental and Laboratory Examination of students for qualification to perform various school functions and activities.

**Office or Division:** Campus Health Services Unit

**Classification:** Simple

**Type of Transaction:** G2C – Government to Citizen

**Who may avail:** Students

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Notice of Admission (NOA)	Guidance Office
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 Specialist
Medical Certificate	





CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>Day 1</b> Present the NOA for new and transferee students/ Request for Medical Clearance for returnee students	1.1 Confirm schedule of student and secure copy of NOA or Request for Medical Clearance  1.2 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 <b>DAY 2</b> )	None	2 Minutes	<i>NOD</i>
<b>Day 1</b>	<b>TOTAL:</b>	<b>None</b>	<b>2 Minutes</b>	
<b>Day 2</b> Present the laboratory results to the NOD	1.1 Check the laboratory and diagnostic results for completeness then issue Personal Information Sheet	None	1 Minute	<i>NOD</i>
Fill out Personal Information Sheet and submit to the NOD	2.1 Encode/fill out the data to the Student Health Record Form  2.2 Check and record the vital signs  2.3 Issue the Student Health Record Form and Medical Clearance Form	None	3 Minutes	<i>NOD</i>
Proceed to the dental section for examination	Administer dental examination and sign Medical Clearance Form	None	5 Minutes	<i>Dentist</i>



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 / Nurse-On-Duty</i>
Proceed to the nurse on duty	5.1 Secure a copy of Student Health Record Form and file student record for safekeeping  5.2 Advise to proceed to the University Registrar for registration  5.3 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	1 Minute	<i>NOD</i>
Additional Procedure (For student with findings upon examination)	Advise student to undergo special diagnostic procedure; or refer to medical specialist	None	3 Minutes	<i>Physician</i>
6. Fill out and return the Stakeholders' Feedback form or Google Form	6. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>NOD</i>
<b>Day 2</b>	<b>TOTAL:</b>	<b>None</b>	<b>25 Minutes</b>	



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	
<b>Office or Division:</b>	Campus Health Services Unit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	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
<b>Day 1</b> Present Medical Endorsement Form issued by HRDO	1.1 Secure a copy of the Medical Endorsement Form  1.2 Issue Request Form for diagnostic procedures and CSC Medical Certificate	None	2 Minutes	NOD
<b>If Laboratory and Diagnostic Examination will be done outside:</b>  1a. Proceed to the Cashier's Office for payment of physical and dental examination  *Skip next step and advance to <b>DAY 2</b>	1a.1 Issue charge slip for payment of physical and dental examination  1a.2 Advise to accomplish laboratory and diagnostic examination at any DOH-Accredited Diagnostic Center  1a.3 Instruct the employee to return and bring the results the following day for physical and dental examination	Php 125.00	2 Minutes	NOD
<b>If Laboratory and Diagnostic Examination will be done at the UHS:</b>  1b. Proceed to the Cashier's Office for payment of laboratory and diagnostic examination	1b.1 Issue charge slip for payment of diagnostic examination	Php 1,425.00 for Contractual,	1 Minute	NOD



	1b.2 Advise to return to UHS after payment	Permanent, and Temporary  Php 475.00 for Job Order  (Php 125.00 physical and dental examination fee is already included)		
Present the Official Receipt to the NOD	2.1 Secure copy of official receipt  2.2 Advise or instruct the applicant to proceed to the Diagnostic section for the necessary procedures	None	1 Minute	<i>NOD</i>
Proceed to the Diagnostic Section for examination	3.1 Perform necessary procedures  3.2 Instruct to return the following day to claim the results  3.3 Advise to accomplish other tests not available in the UHS (eg. Neuropsychiatric test, drug test)	None	6 minutes	<i>Medical/X-ray Technologist</i>
<b>Day 1</b>	<b>TOTAL:</b>	<b>Php 1,425.00 for Contractual, Permanent,</b>	<b>12 minutes</b>	



		<b>and Temporary Php 475.00 for Job Order  (Php 125.00 physical and dental examination fee is already included)</b>		
<b>Day 2</b>  Present official receipt and CSC Medical Certificate Form	1.1 Secure copy of official receipt, one photocopy of results and triplicate copy of accomplished CSC medical certificate  1.2 Issue Personal Information Sheet	None	1 Minute	<i>NOD</i>
Fill out the Personal Information Sheet and submits to the NOD	2.1 Encode data to the Medical Form, take picture and print the form  2.2 Check and record vital signs  2.3 Issue the medical form with attached photocopy of laboratory and diagnostic results	None	3 Minutes	<i>NOD</i>
Proceed to the dental section for dental examination	Administer dental examination and sign the Medical form	None	5 Minutes	<i>Dentist</i>



Proceed to medical section for physical examination	Administer physical examination and sign the medical form together with the triplicate copy of CSC medical form for fitness or unfitness to work	None	10 Minutes	<i>Physician</i>
Additional Procedure (For applicant with findings upon examination)	Advise to undergo additional laboratory and or special diagnostic procedures and or refer to medical specialist	None	3 Minutes	<i>Physician</i>
Proceed to the NOD	5.1 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>NOD</i>
	5.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
6. Fill out and return the Stakeholders' Feedback form or Google Form	6. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>NOD</i>
<b>Day 2</b>	<b>TOTAL:</b>	<b>None</b>	<b>25 Minutes</b>	



<b>Provision of Emergency Care and Treatment</b>				
This procedure shows how emergency care and treatment are provided to patients in the University.				
<b>Office or Division:</b>	Campus Health Services Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Client			
<b>Who may avail:</b>	Students, Cvsu Faculty Members, Employees, University Officials and their Dependents, and Out Patient			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
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				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
The patient to come in or brought in as emergency case	Place the patient in a comfortable position and ask for the ID of the patient for proper identification and recording purposes.	None	2 Minutes	<i>Nurse-On-Duty (NOD)</i>
1a. Unconscious and pulseless:	1a.1 Administer First Aid treatment and call other medical staff for assistance.	None	10 Minutes / depending on the case	<i>NOD / Physician</i>





1b. If conscious, the patient gives medical history (if accident in nature) and submit to assessment of vital signs	1b.1 Elicit medical history or incidence report, check, monitor and record vital signs  1b.2 Refer patient to physician on duty	None	5 Minutes	NOD
Submit to the consultation process	2.1 Administer intensive medical assessment, start initial treatment and explain condition and necessary steps to be done to the immediate head/guardian.  2.2 Monitor patient condition until he/she becomes stable	None	30 Minutes / depending on the case	Physician
Manifest improvement and stability of condition	3.1 Prescribe medication with proper instructions and give advices and issue medical certificate if necessary.  Report to the security office if the emergency case is accident and or medico-legal in nature	None	2 Minutes	Physician
	3.3 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	1 Minute	Nurse-on-duty
Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	Nurse-on-duty
	<b>TOTAL:</b>	<b>None</b>	<b>52 Minutes</b>	



## Verification of Physical, Dental, Laboratory and Diagnostic Examination Results of Students Enrollees and Issuance of Medical Clearance for Enrollment

This procedure covers how enrollees can submit their Physical, Dental and Laboratory Examination results /report through online and drop box system for verification and issuance of medical clearance for enrolment purposes,

<b>Office or Division:</b>	Campus Health Services Unit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Client
<b>Who may avail:</b>	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
Submit requirements through online/drop box system	1.1 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 (NOD)</i>
	1.2 Assess the results for comments and recommendation  • If the assessment is clear/normal, issue medical clearance through e-mail, electronically signed for confirmation to enrollment	None	5 Minutes	<i>Physician</i>



	1.3 If upon verification and assessment, results are unfavorable or noted with communicable diseases, the student enrollee through e-mail, advise 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>
Receive medical clearance through e-mail	2.1 Encode, save, print and file the documents	None	1 Minute	<i>NOD</i>
	2.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>NOD</i>
	<b>TOTAL:</b>	<b>None</b>	<b>12 Minutes</b>	



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:	Campus 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 submit it to the Guard on Duty	1.1 Provide the copy of health declaration form to the Security Unit	None	1 Minute	<i>Nurse-on-duty (NOD)</i>
	1.2 Distribute copy of health declaration form to every CvSU personnel and visitors that enter the University	None	1 Minute	<i>Security Guard</i>
	1.3 Check the answers in the health survey portion of the Health Declaration Form <ul style="list-style-type: none"> <li>If the answer in the health survey portions are all <u>NO</u> and the personnel or visitor had no fever, he/she will be allowed to enter the campus</li> <li>If there is one or more <u>YES</u> answer/s with or without fever, the security personnel will refer employee to the University Health Services Unit for</li> </ul>	None	1 Minute	<i>Security Guard</i>



	further evaluation, management and advises			
	1.4 Return the Health Declaration Form to the Health Services Unit	None	1 minute	<i>Security Guard</i>
	<b>TOTAL:</b>	<b>None</b>	<b>4 minutes</b>	



# **Cavite State University General Trias Campus**

## **Campus Library**

External and Internal Services



Use of Library Facilities, Services and Resources				
This procedure shows how the library assists interested clients in using library facilities, services and resources.				
Office or Division:	Campus Library			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Students, Faculty Members, Employees and Alumnus and Library Patrons from Other Institutions			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid CvSU Student, Staff, or Alumni IDs		Office of University Registrar, HRDO, or Alumni Office		
Latest Registration Form		Office of University Registrar		
Referral Letter (Library Patrons from Other Institutions)		From the Librarian of their Institution (for students), from the Dean (for the faculty members) or the Head of Unit (for employees)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>For CvSU student, faculty member, employee and alumni</b>				
Present their valid CvSU ID and latest registration form.	Check the presented CvSU ID and latest Registration Form	None	1 Minute	<i>Assigned Clerk</i>
Write in the logbook and leave unnecessary things in the baggage area of the section where they can avail the services.	Assist the client in filing out the logbook.	None	1 Minute	<i>Assigned Clerk</i>



Proceed to the OPAC station for the title/author and call number needed for research.	3.1 If necessary, assist Library patrons in using the OPAC Stations  3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	1 Minute	Assigned Clerk
4. Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	Assigned Clerk
<b><u>For Visitor</u></b>				
Present referral letter	Receive a letter of referral	None	1 Minute	Assigned Clerk
Sign the record book and pay for the library fee	Receive payment and issue Official Receipt	Php 30.00	2 Minutes	Assigned Clerk/Cashier
Log in the visitors' logbook and leaves unnecessary things in the baggage area of the section where they will avail the services.	Assist the client in filling out the logbook	None	2 Minutes	Assigned Clerk
Proceed to the OPAC station for the title/author and call number needed for research.	4.1 If necessary, assist visitors in using the OPAC Stations  4.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	1 Minute	Assigned Clerk





5. Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Assigned Clerk</i>
	<b>TOTAL:</b>	<b>None</b>	<b>5 Minutes</b> (CvSU Students, Employees and Alumni)	
		<b>Php 30.00</b> (for Visitors only)	<b>8 Minutes</b> (for Visitors only)	



Borrowing and Returning of Books and Other Library Materials				
This procedure shows how the library assists interested clients in the borrowing and returning of books and other library materials.				
Office or Division:	Campus Library			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Students, Faculty Members and Employees, and Outside Researchers from other Institutions			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For students: CvSU Registration Form or any valid Identification card		Campus Registrar's Office/Other Agency		
For Faculty Members and Employees CvSU- Identification card or any valid Identification card		Human Resource Management Office/Other Agency		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<u>Borrowing of books:</u>  1a. Present book/s to be borrowed and fill out book card.	1a.1 Encode details of the borrowers and the description of book/s to be borrowed.  1a.2 Get the book card and the ID or Registration Form of the client presented.	None	2 Minutes	<i>Librarian</i>



	1a.3 Fill out due date book card and attach it to the borrower's file card.			
<u>Returning of books:</u> 1b. Present book/s to be returned.	1b.1 Verify and check the returned book.  1b.2 Return the ID card presented by the client.  1b.3 Insert the book card and return it to the shelf  Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>		1 Minute  1 Minute  1 Minute	<i>Librarian</i>
Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Librarian</i>
	<b>TOTAL:</b>	<b>None</b>	<b>4 minutes</b> (Borrowing) <b>5 minutes</b> (Returning)	



Library Card for New Registrants				
This procedure shows how Library facilitate the issuance of borrower's card for new registrants.				
Office or Division:	Campus Library			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Students, Faculty Members and Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For students: 1. Registration Form 2. 1 pc. 1x1 ID picture			Registrar Student	
For faculty members and employees: CvSU identification card			Human Resource Development Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Inquire about issuance of Borrower's card.	Provide the students, faculty members and employees with Application Slip to be filled out	None	1 Minute	<i>Librarian/ Assigned Clerk</i>
Fill out the Application Slip	2. Assist the client in filling out the Application Form	None	1 Minute	<i>Librarian/ Assigned Clerk</i>
Encode the Data	3.1 Take picture of the client with webcam, stamp validity of the borrower' card  3.2 Sign the Registration form of students  Release the Library Card	None	3 Minutes	<i>Librarian/ Assigned Clerk</i>



	3.4 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Librarian/ Assigned Clerk</i>
	<b>TOTAL:</b>	<b>None</b>	<b>7 Minutes</b>	



## Replacement of Lost Library Cards

This procedure covers how Library provides new library card for students

**Office or Division:** Campus Library

**Classification:** Simple

**Type of Transaction:** G2C – Government to Citizen

**Who may avail:** Students, Faculty Members and Employees

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Latest Registration Form		Office of the Registrar		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present latest Registration Form	Receive the latest registration form	None	1 minute	<i>Librarian/Assigned Clerk/Library Coordinator</i>
	Check the database of registered clients and update data if necessary.	None	2 minutes	
	Countersign and stamp validity date on the Borrower's card			
	Release new borrower's card to client upon payment.	Php 20.00	2 minutes	
	Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Assigned Clerk</i>



	<b>TOTAL:</b>	<b>Php 20.00</b>	<b>7 Minutes</b>	
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Securing a Referral Letter to Access Other Institutions				
This procedure covers how Library provides referral letters to students, faculty members and employees conducting their research to access other institution's libraries and their resources.				
Office or Division:	Campus Library			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Students, Faculty Members and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For the students: Student identification card (validated)		Registrar		
For faculty members and employees: CvSU identification card		Human Resource Development Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request for a referral letter	Check the research topic or material the client needs to access to other institution's library. In case no material is available in the Campus Library	None	6 Minutes	Librarian/Assigned Clerk/Library Coordinator
	Inform the client to pick-up the referral letter after 3 (three) days from the day of request	None	1 Minute	
Log in the Library Referral Letter Log book with the following information:  Full name Course/Section (students) Topic of Research	Ask for the Identification CvSU Card (for students, faculty members and employees).	None	1 Minute	Librarian/Assigned Clerk/Library Coordinator
	Verify the date of request.	None	5 Minutes	





Institution to Visit Date of Visit	Retrieve the Referral Letter from the Referral File Folder (2 <sup>nd</sup> request)			
Receive the Referral Letter and sign the Referral Letter Logbook	3.1 Remind the client to verify if all the information encoded in the Referral Letter is correct before signing the Referral Letter Logbook  3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	2 Minutes	<i>Librarian/Assigned Clerk/Library Coordinator</i>
Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Librarian/Assigned Clerk</i>
	<b>TOTAL:</b>	<b>None</b>	<b>17 Minutes</b>	



## Validation of Library Card for Old Registrants

This procedure covers how Library facilitates the verification of the students' records in the database and validation of borrower's card for old registrants.

<b>Office or Division:</b>	Campus Library
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Students, Faculty Members and Employees

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For students: 1. Latest Registration Form 2. Student identification card		Office of the Campus Registrar		
For faculty members and employees: CvSU identification card		Human Resource Development Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Students, instructors and employees request for validation of library or borrower's cards.	Check the Library Card presented	None	1 Minute	<i>Librarian/Assigned Clerk</i>
Students present their latest registration form while faculty members and employees present their ID.	2.1 Receive the registration form	None	1 Minute	<i>Librarian/Assigned Clerk</i>
	2.2 Verify the encoded data of the client and update the record if necessary.			
	2.3 Countersign and stamp validity date on the library card.	None	1 Minute	<i>Librarian/Assigned Clerk</i>
	2.4 Release the validated Library card			



	2.5 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Librarian/Assigned Clerk</i>
	<b>TOTAL:</b>	<b>None</b>	<b>5 Minutes</b>	



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

## Acceptance of Applicants 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

<b>Office or Division:</b>	Campus Human Resource Development Office
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All aspiring applicants (Academic and Non-Academic)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Application Letter addressed to HR Director	Applicant
Personal Data Sheet	<a href="http://www.csc.gov.ph">www.csc.gov.ph</a> 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/send complete documents via <a href="mailto:hrdoimus@cvsu.edu.ph">hrdoimus@cvsu.edu.ph</a>  a. Application Letter b. CV/Resume c. other credentials	Check, receive all the submitted documents  Review the documents and acknowledge receipt of application e-mail and notify via text message the potential applicants for the vacant position  1.3 Schedule initial interview and demo teaching (for academic applicants) via zoom video conferencing	None	2 Minutes  2 Days	<i>Campus HR Coordinator</i>  <i>Campus HR Coordinator</i>



			30 Minutes per applicant	<i>Committee composed of Local HR, Department Chairperson concerned, Campus Faculty Association (FA) President</i>
	1.4 Schedule a final interview via zoom video conferencing for qualified applicants	None	30 Minutes per applicant	<i>Campus Administrator</i>
	1.5 Tally the score of each applicant		1 Day	<i>Campus HR Coordinator</i>
	1.6 Endorsement to the University Selection Board the list of qualified applicants		5 Minutes	<i>Campus HR Coordinator</i>
	1.7 Call up the qualified applicants			<i>Campus HR Coordinator</i>
Report to the Campus HRDO	Give some reminders and provide the qualified applicant a checklist of documents to be submitted	None	10 Minutes per applicant	<i>Campus HR Coordinator</i>
Report to the Main Campus	3.1 Evaluate the Applicant  3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	30 Minutes per applicant	<i>Campus Administrator, HRMO Director, VPs and FA President</i>



4. Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	Campus HR Coordinator
	<b>TOTAL:</b>	<b>None</b>	<b>3 Hays, 1 Hour, 49 Minutes</b>	



## Selection and Hiring for Academic Positions

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

<b>Office or Division:</b>	Campus Human Resource Development Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen
<b>Who may avail:</b>	All Qualified Applicants for the vacant academic position

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Applicant Interview Rating Sheet		Campus Human Resource Development Office		
Oral Interview Evaluation Score Sheet		Campus Human Resource Development Office		
Evaluation Checklist for Demo Teaching – for Academic Personnel only		Campus Human Resource Development Office		
Written Examination		Campus Human Resource Development Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Report to the campus for written examination, teaching demo and interview	1.1 Notify the applicant via phone call, email or text message regarding the schedule of evaluation	None	1 Minute	<i>Campus HRD Coordinator / Assistant</i>
	1.2 Give questionnaire for written examination	None	10 Minutes	<i>Campus HRD Coordinator / Assistant</i>





	1.3 Gather the local Personnel Selection Board for evaluation of the applicant	None	5 Minutes	<i>Campus HRD Coordinator / Assistant</i>
	1.4 Evaluate the applicant for demo teaching and through panel interview	None	30 Minutes	<i>Campus Personnel Selection Board/committee</i>
	1.5 Advise that the applicant will be notified on the status of application	None	2 Minutes	<i>Campus HRD Coordinator</i>
	1.6 Tally and summarize the evaluation ratings of applicant	None	30 Minutes	<i>Campus HRD Coordinator / Assistant</i>
2. Receive notification on the status of application	2.1 Inform the applicant through phone calls, text, or email of the result of evaluation and of the employment requirements.	None	3 Minutes	<i>Campus HRD Coordinator</i>
	2.2 Endorse the recommendation for hiring signed by the Campus Administrator for approval by the University President thru channels	None	1 Minute	<i>Campus HRD Coordinator</i>
	2.3 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			



Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Campus HRD Coordinator</i>
	<b>TOTAL:</b>	<b>None</b>	<b>1 Hour, 24 Minutes</b>	



Processing of Appointment of Job Order Academic Personnel (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				
<b>Office or Division:</b>	Campus HRDO - Recruitment, Selection and Placement (RSP) Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may avail:</b>	All selected applicants			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Personal Data Sheet (CS Form No. 212)		<a href="http://www.csc.gov.ph">www.csc.gov.ph</a> or CSC website		
Personal Description Form (DBM-CSC Form No. 10)		<a href="http://www.csc.gov.ph">www.csc.gov.ph</a> or CSC website		
Medical Certificate (CS Form No. 211)		University Infirmary		
TOR, Diploma, eligibility, PSA Birth Certificate and NBI Clearance, TIN		Concerned Agencies		
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
Submit all required documents for appointment on Job Order status	1.1 Receive the submitted requirements of the Job Order academic personnel.	None	1 Minute	<i>HR Coordinator</i>



<p>For newly hired: PDS, PDF TOR/Diploma Medical Certificate NBI Clearance Other pertinent documents Evaluation Result</p> <p>For rehired: Photocopy of I.D. Medical Certificate</p>	1.2 Review and validate the submitted documents for completeness and accuracy.	None	5 Minutes	<i>HR Coordinator</i>
	Submit the original and photocopied documents for authentication to the Records Office through the Liaison Officer.	None	5 Minutes	<i>HRDO Coordinator, Liaison Officer</i>
	Prepare the contract of service to be signed by the Job Order Academic Personnel.	None	3 Minutes	<i>HR Coordinator</i>
	Read and sign the contract of service.	None	3 Minutes	<i>Job Order Academic Personnel</i>
	Verify and endorse the signed contract of service to the Campus Administrator for signature.	None	3 Minutes	<i>HR Coordinator</i>
	Check and sign the contract of service.	None	3 Minutes	<i>Campus Administrator</i>
	Submit the signed contract of service together with the employment requirements to the HRDO for processing.	None	5 Minutes	<i>HR Coordinator/Liaison Officer/Any authorize representative</i>



Receive the signed contract of service for notarization	Receive the completely signed contract of service from the HRDO and release to the client	None	2 Minutes	<i>HR Coordinator</i>
Submit the notarized contract of service	3.1 Accept and verify the notarized contract of service	None	2 Minutes	<i>HR Coordinator</i>
	3.2 Submit the notarized contract of service to HRDO Main with the required attachments.	None	2 Minutes	<i>HR Coordinator</i>
	3.3 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>HR Coordinator</i>
	<b>TOTAL:</b>	<b>None</b>	<b>36 Minutes</b>	



## Processing of Appointment of Job Order Non-Academic Personnel (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

<b>Office or Division:</b>	Campus HRDO - Recruitment, Selection and Placement (RSP) Unit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Citizen
<b>Who may avail:</b>	Job Order Non-Academic Personnel

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Personal Data Sheet (CS Form No. 212)	<a href="http://www.csc.gov.ph">www.csc.gov.ph</a> or CSC website
Personal Description Form (DBM-CSC Form No. 10)	<a href="http://www.csc.gov.ph">www.csc.gov.ph</a> 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	Concerned Agencies

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit all required documents and credentials	Check and validate accuracy and completeness of the submitted documents to be endorsed to the Campus Administrator for signature	None	5 Minutes	Human Resource Coordinator
	Sign and endorse the verified	None	5 minutes	Human Resource Coordinator and



				<i>Campus Administrator</i>
	Submit credentials to the University Recruitment, Selection and Placement (RSP) Unit for the issuance of job order contract and appointment of job order Non-Academic personnel	None	5 minutes	<i>Human Resource Coordinator/ Recruitment, Selection and Placement (RSP) staff</i>
	Receive the submitted documents/requirements and furnish the campus with the job order contract	None	3 minutes	<i>Human Resource Coordinator/ RSP staff</i>
	<p>Check for the authenticity of signatures and certify that the job order contract is complete</p> <p>Endorse to the University Recruitment, Selection and Placement (RSP) Unit and submit to the accounting office for payroll processing</p> <p>Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a></p>	None	10 minutes	<i>Human Resource Coordinator/ RSP staff</i>



Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	Human Resource Coordinator
	TOTAL:	None	30 Minutes	





**Human Resource Development Office**  
**Records Management Section**  
External and Internal Services



## Processing and Issuance of HR Records to Active and Employees who are no longer connected with the University

This procedure aims to provide personnel employment records to active and employees who are no longer connected with the University for personal and professional transaction purposes.

<b>Office or Division:</b>	Campus HRDO - Records Management Section
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Citizen
<b>Who may avail:</b>	All Active 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
Fill out the Record Request form and submit to the HR Coordinator.	1.1 Receive and review the duly accomplished form for the completeness of entries.	None	3 Minutes	<i>HR Coordinator/ Staff</i>
	1.2 Check and verify from file the requested record. If requested record/document is not available in the campus, request will be endorsed to the University HRDO	None	10 Minutes	<i>HR Coordinator/ Liaison Officer</i>
	1.3 Prepare the requested documents	None	5 Minutes	<i>HRDO personnel</i>
	1.4 Release the requested document/s	None	5 Minutes	<i>HR Coordinator</i>



Claim the requested document/s	2.1 Request the client sign on the Receiving Logbook	None	2 Minutes	<i>HR Coordinator</i>
	2.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>HR Coordinator</i>
	<b>TOTAL:</b>	<b>None</b>	<b>27 Minutes</b>	



## Online Processing and Issuance of HR Records to Active and Employees who are no longer connected with the University

This procedure covers how personnel employment records is provided thru online platform to active and employees who is no longer connected with the University.

<b>Office or Division:</b>	Records Management Section
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Citizen
<b>Who may avail:</b>	All Active 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
Send the accomplished Record Request form to <a href="mailto:hrdoimus@cvsu.edu.ph">hrdoimus@cvsu.edu.ph</a>	1.1 Receive and review the duly accomplished form for the completeness of entries.	None	3 Minutes	HR Coordinator/ Staff
	1.2 Check and verify from file the requested record. If requested record/document is not available in the campus, request will be endorsed to the University HRDO	None	10 Minutes	HR Coordinator/Liaison Officer
	1.3 Prepare the requested documents	None	5 Minutes	HRDO personnel



	1.4 Release the requested records/ documents to the client thru email the official email address of the HRDO <a href="mailto:cvsuhrd@cvsu.edu.ph">cvsuhrd@cvsu.edu.ph</a> <a href="mailto:hrdoimus@cvsu.edu.ph">hrdoimus@cvsu.edu.ph</a>		5 Minutes	
Receive and acknowledge receipt of the requested records/documents	2.1 Confirm and record the receipt of the records/documents requested by the client	None	2 Minutes	<i>HRDO Personnel</i>
	2.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>HRDO Personnel</i>
	<b>TOTAL:</b>	<b>None</b>	<b>27 Minutes</b>	



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



## Receiving and Evaluation of Documents for Salary Preparation of Part-time Faculty Members and Job Order Non-Academic employees

This procedure covers the computation of the 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.

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

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Accomplishment Report	Job Order non-academic employees
Signed Daily Time Record	Part-time faculty members and job Order non-academic employees
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. Submit the accomplishment report and the Daily Time Record to the HR Coordinator every 16 <sup>th</sup>	1.1 Receive the submitted DTR and accomplishment report	None	2 Minutes	<i>HR Coordinator</i>



day of the month and 1 <sup>st</sup> day of the succeeding month.	1.2 Check DTR if services rendered is in accordance with the approved official schedule and contact hours.	None	1 Minute per DTR	<i>HR Coordinator</i>
	1.3 Check accomplishment report as to accuracy and completeness		1 Minute per accomplishment report	
	1.4 Compute the number of hours of services rendered		30 Minutes	
	1.5 Prepare summary of the hours to be paid per COS and job order employees and attach the required supporting documents for endorsement to the Campus Administrator	None	30 minutes	<i>HR Coordinator</i>
	1.6 Sign and approve the document	None	3 Minutes	<i>Campus Administrator</i>
	1.7 Prepare the Disbursement Voucher and Budget Utilization Request and Status and Payroll of salaries	None	15 Minutes	<i>HR Coordinator</i>
	1.8 Attach the Summary of Hours to be paid, DTR and Accomplishment Report to the DV, BURS and Payroll	None	5 Minutes	<i>HR Coordinator</i>
	1.9 Affix the signature/s of authorized personnel to the BURS	None	3 Minutes	<i>Campus Administrator/Campus Budget Officer</i>
	1.10 Submit the payroll to the Main Campus for processing.	None	5 Minutes	<i>HR Coordinator/Liaison</i>





				<i>Officer/Authorized Representative</i>
	1.11 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			<i>HR Coordinator</i>
2. Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>HR Coordinator</i>
	<b>TOTAL:</b>	<b>None</b>	<b>1 Hour, 35 Minutes</b>	



## Receiving and Evaluation of Documents for Salary Preparation of Contractual Faculty Members and Casual Non-Academic Employees

This procedure covers the computation of the 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.

<b>Office or Division:</b>	Rewards and Recognition (R & R) Unit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Citizen
<b>Who may avail:</b>	All contractual faculty and casual employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Accomplishment Report	Casual non-academic employees
Signed Daily Time Record	Contractual faculty members and casual non-academic employees
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. Submit the Daily Time Record to the HR Coordinator every 16 <sup>th</sup>	1.1 Receive the submitted DTR and accomplishment report	None	2 Minutes	<i>HR Coordinator</i>



day of the month and 1 <sup>st</sup> day of the succeeding month.	1.2 Check DTR if services rendered is in accordance with the approved official schedule and contact hours.	None	3 Minutes per DTR	<i>HR Coordinator</i>
	1.3 Check accomplishment report as to accuracy and completeness	None	1 Minute per accomplishment report	<i>HR Coordinator</i>
	1.4 Compute the number of hours of services rendered	None	15 Minutes	<i>HR Coordinator</i>
	1.5 Prepare the Summary of Attendance for endorsement to the Campus Administrator	None	15 Minutes	<i>HR Coordinator</i>
	1.6 Sign and approve the document	None	3 Minutes	<i>Campus Administrator</i>
	1.7 Prepare the Disbursement Voucher and Budget Utilization Request and Status and Payroll of salaries	None	15 Minutes	<i>HR Coordinator</i>
	1.8 Attach the Summary of Attendance, DTR and Accomplishment Report to the DV, BURS and payroll	None	5 Minutes	<i>HR Coordinator</i>
	1.9 Affix the signature/s of authorized personnel to the BURS.	None	3 Minutes	<i>Campus Administrator/ Campus' Budget Officer</i>



	1.10 Submit the payroll to the Main Campus for processing.	None	5 minutes	<i>HR Coordinator/ Liaison Officer/ Authorized Representative</i>
	1.11 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			<i>HR Coordinator</i>
2. Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>HR Coordinator</i>
	<b>TOTAL:</b>	<b>None</b>	<b>1 Hour, 9 Minutes</b>	



**Cavite State University Imus Campus**  
**Office of the Student Affairs and Services**  
External and Internal Services



Application/Renewal Procedure for Scholarship				
This procedure shows how OSAS assists applicants in the availment/renewal of scholarship/financial assistance.				
Office or Division:	Office of Student Affairs and Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All students who are qualified to apply or renew for scholarship/ financial assistance			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished Application form for Scholarship		OSAS and CvSU website (downloadable at <a href="http://www.cvsu.edu.ph">www.cvsu.edu.ph</a> )		
Photocopy of certification of grades in the previous semester		Campus Registrar		
Photocopy of the registration form in the current semester		Campus Registrar		
One (1) pc. 1x1 picture with white background		Applicant		
One (1) short ordinary folder		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit the required documents	1.1 Receive and evaluate the required documents	None	5 Minutes	Scholarship Coordinator
	1.2 Issue Certificate of Scholarship			
Receive the Certificate of Scholarship	Sign the logbook under the column “Released by”  Advise the student to proceed to Registrar/Cashier’s Office for reassessment of fees	None	2 Minutes	Scholarship Coordinator



New and old scholars submit Certification of Scholarship to the Registrar's Office and Cashier Office for the reassessment of fees	3.1 Receive the Certification of Scholarship and reassess fees accordingly	None	3 minutes	<i>Registrar / Cashier</i>
	3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			<i>Scholarship Coordinator</i>
Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Scholarship Coordinator</i>
	<b>TOTAL:</b>	<b>None</b>	<b>12 Minutes</b>	



## Admission of First Year Students

This procedure aims to define the system on how to assist all students who will submit requirements and ensure that they will be guided in seeking admission to the University in their desired program.

**Office or Division:** Office of Student Affairs and Services

**Classification:** Simple

**Type of Transaction:** G2C – Government to Citizen

**Who may avail:** All incoming first year students

CHECKLIST OF REQUIREMENTS (ONLINE APPLICATION)	WHERE TO SECURE
Accomplished Application form for Admission	<a href="http://cvsu-imus.edu.ph/">http://cvsu-imus.edu.ph/</a>
Photocopy of G-12 report card	Senior High School
Photocopy of good moral certificate	Senior High School
Two (2) pcs. 1x1 picture with white background	Applicant
One (1) short ordinary folder	Applicant
<u>Other requirements:</u> Certification of grades from the school administrator/principal if report card is not yet available. ALS rating for ALS applicant.	Senior High School





CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit the required documents	Receive the required documents	None	2 Minutes	<i>Admission Officer</i>
Receive admission examination permit	2. Schedule the date of examination	None	1 Minute	<i>Admission Officer</i>
Take the admission examination as scheduled	3. Administer Admission Examination	None	*1 Hour	<i>Guidance Counselor or Psychometrician</i>
Applicants seeking admission to the BS Education Programs, BS Psychology, AB Journalism, BS Business Management, BS Hospitality Management, BS Information Technology, BS Computer Science, BS Electronic Engineering the applicant is required to undergo interview:				
Get interview form	4a. Release interview form	None	1 Minute	<i>Admission Officer</i>
Undergo interview at College/ Department	4b. Conduct the interview	None	20 Minutes	<i>Department Chair or Program Head</i>
Return to OSAS and submit accomplished interview form	4c. Receive the accomplished interview form Issue Notice of Admission (NOA)	None	1 Minute	<i>Admission Officer</i>



Receive the NOA	Log the NOA number and name of student and sign the logbook under the column "Released by".	None	1 Minute	Admission Officer, Guidance Counselor, or Psychometrician
Present the NOA to the Campus Health Services unit for medical examination	6.1 Receive the NOA and assist the student for medical examination	None	1 Minute	Campus Health Services Unit
	6.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			Admission Officer
7. Fill out and return the Stakeholders' Feedback form or Google Form	7. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	Admission Officer
	<b>TOTAL:</b>	<b>None</b>	<b>1 Hour, 29 Minutes</b>	

*\*Qualified for multi-stage processing*



## Admission Procedure for Transferees from Other School

This procedure aims to define the system on how to assist all transferees from other schools who will submit requirements and ensure that they will be guided in seeking admission to the University in their desired program.

<b>Office or Division:</b>	Office of Student Affairs and Services
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All students who preferred to transfer to the University

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished Application form for Admission		<a href="http://cvsu-imus.edu.ph/">http://cvsu-imus.edu.ph/</a>		
Photocopy of transfer credentials		Applicant's previous school		
Photocopy of NBI clearance or Police clearance		National Bureau of Investigation or Police station		
Two (2) pcs 1x1 picture with white background		Applicant		
1 short ordinary folder		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present credentials for initial evaluation	Evaluate and compute the GPA	None	5 Minutes	<i>Admission Officer</i>
Secure Notice for Evaluation form and proceed to concerned College for their evaluation	2. Issue interview form	None	2 Minutes	<i>Admission Officer</i>



Undergo interview with respective college	3. Conduct the interview	None	20 Minutes	<i>College Registrar or Department Chair or Program Head</i>
Return to OSAS and submit the accomplished Notice for Evaluation form	4. Receive the accomplished interview form	None	1 Minute	<i>Admission Officer</i>
If qualified from the evaluation of the College/Department, submit the following documents to OSAS: Photocopy of Certificate of Grades Photocopy of Certificate of Good Moral Photocopy of Honorable Dismissal Photocopy of NBI Clearance or Police Clearance copies of 1x1 ID Picture Short Folder	Receive and file the documents  Issue Examination Permit	None	5 Minutes	<i>Admission Officer</i>
Receive examination permit	Schedule the date of examination	None	1 Minute	<i>Admission Officer</i>
Take the admission examination as scheduled	7.1 Administer admission examination  7.2 Issue Notice of Admission (NOA)	None	*1 Hour	<i>Guidance Counselor or Psychometrician</i>
Receive the NOA	8. Log the NOA number and name of student and sign the logbook under the column "Released by"	None	2 Minutes	<i>Admission Officer or Guidance Counselor or Psychometrician</i>



Present the NOA to the Campus Health Services Unit for medical examination	9.1 Receive the NOA and assist the student for medical examination	None	2 Minutes	<i>Campus Health Services Unit</i>
	9.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			<i>Admission Officer</i>
Fill out and return the Stakeholders' Feedback form or Google Form	10. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Admission Officer</i>
	<b>TOTAL:</b>	<b>None</b>	<b>*1 Hour, 40 Minutes</b>	

\*Qualified for a multi-stage processing



## Admission Procedure for Transferees from CvSU System

This procedure aims to define the system on how to assist all transferees from the CvSU System who will submit requirements and ensure that they will be guided in seeking admission to the University in their desired program.

<b>Office or Division:</b>	Office of Student Affairs and Services
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All students who preferred to transfer to the University

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Accomplished Application form for Admission	<a href="http://cvsu-imus.edu.ph/">http://cvsu-imus.edu.ph/</a>
Photocopy of transfer credentials	Applicant's previous school
Two (2) pcs. 1x1 picture with white background	Applicant
1 short ordinary folder	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present credentials for initial evaluation	Evaluate and compute the GPA	None	5 Minutes	<i>Admission Officer</i>
Secure Notice of Interview Form and Proceed to concerned college/department for their evaluation	2. Issue interview form	None	2 Minutes	<i>Admission Officer</i>
Undergo interview with respective college/department	3. Conduct the interview	None	20 Minutes	<i>College Registrar/ Department Chair / Program Head</i>



Return to OSAS and submit the accomplished interview form	4. Receive the accomplished interview form	None	2 Minutes	Admission Officer
If qualified from the evaluation of the College, submit the following documents to OSAS: Photocopy of Certificate of Grades Photocopy of Certificate of Good Moral Photocopy of Honorable Dismissal copies of 1x1 ID Picture Short Folder	Receive and file the documents  Issue the Notice of Admission (NOA)	None	5 Minutes	Admission Officer
Receive the NOA	Log the NOA number and name of student and sign the logbook under the column "Released by"	None	2 Minutes	Admission Officer / Guidance Counselor or Psychometrician
Present the NOA to the Campus Health Services unit for medical examination	7.1 Receive the NOA and assist the student for medical examination	None	2 Minutes	Campus Health Services Unit
	7.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			Admission Officer
8. Fill out and return the Stakeholders' Feedback form or Google Form	8. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	Admission Officer
	<b>TOTAL:</b>	<b>None</b>	<b>40 Minutes</b>	

\*Qualified for a multi-stage processing



## Procedure on Admission for Second Courser

This procedure aims to define the system on how to assist all second coursers who will submit requirements and ensure that they will be guided in seeking admission to the University in their desired program.

<b>Office or Division:</b>	Office of Student Affairs and Services
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Students who are already a graduate of a bachelor's degree and wanted to pursue another program

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Accomplished Application form for Admission	Imus Campus
Photocopy of transfer credentials	Applicant's previous school
Two (2) pcs. 1x1 picture with white background	Applicant
One (1) short ordinary folder	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present credentials for initial evaluation	Evaluate and compute the GPA	None	10 Minutes	<i>Admission Officer</i>
Secure Notice for Evaluation form and Proceed to concerned college / department for their evaluation	2. Issue interview form	None	2 Minutes	<i>Admission Officer</i>
Undergo interview with respective college/department	3. Conduct the interview	None	20 Minutes	<i>Department Chair / Program Head</i>





Return to OSAS and submit the accomplished Notice for Evaluation form	4. Receive the accomplished interview form	None	2 Minutes	Admission Officer
If qualified from the evaluation of the College, the applicant will pay for the testing fee at the Cashier's office <b>(for paying students only)</b>	5. Issue official receipt	Php 150.00	2 Minutes	Cashier
Submit the required documents	6. Receive the required documents	None	2 Minutes	Admission Officer
Receive examination permit	7. Schedule the date of examination	None	2 Minutes	Admission Officer
Take the admission examination as scheduled	Administer Admission Examination  Issue the Notice of Admission (NOA)	None	1 Hour	Guidance Counselor or Psychometrician
Receive the NOA	Log the NOA number and name of student and sign the logbook under the column "Released by"	None	2 Minutes	Admission Officer/Guidance Counselor or Psychometrician
Present the NOA to the Campus Health Services Unit for medical examination	10.1 Receive the NOA and assist the student for medical examination	None	2 Minutes	Campus Health Services Unit
	10.1 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			Admission Officer



11. Fill out and return the Stakeholders' Feedback form or Google Form	11. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	Admission Officer
	<b>TOTAL:</b>	<b>Php 150.00</b>	<b>1 Hour, 46 Minutes</b>	

*\*paying students- refers to applicants who already obtained a Bachelor's degree and wanted to pursue another degree.*



Recognition and Accreditation Procedure for Student Organizations	
This procedure aims to assist the students, enumerate the requirements and facilitate the recognition and accreditation of student organizations.	
<b>Office or Division:</b>	Office of Student Affairs and Services
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All student organizations who applied for University Organization Recognition
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
List of Officers	Applicant
Calendar of Activities	Applicant
Resume/CV of the Adviser (s)	Applicant
Latest Certificate of Grades of the Officers	Campus Registrar/ Adviser
Picture of the Officers with caption identifying the individual position	Applicant
Constitution and By-Laws approved by the Officers and the Advisers	Applicant
Updated list of members	Applicant
Bio data of the Organization Officers	Applicant
Certificate of Good Moral Character of the Officers	Campus Guidance Facilitator / Counselor / Campus Department
Acceptance Letter from the Adviser	SDS Unit – OSAS



*Additional Requirements for Old Organization				
Accomplishment report		Applicant		
Financial report		Applicant		
Previous plan of activities		Applicant		
Certificate of audit		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit requirements for initial evaluation	Receive and evaluate the required documents	None	10 Minutes	<i>SDS Head or OSAS Staff</i>
Receive notice if submitted documents are complete.	Issue notice of completion of requirements	None	5 Minutes	<i>SDS Head or OSAS Staff</i>
Receive the Certification of Completion	Conduct the recognition and accreditation program of student organizations and induction of officers for the entire school year.	None	15 Minutes	<i>SDS Head or OSAS Staff</i>
Attend the recognition and accreditation program <ul style="list-style-type: none"> <li>• Receive a Certificate of Recognition</li> </ul>	Document the program  File the submitted documents of the recognized student organizations  Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	15 Minutes	<i>SDS Head or OSAS Staff</i>



5. Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>SDS Head or OSAS Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>47 Minutes</b>	



Approval of Student Activities Procedure for Student Organizations				
This procedure aims to provide avenues to mold students' talents and interest to ensure social and cultural growth and offer leadership trainings to enhance leadership effectiveness of students both at personal and organizational levels.				
Office or Division:	Office of Student Affairs and Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All recognized student organization			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Written request letter addressed to the University President, recommended by the adviser/s, Head of SDS, Dean of OSAS and Vice President for Academic Affairs.		Applicant		
Activity Proposal		Applicant		
Copy of the approved Plan of Activities		Applicant		
Notarized Parent's Permit if the activity is scheduled on weekends or 6:00 pm onwards.		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit request letter for initial evaluation	Evaluate requirements	None	10 Minutes	SDS Head or OSAS Staff
	Issue notice of completion of requirements			
Receive notice of completion	Sign and recommend the request letter to the Dean of OSAS/ Director/Head of OSAS	None	10 Minutes	SDS Head or OSAS Staff



	Endorse to the Vice President for Academic Affairs or Campus Administrator for approval  Release the approved letter of request to the concerned organization			
Conduct the event or activity.	3. Monitor the event or activity.	None	15 minutes	<i>SDS Head or OSAS Staff</i>
Submit accomplishment report, financial report, and accomplished evaluation forms	4.1 Receive accomplishment report, financial report, and accomplished evaluation forms	None	5 minutes	<i>SDS Head or OSAS Staff</i>
	4.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			<i>OSAS Staff</i>
Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>OSAS Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>42 Minutes</b>	



## Off-Campus Activities Procedure of Student Organizations

This procedure aims to provide avenues to mold students' talents and interest to ensure social and cultural growth and offer leadership trainings to enhance leadership effectiveness of students both at personal and organizational levels.

**Office or Division:** Office of Student Affairs and Services

**Classification:** Simple

**Type of Transaction:** G2C – Government to Citizen

**Who may avail:** All recognized student organizations

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Request letter from the president of the recognized organization		Applicant
Activity proposal		Applicant
Invitation letter from the organizer of the activity		Applicant
CHED Memorandum		SDS Personnel (downloadable from the CHED website)
List of requirements from CHED		SDS Personnel (downloadable from the CHED website)
<b>**Before the off- campus activities</b>		
Curriculum		Applicant
Destination		Applicant
Handbook or manual		Applicant
Notarized parent's permit		Applicant





Medical clearance of the students		Campus Health Services unit		
Personnel-in-charge (ID's)		Applicant		
First aid kit		Applicant		
Fees/ resources		Applicant		
Mobility of students		Campus Dean		
Insurance		SDS Personnel		
Certificate of compliance		SDS Personnel (downloadable from the CHED website)		
<b>** After the off- campus activities</b>				
Learning journals of students		Applicant		
Assessment report/ evaluation report		Applicant		
Expenditure report		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit request letter for initial evaluation	1.1 Evaluate requirements	None	10 Minutes	SDS Head or OSAS Staff
	1.2 Issue notice of completion of requirements			
Receive notice of completion	2.1 Sign and recommend the request letter to the Dean of OSAS	None	10 Minutes	SDS Head or OSAS Staff
	2.2 Endorse to the Vice President for Academic Affairs for approval			



	2.3 Release the approved letter of request to the concerned organizations			
Conduct the event or activity.	3. Monitor the event or activity.	None	15 Minutes	<i>SDS Head or OSAS Staff</i>
Submit accomplishment report, financial report, and accomplished evaluation forms	4.1 Receive accomplishment report, financial report, and accomplished evaluation forms	None	5 Minutes	<i>SDS Head or OSAS Staff</i>
	4.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
5. Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>SDS Head or OSAS Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>40 Minutes</b>	



Counseling Procedure for Students				
This procedure shows how to facilitate positive change in the behavior, feelings, and attitudes of the students to promote academic, personal, social, and career development.				
Office or Division:	Office of Student Affairs and Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All students who are enrolled in the University			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Referral Form		OSAS		
Counseling Form		OSAS		
Appointment/Commitment Slip Informed Consent Form		OSAS		
Counseling Completion Form		OSAS		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Seek counseling and fill out Counseling Form	Receive counseling form for walk-in and referred clients	None	5 Minutes	Guidance Counselor or Guidance Facilitator or designated faculty member
Undergo initial interview	2.1 Conduct initial interview	None	10 Minutes	Guidance Counselor or Guidance



	2.2 Give appointment/ commitment slip for student to fill out			<i>Facilitator or designated faculty member</i>
Fill out the appointment / commitment slip and undergo counseling session	3. Conduct counseling/ consultation process and document the process	None	1 Hour per session	<i>Guidance Counselor or Guidance Facilitator or designated faculty member</i>
Fill out counselling / consultation logbook	<p>Issue Counseling /Consultation Completion Form</p> <p>Advise the student to expect a call or text message for follow up consultation</p> <p>Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a></p>	None	5 Minutes	<i>Guidance Counselor or Guidance Facilitator or designated faculty member</i>
5. Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Guidance Counselor or Guidance Facilitator or designated faculty member</i>
	<b>TOTAL:</b>	<b>None</b>	<b>1 Hour, 22 Minutes</b>	



## Follow-up Counseling Procedure for Students

This procedure aims to facilitate positive change in the behavior, feelings, and attitudes of the students to promote academic, personal, social, and career development.

**Office or Division:** Office of Student Affairs and Services

**Classification:** Simple

**Type of Transaction:** G2C – Government to Citizen

**Who may avail:** All students who are enrolled in the University

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Contact Number		To be provided by the Client		
E-mail address		To be provided by the Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Receive phone call, text message, e-mail or if necessary, face to face for a follow up consultation meeting	Inquire about the current status of the student since prior consultation	None	5 Minutes	Guidance Counselor or Guidance Facilitator or designated faculty member
Inform OSAS of their current status and have them fill out the consultation logbook	2.1 Record and file the current status of student for future reference	None	10 Minutes	Guidance Counselor or Guidance Facilitator or designated faculty member
	2.2 Provide client with Stakeholders' Feedback Form or Google Form using the			



	link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Guidance Counselor or Guidance Facilitator or designated faculty member</i>
	<b>TOTAL:</b>	<b>None</b>	<b>17 Minutes</b>	



## Consultation Procedure for Parents

This procedure shows how the OSAS assists parents/guardians in identifying problems of their students, their causes, and possible alternatives or solutions

<b>Office or Division:</b>	Office of Student Affairs and Services
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All parents whose children are enrolled in the University

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Anecdotal Form		OSAS		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Walk-in and log in the visitor's information log book	Receive parent or guardian	None	5 Minutes	<i>Guidance Counselor or Guidance Facilitator or designated faculty member</i>
Undergo initial interview and assessment	2. Conduct initial interview	None	30 Minutes	<i>Guidance Counselor or Guidance Facilitator or designated faculty member</i>
When necessary, parent/ guardian is referred to concerned college/	3.1 Write a letter of referral to college/ department	None	15 Minutes	<i>Guidance Counselor or Guidance</i>



department for more appropriate intervention or action	3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			<i>Facilitator or designated faculty member</i>
4. Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Guidance Counselor or Guidance Facilitator or designated faculty member</i>
	<b>TOTAL:</b>	<b>None</b>	<b>52 Minutes</b>	





## Complaint on Student and Grievance

This procedure shows how the OSAS assists students, faculty members and employees who have complaints against students

<b>Office or Division:</b>	Office of Student Affairs and Services
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Student, faculty member or employee who has a complaint against student

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Complaint letter		Complainant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit complaint letter	1.1 Receive the complaint letter	None	5 Minutes	<i>Secretary, Committee on Misdemeanor</i>
	1.2 Endorse the letter to the Committee on Misdemeanor		5 Minutes	
	Decide whether the complaint has been acted and call for the investigation		1 Hour	<i>Committee on Misdemeanor</i>
	Issue response letter			
Receive the response letter and sign the logbook under the column "Received by"	2.1 Sign the logbook under the column "Released by"	None	2 Minutes	<i>Secretary, Committee on Misdemeanor</i>



	2.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			<i>Secretary, Committee on Misdemeanor</i>
3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Secretary, Committee on Misdemeanor</i>
	<b>TOTAL:</b>	<b>None</b>	<b>1 Hours, 14 Minutes</b>	



## Issuance of Certificate of Good Moral Character

This procedure shows how to assist bonafide students and graduates who would want to secure Certificate of Good Moral Character.

<b>Office or Division:</b>	Office of Student Affairs and Services
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All bonafide students and graduates

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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Accomplished University Clearance	Applicant's concerned college
Official Receipt for Certification of Good Moral Character	Cashier's Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Pay for the Certification of Good Moral Character at the Cashier's Office.	Receive payment and issue an official receipt	Php 15.00	2 Minutes	Cashier
Present the required documents to the Office of Student Affairs	Receive and check the required documents	None	5 Minutes	MIS Officer/ OSAS Staff
3. Fill out the request for good moral certificate sheet	3. Prepare and release the Certificate of Good Moral Character	None	5 Minutes	MIS Officer/ OSAS Staff



4. Receive the Certificate of Good Moral Character	4.1 Sign the Good Moral Certificate sheet under the column "Released by"	None	2 Minutes	MIS Officer/ OSAS Staff
	4.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			OSAS Staff
Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	OSAS Staff
	<b>TOTAL:</b>	<b>Php 15.00</b>	<b>16 Minutes</b>	



**Cavite State University Imus Campus**  
**Office of the Campus Registrar**  
External and Internal Services



## Issuance of School Credential/Documents

This procedure aims to facilitate the issuance of school credentials and other documents to CvSU graduates to be used for employment, evaluation or further studies and including those who opt to transfer to other schools.

<b>Office or Division:</b>	Office of Campus Registrar
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Graduates and continuing students

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Google Form	Posted on Official Facebook Page
Certificate of Admission	Office of the Campus Registrar
Personal Information Sheet	Office of the Campus Registrar
Registration Form	Office of the Campus Registrar

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request for University Clearance Form (first request) or fill out Request Slip (for subsequent request) For online request: Register and fill out the google form posted at <a href="mailto:cvsuimus01@gmail.com">cvsuimus01@gmail.com</a> <a href="mailto:imus.registrar@cvsu.edu.ph">imus.registrar@cvsu.edu.ph</a>	Receive the accomplished University Clearance or Request Slip	None	5 Minutes	<i>Registrar Staff</i>



Pay the necessary fee for the requested documents at the Cashier Office or thru online payment	Check the official receipt and issue claim stub	Php 50.00/ page for TOR  Php15.00/ page for Certification	5 Minutes	Cashier
Receive the claim stub or e-copy bearing the date of release of the requested documents.	Evaluate the student's records and prepare the requested documents.	None	7 Days	Registrar Staff
Claim the document on the specified date of release	4.1 Check the claim stub and release the requested documents to the client	None	2 Minutes	Registrar Staff
	4.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
5. Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	Registrar Staff
	<b>TOTAL:</b>	<b>Php 50.00/ page for TOR  Php15.00/ page for Certification</b>	<b>7 Days, 14 Minutes</b>	



## Registration of New Students

This procedure aims to facilitate registration processes of new students that ensures safekeeping of student records and accurate enrolment to a particular program.

<b>Office or Division:</b>	Office of Campus Registrar
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All new students

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Registration Form		Office of the Campus Registrar		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit all the required original documents for enrolment including the Accomplished Personal Information Sheet <i>downloadable at <a href="mailto:cvsuimus01@gmail.com">cvsuimus01@gmail.com</a> <a href="mailto:imus.registrar@cvsu.edu.ph">imus.registrar@cvsu.edu.ph</a></i>	Check, receive all the required original documents and a copy of the uploaded Personal Information of student.  Assign Student Number and issue Certificate of Admission and Registration Form.	None	6 Minutes	<i>Registrar Staff</i>
Receive Certificate of Admission and Registration Form.	2. Validate the Registration Form and keep a copy.	None	6 Minutes	<i>Registrar Staff</i>
Sign the validated Registration Form	Return another copy to student.  Advise the student to keep a copy of the Registration Form for future reference	None	2 Minutes	<i>Registrar Staff</i>





	Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Registrar Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>16 Minutes</b>	



Registration of Continuing Students				
This procedure aims to facilitate the registration of the continuing students in different colleges.				
Office or Division:	Office of Campus Registrar			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All new students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Student Clearance		Office of the Campus Registrar		
Certificate of Grades				
Pre-Registration				
Registration Form				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secure and submit an approved student clearance	Check the completeness of the submitted clearance and issue Certificate of Grades and Pre-registration form.	None	2 Minutes	Registrar Staff
Fill out Pre-registration form with subjects to be enrolled through consultation with respective Registration Adviser and submit the same together with a photocopy of Certificate of Grades (COG) to the college registrar.	2.1 Receive and evaluate the filled out pre-registration form.	None	6 Minutes	Registrar Staff
	2.2 Prepare and issue Registration form to student.			



Receive and sign the Registration Form and return the same to the College Registrar for validation.	<p>Receive and validate the duly signed Registration Form of student by putting a “Registered” stamp.</p> <p>Provide a copy to the student and keep a copy for submission to the Office of the University Registrar.</p>	None	6 Minutes	<i>Registrar Staff</i>
Receive a copy of the duly stamped Registration form and keep it for future references.	4.1 Consolidate all the copies of registration forms received from the students and submit to the University Registrar for system validation.	None	1 Minute	<i>Registrar Staff</i>
	<p>4.2 Provide client with Stakeholders’ Feedback Form or Google Form using the link</p> <p><a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a></p>			
5. Fill out and return the Stakeholders’ Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Registrar Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>17 Minutes</b>	



Registration of Transferees				
This procedure aims to facilitate the registration of all transfer students.				
<b>Office or Division:</b>	Campus Registrar			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All new transfer students.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Registration Form		Office of the Campus Registrar		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit all the required original documents for enrolment including results of interview, checklist of subjects credited by the college or department concerned and the Accomplished Personal Information Sheet or via <a href="mailto:cvsuimus01@gmail.com">cvsuimus01@gmail.com</a> <a href="mailto:imus.registrar@cvsu.edu.ph">imus.registrar@cvsu.edu.ph</a>	1.1 Check, receive all the required original documents; copy of the uploaded Personal Information Sheet and Pre-registration form issued by the college.  1.2 Assign Student Number and issue Certificate of Admission and Registration Form.	None	6 Minutes	<i>Registrar staff</i>
Receive Certificate of Admission and Registration Form.	2.1 Receive and validate the duly signed Registration Form of student by putting a “Registered” stamp.	None	6 Minutes	<i>Registrar staff</i>



<ul style="list-style-type: none"> <li>• Sign the issued Registration Form and return the same to the University Registrar for validation.</li> </ul>	<p>2.2 Provide a copy to the student and keep a copy for system validation.</p> <p>2.3 Advise the student to keep a copy of the Registration form for future reference.</p> <p>2.4 Provide client with Stakeholders' Feedback Form or Google Form using the link  <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a></p>			
3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Registrar staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>14 minutes</b>	



Registration of Shiftees				
This procedure aims to facilitate the registration of all shiftees.				
<b>Office or Division:</b>	Campus Registrar			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All student shiftees.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Registration Form		Office of the Campus Registrar		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fill out Letter of Intent and have it signed by college officials indicated in the form.	Evaluate grades of student	None	5 Minutes	<i>Department Chair or Faculty assigned to program the student intends to shift.</i>
Undergo interview at the Department /College the student intends to transfer.	2.1 Conduct interview for further assessment. 2.2 Issue Pre-registration Form	None	10 Minutes	<i>Department Chair or Faculty assigned to program the student intends to shift.</i>
Fill-out Pre-registration form with subjects to be enrolled in accordance to what the Department Adviser and submit the same together with a	3.1 Receive and evaluate the filled-out pre-registration form. 3.2 Prepare and issue Registration form to student.	None	5 Minutes	<i>College Registrar</i>



photocopy of Certificate of Grades (COG) to the college registrar.				
Receive and sign the Registration Form and return the same to the College Registrar for validation.	<p>4.1 Receive and validate the duly signed Registration Form of student by putting a “Registered” stamp.</p> <p>4.2 Provide a copy to the student and keep a copy for submission to the Office of the University Registrar for system validation.</p> <p>4.3 Provide client with Stakeholders’ Feedback Form or Google Form using the link  <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a></p>	None	5 Minutes	<i>College Registrar</i>
5. Fill out and return the Stakeholders’ Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>College Registrar</i>
	<b>TOTAL:</b>	<b>None</b>	<b>27 Minutes</b>	



Registration of Old Student Returnees				
This process aims to facilitate the registration of all Old Student Returnees.				
Office or Division:	Campus Registrar			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All Old Student Returnees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Registration Form		Office of the Campus Registrar		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fill out the Readmission Form <i>downloadable at <a href="http://cvsu.edu.ph">cvsu.edu.ph</a></i> and have it signed by college officials indicated in the form.	1. Evaluate grades of student	None	5 Minutes	<i>Registration Adviser</i>
Undergo interview at the Department/ College last attended.	2.1 Conduct interview to determine the student's eligibility for readmission.  2.2 Issue Pre-Registration Form	None	10 Minutes	<i>Registration Adviser</i>
Fill out Pre-registration form with subjects to be enrolled in consultation with Registration Adviser indicated to take and	3.1 Receive and evaluate the filled-out pre-registration form.  3.2 Issue Registration form	None	5 Minutes	<i>College Registrar</i>





submit the same together with a photocopy of Certificate of Grades (COG) to the college registrar.				
Receive and sign the Registration Form and return the same to the College Registrar for validation.	<p>Receive and validate the duly signed Registration Form of student by putting a “Registered” stamp.</p> <p>Provide a copy to the student and keep a copy for submission to the Office of the University Registrar for system validation.</p> <p>Provide client with Stakeholders’ Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a></p>	None	5 Minutes	<i>College Registrar</i>
Fill out and return the Stakeholders’ Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>College Registrar</i>
	<b>TOTAL:</b>	<b>None</b>	<b>25 Minutes</b>	



# **Cavite State University Imus Campus**

## **Cashier's Office**

External and Internal Services



<b>Collection of Fees</b>	
This procedure covers how the Cashier's Office process collection of fees, charges and other assessments from departments, bureaus, offices and other agencies in the exercise of their functions.	
<b>Office or Division:</b>	Cashier's Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Citizen
<b>Who may avail:</b>	Students/Parents/Other Clients
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
Completion Form (a.)	Cashier's Office
Official Transcript of Record (b.)	
Certificate of Good Moral Character & Grades (c.)	
Honorable Dismissal (d.)	
Authentication and Verification (CAV) (e.)	
Authentication of TOR / Diploma (f.)	
Tuition Fee for regular Students (g.)	
Tuition fee for scholars (h.)	
Adding / Changing of subjects (i.)	
Dropping of subjects (j.)	
Graduation Fee (k.)	



Thesis Adviser Fee (l.)				
Registration Form Copy (m.)				
Clearance (n.)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present completely filled out request slip, certification, registration forms, clearance, etc.,	Evaluate registration forms and other requirement as to completeness and accuracy (Request slip, order of payments, clearance and registration forms)	None	1 Minute	Cashier/ Collecting Officer
Pay the corresponding amount for: Completion Form	2.1 Issue Official Receipt  2.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	Php 10/unit	1 Minute	Cashier/ Collecting Officer
Official Transcript of Record		Php 20/page Php 100/page with scanned picture	2 Minutes	Cashier/ Collecting Officer
Certificate of Good Moral Character and Grades		Php 15/copy	2 Minutes	Cashier/ Collecting Officer
Honorable Dismissal		Php 20.00	2 Minutes	Cashier/ Collecting Officer
Authentication and Verification (CAV)		Php 35.00	2 Minutes	Cashier/ Collecting Officer
Authentication of TOR / Diploma		Php 40.00/set	2 Minutes	Cashier/ Collecting Officer



Tuition Fee for regular Students		Cash Installment 50% tuition fee 100% misc. and fiduciary fees	2 Minutes	Cashier/ Collecting Officer
Tuition fee for scholars		Based on scholarship privileges	2 Minutes	Cashier
Adding / Changing of subjects			2 Minutes	Cashier
Dropping of subjects			2 Minutes	Cashier
Graduation Fee		TBA	2 Minutes	Cashier
Thesis Adviser Fee		Php 2,300	2 Minutes	Cashier
Registration Form Copy		Php 50.00	2 Minutes	Cashier
Clearance		None	2 Minutes	Cashier
3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	Cashier
	<b>TOTAL:</b>	<b>Depending on the transaction</b>	<b>5 Minutes per transaction</b>	



**Cavite State University Imus Campus**  
**Health Services Unit**  
External and Internal Services



Consultation and Referrals	
This procedure shows how the Campus Health Services Unit provide assistance in assessing the physical condition of a patient as well as in the administration of treatment.	
<b>Office or Division:</b>	Campus Health Services Unit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	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	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present Identification Card to the Nurse on Duty (NOD)	Confirm personal information from identification card and accomplish consultation form	None	1 Minute	NOD
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	NOD
Submit to the consultation process	3.1 Examine the patient and prescribe medication  3.2 Physician may refer patient for the following procedures if necessary:  Wound Care Laboratory/ Radiologic Exam Observation in Ward & Confinement Referral to a Medical Specialist Transfer to hospital  3.3 Refer patient to the NOD	None	15 Minutes / depending on the case	Physician or Dentist
Present prescription and submit the medical or dental card to the NOD	4.1 Receive the prescription form and dispense available prescribed medication (initial dose only)  4.2 Advise the patient on proper use and intake of medicines	None	2 Minutes	NOD
Sign the logbook	5.1 Log the name of patient, name and quantity of dispensed medicines, and have it signed by the patient	None	1 Minute	NOD





	<p>5.2 Encode the accomplished consultation form, medical or dental record, and file for safekeeping</p> <p>5.3 Provide client with Stakeholders' Feedback Form or Google Form using the link  <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a></p>	None	1 Minute	NOD
Fill out and return the Stakeholders' Feedback form or Google Form	6. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	NOD
	<b>TOTAL:</b>	<b>None</b>	<b>25 Minutes</b>	



## Physical, Dental, and Laboratory Examination of Students

This procedure aims to provide assistance in the conduct of Physical, Dental and Laboratory Examination of students for qualification to perform various school functions and activities.

Office or Division:	Campus Health Services Unit		
Classification:	Simple		
Type of Transaction:	G2C – Government to Citizen		
Who may avail:	Students		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Notice of Admission (NOA)		Guidance Office	
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 Specialist	
Medical Certificate			



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>Day 1</b> Present the NOA for new and transferee students/ Request for Medical Clearance for returnee students	1.1 Confirm schedule of student and secure copy of NOA or Request for Medical Clearance  1.2 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 <b>DAY 2</b> )	None	2 Minutes	<i>Nurse on Duty (NOD)</i>
<b>Day 1</b>	<b>TOTAL:</b>	<b>None</b>	<b>2 Minutes</b>	
<b>Day 2</b> Present the laboratory results to the NOD	Check the laboratory and diagnostic results for completeness then issue Personal Information Sheet	None	1 Minute	<i>NOD</i>
Fill out Personal Information Sheet and submits to the NOD	2.1 Fill out the data to the Student Health Record Form  2.2 Check and record the vital signs  2.3 Issue the Student Health Record Form and Medical Clearance Form	None	3 Minutes	<i>NOD</i>



Proceed to the dental section for examination	3. Administer dental examination and sign Medical Clearance Form	None	5 Minutes	<i>Dentist</i>
Proceed to the medical section for examination	4. Administer physical examination and issue Medical Clearance Form for enrolment if fit for schooling	None	10 Minutes	<i>Physician / NOD</i>
Proceed to the nurse on duty	5.1 Secure a copy of Student Health Record Form and file student record for safekeeping 5.2 Advise to proceed to the University Registrar for registration 5.3 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	1 Minute	<i>NOD</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>
6. Fill out and return the Stakeholders' Feedback form or Google Form	6. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>NOD</i>
<b>Day 2</b>	<b>TOTAL:</b>	<b>None</b>	<b>25 Minutes</b>	



## 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

<b>Office or Division:</b>	Campus Health Services Unit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	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
<b>Day 1</b> Present Medical Endorsement Form issued by HRDO	1.1 Secure copy of Medical Endorsement Form  1.2 Issue Request Form for diagnostic procedures and CSC Medical Certificate	None	2 minutes	<i>Nurse-On-Duty (NOD)</i>
<b>If Laboratory and Diagnostic Examination will be done outside:</b>  1a. Proceed to the Cashier's Office for payment of physical and dental examination  *Skip next step and advance to <b>DAY 2</b>	1a.1 Issue charge slip for payment of physical and dental examination  1a.2 Advise to accomplish laboratory and diagnostic examination at any DOH-Accredited Diagnostic Center  1a.3 Instruct to return and bring the results the following day for physical and dental examination	Php 125.00	2 minutes	<i>NOD</i>



<p><b>If Laboratory and Diagnostic Examination will be done at the UHS:</b></p> <p>1b.1 Proceed to the Cashier's Office for payment of laboratory and diagnostic examination</p>	<p>1b.1 Issue charge slip for payment of diagnostic examination</p> <p>1b.2 Advise to return to UHS after payment</p>	<p>Php 1,425.00 for Contractual, Permanent, and Temporary</p> <p>Php 475.00 for Job Order</p> <p>(Php 125.00 physical and dental examination fee is already included)</p>	1 minute	NOD
<p>Present the Official Receipt to the NOD</p>	<p>2.1 Secure copy of official receipt</p> <p>2.2 Advise or instruct the applicant to proceed to the Diagnostic section for the necessary procedures</p>	None	1 minute	NOD
<p>Proceed to the Diagnostic Section for examination</p>	<p>3.1 Perform necessary procedures</p> <p>3.2 Instruct to return the following day to claim the results</p> <p>3.3 Advise to accomplish other tests not available in the UHS (eg. Neuropsychiatric test, drug test)</p>	None	6 minutes	Medical/X-ray Technologist



<b>Day 1</b>	<b>TOTAL:</b>	<b>Php 1,425.00</b> <b>for</b> <b>Contractual,</b> <b>Permanent,</b> <b>and</b> <b>Temporary</b>  <b>Php 475.00</b> <b>for Job Order</b>  (Php 125.00 physical and dental examination fee is already included)	<b>12 minutes</b>	
<b>Day 2</b> Present official receipt and CSC Medical Certificate Form	1.1 Secure copy of official receipt, one photocopy of results and triplicate copy of accomplished CSC medical certificate  1.2 Issue Personal Information Sheet	None	1 Minute	<i>NOD</i>
Fill out the Personal Information Sheet and submits to the NOD	2.1 Encode data to the Medical Form, take picture and print the for  2.2 Check and record vital signs  2.3 Issue the medical form with attached photocopy of laboratory and diagnostic results	None	3 Minutes	<i>NOD</i>





Proceed to the dental section for dental examination	3. Administer dental examination and sign the Medical form	None	5 Minutes	<i>Dentist</i>
Proceed to medical section for physical examination	4. Administer physical examination and signs the medical form together with the triplicate copy of CSC medical form for fitness or unfitness to work	None	10 Minutes	<i>Physician</i>
Additional Procedures (For applicant with findings upon examination)	Advise applicant to undergo additional laboratory and or special diagnostic procedures and or refer to medical specialist	None	3 Minutes	<i>Physician</i>
Proceed to the NOD	5.1 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>NOD</i>
	5.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
6. Fill out and return the Stakeholders' Feedback form or Google Form	6. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>NOD</i>
<b>Day 2</b>	<b>TOTAL:</b>	<b>None</b>	<b>25 Minutes</b>	



Provision of Emergency Care and Treatment				
This procedure shows how emergency care and treatment are provided to patients in the University.				
Office or Division:	Campus Health Services Unit			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
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
The patient to come in or brought in as emergency case	1.1 Place the patient in a comfortable position and ask for the ID of the patient for proper identification and recording purposes	None	2 Minutes	Nurse-On-Duty (NOD)



1a. Unconscious and pulseless	1a.2 Administer First Aid treatment and call other medical staff for assistance.	None	10 Minutes / depending on the case	<i>NOD / Physician</i>
1b. If conscious, give medical history (if accident in nature) and submit to assessment of vital signs	1b.1 Elicit medical history or incidence report, check, monitor and record vital signs  1b.2 Refer patient to physician on duty	None	5 Minutes	<i>NOD</i>
Submit to the consultation process	2.1 Administer intensive medical assessment, start initial treatment and explain condition and necessary steps to be done to the immediate head/guardian.  2.2 Monitor patient condition until he/she becomes stable	None	30 Minutes / depending on the case	<i>Physician</i>
Manifest improvement and stability of condition	3.1 Prescribe medication with proper instructions and give advises and issue medical certificate if necessary.  3.2 Report to the security office if the emergency case is accident and or medico-legal in nature  3.3 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None   None	2 Minutes   1 Minute	<i>Physician</i>   <i>NOD</i>



4. Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>NOD</i>
	<b>TOTAL:</b>	<b>None</b>	<b>52 minutes</b>	



## Verification of Physical, Dental, Laboratory and Diagnostic Examination Results of Students Enrollees and Issuance of Medical Clearance for Enrollment

This procedure covers how enrollees can submit their Physical, Dental and Laboratory Examination results /report through online and drop box system for verification and issuance of medical clearance for enrolment purposes,

<b>Office or Division:</b>	Campus Health Services Unit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Client
<b>Who may avail:</b>	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
Submit requirements through online /drop box system	1.1 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 (NOD)</i>
	1.2 Assess the results for comments and recommendation  • If the assessment is clear/normal, issue medical clearance through e-	None	5 Minutes	<i>Physician</i>



	mail, electronically signed for confirmation to enrollment			
	1.3 If upon verification and assessment, results are unfavorable or noted with communicable diseases, the student enrollee through e-mail is advise 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>
Receive medical clearance through e-mail	2.1 Encode, save, print and file the documents	None	1 Minute	<i>NOD</i>
	2.3 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>NOD</i>
	<b>TOTAL:</b>	<b>None</b>	<b>12 Minutes</b>	



## 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.

<b>Office or Division:</b>	Campus Health Services Unit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Client
<b>Who may avail:</b>	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 submit it to the Guard on Duty	1.1 Provide the copy of health declaration form to the Security Unit	None	1 Minute	<i>Nurse-on-duty</i>
	1.2 Distribute copy of health declaration form to every CvSU personnel and visitors that enter the University	None	1 Minute	<i>Security Guard</i>
	1.3 Check the answers in the health survey portion of the Health Declaration Form <ul style="list-style-type: none"> <li>• If the answer in the health survey portions are all <u>NO</u> and the personnel or visitor had no fever, he/she will be allowed to enter the campus</li> <li>• If there is one or more <u>YES</u> answer/s with or without fever, the security</li> </ul>	None	1 Minute	<i>Security Guard</i>



	personnel will refer and send him/her to the University Health Services Unit for further evaluation, management and advises			
	1.4 Return the Health Declaration Form to the Health Services Unit	None	1 Minute	<i>Security Guard</i>
	<b>TOTAL:</b>	<b>None</b>	<b>4 Minutes</b>	





**Cavite State University Maragondon Campus**  
**Human Resource Office**  
External and Internal Services



## Receiving and Evaluation of Documents for Salary Preparation of Part-time Faculty members and Job Order Non-Academic Employees

This procedure covers the computation of the 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.

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

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

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the accomplishment report and the Daily Time Record to the HR Coordinator every 16 <sup>th</sup>	1.1 Receive the submitted DTR and accomplishment report	None	1 Minute	<i>HR Coordinator</i>



day of the month and 1 <sup>st</sup> day of the succeeding month.	1.2 Check DTR if services rendered is in accordance with the approved official schedule and contact hours.	None	1 Minute per DTR	<i>HR Coordinator</i>
	1.3 Check accomplishment report as to accuracy and completeness	None	1 Minute per accomplishment report	<i>HR Coordinator</i>
	1.4 Compute the number of hours of services rendered	None	2 Minutes	<i>HR Coordinator</i>
	1.5 Prepare summary of the hours to be paid per COS and job order employees and attach the required supporting documents for endorsement to the Campus Administrator	None	10 Minutes	<i>HR Coordinator</i>
	Sign and approve the documents	None	2 Minutes	<i>Campus Administrator</i>
	Submit the documents to the Main Campus for salary preparation and processing	None	1 Minute	<i>Campus Liaison Officer</i>
	1.7 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			<i>HR Coordinator</i>
Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>HR Coordinator</i>
	<b>TOTAL:</b>	<b>None</b>	<b>20 Minutes</b>	



**Cavite State University Maragondon Campus**  
**Registrar's Office**  
External and Internal Services



Registration and Enrollment for New Pupils/Students				
This procedure shows how the Campus Registrar's Office provides registration form to old pupils/students.				
Office or Division:	Registrar's Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	All Old Pupils/Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Registration Form		Registrar's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit requirements for admission or via <a href="mailto:cvsumaragondon@cvsu.edu.ph">cvsumaragondon@cvsu.edu.ph</a>	Check, receive all the required documents and issue Registration Form	None	3 Minutes	Registrar Staff
Receive and fill out Registration Form	2.1 Receive and validate the fill-out Registration Form and give the list of class requirements	None	3 Minutes	Registrar Staff
	2.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	Registrar Staff



	<b>TOTAL:</b>	<b>None</b>	<b>8 Minutes</b>	
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## Registration and Enrollment for Pupils/Students Transferees

This procedure covers how the Campus Registrar's Office provides registration form to transferees.

<b>Office or Division:</b>	Registrar's Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may avail:</b>	All Pupils/Students Transferees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Registration Form		Registrar's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements for admission or via <a href="mailto:cvsumaragondon@cvsu.edu.ph">cvsumaragondon@cvsu.edu.ph</a>	1. Check, receive all the required documents and issue Registration Form	None	2 Minutes	Registrar Staff
2. Receive and fill out Registration Form	2.1 Receive and validate the fill-out Registration Form and give the list of class requirements	None	2 Minutes	Registrar Staff
	2.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			



3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	Registrar Staff
	<b>TOTAL:</b>	<b>None</b>	<b>6 Minutes</b>	





## Registration and Enrollment for Old Pupils/Students

This procedure covers how the Campus Registrar's Office provides registration form to old pupils/students.

**Office or Division:** Registrar's Office

**Classification:** Simple

**Type of Transaction:** G2C-Government to Citizen

**Who may avail:** All Old Pupils/Students

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Registration Form		Registrar's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit requirements for admission or via <a href="mailto:cvsumaragondon@cvsu.edu.ph">cvsumaragondon@cvsu.edu.ph</a>	Check, receive all the required documents and issue Registration Form	None	2 Minutes	Registrar Staff
Receive and fill out Registration Form	2.1 Receive and validate the fill-out Registration Form and give the list of class requirements	None	2 Minutes	Registrar Staff
	2.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			



Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	Registrar Staff
	<b>TOTAL:</b>	<b>None</b>	<b>6 Minutes</b>	



Issuance of School Credentials/Documents				
This procedure shows how the Campus Registrar's Office provides pupils/students records for entry to other schools/institutions and for other purposes				
Office or Division:	Registrar's Office			
Classification:	Complex			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	All Pupils/Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request slip		Campus Registrar		
Claim Stub		Campus Registrar		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fill out the Request Slip	Receive the accomplished Request Slip and issue the Claim Stub	None	2 Minutes	<i>Registrar Staff</i>
Receive the Claim Stub bearing the date of release of the requested documents	2. Evaluate the pupils'/students' record and prepare the requested documents	None	3 Days	<i>Registrar Staff</i>
Present the claim stub on the date indicated therein	3.1 Release the requested documents and have it signed as received by the client	None	1 Minute	<i>Registrar Staff</i>



	3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Registrar Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>3 Days, 5 Minutes</b>	



**Cavite State University Maragondon Campus**  
**Health Services Unit**  
External and Internal Services



Consultation and Intervention				
This procedure aims to provide health consultations to pupils/students, faculty and staff.				
Office or Division:	School Clinic			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	All Pupils/Students, Faculty and Staff			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Health Consultation Form		School Clinic		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Patient to come to clinic for consultation	Assess the medical needs of the patient and issue the Health Consultation Form	None	1 Minute	School Nurse
Fill out the Health Consultation Form and submit oneself to the assessment of vital signs	2. Receive the accomplished form, takes vital signs and record in health card/form	None	3 Minutes	School Nurse
Submit to the consultation process	3. Elicit medical history, conduct check-up and administer First Aid treatment, if necessary	None	15 Minutes	School Nurse
Sign the Patient's Log book	4.1 Refer patient to physician for conduct of other medical procedures, if necessary	None	1 Minute	School Nurse



	4.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>School Nurse</i>
	<b>TOTAL:</b>	<b>None</b>	<b>22 Minutes</b>	



# **Cavite State University Maragondon Campus**

## **Campus Library**

External and Internal Services





## Borrowing and Returning of Books

This procedure covers how the Campus Reading Room provides assistance to pupils/students and faculty for an additional learning and teaching references and other reading materials that can be borrowed.

**Office or Division:** School Reading Room

**Classification:** Simple

**Type of Transaction:** G2C-Government to Citizen

**Who may avail:** All Pupils/Students and Faculty

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Library ID or Borrower's Card		School Reading Room		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present books to be borrowed	Write the call number and accession numbers and Stamp due dates on the borrower's card, book cards and due slips of the book	None	2 Minutes	<i>Reading Room In-charge</i>
Present books to be returned	Stamp the current date the book was returned on the borrower's card, find the book cards on the file and place it back to the book pockets	None	1 Minute	<i>Reading Room In-charge</i>
	2.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			



Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Reading Room In-charge</i>
	<b>TOTAL:</b>	<b>None</b>	<b>4 Minutes</b> (Borrowing of books) <b>3 Minutes</b> (Returning of books)	



**Cavite State University Silang Campus**  
**Human Resource Office**  
External and Internal Services



## Acceptance of Applicants 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

<b>Office or Division:</b>	Campus Human Resource Development Office
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All aspiring applicants (Academic and Non-Academic)

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application Letter addressed to HR Director		Applicant		
Personal Data Sheet		<a href="http://www.csc.gov.ph">www.csc.gov.ph</a> 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/send complete documents via <a href="mailto:cvsusilang@cvsu.edu.ph">cvsusilang@cvsu.edu.ph</a> <a href="mailto:sc_hrdo@cvsu.edu.ph">sc_hrdo@cvsu.edu.ph</a>  a. Application Letter b. CV/Resume c. other credentials	1.1 Check, receive all the submitted documents	None	2 Minutes	Campus HR Coordinator
	1.2 Review the documents and acknowledge receipt of application e-mail and notify via text message the potential applicants for the vacant position		2 Days	Campus HR Coordinator
	1.3 Schedule initial interview and demo teaching (for academic applicants) via zoom video conferencing		30 Minutes per applicant	Committee composed of Local HR, Department



				<i>Chairperson concerned, Campus Faculty Association President</i>
	1.4 Schedule a final interview via zoom video conferencing for qualified applicants	None	30 Minutes per applicant	<i>Campus Administrator</i>
	1.5 Tally the score of each applicant		1 Day	<i>Campus HR Coordinator</i>
	1.6 Endorse to the University Selection Board the list of qualified applicants			
	1.7 Call up the qualified applicants		5 Minutes	
Report to the Campus HRDO	Give some reminders and provide the qualified applicant a checklist of documents to be submitted	None	10 Minutes per applicant	<i>Campus HR Coordinator</i>
Report to the Main Campus	3.1 Evaluate the applicant	None	30 Minutes per applicant	<i>Campus Administrator, HRMO Director, VPs and FA President</i>
	3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			<i>Campus HR Coordinator</i>
4. Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Campus HR Coordinator</i>
	<b>TOTAL:</b>	<b>None</b>	<b>3 Days, 1 Hour, 49 Minutes</b>	



## Selection and Hiring for Academic Positions

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

<b>Office or Division:</b>	Campus Human Resource Development Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen
<b>Who may avail:</b>	All Qualified Applicants for the vacant academic position

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Applicant Interview Rating Sheet		Campus Human Resource Development Office		
Oral Interview Evaluation Score Sheet		Campus Human Resource Development Office		
Evaluation Checklist for Demo Teaching – for Academic Personnel only		Campus Human Resource Development Office		
Written Examination		Campus Human Resource Development Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Report to the campus for written examination, teaching demo and interview	1.1 Notify the applicant via phone call, email or text message regarding the schedule of evaluation	None	1 Minute	<i>Campus HRD Coordinator / Assistant</i>
	1.2 Give questionnaire for written examination	None	10 Minutes	<i>Campus HRD Coordinator / Assistant</i>



	1.3 Gather the local Personnel Selection Board for evaluation of the applicant	None	5 Minutes	<i>Campus HRD Coordinator / Assistant</i>
	1.4 Evaluate the applicant for demo teaching and through panel interview	None	30 Minutes	<i>Campus Personnel Selection Board/committee</i>
	1.5 Advise that the applicant will be notified on the status of application	None	2 Minutes	<i>Campus HRD Coordinator</i>
	1.6 Tally and summarize the evaluation ratings of applicant	none	30 Minutes	<i>Campus HRD Coordinator / Assistant</i>
2. Receive notification on the status of application	2.1 Inform the applicant through phone calls, text, or email of the result of evaluation and of the employment requirements.	None	3 Minutes	<i>Campus HRD Coordinator</i>
	2.2 Endorse the recommendation for hiring signed by the Campus Administrator for approval by the University President thru channels	None	1 Minute	<i>Campus HRD Coordinator</i>
	2.3 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Campus HRD Coordinator</i>
	<b>TOTAL:</b>	<b>None</b>	<b>1 Hour, 24 Minutes</b>	



Processing of Appointment of Job Order Academic Personnel (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:	Campus HRDO - Recruitment, Selection and Placement (RSP) Unit			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	All selected applicants			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Personal Data Sheet (CS Form No. 212)		<a href="http://www.csc.gov.ph">www.csc.gov.ph</a> or CSC website		
Personal Description Form (DBM-CSC Form No. 10)		<a href="http://www.csc.gov.ph">www.csc.gov.ph</a> or CSC website		
Medical Certificate (CS Form No. 211)		University Infirmary		
TOR, Diploma, eligibility, PSA Birth Certificate and NBI Clearance, TIN		Concerned Agencies		
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
Submit all required documents for appointment on Job Order status	1.1 Receive the submitted requirements of the Job Order academic personnel.	None	1 Minute	HR Coordinator





<p>For newly hired: PDS, PDF TOR/Diploma Medical Certificate NBI Clearance Other pertinent documents Evaluation Result</p> <p>For rehired: Photocopy of I.D. Medical Certificate</p>	1.2 Review and validate the submitted documents for completeness and accuracy.	None	5 Minutes	<i>HR Coordinator</i>
	1.3 Submit the original and photocopied documents for authentication to the Records Office through the Liaison Officer.	None	5 Minutes	<i>HRDO Coordinator, Liaison Officer</i>
	1.4 Prepare the contract of service to be signed by the Job Order Academic Personnel.	None	3 Minutes	<i>HR Coordinator</i>
	1.5 Read and sign the contract of service.	None	3 Minutes	<i>Job Order Academic Personnel</i>
	1.6 Verify and endorse the signed contract of service to the Campus Administrator for signature.	None	3 Minutes	<i>HR Coordinator</i>
	1.7 Check and sign the contract of service.	None	3 Minutes	<i>Campus Administrator</i>
	1.8 Submit the signed contract of service together with the employment requirements to the HRDO for processing.	None	5 Minutes	<i>HR Coordinator/Liaison Officer/Any authorize representative</i>



Receive the signed contract of service for notarization	2. Receive the completely signed contract of service from the HRDO and release to the client	None	2 Minutes	<i>HR Coordinator</i>
Submit the notarized contract of service	3.1 Accept and verify the notarized contract of service	None	2 Minutes	<i>HR Coordinator</i>
	3.2 Submit the notarized contract of service to HRDO Main with the required attachments.	None	2 Minutes	<i>HR Coordinator</i>
	3.3 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>HR Coordinator</i>
	<b>TOTAL:</b>	<b>None</b>	<b>36 minutes</b>	



## Processing of Appointment of Job Order Non-Academic Personnel (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

<b>Office or Division:</b>	Campus HRDO - Recruitment, Selection and Placement (RSP) Unit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Citizen
<b>Who may avail:</b>	Job Order Non-Academic Personnel

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Personal Data Sheet (CS Form No. 212)	<a href="http://www.csc.gov.ph">www.csc.gov.ph</a> or CSC website
Personal Description Form (DBM-CSC Form No. 10)	<a href="http://www.csc.gov.ph">www.csc.gov.ph</a> 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	Concerned Agencies

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit all required documents and credentials	1.1 Check and validate accuracy and completeness of the submitted documents to be endorsed to the Campus Administrator for signature	None	5 Minutes	<i>Human Resource Coordinator</i>



	1.2 Sign and endorse the verified documents	None	5 Minutes	Human Resource Coordinator and Campus Administrator
	1.3 Submit credentials to the University Recruitment, Selection and Placement (RSP) Unit for the issuance of job order contract and appointment of job order Non-Academic personnel	None	5 Minutes	Human Resource Coordinator/ Recruitment, Selection and Placement (RSP) staff
	1.4 Receive the submitted documents/requirements and furnish the campus with the job order contract	None	3 Minutes	Human Resource Coordinator/ RSP staff
	1.5 Check for the authenticity of signatures and certify that the job order contract is complete  Endorse to the University Recruitment, Selection and Placement (RSP) Unit and submit to the accounting office for payroll processing	None	10 Minutes	Human Resource Coordinator/ RSP staff
	1.8 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			Human Resource Coordinator/ RSP staff



Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Human Resource Coordinator</i>
	<b>TOTAL:</b>	<b>None</b>	<b>30 Minutes</b>	



**Human Resource Development Office**  
**Records Management Section**  
External and Internal Services



## Processing and Issuance of HR Records to Active and Employees who are no longer connected with the University

This procedure aims to provide personnel employment records to active and employees who are no longer connected with the University for personal and professional transaction purposes.

<b>Office or Division:</b>	Campus HRDO - Records Management Section
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Citizen
<b>Who may avail:</b>	All Active 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
Fill out the Record Request form and submit to the HR Coordinator.	1.1 Receive and review the duly accomplished form for the completeness of entries.	None	3 Minutes	<i>HR Coordinator/staff</i>
	1.2 Check and verify from file the requested record. If requested record/document is not available in the campus, requests will be endorsed to the University HRDO	None	10 Minutes	<i>HR Coordinator/ Liaison Officer</i>
	1.3 Prepare the requested documents	None	5 Minutes	<i>HRDO personnel</i>



	1.4 Release the requested document/s	None	5 Minutes	<i>HR Coordinator</i>
Claim the requested document/s	2.1 Request the client to sign on the Receiving Logbook	None	2 Minutes	<i>HR Coordinator</i>
	2.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>HR Coordinator</i>
	<b>TOTAL:</b>	<b>None</b>	<b>27 Minutes</b>	





## Online Processing and Issuance of HR Records to Active and Employees who are no longer connected with the University

This procedure covers how personnel employment records is provided thru on-line platform to active and employees who are no longer connected with the University for personal and professional transaction purposes.

<b>Office or Division:</b>	Records Management Section
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Citizen
<b>Who may avail:</b>	All Active 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
Send the accomplished Record Request form to <a href="mailto:cvsusilang@cvsu.edu.ph">cvsusilang@cvsu.edu.ph</a> <a href="mailto:sc_hrdo@cvsu.edu.ph">sc_hrdo@cvsu.edu.ph</a>	1.1 Receive and review the duly accomplished form for the completeness of entries	None	3 Minutes	<i>HR Coordinator/staff</i>
	1.2 Check and verify from file the requested record. If requested record/document is not available in the campus, requests will be endorsed to the University HRDO	None	10 Minutes	<i>HR Coordinator/ Liaison officer</i>
	1.3 Prepare the requested documents	None	5 Minutes	<i>HRDO personnel</i>



	1.4 Release the requested records/documents to the client thru email the official email address of the HRDO <a href="mailto:cvsuhrd@cvsu.edu.ph">cvsuhrd@cvsu.edu.ph</a> <a href="mailto:cvsusilang@cvsu.edu.ph">cvsusilang@cvsu.edu.ph</a> <a href="mailto:sc_hrdo@cvsu.edu.ph">sc_hrdo@cvsu.edu.ph</a>		5 Minutes	
Receive and acknowledge receipt of the requested records/documents	2.1 Confirm and record the receipt of the records/documents requested by the client	None	2 Minutes	<i>HRDO Personnel</i>
	2.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>HRDO Personnel</i>
	<b>TOTAL:</b>	<b>None</b>	<b>27 Minutes</b>	



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



## Receiving and Evaluation of Documents for Salary Preparation of Part-Time Faculty Members and Job Order Non-Academic Employees

The procedure covers the computation of the 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.

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

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Accomplishment Report	Job Order non-academic employees
Signed Daily Time Record	Part-time faculty members and job Order non-academic employees
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. Submit the accomplishment report and the Daily Time Record to the HR Coordinator every 16 <sup>th</sup>	1.1 Receive the submitted DTR and accomplishment reports	None	2 Minutes	HR Coordinator



day of the month and 1 <sup>st</sup> day of the succeeding month.	1.2 Check DTR if services rendered is in accordance with the approved official schedule and contact hours.	None	1 Minute per DTR	<i>HR Coordinator</i>
	1.3 Check accomplishment report as to the accuracy and completeness		1 Minute per accomplishment report	
	1.4 Compute the number of hours of services rendered		30 Minutes	
	1.5 Prepare summary of the hours to be paid per COS and job order employees and attach the required supporting documents for endorsement to the Campus Administrator	None	30 Minutes	<i>HR Coordinator</i>
	1.6 Sign and approve the document	None	3 Minutes	<i>Campus Administrator</i>
	1.7 Prepare Disbursement Voucher and Budget Utilization Request and Status and Payroll of salaries	None	15 Minutes	<i>HR Coordinator</i>
	1.8 Attach the Summary of Hours to be paid, DTR and Accomplishment Report to the DV, BURS and payroll	None	5 Minutes	<i>HR Coordinator</i>
	1.9 Affix the signature/s of authorized personnel to the BURS	None	3 Minutes	<i>Campus Administrator/ Campus' Budget Officer</i>



	1.10 Submit the payroll to the Main Campus for processing.	None	5 Minutes	<i>HR Coordinator/ Liaison Officer/Authorized Representative</i>
	1.11 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			<i>HR Coordinator</i>
2. Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>HR Coordinator</i>
	<b>TOTAL:</b>	<b>None</b>	<b>1 Hour, 37 Minutes</b>	



## Receiving and Evaluation of Documents for Salary Preparation of Part-Time Faculty Members and Job Order Non-Academic Employees

The procedure covers the computation of the 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.

<b>Office or Division:</b>	Rewards and Recognition (R & R) Unit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Citizen
<b>Who may avail:</b>	All contractual faculty and casual employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Accomplishment Report	Casual non-academic employees
Signed Daily Time Record	Contractual faculty members and casual non-academic employees
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. Submit the Daily Time Record to the HR Coordinator every 16 <sup>th</sup>	1.1 Receive the submitted DTR and accomplishment reports	None	2 Minutes	<i>HR Coordinator</i>



day of the month and 1 <sup>st</sup> day of the succeeding month.	1.2 Check DTR if services rendered is in accordance with the approved official schedule and contact hours.	None	3 Minutes per DTR	<i>HR Coordinator</i>
	1.3 Check accomplishment report as to accuracy and completeness	None	1 Minute per accomplishment report	<i>HR Coordinator</i>
	1.4 Compute the number of hours of services rendered	None	15 Minutes	<i>HR Coordinator</i>
	1.5 Prepare the Summary of Attendance for endorsement to the Campus Administrator	None	15 Minutes	<i>HR Coordinator</i>
	1.6 Sign and approve the document	None	3 Minutes	<i>Campus Administrator</i>
	1.7 Prepare the Disbursement Voucher and Budget Utilization Request and Status and Payroll of salaries	None	15 Minutes	<i>HR Coordinator</i>
	1.8 Attach the Summary of Attendance, DTR and Accomplishment Report to the DV, BURS and payroll	None	5 Minutes	<i>HR Coordinator</i>
	1.9 Affix the signature/s of authorized personnel to the BURS	None	3 Minutes	<i>Campus Administrator/ Campus' Budget Officer</i>





	1.10 Submit the payroll to the Main Campus for processing.	None	5 Minutes	<i>HR Coordinator/ Liaison Officer/Authorized Representative</i>
	1.11 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			<i>HR Coordinator</i>
2. Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>HR Coordinator</i>
	<b>TOTAL:</b>	<b>None</b>	<b>1 Hour, 9 Minutes</b>	



**Cavite State University Silang Campus**  
**Office of the Student Affairs and Services**  
External and Internal Services



## Application/Renewal Procedure for Scholarship

This procedure shows how OSAS assists applicants in the availment/renewal of scholarship/financial assistance.

<b>Office or Division:</b>	Office of Student Affairs and Services
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All students who are qualified to apply or renew for scholarship/ financial assistance

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Accomplished Application form for Scholarship	OSAS and CvSU website (downloadable at <a href="http://www.cvsu.edu.ph">www.cvsu.edu.ph</a> )
Photocopy of certification of grades in the previous semester	Concerned College Registrar
Photocopy of the registration form in the current semester	Concerned College Registrar
1 pc. 1x1 picture with white background	Applicant
1 short ordinary folder	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit the required documents	Receive and evaluate the required documents  Issue of Certificate of Scholarship	None	5 Minutes	<i>Scholarship Coordinator</i>
Receive the Certificate of Scholarship	Sign the logbook under the column “Released by”  Advise the student to proceed to the Registrar/Cashier’s Office for reassessment of fees	None	5 Minutes	<i>Scholarship Coordinator</i>



New and old scholars submit Certification of Scholarship to the Registrar's Office and Cashier Office for the reassessment of fees	3.1 Receive the Certification of Scholarship and reassess fees accordingly	None	5 Minutes	<i>Registrar / Cashier</i>
	3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			<i>Scholarship Coordinator</i>
Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Scholarship Coordinator</i>
	<b>TOTAL:</b>	<b>None</b>	<b>17 Minutes</b>	



## Admission of First Year Students

This procedure aims to define the system on how to assist all students who will submit requirements and ensure that they will be guided in seeking admission to the University in their desired program.

<b>Office or Division:</b>	Office of Student Affairs and Services
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All incoming first year students

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Accomplished Application form for Admission	Silang Campus <a href="https://www.facebook.com/CaviteStateUniversitySilangCampus">https://www.facebook.com/CaviteStateUniversitySilangCampus</a>
Photocopy of G-12 report card	Senior High School
Photocopy of good moral certificate	Senior High School
2 pcs. 1x1 picture with white background	Applicant
1 short ordinary folder	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit the required documents	1. Receive the required documents	None	5 Minutes	<i>Admission Officer</i>
Receive admission examination permit	2. Schedule the date of examination	None	2 Minutes	<i>Admission Officer</i>



Take the admission examination as scheduled	3. Administer Admission Examination	None	1 Hour	<i>Guidance Counselor or Psychometrician</i>
For applicants seeking admission to the BS Nursing, BS Midwifery, BS Medical Technology, Diploma in Midwifery, BS Criminology, Education Courses, Engineering Courses, BS Psychology, BS Hospitality Management, and BS Tourism Management, the applicant is required to undergo interview:  Get interview form  Undergo interview at College/ Department  Return to OSAS and submit accomplished interview form	4a. Release interview form  4b. Conduct the interview  4c. Receive the accomplished interview form  Issue Notice of Admission (NOA)	None  None  None	2 Minutes  1 Hour  1 Minute	<i>Admission Officer</i>  <i>Department Chair or Program Head</i>  <i>Admission Officer</i>
Receive the NOA	Log the NOA number and name of student and sign the logbook under the column "Released by".	None	10 Minutes	<i>Admission Officer</i> <i>Guidance Counselor or Psychometrician</i>
	6.1 Receive the NOA and assist the student for medical examination		2 Minutes	<i>Campus Health Services Unit</i>



Present the NOA to the Campus Health Services unit for medical examination	Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			<i>Admission Officer</i>
7. Fill out and return the Stakeholders' Feedback form or Google Form	7. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Admission Officer</i>
	<b>TOTAL:</b>	<b>None</b>	<b>2 Hours, 24 Minutes</b>	



## Admission Procedure for Transferees from Other School

This procedure aims to define the system on how to assist all transferees from other schools who will submit requirements and ensure that they will be guided in seeking admission to the University in their desired program.

<b>Office or Division:</b>	Office of Student Affairs and Services
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All students who preferred to transfer to the University

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Accomplished Application form for Admission	Silang Campus <a href="https://www.facebook.com/CaviteStateUniversitySilangCampus">https://www.facebook.com/CaviteStateUniversitySilangCampus</a>
Photocopy of transfer credentials	Applicant's previous school
Photocopy of NBI clearance or Police clearance	National Bureau of Investigation or Police station
2 pcs. 1x1 picture with white background	Applicant
1 short ordinary folder	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present credentials for initial evaluation	1. Evaluate and compute the GPA	None	10 Minutes	Admission Officer





Secure Notice for Evaluation form and Proceed to concerned College for their evaluation	2. Issue interview form	None	5 Minutes	<i>Admission Officer</i>
Undergo interview with respective college	3. Conduct the interview	None	*1 Hour	<i>College Registrar or Department Chair or Program Head</i>
Return to OSAS and submit the accomplished Notice for Evaluation form	4. Receive the accomplished interview form	None	2 Minutes	<i>Admission Officer</i>
If qualified from the evaluation of the College/Department, the applicant submits the following documents to OSAS: Photocopy of Certificate of Grades Photocopy of Certificate of Good Moral Photocopy of Honorable Dismissal Photocopy of NBI Clearance or Police Clearance 2 copies of 1x1 ID Picture Short Folder	Receive and file the documents  Issue Examination Permit	None	5 Minutes	<i>Admission Officer</i>
Receive examination permit	Schedule the date of examination	None	2 Minutes	<i>Admission Officer</i>
Take the admission examination as scheduled	Administer admission examination	None	*1 Hour	<i>Guidance Counselor or Psychometrician</i>



	Issue the Notice of Admission (NOA)			
Receive the NOA	Log the NOA number and name of student and sign the logbook under the column "Released by"	None	10 Minutes	<i>Admission Officer or Guidance Counselor or Psychometrician</i>
Present the NOA to the Campus Health Services unit for medical examination	9.1 Receive the NOA and assist the student for medical examination	None	2 Minutes	<i>Campus Health Services Unit</i>
	9.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			<i>Admission Officer</i>
10. Fill out and return the Stakeholders' Feedback form or Google Form	10. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Admission Officer</i>
	<b>TOTAL:</b>	<b>None</b>	<b>2 Hours, 38 Minutes</b>	

*\*Qualified for a multi-stage processing*



## Admission Procedure for Transferees from CvSU System

This procedure aims to define the system on how to assist all transferees from the CvSU System who will submit requirements and ensure that they will be guided in seeking admission to the University in their desired program.

<b>Office or Division:</b>	Office of Student Affairs and Services
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All students who preferred to transfer to the University

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished Application form for Admission		Silang Campus <a href="https://www.facebook.com/CaviteStateUniversitySilangCampus">https://www.facebook.com/CaviteStateUniversitySilangCampus</a>		
Photocopy of transfer credentials		Applicant's previous school		
2 pcs. 1x1 picture with white background		Applicant		
1 short ordinary folder		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present credentials for initial evaluation	1. Evaluate and compute the GPA	None	10 Minutes	Admission Officer
Secure Notice of Interview Form and Proceed to concerned college/ department for their evaluation	2. Issue interview form	None	5 Minutes	Admission Officer



Undergo interview with respective college/ department	3. Conduct the interview	None	1 Hour	College Registrar/ Department Chair / Program Head
Return to OSAS and submit the accomplished interview form	4. Receive the accomplished interview form	None	2 Minutes	Admission Officer
If qualified from the evaluation of the College, submit the following documents to OSAS: Photocopy of Certificate of Grades Photocopy of Certificate of Good Moral Photocopy of Honorable Dismissal copies of 1x1 ID Picture Short Folder	Receive and file the documents  Issue the Notice of Admission (NOA)	None	5 Minutes	Admission Officer
Receive the NOA	Log the NOA number and name of student and sign the logbook under the column "Released by"	None	5 Minutes	Admission Officer / Guidance Counselor or Psychometrician
Present the NOA to the Campus Health Services unit for medical examination	7.1 Receive the NOA and assist the student for medical examination	None	2 Minutes	Campus Health Services Unit
	7.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			Admission Officer
8. Fill out and return the Stakeholders' Feedback form or Google Form	8. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	Admission Officer
<b>TOTAL:</b>		<b>None</b>	<b>1 Hour, 31 Minutes</b>	



## Procedure on Admission for Second Courser

This procedure aims to define the system on how to assist all second coursers who will submit requirements and ensure that they will be guided in seeking admission to the University in their desired program.

<b>Office or Division:</b>	Office of Student Affairs and Services
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Students who are already a graduate of a bachelor's degree and wanted to pursue another program

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Accomplished Application form for Admission	Silang Campus <a href="https://www.facebook.com/CaviteStateUniversitySilangCampus">https://www.facebook.com/CaviteStateUniversitySilangCampus</a>
Photocopy of transfer credentials	Applicant's previous school
2 pcs. 1x1 picture with white background	Applicant
1 short ordinary folder	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present credentials for initial evaluation	1. Evaluate and compute the GPA	None	10 Minutes	<i>Admission Officer</i>
Secure Notice for Evaluation form and proceed to concerned college / department for their evaluation	2. Issue interview form	None	5 Minutes	<i>Admission Officer</i>
Undergo interview with respective college/department	3. Conduct the interview	None	1 Hour	<i>Department Chair / Program Head</i>



Return to OSAS and submit the accomplished Notice for Evaluation form	4. Receive the accomplished interview form	None	2 Minutes	Admission Officer
If qualified from the evaluation of the College, pay for the testing fee at the Cashier's office <b>(for paying students only)</b>	5. Issue official receipt	Php 150.00	2 Minutes	Cashier
Submit the required documents	6. Receive the required documents	None	5 Minutes	Admission Officer
Receive examination permit	7. Schedule the date of examination	None	2 Minutes	Admission Officer
Take the admission examination as scheduled	Administer Admission Examination Issue Notice of Admission (NOA)	None	1 Hour	Guidance Counselor or Psychometrician
Receive the NOA	9. Log the NOA number and name of student and sign the logbook under the column "Released by"	None	5 Minutes	Admission Officer/Guidance Counselor or Psychometrician
Present the NOA to the Campus Health Services Unit for medical examination	10.1 Receive the NOA and assist the student for medical examination	None	2 Minutes	Campus Health Services Unit
	10.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			Admission Officer
Fill out and return the Stakeholders' Feedback form or Google Form	11. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	Admission Officer



	<b>TOTAL:</b>	<b>Php 150.00</b>	<b>2 Hours, 35 Minutes</b>	
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*\*paying students- refers to applicants who already obtained a Bachelor's degree and wanted to pursue another degree.*



Recognition and Accreditation Procedure for Student Organizations	
This procedure aims to assist the students, enumerate the requirements and facilitate the recognition and accreditation of student organizations.	
<b>Office or Division:</b>	Office of Student Affairs and Services
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All student organizations who applied for University Organization Recognition
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
List of Officers	Applicant
Calendar of Activities	Applicant
Resume/CV of the Adviser (s)	Applicant
Latest Certificate of Grades of the Officers	Campus Registrar/ Adviser
Picture of the Officers with caption identifying the individual position	Applicant
Constitution-and By-Laws approved by the Officers and the Advisers	Applicant
Updated list of members	Applicant
Bio data of the Organization Officers	Applicant
Certificate of Good Moral Character of the Officers	Campus Guidance Facilitator / Counselor / Campus Department
Acceptance Letter from the Adviser	SDS Unit – OSAS





*Additional Requirements for Old Organization				
Accomplishment report		Applicant		
Financial report		Applicant		
Previous plan of activities		Applicant		
Certificate of audit		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit requirements for initial evaluation	Receive and evaluate the required documents	None	10 Minutes	SDS Head or OSAS Staff
Receive notice if submitted documents are complete.	2. Issue notice of completion of requirements	None	5 Minutes	SDS Head or OSAS Staff
Receive the notice of completion	3. Conduct the recognition and accreditation of student organizations and induction of officers for the entire school year.	None	15 Minutes	SDS Head or OSAS Staff
Attend the recognition and accreditation program  • Receive a certificate of recognition.	Document the program  File the submitted documents of the recognized student organizations  Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	15 Minutes	SDS Head or OSAS Staff
Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	SDS Head or OSAS Staff



	<b>TOTAL:</b>	<b>None</b>	<b>47 Minutes</b>	
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## Approval of Student Activities Procedure for Student Organizations

This procedure aims to provide avenues to mold students' talents and interest to ensure social and cultural growth and offer leadership trainings to enhance leadership effectiveness of students both at personal and organizational levels.

<b>Office or Division:</b>	Office of Student Affairs and Services			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All recognized student organizations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Written request letter addressed to the University President, recommended by the adviser/s, Head of SDS, Dean of OSAS and Vice President for Academic Affairs.		Applicant		
Activity Proposal		Applicant		
Copy of the approved Plan of Activities		Applicant		
Notarized Parent's Permit if the activity is scheduled on weekends or 6:00 pm onwards.		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit request letter for initial evaluation	Evaluate requirements	None	10 Minutes	SDS Head or OSAS Staff
	Issue notice of completion of requirements			



Receive notice of completion	<p>Sign and recommend the request letter to the Dean of OSAS/ Director/Head of OSAS</p> <p>Endorse to the Vice President for Academic Affairs or Campus Administrator for approval</p> <p>Release the approved letter of request to the concern organization</p>	None	10 Minutes	SDS Head or OSAS Staff
Conduct the event or activity.	3. Monitor the event or activity.	None	15 Minutes	SDS Head or OSAS Staff
Submit accomplishment report, financial report, and accomplished evaluation forms	4.1 Receive accomplishment report, financial report, and accomplished evaluation forms	None	5 Minutes	SDS Head or OSAS Staff
	4.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			OSAS Staff
Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	OSAS Staff
<b>TOTAL:</b>		<b>None</b>	<b>42 minutes</b>	



Off-Campus Activities Procedure of Student Organizations	
This procedure aims to provide avenues to mold students' talents and interest to ensure social and cultural growth and offer leadership trainings to enhance leadership effectiveness of students both at personal and organizational levels.	
<b>Office or Division:</b>	Office of Student Affairs and Services
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All recognized student organizations
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Request letter from the president of the recognized organization	Applicant
Activity proposal	Applicant
Invitation letter from the organizer of the activity	Applicant
CHED Memorandum	SDS Personnel (downloadable from the CHED website)
List of requirements from CHED	SDS Personnel (downloadable from the CHED website)
<b>**Before the off- campus activities</b>	
Curriculum	Applicant
Destination	Applicant
Handbook or manual	Applicant
Notarized parent's permit	Applicant



Medical clearance of the students		Campus Health Services unit		
Personnel-in-charge (ID's)		Applicant		
First aid kit		Applicant		
Fees/ resources		Applicant		
Mobility of students		Campus Dean		
Insurance		SDS Personnel		
Certificate of compliance		SDS Personnel (downloadable from the CHED website)		
<b>** After the off- campus activities</b>				
Learning journals of students		Applicant		
Assessment report/ evaluation report		Applicant		
Expenditure report		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit request letter for initial evaluation	Evaluate requirements	None	10 Minutes	SDS Head or OSAS Staff
	Issue notice of completion of requirements			
Receive Notice of Completion	2.1 Sign and recommend the request letter to the Dean of OSAS 2.2 Endorse to the Vice President for Academic Affairs or Campus Administrator for approval	None	10 Minutes	SDS Head or OSAS Staff



	2.3 Release the approved letter of request to the concerned organization			
Conduct the event or activity.	3. Monitor the event or activity.	None	15 Minutes	<i>SDS Head or OSAS Staff</i>
Submit accomplishment report, financial report, and accomplished evaluation forms.	Receive accomplishment report, financial report, and accomplished evaluation forms.	None	5 Minutes	<i>SDS Head or OSAS Staff</i>
	4.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			<i>OSAS Staff</i>
Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>OSAS Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>42 Minutes</b>	



## Counseling Procedure for Students

This procedure shows how to facilitate positive change in the behavior, feelings, and attitudes of the students to promote academic, personal, social, and career development.

<b>Office or Division:</b>	Office of Student Affairs and Services
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All students who are enrolled in the University

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Referral Form		OSAS		
Counseling Form		OSAS		
Appointment/Commitment Slip Informed Consent Form		OSAS		
Counseling Completion Form		OSAS		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Seek counseling and fill out Counseling Form	Receive counseling form for walk-in and referred clients	None	5 Minutes	<i>Guidance Counselor or Guidance Facilitator or designated faculty member</i>
Undergo initial interview	2.1 Conduct initial interview	None	10 Minutes	<i>Guidance Counselor or Guidance</i>





	2.2 Give appointment/ commitment slip for student to fill-out			<i>Facilitator or designated faculty member</i>
Fill out the appointment / commitment slip and undergo counseling session	3. Conduct counseling/ consultation process and document the process	None	*1 hour per session	<i>Guidance Counselor or Guidance Facilitator or designated faculty member</i>
Fill out counselling / consultation logbook	Issue Counseling /Consultation Completion Form  Advise the student to expect a call or text message for follow up consultation  Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	5 minutes	<i>Guidance Counselor or Guidance Facilitator or designated faculty member</i>
5. Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Guidance Counselor or Guidance Facilitator or designated faculty member</i>
	<b>TOTAL:</b>	<b>None</b>	<b>*1 Hour, 22 Minutes</b>	

*\*Qualified for a multi-stage processing*



## Follow-up Counseling Procedure for Students

This procedure aims to facilitate positive change in the behavior, feelings, and attitudes of the students to promote academic, personal, social, and career development.

**Office or Division:** Office of Student Affairs and Services

**Classification:** Simple

**Type of Transaction:** G2C – Government to Citizen

**Who may avail:** All students who are enrolled in the University

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Contact number Email Address		To be provided by the client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Receive phone call, text message, e-mail or if necessary, face to face for a follow up consultation meeting	Inquire about the current status of the student since prior consultation	None	5 Minutes	<i>Guidance Counselor or Guidance Facilitator or designated faculty member</i>
Inform OSAS of their current status and have them fill out the consultation logbook	2.1 Record and file the current status of student for future reference	None	10 Minutes	<i>Guidance Counselor or Guidance Facilitator or designated faculty member</i>



	2.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Guidance Counselor or Guidance Facilitator or designated faculty member</i>
	<b>TOTAL:</b>	<b>None</b>	<b>17 Minutes</b>	



## Consultation Procedure for Parents

This procedure shows how the OSAS assists parents/guardians in identifying problems of their students, their causes, and possible alternatives or solutions

<b>Office or Division:</b>	Office of Student Affairs and Services
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All parents whose children are enrolled in the University

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Anecdotal Form		OSAS		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Walk-in and log in the visitor's information log book	Receive parent or guardian	None	5 Minutes	<i>Guidance Counselor or Guidance Facilitator or designated faculty member</i>
Undergo initial interview and assessment	Conduct initial interview	None	30 Minutes	<i>Guidance Counselor or Guidance Facilitator or designated faculty member</i>
When necessary, parent/ guardian is referred to concerned college/	3.1 Write letter of referral to college/ department	None	15 Minutes	<i>Guidance Counselor or Guidance</i>



department for more appropriate intervention or action	3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			<i>Facilitator or designated faculty member</i>
4. Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Guidance Counselor or Guidance Facilitator or designated faculty member</i>
	<b>TOTAL:</b>	<b>None</b>	<b>52 Minutes</b>	



## Complaint on Student and Grievance

This procedure shows how the OSAS assists students, faculty members and employees who have complaints against students

**Office or Division:** Office of Student Affairs and Services

**Classification:** Simple

**Type of Transaction:** G2C – Government to Citizen

**Who may avail:** Student, faculty member or employee who has a complaint against student

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Complaint letter		Complainant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit complaint letter	1.1 Receive the complaint letter	None	5 Minutes	<i>Secretary, Committee on Misdemeanor</i>
	1.2 Endorse the letter to the Committee on Misdemeanor		5 Minutes	
	Decide whether the complaint has to be acted upon and call for the investigation		2 Hours	<i>Committee on Misdemeanor</i>
	Issue response letter			
Receive the response letter and sign the logbook under the column "Received by"	2.1 Sign the logbook under the column "Released by"	None	5 Minutes	<i>Secretary, Committee on Misdemeanor</i>
	2.2 Provide client with Stakeholders' Feedback Form or Google Form using			



	the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Secretary, Committee on Misdemeanor</i>
	<b>TOTAL:</b>	<b>None</b>	<b>2 Hours, 17 Minutes</b>	



## Issuance of Certificate of Good Moral Character

This procedure shows how to assist bonafide students and graduates who would want to secure Certificate of Good Moral Character

<b>Office or Division:</b>	Office of Student Affairs and Services
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All bonafide students and graduates

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished University Clearance		Applicant's concerned college		
Official Receipt for Certification of Good Moral Character		Cashier's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Pay for the Certification of Good Moral Character at the Cashier's Office.	Receive payment and issue an official receipt	Php15.00	2 Minutes	Cashier
Present the required documents to the Office of Student Affairs	Receive and check the required documents	None	5 Minutes	MIS Officer/ OSAS Staff
Fill out the request for good moral certificate sheet	3. Prepare and release the Certificate of Good Moral Character	None	5 Minutes	MIS Officer/ OSAS Staff
Receive the Good Moral Character Certificate	4.1 Sign Good Moral Certificate Sheet under the column "Released by"	None	5 Minutes	MIS Officer/ OSAS Staff





	4.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			OSAS Staff
Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	OSAS Staff
	<b>TOTAL:</b>	<b>Php 15.00</b>	<b>19 Minutes</b>	



**Cavite State University Silang Campus**  
**Campus Registrar**  
External and Internal Services



## Issuance of School Credential/Documents

This procedure aims to facilitate the issuance of school credentials and other documents to CvSU graduates to be used for employment, evaluation or further studies and including those who opt to transfer to other schools.

<b>Office or Division:</b>	Office of Campus Registrar
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Graduates and continuing students

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Google Form	Posted on Official Facebook Page
Certificate of Admission	Office of the Campus Registrar
Personal Information Sheet	Office of the Campus Registrar
Registration Form	Office of the Campus Registrar

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request for University Clearance Form (first request) or fill out Request Slip (for subsequent request)  For online request: Register and fill out the google form posted at <a href="mailto:cvsusilang@cvsu.edu.ph">cvsusilang@cvsu.edu.ph</a> <a href="mailto:registrar.silang@cvsu.edu.ph">registrar.silang@cvsu.edu.ph</a>	Receive the accomplished University Clearance or Request Slip	None	5 Minutes	<i>Registrar Staff</i>



Pay the necessary fee for the requested documents at the Cashier Office or thru on line payment	Check the Official Receipt and issue the claim stub	Php 50.00/ page for TOR  Php15.00/ page for Certification	5 Minutes	<i>Cashier/ Registrar Staff</i>
Receive the claim stub or e-copy bearing the date of release of the requested documents.	Evaluate the student's records and prepare the requested documents.	None	7 Days	<i>Registrar Staff</i>
Claim the document on the specified date of release	4.1 Check the claim stub and release the requested documents to the client	None	2 Minutes	<i>Registrar Staff</i>
	4.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
5. Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Registrar Staff</i>
	<b>TOTAL:</b>	<b>Php 50.00/ page for TOR  Php15.00/ page for Certification</b>	<b>7 Days, 14 Minutes</b>	



## Registration of New Students

This service aims to facilitate registration processes of new students that ensures safekeeping of student records and accurate enrolment to a particular program.

<b>Office or Division:</b>	Office of Campus Registrar
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All new students

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Registration Form		Office of the Campus Registrar		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit all the required original documents for enrolment including the Accomplished Personal Information Sheet or via <a href="mailto:cvsusilang@cvsu.edu.ph">cvsusilang@cvsu.edu.ph</a> or <a href="mailto:registrar.silang@cvsu.edu.ph">registrar.silang@cvsu.edu.ph</a>	Check, receive all the required original documents and a copy of the uploaded Personal Information of student.  Assign Student Number and issue Certificate of Admission and Registration Form.	None	6 Minutes	<i>Registrar Staff</i>
Receive Certificate of Admission and Registration Form.	2. Validate the Registration Form and keep a copy.	None	6 Minutes	<i>Registrar Staff</i>
Sign the validated Registration Form	Return another copy to student.  Advise the student to keep a copy of the Registration Form for future reference	None	2 Minutes	<i>Registrar Staff</i>



	Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Registrar Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>16 Minutes</b>	



Registration of Continuing Students				
This process aims to facilitate the registration of the continuing students in different colleges.				
Office or Division:	Office of Campus Registrar			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All new students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Student Clearance		Office of the Campus Registrar		
Certificate of Grades				
Pre-Registration				
Registration Form				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secure and submit an approved student clearance	Check the completeness of the submitted clearance and issue Certificate of Grades and Pre-registration form.	None	2 Minutes	Registrar Staff
Fill out Pre-registration form with subjects to be enrolled through consultation with respective Registration Adviser and submit the same together with a photocopy of Certificate of Grades (COG) to the college registrar.	2.1 Receive and evaluate the filled out pre-registration form.  2.2 Prepare and issue Registration form to student.	None	6 Minutes	Registrar Staff



Receive and sign the Registration Form and return the same to the College Registrar for validation.	Receive and validate the duly signed Registration Form of student by putting a "Registered" stamp.  Provide a copy to the student and keep a copy for submission to the Office of the University Registrar.	None	6 Minutes	<i>Registrar Staff</i>
Receive a copy of the duly stamped Registration form and keep it for future references.	4.1 Consolidate all the copies of registration forms received from the students and submit to the University Registrar for system validation.  4.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	1 Minute	<i>Registrar Staff</i>
5. Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Registrar Staff</i>
<b>TOTAL:</b>		<b>None</b>	<b>17 Minutes</b>	





Registration of Transferees				
This procedure aims to facilitate the registration of all transfer students.				
Office or Division:	Campus Registrar			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All new transfer students.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Registration Form		Office of the Campus Registrar		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit all the required original documents for enrolment including results of interview, checklist of subjects credited by the college or department concerned and the Accomplished Personal Information Sheet or via <a href="mailto:cvsusilang@cvsu.edu.ph">cvsusilang@cvsu.edu.ph</a> <a href="mailto:registrar.silang@cvsu.edu.ph">registrar.silang@cvsu.edu.ph</a>	1.1 Check, receive all the required original documents, copy of the uploaded Personal Information Sheet and Pre-registration form issued by the college.  1.2 Assign Student Number and issue Certificate of Admission and Registration Form.	None	6 minutes	<i>Registrar staff</i>
Receive Certificate of Admission and Registration Form.	2.1 Receive and validate the duly signed Registration Form of student by putting a “Registered” stamp.	None	6 minutes	<i>Registrar staff</i>



<ul style="list-style-type: none"> <li>• Sign the issued Registration Form and return the same to the University Registrar for validation.</li> </ul>	<p>2.2 Provide a copy to the student and keep a copy for system validation.</p> <p>2.3 Advise the student to keep a copy of the Registration Form for future reference</p> <p>2.4 Provide client with Stakeholders' Feedback Form or Google Form using the link  <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a></p>			
3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Registrar staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>14 Minutes</b>	



<b>Registration of Shiftees</b>				
This procedure aims to facilitate the registration of all shiftees.				
<b>Office or Division:</b>	Campus Registrar			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All student shiftees.			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Registration Form			Office of the Campus Registrar	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Fill out Letter of Intent and have it signed by college officials indicated in the form.	Evaluate grades of student	None	5 Minutes	<i>Department Chair or Faculty assigned to program the student intends to shift.</i>
Undergo interview at the Department/College the student intends to transfer.	2.1 Conduct interview for further assessment. Issue Pre-registration Form	None	10 Minutes	<i>Department Chair or Faculty assigned to program the student intends to shift.</i>



Fill out Pre-registration form with subjects to be enrolled in accordance to what the Department advises and submit the same together with a photocopy of Certificate of Grades (COG) to the college registrar.	<p>Receive and evaluate the filled-out pre-registration form.</p> <p>Prepare and issue Registration form to student.</p>	None	5 Minutes	<i>College Registrar</i>
Receive and sign the Registration Form and return the same to the College Registrar for validation.	<p>Receive and validate the duly signed Registration Form of student by putting a “Registered” stamp.</p> <p>Provide a copy to the student and keep a copy for submission to the Office of the University Registrar for system validation.</p> <p>Provide client with Stakeholders’ Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a></p>	None	5 Minutes	<i>College Registrar</i>
Fill out and return the Stakeholders’ Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>College Registrar</i>
	<b>TOTAL:</b>	<b>None</b>	<b>27 Minutes</b>	



## Registration of Old Student Returnees

This procedure aims to facilitate the registration of all Old Student Returnees.

**Office or Division:** Campus Registrar

**Classification:** Simple

**Type of Transaction:** G2C – Government to Citizen

**Who may avail:** All Old Student Returnees

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Registration Form		Office of the Campus Registrar		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fill out the Readmission Form downloadable at <a href="mailto:cvsusilang@cvsu.edu.ph">cvsusilang@cvsu.edu.ph</a> and have it signed by college officials indicated in the form.	Evaluate grades of student	None	5 Minutes	<i>Registration Adviser</i>
Undergo interview at the Department/ College last attended.	2.1 Conduct interview to determine the student's eligibility for readmission.  Issue Pre-Registration Form	None	10 Minutes	<i>Registration Adviser</i>
Fill out Pre-registration form with subjects to be enrolled in consultation with the Registration	3.1 Receive and evaluate the filled out pre-registration form.	None	5 Minutes	<i>College Registrar</i>



Adviser and submit the same together with a photocopy of Certificate of Grades (COG) to the college registrar.	3.2 Issue Registration form			
Receive and sign the Registration Form and return the same to the College Registrar for validation.	<p>Receive and validate the duly signed Registration Form of student by putting a “Registered” stamp.</p> <p>Provide a copy to the student and keep a copy for submission to the Office of the University Registrar for system validation.</p> <p>Provide client with Stakeholders’ Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a></p>	None	5 Minutes	<i>College Registrar</i>
5. Fill out and return the Stakeholders’ Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>College Registrar</i>
	<b>TOTAL:</b>	<b>None</b>	<b>27 Minutes</b>	



**Cavite State University Silang Campus**  
**Cashier's Office**  
External and Internal Services



Collection of Fees				
This procedure covers how the Cashier's Office process 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:	Students/Parents/Other Clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Completion Form (a.)		Cashier's Office		
Official Transcript of Record (b.)				
Certificate of Good Moral Character & Grades (c.)				
Honorable Dismissal (d.)				
Authentication and Verification (CAV) (e.)				
Authentication of TOR / Diploma (f.)				
Tuition Fee for regular Students (g.)				
Tuition fee for scholars (h.)				
Adding / Changing of subjects (i.)				
Dropping of subjects (j.)				
Graduation Fee (k.)				
Thesis Adviser Fee (l.)				
Registration Form Copy (m.)				
Clearance (n.)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present completely filled out request slip, certification, registration forms. clearance, etc..	Evaluate registration forms and other requirement as to completeness and	None	1 Minute	Cashier/ Collecting Officer





	accuracy (Request slip, order of payments, clearance and registration forms)			
Pay the corresponding amount for:	2.1 Issue Official Receipt	Depends on request/ transaction		Cashier's Office
Completion Form		Php 10/unit	1 Minute	Cashier/ Collecting Officer
Official Transcript of Record		Php 20/page Php 50/page with scanned picture	2 Minutes	Cashier/ Collecting Officer
Certificate of Good Moral Character and Grades		Php 15/copy	2 Minutes	Cashier/ Collecting Officer
Honorable Dismissal		Php 15.00	2 Minutes	Cashier/ Collecting Officer
Authentication and Verification (CAV)		Php 45.00	2 Minutes	Cashier/ Collecting Officer
Authentication of TOR / Diploma		Php 10.00/pc	2 Minutes	Cashier/ Collecting Officer
Tuition Fee for regular Students	2.2 Verify the name of student from the list of scholars	Cash Installment 50% tuition fee 100% misc. and fiduciary fees	2 Minutes	Cashier/ Collecting Officer
Tuition fee for scholars		Based on scholarship	2 Minutes	Cashier



Adding / Changing of subjects	2.3 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	privileges	2 Minutes	Cashier
Dropping of subjects			2 Minutes	Cashier
Graduation Fee		TBA	2 Minutes	Cashier
Thesis Adviser Fee		Php 2,300	2 Minutes	Cashier
English Critic Fee		20.00/page	2 Minutes	Cashier
Registration Form Copy		Php 10.00	2 Minutes	Cashier
Clearance		None	2 Minutes	Cashier
Collection from Income Generating Projects		Cash/Installment	3 Minutes	Cashier/Collecting Officer
3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	Cashier/Collecting Officer
	<b>TOTAL:</b>	<b>Depending on the nature of transaction</b>	<b>5 Minutes per transaction</b>	



**Cavite State University Silang Campus**  
**Health Services Unit**  
External and Internal Services



Consultation and Referrals	
This procedure shows how the Campus Health Services Unit provide assistance in assessing the physical condition of a patient as well as in the administration of treatment.	
<b>Office or Division:</b>	Campus Health Services Unit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	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	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present Identification Card to the Nurse on Duty (NOD)	Confirm personal information from identification card and accomplish consultation form	None	1 Minute	<i>Nurse-On-Duty (NOD)</i>
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>NOD</i>
Submit to the consultation process	<p>Examine the patient and prescribe medication</p> <p>Physician may refer patient for the following procedures if necessary:</p> <p>Wound Care Laboratory/ Radiologic Exam Observation in Ward &amp; Confinement Referral to a Medical Specialist Transfer to hospital</p> <p>Refer patient to the NOD</p>	None	15 Minutes / depending on the case	<i>Physician or Dentist</i>
Present prescription and submit the medical or dental card to the NOD	<p>Receive the prescription form and dispense available prescribed medication (initial dose only)</p> <p>Advise the patient on proper use and intake of medicines</p>	None	2 Minutes	<i>NOD</i>



Sign the logbook	5.1 Log the name of patient, name and quantity of dispensed medicines, and have it signed by the patient	None	1 Minute	NOD
	5.2 Encode the accomplished consultation form, medical or dental record, and file for safekeeping	None	1 Minute	NOD
	5.3 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
6. Fill out and return the Stakeholders' Feedback form or Google Form	6. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	NOD
	<b>TOTAL:</b>	<b>None</b>	<b>25 Minutes</b>	



## Physical, Dental, and Laboratory Examination of Students

This procedure aims to provide assistance in the conduct of Physical, Dental and Laboratory Examination of students for qualification to perform various school function and activities.

**Office or Division:** Campus Health Services Unit

**Classification:** Simple

**Type of Transaction:** G2C – Government to Citizen

**Who may avail:** Students

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Notice of Admission (NOA)	Guidance Office
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 Specialist
Medical Certificate	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>Day 1</b> Present the NOA for new and transferee students/ Request for Medical Clearance for returnee students	1.1 Confirm schedule of student and secure copy of NOA or Request for Medical Clearance  1.2 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 <b>DAY 2</b> )	None	2 Minutes	Nurse-On-Duty (NOD)
<b>Day 1</b>	<b>TOTAL:</b>	<b>None</b>	<b>2 Minutes</b>	
<b>Day 2</b> Present the laboratory results to the Nurse on Duty (NOD)	Check the laboratory and diagnostic results for completeness then issue Personal Information Sheet	None	1 minute	NOD
Fill out Personal Information Sheet and submit to the NOD	2.1 Encode / fill out the data to the Student Health Record Form  2.2 Check and record the vital signs  2.3 Issue the Student Health Record Form and Medical Clearance Form	None	3 minutes	NOD





Proceed to the dental section for examination	3. Administer dental examination and sign Medical Clearance Form	None	5 minutes	<i>Dentist</i>
Proceed to the medical section for examination	4. Administer physical examination and issue Medical Clearance Form for enrolment if fit for schooling	None	10 minutes	<i>Physician / NOD</i>
Proceed to the nurse on duty	5.1 Secure a copy of Student Health Record Form and file student record for safekeeping  5.2 Advise to proceed to the University Registrar for registration  Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	1 minute	<i>NOD</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>
Fill out and return the Stakeholders' Feedback form or Google Form	6. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>NOD</i>
<b>TOTAL:</b>		<b>None</b>	<b>25 Minutes</b>	



## 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

<b>Office or Division:</b>	Campus Health Services Unit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	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
<b>Day 1</b> Present Medical Endorsement Form issued by HRDO	1.1 Secure copy of Medical Endorsement Form  1.2 Issue Request Form for diagnostic procedures and CSC Medical Certificate	None	2 Minutes	<i>Nurse-On-Duty(NOD)</i>
<b>If Laboratory and Diagnostic Examination will be done outside:</b>  1a. Proceed to the Cashier's Office for payment of physical and dental examination  *Skip next step and advance to <b>DAY 2</b>	1a.1 Issue charge slip for payment of physical and dental examination  1a.2 Advise to accomplish laboratory and diagnostic examination at any DOH-Accredited Diagnostic Center  1a.3 Instruct the employee to return and bring the results the following day for physical and dental examination	Php 125.00	2 Minutes	<i>NOD</i>
<b>If Laboratory and Diagnostic Examination will be done at the UHS:</b>  1b. Proceed to the Cashier's Office for payment of laboratory and	1b.1 Issue charge slip for payment of diagnostic examination	Php 1,425.00 for Contractual,	1 Minute	<i>NOD</i>



diagnostic examination	1b.2 Advise to return to UHS after payment	Permanent, and Temporary  Php 475.00 for Job Order  (Php 125.00 physical and dental examination fee is already included)		
Present the Official Receipt to the NOD	2.1 Secure copy of official receipt  2.2 Advise or instruct the applicant to proceed to the Diagnostic section for the necessary procedures	None	1 Minute	<i>NOD</i>
Proceed to the Diagnostic Section for examination	Perform necessary procedures  3.2 Instruct to return the following day to claim the results  3.3 Advise to accomplish other tests not available in the UHS (eg. Neuropsychiatric test, drug test)	None	6 Minutes	<i>Medical/X-ray Technologist</i>
<b>Day 1</b>	<b>TOTAL:</b>	<b>Php 1,425.00 for Contractual, Permanent, and Temporary</b>	<b>12 Minutes</b>	



		Php 475.00 for Job Order  (Php 125.00 physical and dental examination fee is already included)		
<b>Day 2</b>  Present official receipt and CSC Medical Certificate Form	1.1 Secure copy of official receipt, one photocopy of results and triplicate copy of accomplished CSC medical certificate  1.2 Issue Personal Information Sheet	None	1 Minute	<i>NOD</i>
Fill out the Personal Information Sheet and submit to the Nurse on Duty (NOD)	2.1 Encode data to the Medical Form, take picture and print the form  2.2 Check and record vital signs  2.3 Issue the medical form with attached photocopy of laboratory and diagnostic results	None	3 Minutes	<i>NOD</i>
Proceed to the dental section for dental examination	3. Administer dental examination and sign the Medical form	None	5 Minutes	<i>Dentist</i>
Proceed to medical section for physical examination	Administer physical examination and sign the medical form together with the triplicate copy of CSC medical form for fitness or unfitness to work	None	10 Minutes	<i>Physician</i>



Additional Procedures (For applicant with findings upon examination)	Advise applicant to undergo additional laboratory and or special diagnostic procedures and or refers to medical specialist	None	3 Minutes	<i>Physician</i>
Proceed to the NOD	5.1 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>NOD</i>
	5.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
6. Fill out and return the Stakeholders' Feedback form or Google Form	6. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>NOD</i>
	<b>TOTAL:</b>	<b>None</b>	<b>25 Minutes</b>	



Provision of Emergency Care and Treatment				
This procedure shows how emergency care and treatment are provided to patients in the University.				
Office or Division:	Campus Health Services Unit			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
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
The patient to come in or brought in as emergency case	Place the patient in a comfortable position and ask for the ID of the patient for proper identification and recording purposes	None	2 Minutes	Nurse-On-Duty (NOD)
1a. Unconscious and pulseless:	1a.1 Administer First Aid treatment and call other medical staff for assistance.	None	10 Minutes /	NOD / Physician



			depending on the case	
1b. If conscious, the patient gives medical history (if accident in nature) and submit to assessment of vital signs	1b.1 Elicit medical history or incidence report, check, monitor and record vital signs  1b.2 Refer patient to physician on duty	None	5 Minutes	<i>NOD</i>
Submit to the consultation process	2.1 Administer intensive medical assessment, start initial treatment and explain condition and necessary steps to be done to the immediate head/guardian.  2.2 Monitor patient condition until he/she becomes stable	None	30 Minutes / depending on the case	<i>Physician</i>
Manifest improvement and stability of condition	3.1 Prescribe medication with proper instructions and give advices and issue medical certificate if necessary.  3.2 Report to the security office if the emergency case is accident and or medico-legal in nature  3.3 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None   None	2 Minutes   1 Minute	<i>Physician</i>   <i>NOD</i>





4. Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>NOD</i>
	<b>TOTAL:</b>	<b>None</b>	<b>52 Minutes</b>	



## Verification of Physical, Dental, Laboratory and Diagnostic Examination Results of Students Enrollees and Issuance of Medical Clearance for Enrollment

This procedure covers how enrollees can submit their Physical, Dental and Laboratory Examination results /report through online system and drop box system for verification and issuance of medical clearance for enrollment purposes.

<b>Office or Division:</b>	Campus Health Services Unit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	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
Submit requirements through online system/drop box system	1.1 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 (NOD)</i>
	1.2 Assess the results for comments and recommendation  • If the assessment is clear/normal, issue medical clearance through e-	None	5 Minutes	<i>Physician</i>



	mail, electronically signed for confirmation to enrollment			
	If upon verification and assessment, results are unfavorable or noted with communicable diseases, the student enrollee through e-mail is advise 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>
Receive medical clearance through e-mail	2.1 Encode, save, print and file the documents	None	1 Minute	<i>NOD</i>
	2.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>NOD</i>
	<b>TOTAL:</b>	<b>None</b>	<b>12 Minutes</b>	



## 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.

<b>Office or Division:</b>	Campus Health Services Unit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	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 submit it to the Guard on Duty	1.1 Provide the copy of health declaration form to the Security Unit	None	1 Minute	<i>Nurse-on-duty</i>
	1.2 Distribute copy of health declaration form to every CvSU personnel and visitors that enter the University	None	1 Minute	<i>Security Guard</i>
	1.3 Check the answers in the health survey portion of the Health Declaration Form <ul style="list-style-type: none"> <li>• If the answer in the health survey portions are all <u>NO</u> and the personnel or visitor had no fever, he/she will be allowed to enter the campus</li> <li>• If there is one or more <u>YES</u> answer/s with or without fever, the security</li> </ul>	None	1 Minute	<i>Security Guard</i>



	personnel will refer and send him/her to the University Health Services Unit for further evaluation, management and advises			
	Return the Health Declaration Form to the Health Services Unit	None	1 Minute	<i>Security Guard</i>
	<b>TOTAL:</b>	<b>None</b>	<b>4 Minutes</b>	



**Cavite State University Silang Campus**  
**Campus Library**  
External and Internal Services



Use of Library Facilities, Services and Resources				
This procedure shows how the Library assists interested clients in using library facilities, services and resources				
Office or Division:	Library			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Students, Faculty Members, Employees and Alumnus and Library Patrons from Other Institutions			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid CvSU Student, Staff, or Alumni IDs		Office of University Registrar, HRDO, or Alumni Office		
Latest Registration Form		Office of University Registrar		
Referral Letter (Library Patrons from Other Institutions)		From the Librarian of their Institution (for students), from the Dean (for the faculty members) or the Head of Unit (for employees)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>For CvSU student, faculty member, employee and alumni</b>				
Present their valid CvSU ID and latest registration form.	Check the presented CvSU ID and latest Registration Form	None	1 Minute	<i>Assigned Clerk</i>
Write in the logbook and leave unnecessary things in the baggage area of the section where they will avail the services.	Assist the client in filling out the logbook.	None	1 Minute	<i>Assigned Clerk</i>



Proceed to the OPAC station for the title/author and call number needed for research.	If necessary, assist Library patrons in using the OPAC Stations	None	1 Minute	<i>Assigned Clerk</i>
	3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Assigned Clerk</i>
<b><u>For Visitor</u></b>				
Present the referral letter	Receive the letter of referral.	None	1 Minute	<i>Assigned Clerk</i>
Sign in the record book and pay for the library fee	Receive payment and issue official receipt	Php 30.00	2 Minutes	<i>Assigned Clerk/Cashier</i>
Log in the visitors' logbook and leave unnecessary things in the baggage area of the section where they will avail the services.	Assist the client in filing out the logbook	None	2 Minutes	<i>Assigned Clerk</i>
Proceed to the OPAC station for the title/author and call number needed for research.	If necessary, assist the visitors in using the OPAC Stations	None	1 Minute	<i>Assigned Clerk</i>





	4.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Assigned Clerk</i>
	<b>TOTAL:</b>	<b>None</b>	<b>5 minutes</b> (CvSU Students, Employees and Alumni)	
	<b>TOTAL:</b>	<b>Php 30.00</b> (for Visitors only)	<b>8 minutes</b> (for Visitors only)	



Borrowing and Returning of Books and other Library Materials				
This procedure shows how the library assists interested clients in the borrowing and returning of books and other library materials.				
Office or Division:	Campus Library			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Students, Faculty Members and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For new and old students: Library Card		Campus Library		
For Faculty Members and Employees 1. Campus Library Card		Campus Library		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<u>Borrowing of books:</u>  1a. Present book/s to be borrowed and fill out book card.	1a.1 Check out the books to be borrowed  1a.2 Stamp due date  1a.3 File books cards.	None	2 Minutes	<i>Assigned Library Clerk</i>
<u>Returning of books:</u>  1b. Present book/s to be returned.	1b.1 Verify and check the returned book.  1b.2 Return the ID card presented by the client.	None	3 Minutes	<i>Assigned Library Clerk</i>



	1b.3 Insert the book card and return it to the shelf			
	Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Assigned Library Clerk</i>
	<b>TOTAL:</b>	<b>None</b>	<b>4 Minutes</b> (Borrowing)  <b>5 Minutes</b> (Returning)	



Library Card for New Registrants				
This procedure aims to facilitate the issuance of borrower's card for new registrants.				
Office or Division:	Library			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Students, Faculty Members and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For students: Registration Form 1 pc. 1x1 ID picture		Office of the University Registrar Student		
For faculty members and employees: CvSU identification card		Human Resource Development Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
New students, faculty members and employees to inquire about issuance of Borrower's card.	Provide the students, faculty members and employees with slips to be filled out.	None	1 Minute	Assigned Clerk
Students/faculty members/ employees to encode their data.	2.1 Assist the students/faculty members/ employees in encoding their data.	None	2 Minutes	Assigned Clerk
	2.2 Counter sign the Registration form of students and validate the library card.	Php 20.00	2 Minutes	Assigned Clerk



	2.3 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Assigned Clerk</i>
	<b>TOTAL:</b>	<b>Php 20.00</b>	<b>7 Minutes</b>	



## Replacement of Lost Library Cards

This procedure covers how the Library provides new library cards for students, faculty members and employees who lost their library cards

<b>Office or Division:</b>	Campus Library
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Citizen
<b>Who may avail:</b>	Students

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Latest Registration Form		Office of the University Registrar		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Student present latest registration form	1.1 Receive the latest registration form	None	1 Minute	<i>Assigned Clerk</i>
	Check the database of registered clients and update data if necessary	None	2 Minutes	<i>Assigned Clerk</i>
Pay the corresponding fee	2.1 Issue official receipt  2.2 Countersign and stamp validity date on the Library Card  2.3 Release new library card to client upon payment	Php 20.00	4 Minutes	<i>Assigned Clerk</i>



	2.4 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Assigned Clerk</i>
	<b>TOTAL:</b>	<b>Php 20.00</b>	<b>9 minutes</b>	



## Validation of Library Card for Old Registrants

This procedure aims to facilitate the verification of the students' records in the database and validation of borrower's card for old registrants.

<b>Office or Division:</b>	Library
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Citizen
<b>Who may avail:</b>	Students, Faculty Members and Employees

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For students: Latest Registration Form Student identification card		Office of the University Registrar		
For faculty members and employees: CvSU identification card		Human Resource Development Office		
CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Students, instructors and employees to request for validation of library or borrower's cards.	Check registration form for current semester together with their library card and letter of request	None	1 Minute	<i>Assigned Clerk</i>
Students to present their latest registration form while faculty members and employees present their ID.	2.1 Verify the encoded data of the client and update the record if necessary.	None	1 Minute	<i>Assigned Clerk</i>
	Countersign and stamp validity date on the library card.	None	1 Minute	<i>Assigned Clerk</i>
	Release validated Library card.	None	1 Minute	<i>Assigned Clerk</i>





	2.4 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Assigned Clerk</i>
	<b>TOTAL:</b>	<b>None</b>	<b>6 Minutes</b>	



**Cavite State University Tanza Campus**  
**Human Resource Development Office (HRDO)**  
External and Internal Services



## Acceptance of Applicants 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

<b>Office or Division:</b>	Campus Human Resource Development Office
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All aspiring applicants (Academic and Non-Academic)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Application Letter addressed to HR Director	Applicant
Personal Data Sheet	<a href="http://www.csc.gov.ph">www.csc.gov.ph</a> 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/send complete documents via <a href="mailto:cvsutanza@cvsu.edu.ph">cvsutanza@cvsu.edu.ph</a>  a. Application Letter b. CV/Resume c. other credentials	1.1 Check and receive all the submitted documents	None	2 Minutes	<i>Campus HR Coordinator</i>
	1.2 Review the documents and acknowledge receipt of e-mail application and notify via text message the potential applicants for the vacant position	None	2 Days	<i>Campus HR Coordinator</i>
	1.3 Schedule initial interview and demo teaching (for academic applicants) via zoom video conferencing		30 Minutes per applicant	<i>Committee composed of Local</i>



				<i>HR, Department Chairperson concerned, Campus Faculty Association (FA) President</i>
	1.4 Schedule a final interview via zoom video conferencing for qualified applicants	None	30 Minutes per applicant	<i>Campus Administrator</i>
	1.5 Tally the scores of each applicant		1 Day	<i>Campus HR Coordinator</i>
	1.6 Endorse to the University Selection Board the list of qualified applicants			<i>Campus HR Coordinator</i>
	1.7 Call up the qualified applicants		5 Minutes	<i>Campus HR Coordinator</i>
Report to the Campus HRDO	Give some reminders and provide the qualified applicant a checklist of documents to be submitted	None	10 Minutes per applicant	<i>Campus HR Coordinator</i>
Report to the Main Campus	3.1 Evaluate the applicant	None	30 Minutes per applicant	<i>Campus Administrator, HRMO Director, VPs and FA President</i>
	3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			<i>Campus HR Coordinator</i>



4. Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	Campus HR Coordinator
	<b>TOTAL:</b>	<b>None</b>	<b>3 Days, 1 Hour, 49 Minutes</b>	



## Selection and Hiring for Academic Positions

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

<b>Office or Division:</b>	Campus Human Resource Development Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen
<b>Who may avail:</b>	All Qualified Applicants for the vacant academic position

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Applicant Interview Rating Sheet		Campus Human Resource Development Office		
Oral Interview Evaluation Score Sheet		Campus Human Resource Development Office		
Evaluation Checklist for Demo Teaching – for Academic Personnel only		Campus Human Resource Development Office		
Written Examination		Campus Human Resource Development Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Report to the campus for written examination, teaching demo and interview	1.1 Notify the applicant via phone call, email or text message regarding the schedule of evaluation	None	1 Minute	<i>Campus HRD Coordinator / Assistant</i>
	1.2 Give questionnaire for written examination	None	10 Minutes	<i>Campus HRD Coordinator / Assistant</i>



	1.3 Gather the local Personnel Selection Board for evaluation of the applicant	None	5 Minutes	<i>Campus HRD Coordinator / Assistant</i>
	1.4 Evaluate the applicant for demo teaching and through panel interview	None	30 Minutes	<i>Campus Personnel Selection Board/committee</i>
	1.5 Advise that the applicant will be notified on the status of application	None	2 Minutes	<i>Campus HRD Coordinator</i>
	1.6 Tally and summarize the evaluation ratings of applicant	none	30 Minutes	<i>Campus HRD Coordinator / Assistant</i>
2. Receive notification on the status of application	2.1 Inform the applicant through phone call, text message, or email of the result of evaluation and of the employment requirements.	None	3 Minutes	<i>Campus HRD Coordinator</i>
	2.2 Endorse the recommendation for hiring signed by the Campus Administrator for approval by the University President thru channels	None	1 Minute	<i>Campus HRD Coordinator</i>
	2.3 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Campus HRD Coordinator</i>



	<b>TOTAL:</b>	<b>None</b>	<b>1 Hour, 24 Minutes</b>	
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## Processing of Appointment of Job Order Academic Personnel (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

<b>Office or Division:</b>	Campus HRDO - Recruitment, Selection and Placement (RSP) Unit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Citizen
<b>Who may avail:</b>	All selected applicants

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Personal Data Sheet (CS Form No. 212)	<a href="http://www.csc.gov.ph">www.csc.gov.ph</a> or CSC website
Personal Description Form (DBM-CSC Form No. 10)	<a href="http://www.csc.gov.ph">www.csc.gov.ph</a> or CSC website
Medical Certificate (CS Form No. 211)	University Infirmary
TOR, Diploma, eligibility, PSA Birth Certificate and NBI Clearance, TIN	Concerned Agencies
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
Submit all required documents for appointment on Job Order status	1.1 Receive the submitted requirements of the Job Order academic personnel.	None	1 Minute	<i>HR Coordinator</i>



<p>For newly hired: PDS, PDF TOR/Diploma Medical Certificate NBI Clearance Other pertinent documents Evaluation Result</p> <p>For rehired: Photocopy of I.D. Medical Certificate</p>	1.2 Review and validate the submitted documents for completeness and accuracy.	None	5 Minutes	HR Coordinator
	Submit the original and photocopied documents for authentication to the Records Office through the Liaison Officer.	None	5 Minutes	HRDO Coordinator, Liaison Officer
	Prepare the contract of service to be signed by the Job Order Academic Personnel.	None	3 Minutes	HR Coordinator
	Read and sign the contract of service.	None	3 Minutes	Job Order Academic Personnel
	Verify and endorse the signed contract of service to the Campus Administrator for signature.	None	3 Minutes	HR Coordinator
	Check and sign the contract of service.	None	3 Minutes	Campus Administrator
	Submit the signed contract of service together with the employment requirements to the HRDO for processing.	None	5 Minutes	HR Coordinator/Liaison Officer/Any authorize representative



Receive the signed contract of service for notarization	Receive the completely signed contract of service from the HRDO and release to the client	None	2 Minutes	<i>HR Coordinator</i>
Submit the notarized contract of service	3.1 Accept and verify the notarized contract of service	None	2 Minutes	<i>HR Coordinator</i>
	3.2 Submit the notarized contract of service to HRDO Main with the required attachments.	None	2 Minutes	<i>HR Coordinator</i>
	3.3 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
4. Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>HR Coordinator</i>
	<b>TOTAL:</b>	<b>None</b>	<b>36 Minutes</b>	



## Processing of Appointment of Job Order Non-Academic Personnel (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

<b>Office or Division:</b>	Campus HRDO - Recruitment, Selection and Placement (RSP) Unit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Citizen
<b>Who may avail:</b>	Job Order Non-Academic Personnel

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Personal Data Sheet (CS Form No. 212)	<a href="http://www.csc.gov.ph">www.csc.gov.ph</a> or CSC website
Personal Description Form (DBM-CSC Form No. 10)	<a href="http://www.csc.gov.ph">www.csc.gov.ph</a> 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	Concerned Agencies

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit all required documents and credentials	1.1 Check and validate accuracy and completeness of the submitted documents to be endorsed to the Campus Administrator for signature	None	5 Minutes	<i>Human Resource Coordinator</i>



	1.2 Sign and endorse the verified documents	None	5 Minutes	<i>Human Resource Coordinator and Campus Administrator</i>
	Submit credentials to the University Recruitment, Selection and Placement (RSP) Unit for the issuance of job order contract and appointment of job order Non-Academic personnel	None	5 Minutes	<i>Human Resource Coordinator/ Recruitment, Selection and Placement (RSP) staff</i>
	Receive the submitted documents/requirements and furnish the campus with the job order contract	None	3 Minutes	<i>Human Resource Coordinator/ Recruitment, Selection and Placement (RSP) staff</i>
	Check for the authenticity of signatures and certify that the job order contract is complete  Endorse to the University Recruitment, Selection and Placement (RSP) Unit and submit to the accounting office for payroll processing  1.7 Provide client with Stakeholders' Feedback Form or Google Form using	None	10 Minutes	<i>Human Resource Coordinator/ Recruitment, Selection and Placement (RSP) staff</i>



	the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Human Resource Coordinator</i>
	<b>TOTAL:</b>	<b>None</b>	<b>30 Minutes</b>	



**Human Resource Development Office**  
**Records Management Section**  
External and Internal Services



## Processing and Issuance of HR Records to Active and Employees who are no longer connected with the University

This procedure aims to provide personnel employment records to active and employees who are no longer connected with the University for personal and professional transaction purposes.

<b>Office or Division:</b>	Campus HRDO - Records Management Section
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Citizen
<b>Who may avail:</b>	All Active 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
Fill out the Record Request form and submits to the HR Coordinator.	1.1 Receive and review the duly accomplished form for the completeness of entries.	None	3 Minutes	<i>HR Coordinator/staff</i>
	1.2 Check and verify from file the requested record. If requested record /document is not available in the campus, request will be endorsed to the University HRDO	None	10 Minutes	<i>HR Coordinator/Liaison Officer</i>
	1.3 Prepare the requested documents	None	5 Minutes	<i>HRDO personnel</i>





	1.4 Release the requested document/s	None	5 Minutes	<i>HR Coordinator</i>
Claim the requested document/s	2.1 Request the client sign on the Receiving Logbook	None	2 Minutes	<i>HR Coordinator</i>
	2.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>HR Coordinator</i>
	<b>TOTAL:</b>	<b>None</b>	<b>27 Minutes</b>	



## Online Processing and Issuance of HR Records to Active and Employees who are no longer connected with the University

This procedure covers how personnel employment records is provided thru on-line platform to active and employees who are no longer connected with the University for personal and professional transaction purposes.

<b>Office or Division:</b>	Records Management Section
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Citizen
<b>Who may avail:</b>	All Active 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
Send the accomplished Record Request Form to <a href="mailto:cvsutanza@cvsu.edu.ph">cvsutanza@cvsu.edu.ph</a>	1.1 Receive and review the duly accomplished form for the completeness of entries	None	3 Minutes	HR Coordinator/staff
	1.2 Check and verify from file the requested record. If requested record/document is not available in the campus, request will be endorsed to the University HRDO	None	10 Minutes	HR Coordinator/Liaison Officer
	1.3 Prepare the requested document	None	5 Minutes	HRDO personnel
	1.4 Release the requested records/documents to the client thru	None	5 Minutes	



	email the official email address of the HRDO <a href="mailto:cvsuhrd@cvsu.edu.ph">cvsuhrd@cvsu.edu.ph</a> <a href="mailto:cvsutanza@cvsu.edu.ph">cvsutanza@cvsu.edu.ph</a>			
Receive and acknowledge receipt of the requested records/documents	2.1 Confirm and record the receipt of the records/documents requested by the client	None	2 Minutes	<i>HRDO Personnel</i>
	2.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>HRDO Personnel</i>
	<b>TOTAL:</b>	<b>None</b>	<b>27 Minutes</b>	



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



## Receiving and Evaluation of Documents for Salary Preparation of Part-time Faculty members and Job Order Non-Academic Employees

This procedure covers the computation of the 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.

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

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplishment Report		Job Order non-academic employees		
Signed Daily Time Record		Part-time faculty members and job Order non-academic employees		
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. Submit the accomplishment report and the Daily Time Record	1.1 Receive the submitted DTR and accomplishment report	None	2 Minutes	HR Coordinator



to the HR Coordinator every 16 <sup>th</sup> day of the month and 1 <sup>st</sup> day of the succeeding month.	1.2 Check DTR if services rendered is in accordance with the approved official schedule and contact hours.	None	1 Minute per DTR	<i>HR Coordinator</i>
	1.3 Check accomplishment report as to accuracy and completeness		1 Minute per accomplishment report	
	1.4 Compute the number of hours of services rendered		30 Minutes	
	1.5 Prepare summary of the hours to be paid per COS and job order employees and attach the required supporting documents for endorsement to the Campus Administrator	None	30 Minutes	<i>HR Coordinator</i>
	1.6 Sign and approve the document	None	3 Minutes	<i>Campus Administrator</i>
	1.7 Prepare Disbursement Voucher and Budget Utilization Request and Status and Payroll of the salaries	None	15 Minutes	<i>HR Coordinator</i>
	1.8 Attach the Summary of Hours to be paid, DTR and Accomplishment Report to the DV, BURS and payroll	None	5 Minutes	<i>HR Coordinator</i>



	1.9 Affix the signature/s of authorized personnel to the BURS.	None	3 Minutes	<i>Campus Administrator/ Campus' Budget Officer</i>
	1.10 Submit the payroll to the Main Campus for processing	None	5 Minutes	<i>HR Coordinator/ Liaison Officer/Authorized Representative</i>
	1.11 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			<i>HR Coordinator</i>
2. Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>HR Coordinator</i>
	<b>TOTAL:</b>	<b>None</b>	<b>1 Hour, 37 Minutes</b>	



## Receiving and Evaluation of Documents for Salary Preparation of Contractual Faculty members and Casual Non-Academic Employees

This procedure covers the computation of the 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.

<b>Office or Division:</b>	Rewards and Recognition (R & R) Unit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Citizen
<b>Who may avail:</b>	All contractual faculty and casual employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Accomplishment Report	Casual non-academic employees
Signed Daily Time Record	Contractual faculty members and casual non-academic employees
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
Submit the Daily Time Record to the HR Coordinator every 16 <sup>th</sup> day of	1.1 Receive the submitted DTR and accomplishment report	None	2 Minutes	<i>HR Coordinator</i>





the month and 1 <sup>st</sup> day of the succeeding month.	1.2 Check DTR if services rendered is in accordance with the approved official schedule and contact hours.	None	3 Minutes per DTR	<i>HR Coordinator</i>
	1.3 Check accomplishment report as to accuracy and completeness	None	1 Minute per accomplishment report	<i>HR Coordinator</i>
	1.4 Compute the number of hours of services rendered	None	15 Minutes	<i>HR Coordinator</i>
	1.5 Prepare the Summary of Attendance for endorsement to the Campus Administrator	None	15 Minutes	<i>HR Coordinator</i>
	1.6 Sign and approve the document	None	3 Minutes	<i>Campus Administrator</i>
	1.7 Prepare the Disbursement Voucher and Budget Utilization Request and Status and Payroll of salaries	None	15 Minutes	<i>HR Coordinator</i>
	1.8 Attach the Summary of Attendance, DTR and Accomplishment Report to the DV, BURS and payroll	None	5 Minutes	<i>HR Coordinator</i>
	1.9 Affix the signature/s of authorized personnel to the BURS	None	3 Minutes	<i>Campus Administrator/ Campus' Budget Officer</i>



	1.10 Submit the payroll to the Main Campus for processing	None	5 Minutes	<i>HR Coordinator/Liaison Officer/Authorized Representative</i>
	1.11 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			<i>HR Coordinator</i>
2. Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>HR Coordinator</i>
	<b>TOTAL:</b>	<b>None</b>	<b>1 Hour, 9 Minutes</b>	



**Cavite State University Tanza Campus**  
**Office of the Student Affairs and Services**  
External and Internal Services



## Application/Renewal Procedure for Scholarship

This procedure shows how OSAS assists applicants in the availment/renewal of scholarship/financial assistance.

<b>Office or Division:</b>	Office of Student Affairs and Services
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All students who are qualified to apply or renew for scholarship/ financial assistance

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Accomplished Application form for Scholarship	OSAS and CvSU website (downloadable at <a href="http://www.cvsu.edu.ph">www.cvsu.edu.ph</a> )
Photocopy of certification of grades in the previous semester	Concerned College Registrar
Photocopy of the registration form in the current semester	Concerned College Registrar
1 pc. 1x1 picture with white background	Applicant
1 short ordinary folder	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit the required documents	1.1 Receive and evaluate the required documents	None	5 minutes	Scholarship Coordinator
	1.2 Issue Certificate of Scholarship			
Receive the Scholarship Certification	2.1 Sign the logbook under the column "Released by"  2.2 Advise the student to proceed to the Registrar / Cashier's Office for reassessment of fees	None	5 minutes	Scholarship Coordinator



New and old scholars submit Certification of Scholarship to the Registrar's Office and Cashier Office for the reassessment of fees	3.1 Receive the Certification of Scholarship and reassess fees accordingly	None	5 minutes	<i>Registrar / Cashier</i>
	3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			<i>Scholarship Coordinator</i>
Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Scholarship Coordinator</i>
	<b>TOTAL:</b>	<b>None</b>	<b>17 Minutes</b>	



## Admission of First Year Students

This procedure aims to define the system on how to assist all students who will submit requirements and ensure that they will be guided in seeking admission to the University in their desired program.

**Office or Division:** Office of Student Affairs and Services

**Classification:** Simple

**Type of Transaction:** G2C – Government to Citizen

**Who may avail:** All incoming first year students

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished Application form for Admission		Tanza Campus <a href="https://www.facebook.com/CvSUTC/">https://www.facebook.com/CvSUTC/</a>		
Photocopy of G-12 report card		Senior High School		
Photocopy of good moral certificate		Senior High School		
2 pcs. 1x1 picture with white background		Applicant		
1 short ordinary folder		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit the required documents	Receive the required documents	None	5 Minutes	<i>Admission Officer</i>
Receive admission examination permit	2. Schedule the date of examination	None	2 Minutes	<i>Admission Officer</i>



Take the admission examination as scheduled	3. Administer Admission Examination	None	*1 Hour	<i>Guidance Counselor or Psychometrician</i>
For applicants seeking admission to the BS Nursing, BS Midwifery, BS Medical Technology, Diploma in Midwifery, BS Criminology, Education Courses, Engineering Courses, BS Psychology, BS Hospitality Management, and BS Tourism Management, the applicant is required to undergo interview:				
Get interview form	4a. Release interview form	None	2 Minutes	<i>Admission Officer</i>
Undergo interview at College/ Department	4b. Conduct the interview	None	*1 Hour	<i>*Department Chair or Program Head</i>
Return to OSAS and submit accomplished interview form	4c. Receive the accomplished interview form			
	4. Issue Notice of Admission (NOA)	None	1 Minute	<i>Admission Officer</i>
Receive the NOA	Log the NOA number and name of student and sign the logbook under the column "Released by".	None	10 Minutes	<i>Admission Officer Guidance Counselor or Psychometrician</i>
Present the NOA to the Campus Health Services unit for medical examination	6.1 Receive the NOA and assist the student for medical examination	None	2 Minutes	<i>Campus Health Services Unit</i>



	6.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			<i>Admission Officer</i>
7. Fill out and return the Stakeholders' Feedback form or Google Form	7. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Admission Officer</i>
	<b>TOTAL:</b>	<b>None</b>	<b>*2 Hours, 24 Minutes</b>	

*\*Qualified for a multi-stage processing*





## Admission Procedure for Transferees from Other School

This procedure aims to define the system on how to assist all transferees from other schools who will submit requirements and ensure that they will be guided in seeking admission to the University in their desired program.

<b>Office or Division:</b>	Office of Student Affairs and Services
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All students who preferred to transfer to the University

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Accomplished Application form for Admission	Tanza Campus <a href="https://www.facebook.com/CvSUTC/">https://www.facebook.com/CvSUTC/</a>
Photocopy of transfer credentials	Applicant's previous school
Photocopy of NBI clearance or Police clearance	National Bureau of Investigation or Police station
2 pcs. 1x1 picture with white background	Applicant
1 short ordinary folder	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present credentials for initial evaluation	Evaluate and compute the GPA	None	10 Minutes	<i>Admission Officer</i>
Secure the Notice for Evaluation form and Proceed to concerned College for their evaluation	2. Issue interview form	None	5 Minutes	<i>Admission Officer</i>



Undergo interview with respective college	3. Conduct the Interview	None	*1 Hour	<i>College Registrar or Department Chair or Program Head</i>
Return to OSAS and submit the accomplished Notice for Evaluation form	4. Receive the accomplished interview form	None	2 Minutes	<i>Admission Officer</i>
If qualified from the evaluation of the College/Department, submit the following documents to OSAS: Photocopy of Certificate of Grades Photocopy of Certificate of Good Moral Photocopy of Honorable Dismissal Photocopy of NBI Clearance or Police Clearance copies of 1x1 ID Picture Short Folder	Receive and file the documents  Issue Examination Permit	None	5 Minutes	<i>Admission Officer</i>
Receive examination permit	6. Schedule examination	None	2 Minutes	<i>Admission Officer</i>
Take the admission examination as scheduled	7.1 Administer admission examination  7.2 Issue Notice of Admission (NOA)	None	*1 Hour	<i>Guidance Counselor or Psychometrician</i>
Receive the NOA	8. Log the NOA number and name of student and sign the logbook under the column "Released by"	None	10 Minutes	<i>Admission Officer or Guidance Counselor or Psychometrician</i>



Present the NOA to the Campus Health Services unit for medical examination	9.1 Receive the NOA and assist the student for medical examination	None	2 minutes	Campus Health Services Unit
	9.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			Admission Officer
Fill out and return the Stakeholders' Feedback form or Google Form	10. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	Admission Officer
	<b>TOTAL:</b>	<b>None</b>	<b>*2 Hours, 38 Minutes</b>	

*\*Qualified for a multi-stage processing*



## Admission Procedure for Transferees from CvSU System

This procedure aims to define the system on how to assist all transferees from the CvSU System who will submit requirements and ensure that they will be guided in seeking admission to the University in their desired program.

<b>Office or Division:</b>	Office of Student Affairs and Services
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All students who preferred to transfer to the University

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished Application form for Admission		Tanza Campus <a href="https://www.facebook.com/CvSUTC/">https://www.facebook.com/CvSUTC/</a>		
Photocopy of transfer credentials		Applicant's previous school		
2 pcs. 1x1 picture with white background		Applicant		
1 short ordinary folder		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present credentials for initial evaluation	Evaluate and compute the GPA	None	10 Minutes	<i>Admission Officer</i>
Secure Notice of Interview Form and Proceed to concerned college /department for their evaluation	2. Issue interview form	None	5 Minutes	<i>Admission Officer</i>



Undergo interview with respective college /department	3. Conduct the interview	None	*1 Hour	College Registrar/Department Chair / Program Head
Return to OSAS and submit the accomplished interview form	4. Receive the accomplished interview form	None	2 Minutes	Admission Officer
If qualified from the evaluation of the College, submit the following documents to OSAS: Photocopy of Certificate of Grades Photocopy of Certificate of Good Moral Photocopy of Honorable Dismissal copies of 1x1 ID Picture Short Folder	Receive and file the documents  Issue the Notice of Admission (NOA)	None	5 Minutes	Admission Officer
Receive the NOA	Log the NOA number and name of student and sign the logbook under the column "Released by"	None	5 Minutes	Admission Officer / Guidance Counselor or Psychometrician
Present the NOA to the Campus Health Services unit for medical examination	7.1 Receive the NOA and assist the student for medical examination	None	2 minutes	Campus Health Services Unit
	7.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			Admission Officer



8. Fill out and return the Stakeholders' Feedback form or Google Form	8. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	Admission Officer
	<b>TOTAL:</b>	<b>None</b>	<b>*1 Hour, 31 Minutes</b>	

*\*Qualified for a multi-stage processing*



## Procedure on Admission of Second Courser

This procedure aims to define the system on how to assist all second coursers who will submit requirements and ensure that they will be guided in seeking admission to the University in their desired program.

<b>Office or Division:</b>	Office of Student Affairs and Services
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Students who are already a graduate of a bachelor's degree and wanted to pursue another program

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Accomplished Application form for Admission	Tanza Campus <a href="https://www.facebook.com/CvSUTC/">https://www.facebook.com/CvSUTC/</a>
Photocopy of transfer credentials	Applicant's previous school
2 pcs. 1x1 picture with white background	Applicant
1 short ordinary folder	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present credentials for initial evaluation	1. Evaluate and compute the GPA	None	10 Minutes	<i>Admission Officer</i>
Secure Notice for Evaluation form and Proceed to concerned college / department for their evaluation	2. Issue interview form	None	5 Minutes	<i>Admission Officer</i>
Undergo interview with respective college/department	3. Conduct the interview	None	1 Hour	<i>Department Chair / Program Head</i>



Return to OSAS and submit the accomplished Notice for Evaluation form	4. Receive the accomplished interview form	None	2 Minutes	Admission Officer
If qualified from the evaluation of the College, pay for the testing fee at the Cashier's office <b>(for paying students only)</b>	5. Issue official receipt	Php 150.00	2 Minutes	Cashier
Submit the required documents	6. Receive the required documents	None	5 Minutes	Admission Officer
Receive examination permit	7. Schedule the date of examination	None	2 Minutes	Admission Officer
Take the admission examination as scheduled	Administer Admission Examination  Issue Notice of Admission (NOA)	None	1 Hour	Guidance Counselor or Psychometrician
Receive the NOA	9. Log the NOA number and name of student and sign the logbook under the column "Released by"	None	5 Minutes	Admission Officer/Guidance Counselor or Psychometrician
Present the NOA to the Campus Health Services Unit for medical examination	10.1 Receive the NOA and assist the student for medical examination	None	2 Minutes	Campus Health Services Unit
	10.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			Admission Officer





Fill out and return the Stakeholders' Feedback form or Google Form	11. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	Admission Officer
	<b>TOTAL:</b>	<b>Php 150.00</b>	<b>2 Hours, 35 Minutes</b>	

*\*paying students- refers to applicants who already obtained a Bachelor's degree and wanted to pursue another degree.*



## Recognition and Accreditation Procedure for Student Organizations

This procedure aims to assist the students, enumerate the requirements and facilitate the recognition and accreditation of student organizations.

<b>Office or Division:</b>	Office of Student Affairs and Services
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All student organizations who applied for University Organization Recognition

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
List of Officers	Applicant
Calendar of Activities	Applicant
Resume/CV of the Adviser (s)	Applicant
Latest Certificate of Grades of the Officers	Campus Registrar/ Adviser
Picture of the Officers with caption identifying the individual position	Applicant
Constitution-and By-Laws approved by the Officers and the Advisers	Applicant
Updated list of members	Applicant
Bio data of the Organization Officers	Applicant
Certificate of Good Moral Character of the Officers	Campus Guidance Facilitator / Counselor / Campus Department
Acceptance Letter from the Adviser	SDS Unit – OSAS



*Additional Requirements For Old Organization				
Accomplishment report		Applicant		
Financial report		Applicant		
Previous plan of activities		Applicant		
Certificate of audit		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit requirements for initial evaluation	Receive and evaluate the required documents	None	10 minutes	SDS Head or OSAS Staff
Receive notice if submitted documents are complete.	Issue notice of completion of requirements	None	5 minutes	SDS Head or OSAS Staff
Receive the Notice of Completion	Conduct the recognition and accreditation program of student organizations and induction of officers for the entire school year.	None	15 minutes	SDS Head or OSAS Staff
Attend the recognition and accreditation program <ul style="list-style-type: none"> <li>Receive a certificate of recognition</li> </ul>	Document the program  File the submitted documents of the recognized student organizations  Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	15 minutes	SDS Head or OSAS Staff
Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	OSAS Staff



	<b>TOTAL:</b>	<b>None</b>	<b>47 Minutes</b>	
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Approval of Student Activities Procedure for Student Organizations				
This procedure aims to provide avenues to mold students' talents and interest to ensure social and cultural growth and offer leadership trainings to enhance leadership effectiveness of students both at personal and organizational levels.				
Office or Division:	Office of Student Affairs and Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All recognized student organization			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Written request letter addressed to the University President, recommended by the adviser/s, Head of SDS, Dean of OSAS and Vice President for Academic Affairs.		Applicant		
Activity Proposal		Applicant		
Copy of the approved Plan of Activities		Applicant		
Notarized Parent's Permit if the activity is scheduled on weekends or 6:00 pm onwards.		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit request letter for initial evaluation	Evaluate requirements	None	10 Minutes	SDS Head or OSAS Staff
	Issue notice of completion of requirements			
Receive Notice of Completion	2.1 Sign and recommend the request letter to the Dean of OSAS/ Director/Head of OSAS	None	10 Minutes	SDS Head or OSAS Staff



	Endorse to the Vice President for Academic Affairs or Campus Administrator for approval  Release the approved letter of request to the concerned organization			<i>VPAA or Campus Administrator</i>
Conduct the event or activity.	Monitor the event or activity.	None	15 minutes	<i>SDS Head or OSAS Staff</i>
Submit accomplishment report, financial report, and accomplished evaluation forms.	4.1 Receive accomplishment report, financial report, and accomplished evaluation forms.  4.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	5 minutes	<i>SDS Head or OSAS Staff</i>
5. Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>OSAS Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>42 Minutes</b>	



## Off-Campus Activities Procedure of Student Organizations

This procedure aims to provide avenues to mold students' talents and interest to ensure social and cultural growth and offer leadership trainings to enhance leadership effectiveness of students both at personal and organizational levels.

**Office or Division:** Office of Student Affairs and Services

**Classification:** Simple

**Type of Transaction:** G2C – Government to Citizen

**Who may avail:** All recognized student organizations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Request letter from the president of the recognized organization	Applicant
Activity proposal	Applicant
Invitation letter from the organizer of the activity	Applicant
CHED Memorandum	SDS Personnel (downloadable from the CHED website)
List of requirements from CHED	SDS Personnel (downloadable from the CHED website)
<b>**Before the off- campus activities</b>	
Curriculum	Applicant
Destination	Applicant
Handbook or manual	Applicant
Notarized parent's permit	Applicant



Medical clearance of the students		Campus Health Services unit		
Personnel-in-charge (ID's)		Applicant		
First aid kit		Applicant		
Fees/ resources		Applicant		
Mobility of students		Campus Dean		
Insurance		SDS Personnel		
Certificate of compliance		SDS Personnel (downloadable from the CHED website)		
<b>** After the off- campus activities</b>				
Learning journals of students		Applicant		
Assessment report/ evaluation report		Applicant		
Expenditure report		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit request letter for initial evaluation	1.1 Evaluate requirements	None	10 Minutes	SDS Head or OSAS Staff
	1.2 Issue notice of completion of requirements			
Receive Notice of Completion	2.1 Sign and recommend the request letter to the Dean of OSAS	None	10 Minutes	SDS Head or OSAS Staff
	2.2 Endorse to the Vice President for Academic Affairs for approval			





	2.3 Release the approved letter of request to the concerned organization			<i>VPAA or Campus Administrator</i>
Conduct the event or activity.	3. Monitor the event or activity.	None	15 Minutes	<i>SDS Head or OSAS Staff</i>
Submit accomplishment report, financial report, and accomplished evaluation forms.	4.1 Receive accomplishment report, financial report, and accomplished evaluation forms.	None	5 Minutes	<i>SDS Head or OSAS Staff</i>
	4.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			<i>OSAS Staff</i>
5. Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>OSAS Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>42 Minutes</b>	



Counseling Procedure for Students				
This procedure shows how to facilitate positive change in the behavior, feelings, and attitudes of the students to promote academic, personal, social, and career development.				
Office or Division:	Office of Student Affairs and Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All students who are enrolled in the University			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Referral Form		OSAS		
Counseling Form		OSAS		
Appointment/Commitment Slip Informed Consent Form		OSAS		
Counseling Completion Form		OSAS		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Seek counseling and fill out Counseling Form	Receive counseling form for walk-in and referred clients	None	5 Minutes	Guidance Counselor or Guidance Facilitator or designated faculty member
Undergo initial interview	2.1 Conduct initial interview	None	10 Minutes	Guidance Counselor or Guidance



	2.2 Give appointment/ commitment slip for student to fill-out			<i>Facilitator or designated faculty member</i>
Fill out the appointment / commitment slip and undergo counseling session	3. Conduct counseling/ consultation process and document the process	None	1 Hour per session	<i>Guidance Counselor or Guidance Facilitator or designated faculty member</i>
Fill out counselling / consultation logbook	4.1 Issue Counseling /Consultation Completion Form  4.2 Advise the student to expect a call or text message for follow up consultation  4.3 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	5 Minutes	<i>Guidance Counselor or Guidance Facilitator or designated faculty member</i>
5. Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Guidance Counselor or Guidance Facilitator or designated faculty member</i>
	<b>TOTAL:</b>	<b>None</b>	<b>1 Hour, 22 Minutes</b>	



## Follow-up Counseling Procedure for Students

This procedure aims to facilitate positive change in the behavior, feelings, and attitudes of the students to promote academic, personal, social, and career development.

**Office or Division:** Office of Student Affairs and Services

**Classification:** Simple

**Type of Transaction:** G2C – Government to Citizen

**Who may avail:** All students who are enrolled in the University

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Contact number Email Address		To be provided by the client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Receive phone call, text message, e-mail or if necessary, face to face for a follow up consultation meeting	Inquire about the current status of the student since prior consultation	None	5 Minutes	Guidance Counselor or Guidance Facilitator or designated faculty member
Inform OSAS of their current status and have them fill out the consultation logbook	2.1 Record and file the current status of student for future reference	None	10 Minutes	Guidance Counselor or Guidance Facilitator or designated faculty member
	2.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			



3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Guidance Counselor or Guidance Facilitator or designated faculty member</i>
	<b>TOTAL:</b>	<b>None</b>	<b>17 Minutes</b>	



## Consultation Procedure for Parents

This procedure shows how the OSAS assists parents/guardians in identifying problems of their students, their causes, and possible alternatives or solutions

<b>Office or Division:</b>	Office of Student Affairs and Services
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All parents whose children are enrolled in the University

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Anecdotal Form		OSAS		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Walk-in and log in the visitor's information log book	Receive parent or guardian	None	5 Minutes	<i>Guidance Counselor or Guidance Facilitator or designated faculty member</i>
Undergo initial interview and assessment	Conduct initial interview	None	30 Minutes	<i>Guidance Counselor or Guidance Facilitator or designated faculty member</i>
When necessary, parent/ guardian is referred to concerned college/	Write letter of referral to college/ department	None	15 Minutes	<i>Guidance Counselor or Guidance</i>



department for more appropriate intervention or action	3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			<i>Facilitator or designated faculty member</i>
Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Guidance Counselor or Guidance Facilitator or designated faculty member</i>
	<b>TOTAL:</b>	<b>None</b>	<b>52 Minutes</b>	



Complaint on Student and Grievance				
This procedure shows how to assist students, faculty members and employees who have complaints against students				
Office or Division:	Office of Student Affairs and Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Student, faculty member or employee who has a complaint against student			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Complaint letter		Complainant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit complaint letter	1.1 Receive the complaint letter	None	5 Minutes	Secretary, Committee on Misdemeanor
	1.2 Endorse the letter to the Committee on Misdemeanor		5 Minutes	
	1.3 Decide whether the complaint has to be acted upon and call for the investigation		2 Hours	Committee on Misdemeanor
	1.4 Issue response letter			
Receive the response letter and sign the logbook under the column "Received by"	2.1 Sign the logbook under the column "Released by"	None	5 Minutes	Secretary, Committee on Misdemeanor
	2.2 Provide client with Stakeholders' Feedback Form or Google Form using the			





	link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Secretary, Committee on Misdemeanor</i>
	<b>TOTAL:</b>	<b>None</b>	<b>2 Hours, 17 Minutes</b>	



## Issuance of Certificate of Good Moral Character

This procedure shows how to assist bonafide students and graduates who would want to secure Certificate of Good Moral Character

<b>Office or Division:</b>	Office of Student Affairs and Services			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All bonafide students and graduates			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished University Clearance		Applicant's concerned college		
Official Receipt for Certification of Good Moral Character		Cashier's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Pay for the Certification of Good Moral Character at the Cashier's Office.	Receive payment and issue an official receipt	Php 15.00	2 Minutes	Cashier
Present the required documents to the Office of Student Affairs	Receive and check the required documents	None	5 Minutes	MIS Officer/ OSAS Staff
Fill out the request for good moral certificate sheet	3. Prepare and release the Certificate of Good Moral Character	None	5 Minutes	MIS Officer/ OSAS Staff



Receive the Good Moral Character Certificate	4.1 Sign Good Moral Certificate Sheet under the column "Released by"	None	5 Minutes	MIS Officer/ OSAS Staff
	4.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	OSAS Staff
	<b>TOTAL:</b>	<b>Php 15.00</b>	<b>19 Minutes</b>	



**Cavite State University Tanza Campus**  
**Campus Registrar**  
External and Internal Services



## Issuance of School Credential/Documents

This procedure aims to facilitate the issuance of school credentials and other documents to CvSU graduates to be used for employment, evaluation or further studies and including those who opt to transfer to other schools.

<b>Office or Division:</b>	Office of Campus Registrar			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Graduates and continuing students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Google Form		Posted on Official Facebook Page		
Certificate of Admission		Office of the Campus Registrar		
Personal Information Sheet		Office of the Campus Registrar		
Registration Form		Office of the Campus Registrar		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request for University Clearance Form (first request) or fill out Request Slip (for subsequent request)  For online request: Register and fill out the google form posted at <a href="mailto:cvsutanza@cvsu.edu.ph">cvsutanza@cvsu.edu.ph</a>	Receive the accomplished University Clearance or Request Slip	None	5 Minutes	<i>Registrar Staff</i>



Pay the necessary fee for the requested documents at the Cashier Office or thru on line payment	Check the Official Receipt and issue the claim stub	Php 50.00/ page for TOR  Php15.00/ page for Certification	5 Minutes	<i>Cashier/Registrar Staff</i>
Receive the claim stub or e-copy bearing the date of release of the requested documents.	Evaluate the student's records and prepare the requested documents.	None	7 Days	<i>Registrar Staff</i>
Claim the document on the specified date of release	4.1 Check the claim stub and release the requested documents to the client	None	2 Minutes	<i>Registrar Staff</i>
	4.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
5. Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Registrar Staff</i>
	<b>TOTAL:</b>	<b>Php 50.00/ page for TOR  Php15.00/ page for Certification</b>	<b>7 Days, 12 Minutes</b>	



## Registration of New Students

This procedure aims to facilitate registration processes of new students that ensures safekeeping of student records and accurate enrolment to a particular program.

<b>Office or Division:</b>	Office of Campus Registrar
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All new students

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Registration Form		Office of the Campus Registrar		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit all the required original documents for enrolment including the Accomplished Personal Information Sheet or via <a href="mailto:cvsutanza@cvsu.edu.ph">cvsutanza@cvsu.edu.ph</a> <a href="mailto:tanza.registrar@cvsu.edu.ph">tanza.registrar@cvsu.edu.ph</a>	1.1 Check, receive all the required original documents and a copy of the uploaded Personal Information of student.  1.2 Assign Student Number and issue Certificate of Admission and Registration Form.	None	6 Minutes	<i>Registrar Staff</i>
Receive Certificate of Admission and Registration Form.	Validate the Registration Form and keep a copy.	None	6 Minutes	<i>Registrar Staff</i>
Sign the validated Registration Form	3.1 Return another copy to student  3.2 Advise the student to keep a copy of the Registration Form for future reference	None	2 Minutes	<i>Registrar Staff</i>



	3.3 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Registrar Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>16 Minutes</b>	





Registration of Continuing Students				
This procedure aims to facilitate the registration of the continuing students in different colleges.				
Office or Division:	Office of Campus Registrar			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All new students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Student Clearance		Office of the Campus Registrar		
Certificate of Grades				
Pre-Registration				
Registration Form				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secure and submit an approved student clearance	Check the completeness of the submitted clearance and Issue Certificate of Grades and Pre-registration form.	None	2 Minutes	Registrar Staff
Fill out Pre-registration form with subjects to be enrolled through consultation with respective Registration Adviser and submit the same together with a photocopy of Certificate of Grades (COG) to the college registrar.	2.1 Receive and evaluate the filled out pre-registration form.	None	6 Minutes	Registrar Staff
	2.2 Prepare and issue Registration form to student.			



Receive and sign the Registration Form and return the same to the College Registrar for validation.	<p>3.1 Receive and validate the duly signed Registration Form of student by putting a “Registered” stamp.</p> <p>3.2 Provide a copy to the student and keep a copy for submission to the Office of the University Registrar.</p>	None	6 Minutes	<i>Registrar Staff</i>
Receive a copy of the duly stamped Registration form and keep it for future references.	4.1 Consolidate all the copies of registration forms received from the students and submit to the University Registrar for system validation.	None	1 Minute	<i>Registrar Staff</i>
	<p>4.2 Provide client with Stakeholders’ Feedback Form or Google Form using the link  <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a></p>			
Fill out and return the Stakeholders’ Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Registrar Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>17 Minutes</b>	



Registration of Transferees				
This procedure aims to facilitate the registration of all transfer students.				
Office or Division:	Campus Registrar			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All new transfer students.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Registration Form		Office of the Campus Registrar		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit all the required original documents for enrolment including results of interview, checklist of subjects credited by the college or department concerned and the Accomplished Personal Information Sheet or via <a href="mailto:cvsutanza@cvsu.edu.ph">cvsutanza@cvsu.edu.ph</a> or <a href="mailto:tanza.registrar@cvsu.edu.ph">tanza.registrar@cvsu.edu.ph</a>	1.1 Check, receive all the required original documents; copy of the uploaded Personal Information Sheet and Pre-registration form issued by the college.  1.2 Assign Student Number and issue Certificate of Admission and Registration Form.	None	6 minutes	<i>Registrar staff</i>



<p>Receive Certificate of Admission and Registration Form.</p> <ul style="list-style-type: none"> <li>• Sign the issued Registration Form and return the same to the University Registrar for validation.</li> </ul>	<p>2.1 Receive and validate the duly signed Registration Form of student by putting a “Registered” stamp.</p> <p>2.2 Provide a copy to the student and keep a copy for system validation.</p> <p>2.3 Advise the student to keep a copy of the Registration Form for future reference</p> <p>2.4 Provide client with Stakeholders’ Feedback Form or Google Form using the link  <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a></p>	None	6 minutes	<i>Registrar staff</i>
<p>3. Fill out and return the Stakeholders’ Feedback form or Google Form</p>	<p>3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form</p>	None	2 Minutes	<i>Registrar staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>14 Minutes</b>	



Registration of Shiftees				
This procedure aims to facilitate the registration of all shiftees.				
Office or Division:	Campus Registrar			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All student shiftees.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Registration Form		Office of the Campus Registrar		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fill out Letter of Intent and have it signed by College officials indicated in the form.	Evaluate grades of student	None	5 Minutes	<i>Department Chair or Faculty assigned to program the student intends to shift.</i>
Undergo interview at the Department/ College the student intends to transfer	2.1 Conduct interview for further assessment. 2.2 Issue Pre-registration Form	None	10 Minutes	<i>Department Chair or Faculty assigned to program the student intends to shift.</i>
Fill out Pre-registration form with subjects to be enrolled in accordance to what the Department advises and submit	3.1 Receive and evaluate the accomplished pre-registration form.	None	5 Minutes	<i>College Registrar</i>



the same together with a photocopy of Certificate of Grades (COG) to the college registrar.	3.2 Prepare and issue Registration form to student.			
Receive and sign the Registration Form and return the same to the College Registrar for validation.	<p>4.1 Receive and validate the duly signed Registration Form of student by putting a “Registered” stamp.</p> <p>4.2 Provide a copy to the student and keep a copy for submission to the Office of the University Registrar for system validation.</p> <p>4.3 Provide client with Stakeholders’ Feedback Form or Google Form using the link  <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a></p>	None	5 Minutes	<i>College Registrar</i>
5. Fill out and return the Stakeholders’ Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>College Registrar</i>
	<b>TOTAL:</b>	<b>None</b>	<b>27 Minutes</b>	



Registration of Old Student Returnees				
This procedure aims to facilitate the registration of all Old Student Returnees.				
<b>Office or Division:</b>	Campus Registrar			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All Old Student Returnees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Registration Form			Office of the Campus Registrar	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fill out the Readmission Form downloadable at <a href="mailto:cvsutanza@cvsu.edu.ph">cvsutanza@cvsu.edu.ph</a> and have it signed by College officials indicated in the form	Evaluate grades of student	None	5 Minutes	<i>Registration Adviser</i>
Undergo interview at the Department / College last attended	2.1 Conduct interview to determine the student's eligibility for readmission 2.2 Issue Pre-Registration Form	None	10 Minutes	<i>College Registrar</i>
Fill out Pre-registration form with subjects to be enrolled in consultation with the Registration	3.1 Receive and evaluate the filled out pre-registration form.	None	5 Minutes	<i>College Registrar</i>



Adviser and submit the same together with a photocopy of Certificate of Grades (COG) to the college registrar.	3.2 Issue Registration form			
Receive and sign the Registration Form and return the same to the College Registrar for validation.	<p>4.1 Receive and validate the duly signed Registration Form of student by putting a “Registered” stamp.</p> <p>4.2 Provide a copy to the student and keep a copy for submission to the Office of the University Registrar for system validation.</p> <p>4.3 Provide client with Stakeholders’ Feedback Form or Google Form using the link  <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a></p>	None	5 Minutes	<i>College Registrar</i>
5. Fill out and return the Stakeholders’ Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>College Registrar</i>
	<b>TOTAL:</b>	<b>None</b>	<b>27 Minutes</b>	





# **Cavite State University Tanza Campus**

## **Cashier's Office**

External and Internal Services



Collection of Fees				
This procedure covers how the Cashier's Office process 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:	Employees, Students, Parent/Guardian, Graduates and General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Slip		Concerned unit		
Registration From		Student		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pay the corresponding amount of a certain transaction Authentication of TOR/Diploma  Authentication and Verification (CAV)  Official Transcript of Record          Certificates	Issue Official Receipt	Php. 15.00  Php 15.00/page  Php 20.00/page Php 50.00/page with scanned picture	2 Minutes  2 Minutes  2 Minutes	Cashier/ Collecting Officer



Good Moral Character		Php 15.00	2 Minutes	
Grades		Php 15.00	2 Minutes	
Honorable Dismissal		Php 15.00	2 Minutes	
Thesis Adviser Fee and Technical Fee		Php 2,300.00	2 Minutes	Cashier/ Collecting Officer
English Critic Fee		Php 20.00/page	2 Minutes	
Remit Collection from Income Generating Projects	2.1 Issue Official Receipt	Cash/ Installment	3 Minutes	Cashier/Collecting Officer
	2.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	Cashier/Collecting Officer
	<b>TOTAL:</b>	<b>Depending on the transaction</b>	<b>5 Minutes / transaction</b>	



**Cavite State University Tanza Campus**  
**Health Services Unit**  
External and Internal Services



Consultation and Referrals	
This procedure shows how the Campus Health Services Unit provide assistance in assessing the physical condition of a patient as well as in the administration of treatment.	
<b>Office or Division:</b>	Campus Health Services Unit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	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	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present Identification Card to the Nurse on Duty (NOD)	Confirm personal information from identification card and accomplish consultation form	None	1 Minute	<i>Nurse-On-Duty (NOD)</i>
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>NOD</i>
Submit to the consultation process	<p>3.1 Examine the patient and prescribe medication</p> <p>Physician may refer patient for the following procedures if necessary:</p> <p>Wound Care Laboratory/ Radiologic Exam Observation in Ward &amp; Confinement Referral to a Medical Specialist Transfer to hospital</p> <p>Refer patient to the NOD</p>	None	15 Minutes / depending on the case	<i>Physician or Dentist</i>
Present prescription and submit the medical or dental card to the NOD	<p>4.1 Receive the prescription form and dispense available prescribed medication (initial dose only)</p> <p>4.2 Advise the patient on proper use and intake of medicines</p>	None	2 Minutes	<i>NOD</i>



Sign the logbook	5.1 Log the name of patient, name and quantity of dispensed medicines, and have it signed by the patient	None	1 Minute	NOD
	5.2 Encode the accomplished consultation form, medical or dental record, and file for safekeeping	None	1 Minute	NOD
	5.3 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	6. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	NOD
	<b>TOTAL:</b>	<b>None</b>	<b>25 Minutes</b>	



<b>Physical, Dental, and Laboratory Examination of Students</b>	
This procedure aims to provide assistance in the conduct of Physical, Dental and Laboratory Examination of students for qualification to perform various school functions and activities.	
<b>Office or Division:</b>	Campus Health Services Unit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Students
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
Notice of Admission (NOA)	Guidance Office
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 Specialist
Medical Certificate	





CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>Day 1</b> Present the NOA for new and transferee students/ Request for Medical Clearance for returnee students	1.1 Confirm schedule of student and secure copy of NOA or Request for Medical Clearance  1.2 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 <b>DAY 2</b> )	None	2 Minutes	NOD
<b>Day 1</b>	<b>TOTAL:</b>	<b>None</b>	<b>2 Minutes</b>	
<b>Day 2</b> Present the laboratory results to the NOD	Check the laboratory and diagnostic results for completeness then issue Personal Information Sheet	None	1 minute	NOD
Fill out Personal Information Sheet and submit to the NOD	2.1 Encode/fill out the data to the Student Health Record Form  2.2 Check and record the vital signs  2.3 Issue the Student Health Record Form and Medical Clearance Form	None	3 minutes	NOD



Proceed to the dental section for examination	3. Administer dental examination and sign Medical Clearance Form	None	5 minutes	<i>Dentist</i>
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 / Nurse-On-Duty</i>
Proceed to the nurse on duty	5.1 Secure a copy of Student Health Record Form and file student record for safekeeping  5.2 Advise to proceed to the University Registrar for registration  Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	1 minute	<i>NOD</i>
Additional Procedure (For student with findings upon examination)	Advise student to undergo special diagnostic procedure; or refer to medical specialist	None	3 minutes	<i>Physician</i>
Fill out and return the Stakeholders' Feedback form or Google Form	6. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>NOD</i>
<b>Day 2</b>	<b>TOTAL:</b>	<b>None</b>	<b>25 minutes</b>	



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	
<b>Office or Division:</b>	Campus Health Services Unit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	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
<b>Day 1</b> Present Medical Endorsement Form issued by HRDO	1.1 Secure a copy of the Medical Endorsement Form  1.2 Issue Request Form for diagnostic procedures and CSC Medical Certificate	None	2 Minutes	NOD
<b>If Laboratory and Diagnostic Examination will be done outside:</b>  1a. Proceed to the Cashier's Office for payment of physical and dental examination  *Skip next step and advance to <b>DAY 2</b>	1a.1 Issue charge slip for payment of physical and dental examination  1a.2 Advise to accomplish laboratory and diagnostic examination at any DOH-Accredited Diagnostic Center  1a.3 Instruct the employee to return and bring the results the following day for physical and dental examination	Php 125.00	2 Minutes	NOD
<b>If Laboratory and Diagnostic Examination will be done at the UHS:</b>  1b. Proceed to the Cashier's Office for payment of laboratory and diagnostic examination	1b.1 Issue charge slip for payment of diagnostic examination	Php 1,425.00 for Contractual, Permanent,	1 Minute	NOD



	1b.2 Advise to return to UHS after payment	and Temporary  Php 475.00 for Job Order  (Php 125.00 physical and dental examination fee is already included)		
Present the Official Receipt to the NOD	2.1 Secure copy of official receipt  2.2 Advise or instruct the applicant to proceed to the Diagnostic section for the necessary procedures	None	1 Minute	NOD
Proceed to the Diagnostic Section for examination	3.1 Perform necessary procedures  3.2 Instruct to return the following day to claim the results  3.3 Advise to accomplish other tests not available in the UHS (eg. Neuropsychiatric test, drug test)	None	6 Minutes	Medical/X-ray Technologist
Day 1	TOTAL:	Php 1,425.00 for Contractual, Permanent,	12 Minutes	



		<b>and Temporary Php 475.00 for Job Order  (Php 125.00 physical and dental examination fee is already included)</b>		
<b>Day 2</b>  Present official receipt and CSC Medical Certificate Form	1.1 Secure copy of official receipt, one photocopy of results and triplicate copy of accomplished CSC medical certificate  1.2 Issue Personal Information Sheet	None	1 Minute	<i>NOD</i>
Fill out the Personal Information Sheet and submits to the NOD	2.1 Encode data to the Medical Form, take picture and print the form  2.2 Check and record vital signs  2.3 Issue the medical form with attached photocopy of laboratory and diagnostic results	None	3 Minutes	<i>NOD</i>



Proceed to the dental section for dental examination	3. Administer dental examination and sign the Medical form	None	5 Minutes	<i>Dentist</i>
Proceed to medical section for physical examination	4. Administer physical examination and sign the medical form together with the triplicate copy of CSC medical form for fitness or unfitness to work	None	10 Minutes	<i>Physician</i>
Additional Procedure (For applicant with findings upon examination)	Advise to undergo additional laboratory and or special diagnostic procedures and or refer to medical specialist	None	3 Minutes	<i>Physician</i>
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>NOD</i>
	5.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
6. Fill out and return the Stakeholders' Feedback form or Google Form	6. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>NOD</i>
<b>Day 2</b>	<b>TOTAL:</b>	<b>None</b>	<b>25 Minutes</b>	



Provision of Emergency Care and Treatment				
This procedure shows how emergency care and treatment are provided to patients in the University.				
Office or Division:	Campus Health Services Unit			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
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
The patient to come in or brought in as emergency case	Place the patient in a comfortable position and ask for the ID of the patient for proper identification and recording purposes.	None	2 Minutes	Nurse-On-Duty (NOD)
1a. Unconscious and pulseless:	1a.1 Administer First Aid treatment and call other medical staff for assistance.	None	10 Minutes /	NOD / Physician





			depending on the case	
1b. If conscious, the patient gives medical history (if accident in nature) and submit to assessment of vital signs	1b.1 Elicit medical history or incidence report, check, monitor and record vital signs  1b.2 Refer patient to physician on duty	None	5 Minutes	NOD
Submit to the consultation process	2.1 Administer intensive medical assessment, start initial treatment and explain condition and necessary steps to be done to the immediate head/guardian.  2.2 Monitor patient condition until he/she becomes stable	None	30 Minutes / depending on the case	Physician
Manifest improvement and stability of condition	3.1 Prescribe medication with proper instructions and give advices and issue medical certificate if necessary.  3.2 Report to the security office if the emergency case is accident and or medico-legal in nature  3.3 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None  None	2 Minutes  1 Minute	Physician  NOD



4. Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	NOD
	<b>TOTAL:</b>	<b>None</b>	<b>52 Minutes</b>	



Verification of Physical, Dental, Laboratory and Diagnostic Examination Results of Students Enrollees and Issuance of Medical Clearance for Enrollment				
This procedure covers how enrollees can submit their Physical, Dental and Laboratory Examination results /report through online and drop box system for verification and issuance of medical clearance for enrolment purposes,				
Office or Division:	Campus Health Services Unit			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
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
Submit requirements through online/drop box system	1.1 Check and verify the completeness of the scanned copies or drop box copies of documents and present it to the physician	None	2 Minutes	Nurse-On-Duty (NOD)
	1.2 Assess the results for comments and recommendation <ul style="list-style-type: none"><li>If the assessment is clear/normal, issue medical clearance through e-</li></ul>	None	5 Minutes	Physician



	mail, electronically signed for confirmation to enrollment			
	If upon verification and assessment, results are unfavorable or noted with communicable diseases, the student enrollee through e-mail, advise 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>
Receive medical clearance through e-mail	2.1 Encode, save, print and file the documents	None	1 Minute	<i>NOD</i>
	2.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>NOD</i>
	<b>TOTAL:</b>	<b>None</b>	<b>12 Minutes</b>	



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:	Campus Health Services Unit			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
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 submit it to the Guard on Duty	1.1 Provide the copy of health declaration form to the Security Unit	None	1 Minute	<i>Nurse-on-duty (NOD)</i>
	1.2 Distribute copy of health declaration form to every CvSU personnel and visitors that enter the University	None	1 Minute	<i>Security Guard</i>
	1.3 Check the answers in the health survey portion of the Health Declaration Form <ul style="list-style-type: none"> <li>If the answer in the health survey portions are all <u>NO</u> and the personnel or visitor had no fever, he/she will be allowed to enter the campus</li> </ul>	None	1 Minute	<i>Security Guard</i>



	<ul style="list-style-type: none"> <li>If there is one or more <u>YES</u> answer/s with or without fever, the security personnel will refer employee to the University Health Services Unit for further evaluation, management and advises</li> </ul>			
	Return the Health Declaration Form to the Health Services Unit	None	1 Minute	<i>Security Guard</i>
	<b>TOTAL:</b>	<b>None</b>	<b>4 Minutes</b>	



**Cavite State University Tanza Campus**  
**Campus Library**  
External and Internal Services



## Use of Library Facilities, Services and Resources

This procedure shows how the library assists interested clients in using library facilities, services and resources.

<b>Office or Division:</b>	Campus Library
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Citizen
<b>Who may avail:</b>	Students, Faculty Members, Employees and Alumnus and Library Patrons from Other Institutions

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Valid CvSU Student, Staff, or Alumni IDs	Office of University Registrar, HRDO, or Alumni Office
Latest Registration Form	Office of University Registrar
Referral Letter (Library Patrons from Other Institutions)	From the Librarian of their Institution (for students), from the Dean (for the faculty members) or the Head of Unit (for employees)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>For CvSU student, faculty member, employee and alumni</b>				
Present their valid CvSU ID and latest registration form.	Check the presented CvSU ID and latest Registration Form	None	1 Minute	<i>Assigned Clerk</i>
Write in the logbook and leave unnecessary things in the baggage area of the section where they can avail the services.	Assist the client in filing out the logbook.	None	1 Minute	<i>Assigned Clerk</i>





Proceed to the OPAC station for the title/author and call number needed for research.	3.1 If necessary, assist Library patrons in using the OPAC Stations	None	1 Minute	Assigned Clerk
	3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
4. Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	Assigned Clerk
<b><u>For Visitor</u></b>				
Present referral letter	Receive a letter of referral	None	1 Minute	Assigned Clerk
Sign the record book and pay for the library fee	Receive payment and issue Official Receipt	Php 30.00	2 Minutes	Assigned Clerk/Cashier
Log in the visitors' logbook and leaves unnecessary things in the baggage area of the section where they will avail the services.	Assist the client in filling out the logbook	None	2 Minutes	Assigned Clerk
Proceed to the OPAC station for the title/author and call number needed for research.	4.1 If necessary, assist visitors in using the OPAC Stations	None	1 Minute	Assigned Clerk
	4.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			



5. Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Assigned Clerk</i>
	<b>TOTAL:</b>	<b>None</b>	<b>5 minutes</b> (CvSU Students, Employees and Alumni)	
	<b>TOTAL:</b>	<b>Php 30.00</b> (for Visitors only)	<b>8 minutes</b> (for Visitors only)	



## Borrowing and Returning of Books and Other Library Materials

This procedure shows how the library assists interested clients in the borrowing and returning of books and other library materials.

<b>Office or Division:</b>	Campus Library
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Citizen
<b>Who may avail:</b>	Students, Faculty Members and Employees, and Outside Researchers from other Institutions

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For students: CvSU Registration Form or any valid Identification card	Campus Registrar's Office/Other Agency
For Faculty Members and Employees CvSU- Identification card or any valid Identification card	Human Resource Management Office/Other Agency

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<u>Borrowing of books:</u>  1a. Present book/s to be borrowed and fill out book card.	1a.1 Encode details of the borrowers and the description of book/s to be borrowed.  1a.2 Get the book card and the ID or Registration Form of the client presented.  1a.3 Fill out due date book card and attach it to the borrower's file card.	None	2 minutes	<i>Librarian</i>



<p><u>Returning of books:</u></p> <p>1b. Present book/s to be returned.</p>	<p>1b.1 Verify and check the returned book.</p> <p>1b.2 Return the ID card presented by the client.</p> <p>1b.3 Insert the book card and return it to the shelf</p> <p>Provide client with Stakeholders' Feedback Form or Google Form using the link  <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a></p>	None	<p>1 minute</p> <p>1 minute</p> <p>1 minute</p>	Librarian
<p>Fill out and return the Stakeholders' Feedback form or Google Form</p>	<p>2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form</p>	None	2 Minutes	
	TOTAL:	None	<p><b>4 minutes</b> (Borrowing)</p> <p><b>5 minutes</b> (Returning)</p>	



Library Card for New Registrants				
This procedure shows how Library facilitate the issuance of borrower's card for new registrants.				
Office or Division:	Campus Library			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Students, Faculty Members and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For students: 1. Registration Form 2. 1 pc. 1x1 ID picture		Registrar Student		
For faculty members and employees: CvSU identification card		Human Resource Development Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Inquire about issuance of Borrower's card.	Provide the students, faculty members and employees with Application Slip to be filled out	None	1 Minute	Librarian/Assigned Clerk
Fill out the Application Slip	2. Assist the client in filling out the Application Form	None	1 Minute	Librarian/Assigned Clerk
Encode the Data	Take picture of the client with webcam, stamp validity of the borrower' card Sign the Registration form of students  Release the Library Card	None	3 Minutes	Librarian/Assigned Clerk



	Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Librarian/Assigned Clerk</i>
	<b>TOTAL:</b>	<b>None</b>	<b>7 Minutes</b>	



## Replacement of Lost Library Cards

This procedure covers how Library provides new library card for students

<b>Office or Division:</b>	Campus Library
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Students, Faculty Members and Employees

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Latest Registration Form		Office of the Registrar		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present latest Registration Form	1.1 Receive the latest registration form	None	1 minute	<i>Librarian/Assigned Clerk/Library Coordinator</i>
	1.2 Check the database of registered clients and update data if necessary.	None	2 minutes	
	1.3 Countersign and stamp validity date on the Borrower's card			
	Release new borrower's card to client upon payment.	Php 20.00	2 minutes	
	Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			



Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Assigned Clerk</i>
	<b>TOTAL:</b>	<b>Php 20.00</b>	<b>7 Minutes</b>	





## Securing a Referral Letter to Access Other Institutions

This procedure covers how Library provides referral letters to students, faculty members and employees conducting their research to access other institution's libraries and their resources.

<b>Office or Division:</b>	Campus Library
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Students, Faculty Members and Employees

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For the students: Student identification card (validated)		Registrar		
For faculty members and employees: CvSU identification card		Human Resource Development Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request for a referral letter	1.1 Check the research topic or material the client needs to access to other institution's library. In case no material is available in the Campus Library	None	6 Minutes	<i>Librarian/Assigned Clerk/Library Coordinator</i>
	1.2 Inform the client to pick-up the referral letter after 3 (three) days from the day of request	None	1 Minute	
Log in the Library Referral Letter Log book with the following information:  Full name	2.1 Ask for the Identification CvSU Card (for students, faculty members and employees).	None	1 Minute	<i>Librarian/Assigned Clerk/Library Coordinator</i>
	2.2 Verify the date of request.	None	5 Minutes	



Course/Section (students) Topic of Research Institution to Visit Date of Visit	2.3 Retrieve the Referral Letter from the Referral File Folder (2 <sup>nd</sup> request)			
Receive the Referral Letter and sign the Referral Letter Logbook	3.1 Remind the client to verify if all the information encoded in the Referral Letter is correct before signing the Referral Letter Logbook	None	2 minutes	<i>Librarian/Assigned Clerk/Library Coordinator</i>
	3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			<i>Assigned Clerk</i>
4. Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Assigned Clerk</i>
	<b>TOTAL:</b>	<b>None</b>	<b>17 Minutes</b>	



## Validation of Library Card for Old Registrants

This procedure covers how Library facilitates the verification of the students' records in the database and validation of borrower's card for old registrants.

<b>Office or Division:</b>	Campus Library
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Students, Faculty Members and Employees

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For students: 1. Latest Registration Form 2. Student identification card		Office of the Campus Registrar		
For faculty members and employees: CvSU identification card		Human Resource Development Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Students, instructors and employees request for validation of library or borrower's cards.	Check the Library Card presented	None	1 Minute	<i>Librarian/Assigned Clerk</i>
Students present their latest registration form while faculty members and employees present their ID.	Receive the registration form  Verify the encoded data of the client and update the record if necessary.  Countersign and stamp validity date on the library card. Release the validated Library card	None	1 Minute	<i>Librarian/Assigned Clerk</i>



	Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	1 Minute	<i>Librarian/Assigned Clerk</i>
Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Librarian/Assigned Clerk</i>
	<b>TOTAL:</b>	<b>None</b>	<b>5 Minutes</b>	



**Cavite State University Trece Martires City Campus**  
**Human Resource Office**  
External and Internal Services



## Acceptance of Applicants 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

<b>Office or Division:</b>	Campus Human Resource Development Office
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All aspiring applicants (Academic and Non-Academic)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Application Letter addressed to HR Director	Applicant
Personal Data Sheet	<a href="http://www.csc.gov.ph">www.csc.gov.ph</a> 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/send complete documents via <a href="mailto:cvsutrecemartires@cvsu.edu.ph">cvsutrecemartires@cvsu.edu.ph</a>  a. Application Letter b. CV/Resume c. other credentials	1.1 Check and receive all the submitted documents	None	2 Minutes	<i>Campus HR Coordinator</i>
	1.2 Review the documents and acknowledge receipt of e-mail application and notify via text message the potential applicants for the vacant position	None	2 Days	<i>Campus HR Coordinator</i>
	1.3 Schedule initial interview and demo teaching (for academic applicants) via zoom video conferencing		30 Minutes per applicant	<i>Committee composed of Local</i>



				<i>HR, Department Chairperson concerned, Campus Faculty Association (FA) President</i>
	1.4 Schedule a final interview via zoom video conferencing for qualified applicants		30 Minutes per applicant	<i>Campus Administrator</i>
	1.5 Tally the scores of each applicant		1 Day	<i>Campus HR Coordinator</i>
	1.6 Endorse to the University Selection Board the list of qualified applicants	None	5 Minutes	<i>Campus HR Coordinator</i>
	1.7 Call up the qualified applicants			<i>Campus HR Coordinator</i>
Report to the Campus HRDO	Give some reminders and provide the qualified applicant a checklist of documents to be submitted	None	10 Minutes per applicant	<i>Campus HR Coordinator</i>
Report to the Main Campus	Evaluate the applicant	None	30 Minutes per applicant	<i>Campus Administrator, HRMO Director, VPs and FA President</i>



	3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	
	<b>TOTAL:</b>	<b>None</b>	<b>3 Days, 1 Hour, 49 Minutes</b>	





## Selection and Hiring for Academic Positions

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

<b>Office or Division:</b>	Campus Human Resource Development Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen
<b>Who may avail:</b>	All Qualified Applicants for the vacant academic position

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Applicant Interview Rating Sheet		Campus Human Resource Development Office		
Oral Interview Evaluation Score Sheet		Campus Human Resource Development Office		
Evaluation Checklist for Demo Teaching – for Academic Personnel only		Campus Human Resource Development Office		
Written Examination		Campus Human Resource Development Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Report to the campus for written examination, teaching demo and interview	1.1 Notify the applicant via phone call, email or text message regarding the schedule of evaluation	None	1 Minute	<i>Campus HRD Coordinator / Assistant</i>
	1.2 Give questionnaire for written examination	None	10 Minutes	<i>Campus HRD Coordinator / Assistant</i>



	1.3 Gather the local Personnel Selection Board for evaluation of the applicant	None	5 Minutes	Campus HRD Coordinator / Assistant
	1.4 Evaluate the applicant for demo teaching and through panel interview	None	30 Minutes	Campus Personnel Selection Board/committee
	1.5 Advise that the applicant will be notified on the status of application	None	2 Minutes	Campus HRD Coordinator
	1.6 Tally and summarize the evaluation ratings of applicant`	none	30 Minutes	Campus HRD Coordinator / Assistant
2. Receive notification on the status of application	2.1 Inform the applicant through phone call, text message, or email of the result of evaluation and of the employment requirements.	None	3 Minutes	Campus HRD Coordinator
	2.2 Submit the recommendation for hiring signed by the Campus Administrator for approval by the University President thru channels	None	1 Minute	Campus HRD Coordinator
	2.3 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	Campus HRD Coordinator
	<b>TOTAL:</b>	<b>None</b>	<b>1 Hour, 24 Minutes</b>	



Processing of appointment of Job Order Academic personnel (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:	Campus HRDO - Recruitment, Selection and Placement (RSP) Unit			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	All selected applicants			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Personal Data Sheet (CS Form No. 212)		<a href="http://www.csc.gov.ph">www.csc.gov.ph</a> or CSC website		
Personal Description Form (DBM-CSC Form No. 10)		<a href="http://www.csc.gov.ph">www.csc.gov.ph</a> or CSC website		
Medical Certificate (CS Form No. 211)		University Infirmary		
TOR, Diploma, eligibility, PSA Birth Certificate and NBI Clearance, TIN		Concerned Agencies		
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
Submit all required documents for appointment on Job Order status	1.1 Receive the submitted requirements of the Job Order academic personnel.	None	1 Minute	<i>HR Coordinator</i>



<p>For newly hired: PDS, PDF TOR/Diploma Medical Certificate NBI Clearance Other pertinent documents Evaluation Result</p> <p>For rehired: Photocopy of I.D. Medical Certificate</p>	1.2 Review and validate the submitted documents for completeness and accuracy.	None	5 Minutes	<i>HR Coordinator</i>
	1.3 Submit the original and photocopied documents for authentication to the Records Office through the Liaison Officer.	None	5 Minutes	<i>HRDO Coordinator, Liaison Officer</i>
	1.4 Prepare the contract of service to be signed by the Job Order Academic Personnel.	None	3 Minutes	<i>HR Coordinator</i>
	Read and sign the contract of service.	None	3 Minutes	<i>Job Order Academic Personnel</i>
	Verify and endorse the signed contract of service to the Campus Administrator for signature.	None	3 Minutes	<i>HR Coordinator</i>
	Check and sign the contract of service.	None	3 Minutes	<i>Campus Administrator</i>
	Submit the signed contract of service together with the employment requirements to the HRDO for processing.	None	5 Minutes	<i>HR Coordinator/ Liaison Officer/Any authorize representative</i>



Receive the signed contract of service for notarization	Receive the completely signed contract of service from the HRDO and release to the client	None	2 Minutes	<i>HR Coordinator</i>
Submit the notarized contract of service	3.1 Accept and verify the notarized contract of service	None	2 Minutes	<i>HR Coordinator</i>
	3.2 Submit the notarized contract of service to HRDO Main with the required attachments.	None	2 Minutes	<i>HR Coordinator</i>
	3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
4. Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>HR Coordinator</i>
	<b>TOTAL:</b>	<b>None</b>	<b>36 Minutes</b>	



## Processing of appointment of Job Order Non-Academic Personnel (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

<b>Office or Division:</b>	Campus HRDO - Recruitment, Selection and Placement (RSP) Unit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Citizen
<b>Who may avail:</b>	Job Order Non-Academic Personnel

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Personal Data Sheet (CS Form No. 212)	<a href="http://www.csc.gov.ph">www.csc.gov.ph</a> or CSC website
Personal Description Form (DBM-CSC Form No. 10)	<a href="http://www.csc.gov.ph">www.csc.gov.ph</a> 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	Concerned Agencies

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit all required documents and credentials	1.1 Check and validate accuracy and completeness of the submitted documents to be endorsed to the Campus Administrator for signature	None	5 Minutes	Human Resource Coordinator
	1.2 Sign and endorse the verified documents	None	5 Minutes	Human Resource Coordinator and



				<i>Campus Administrator</i>
	1.3 Submit credentials to the University Recruitment, Selection and Placement (RSP) Unit for the issuance of job order contract and appointment of job order Non-Academic personnel	None	5 Minutes	<i>Human Resource Coordinator/ Recruitment, Selection and Placement (RSP) staff</i>
	1.4 Receive the submitted documents/requirements and furnish the campus with the job order contract	None	3 Minutes	<i>Human Resource Coordinator/ Recruitment, Selection and Placement (RSP) staff</i>
	1.5 Check for the authenticity of signatures and certify that the job order contract is complete  1.6 Endorse to the University Recruitment, Selection and Placement (RSP) Unit and submit to the accounting office for payroll processing  1.7 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	10 Minutes	<i>Human Resource Coordinator/ Recruitment, Selection and Placement (RSP) staff</i>



Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Human Resource Coordinator</i>
	<b>TOTAL:</b>	<b>None</b>	<b>30 Minutes</b>	





**Human Resource Development Office**  
**Records Management Section**  
External and Internal Services



## Processing and Issuance of HR Records to Active and Employees who are no longer connected with the University

This procedure aims to provide personnel employment records to active and employees who are no longer connected with the University for personal and professional transaction purposes.

<b>Office or Division:</b>	Campus HRDO - Records Management Section
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Citizen
<b>Who may avail:</b>	All Active 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
Fill out the Record Request form and submits to the HR Coordinator.	1.1 Receive and review the duly accomplished form for the completeness of entries.	None	3 Minutes	<i>HR Coordinator/staff</i>
	1.2 Check and verify from file the requested record. If requested record /document is not available in the campus, request will be endorsed to the University HRDO	None	10 Minutes	<i>HR Coordinator/ Liaison Officer</i>
	1.3 Prepare the requested documents	None	5 Minutes	<i>HRDO personnel</i>



	1.4 Release the requested document/s	None	5 Minutes	<i>HR Coordinator</i>
Claim the requested document/s	2.1 Request the client sign on the Receiving Logbook	None	2 Minutes	<i>HR Coordinator</i>
	2.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>HR Coordinator</i>
	<b>TOTAL:</b>	<b>None</b>	<b>27 Minutes</b>	



## Online Processing and Issuance of HR Records to Active and Employees who are no longer connected with the University

This procedure covers how personnel employment records is provided thru on-line platform to active and employees who are no longer connected with the University for personal and professional transaction purposes.

<b>Office or Division:</b>	Records Management Section
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Citizen
<b>Who may avail:</b>	All Active 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
Send the accomplished Record Request Form to <a href="mailto:cvsutrecemartires@cvsu.edu.ph">cvsutrecemartires@cvsu.edu.ph</a>	1.1 Receive and review the duly accomplished form for the completeness of entries	None	3 Minutes	<i>HR Coordinator/staff</i>
	1.2 Check and verify from file the requested record. If requested record/document is not available in the campus, request will be endorsed to the University HRDO	None	10 Minutes	<i>HR Coordinator/ Liaison Officer</i>
	1.3 Prepare the requested document	None	5 Minutes	<i>HRDO personnel</i>
	1.4 Release the requested records/documents to the client thru email the official email address of the HRDO	None	5 Minutes	



	<a href="mailto:cvsuhrd@cvsu.edu.ph">cvsuhrd@cvsu.edu.ph</a> <a href="mailto:cvsutrecemartires@cvsu.edu.ph">cvsutrecemartires@cvsu.edu.ph</a>			
Receive and acknowledge receipt of the requested records/documents	2.1 Confirm and record the receipt of the records/documents requested by the client	None	2 Minutes	HRDO Personnel
	2.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	HRDO Personnel
	<b>TOTAL:</b>	<b>None</b>	<b>27 Minutes</b>	



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



## Receiving and Evaluation of Documents for Salary Preparation of Part-time Faculty members and Job Order Non-Academic Employees

This procedure covers the computation of the 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.

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

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplishment Report		Job Order non-academic employees		
Signed Daily Time Record		Part-time faculty members and job Order non-academic employees		
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
Submit the accomplishment report and the Daily Time Record to the	1.1 Receive the submitted DTR and accomplishment report	None	2 Minutes	<i>HR Coordinator</i>



HR Coordinator every 16 <sup>th</sup> day of the month and 1 <sup>st</sup> day of the succeeding month.	1.2 Check DTR if services rendered is in accordance with the approved official schedule and contact hours.	None	1 Minute per DTR	<i>HR Coordinator</i>
	1.3 Check accomplishment report as to accuracy and completeness		1 Minute per accomplishment report	
	1.4 Compute the number of hours of services rendered		30 Minutes	
	1.5 Prepare summary of the hours to be paid per COS and job order employees and attach the required supporting documents for endorsement to the Campus Administrator	None	30 Minutes	<i>HR Coordinator</i>
	1.6 Sign and approve the document	None	3 Minutes	<i>Campus Administrator</i>
	1.7 Prepare Disbursement Voucher and Budget Utilization Request and Status and Payroll of the salaries	None	15 Minutes	<i>HR Coordinator</i>
	1.8 Attach the Summary of Hours to be paid, DTR and Accomplishment Report to the DV, BURS and payroll	None	5 Minutes	<i>HR Coordinator</i>





	1.9 Affix the signature/s of authorized personnel to the BURS.	None	3 Minutes	<i>Campus Administrator/ Campus' Budget Officer</i>
	1.10 Submit the payroll to the Main Campus for processing	None	5 Minutes	<i>HR Coordinator/ Liaison Officer/Authorized Representative</i>
	1.11 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>HR Coordinator</i>
	<b>TOTAL:</b>	<b>None</b>	<b>1 Hour, 37 Minutes</b>	



## Receiving and Evaluation of Documents for Salary Preparation of Contractual Faculty members and Casual Non-Academic Employees

This procedure covers the computation of the 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.

<b>Office or Division:</b>	Rewards and Recognition (R & R) Unit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Citizen
<b>Who may avail:</b>	All contractual faculty and casual employees

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplishment Report		Casual non-academic employees		
Signed Daily Time Record		Contractual faculty members and casual non-academic employees		
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. Submit the Daily Time Record to the HR Coordinator every 16 <sup>th</sup>	1.1 Receive the submitted DTR and accomplishment reports	None	2 Minutes	<i>HR Coordinator</i>



day of the month and 1 <sup>st</sup> day of the succeeding month.	1.2 Check DTR if services rendered is in accordance with the approved official schedule and contact hours.	None	3 Minutes per DTR	<i>HR Coordinator</i>
	1.3 Check accomplishment report as to accuracy and completeness	None	1 Minute per accomplishment report	<i>HR Coordinator</i>
	1.4 Compute the number of hours of services rendered	None	15 Minutes	<i>HR Coordinator</i>
	1.5 Prepare the Summary of Attendance for endorsement to the Campus Administrator	None	15 Minutes	<i>HR Coordinator</i>
	1.6 Sign and approve the document	None	3 Minutes	<i>Campus Administrator</i>
	1.7 Prepare the Disbursement Voucher and Budget Utilization Request and Status and Payroll of salaries	None	15 Minutes	<i>HR Coordinator</i>
	1.8 Attach the Summary of Attendance, DTR and Accomplishment Report to the DV, BURS and payroll	None	5 Minutes	<i>HR Coordinator</i>
	1.9 Affix the signature/s of authorized personnel to the BURS	None	3 Minutes	<i>Campus Administrator/ Campus' Budget Officer</i>



	1.10 Submit the payroll to the Main Campus for processing	None	5 Minutes	<i>HR Coordinator/ Liaison Officer/Authorized Representative</i>
	1.11 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			<i>HR Coordinator</i>
2. Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>HR Coordinator</i>
	<b>TOTAL:</b>	<b>None</b>	<b>1 Hour, 9 Minutes</b>	



**Cavite State University Trece Martires City Campus**  
**Office of the Student Affairs and Services**  
External and Internal Services



## Application/Renewal Procedure for Scholarship Grants

This procedure shows how OSAS assists applicants in the availment/renewal of scholarship/financial assistance.

<b>Office or Division:</b>	Office of Student Affairs and Services
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All students who are qualified to apply or renew for scholarship/ financial assistance

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Accomplished Application form for Scholarship	OSAS and CvSU website (downloadable at <a href="http://www.cvsu.edu.ph">www.cvsu.edu.ph</a> )
Photocopy of certification of grades in the previous semester	Concerned College Registrar
Photocopy of the registration form in the current semester	Concerned College Registrar
1 pc. 1x1 picture with white background	Applicant
1 short ordinary folder	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit the required documents	Receive and evaluate the required documents	None	5 Minutes	<i>Scholarship Coordinator</i>
	1.2 Issue Certificate of Scholarship			
Receive the Scholarship Certification	Sign the logbook under the column "Released by"  Advise the student to proceed to the Registrar / Cashier's Office for reassessment of fees	None	5 Minutes	<i>Scholarship Coordinator</i>



New and old scholars submit Certification of Scholarship to the Registrar's Office and Cashier Office for the reassessment of fees	3.1 Receive the Certification of Scholarship and reassess fees accordingly	None	5 Minutes	<i>Registrar / Cashier</i>
	3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			<i>Scholarship Coordinator</i>
Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Scholarship Coordinator</i>
	<b>TOTAL:</b>	<b>None</b>	<b>15 minutes</b>	



## Admission of First Year Students

This procedure aims to define the system on how to assist all students who will submit requirements and ensure that they will be guided in seeking admission to the University in their desired program.

<b>Office or Division:</b>	Office of Student Affairs and Services
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All incoming first year students

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Accomplished Application form for Admission	Trece Martires Campus <a href="https://www.facebook.com/cvsutreceadmissions">https://www.facebook.com/cvsutreceadmissions</a>
Photocopy of G-12 report card	Senior High School
Photocopy of good moral certificate	Senior High School
2 pcs. 1x1 picture with white background	Applicant
1 short ordinary folder	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit the required documents	Receive the required documents	None	5 Minutes	<i>Admission Officer</i>
Receive admission examination permit	2. Schedule the date of examination	None	2 Minutes	<i>Admission Officer</i>
Take the admission examination as scheduled	Administer Admission Examination	None	*1 Hour	<i>Guidance Counselor or Psychometrician</i>





For applicants seeking admission to the BS Nursing, BS Midwifery, BS Medical Technology, Diploma in Midwifery, BS Criminology, Education Courses, Engineering Courses, BS Psychology, BS Hospitality Management, and BS Tourism Management, the applicant is required to undergo interview:				
Get interview form	4a. Release interview form	None	2 Minutes	Admission Officer
Undergo interview at College/ Department	4b. Conduct the interview	None	*1 Hour	*Department Chair or Program Head
Return to OSAS and submit accomplished interview form	4c.1 Receive the accomplished interview form			
	4c.2 Issue Notice of Admission (NOA)	None	1 Minute	Admission Officer
Receive the NOA	5. Log the NOA number and name of student and sign the logbook under the column "Released by".	None	10 Minutes	Admission Officer Guidance Counselor or Psychometrician
Present the NOA to the Campus Health Services unit for medical examination	6.1 Receive the NOA and assist the student for medical examination	None	2 Minutes	Campus Health Services Unit
	6.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			Admission Officer



7. Fill out and return the Stakeholders' Feedback form or Google Form	7. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Admission Officer</i>
	<b>TOTAL:</b>	<b>None</b>	<b>2 Hours, 24 Minutes</b>	



## Admission Procedure for Transferees from Other School

This procedure aims to define the system on how to assist all transferees from other schools who will submit requirements and ensure that they will be guided in seeking admission to the University in their desired program.

<b>Office or Division:</b>	Office of Student Affairs and Services
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All students who preferred to transfer to the University

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Accomplished Application form for Admission	Trece Martires Campus <a href="https://www.facebook.com/cvsutreceadmissions">https://www.facebook.com/cvsutreceadmissions</a>
Photocopy of transfer credentials	Applicant's previous school
Photocopy of NBI clearance or Police clearance	National Bureau of Investigation or Police station
2 pcs. 1x1 picture with white background	Applicant
1 short ordinary folder	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present credentials for initial evaluation	1. Evaluate and compute the GPA	None	10 Minutes	<i>Admission Officer</i>
Secure the Notice for Evaluation form and Proceed to concerned College for their evaluation	2. Issue interview form	None	5 Minutes	<i>Admission Officer</i>



Undergo interview with respective college	3. Conduct the Interview	None	1 Hour	<i>College Registrar or Department Chair or Program Head</i>
Return to OSAS and submit the accomplished Notice for Evaluation form	4. Receive the accomplished interview form	None	2 Minutes	<i>Admission Officer</i>
If qualified from the evaluation of the College/Department, submit the following documents to OSAS: Photocopy of Certificate of Grades Photocopy of Certificate of Good Moral Photocopy of Honorable Dismissal Photocopy of NBI Clearance or Police Clearance copies of 1x1 ID Picture Short Folder	Receive and file the documents  Issue Examination Permit	None	5 Minutes	<i>Admission Officer</i>
Receive examination permit	Schedule examination	None	2 Minutes	<i>Admission Officer</i>
Take the admission examination as scheduled	7.1 Administer admission examination  7.2 Issue Notice of Admission (NOA)	None	1 Hour	<i>Guidance Counselor or Psychometrician</i>
Receive the NOA	8. Log the NOA number and name of student and sign the logbook under the column "Released by"	None	10 Minutes	<i>Admission Officer or Guidance Counselor or Psychometrician</i>



Present the NOA to the Campus Health Services unit for medical examination	9.1 Receive the NOA and assist the student for medical examination	None	2 Minutes	Campus Health Services Unit
	9.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			Admission Officer
Fill out and return the Stakeholders' Feedback form or Google Form	10. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	Admission Officer
	<b>TOTAL:</b>	<b>None</b>	<b>2 Hours, 38 Minutes</b>	

*\*Qualified for a multi-stage processing*



## Admission Procedure for Transferees from CvSU System

This procedure aims to define the system on how to assist all transferees from the CvSU System who will submit requirements and ensure that they will be guided in seeking admission to the University in their desired program.

<b>Office or Division:</b>	Office of Student Affairs and Services
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All students who preferred to transfer to the University

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Accomplished Application form for Admission	Trece Martires Campus <a href="https://www.facebook.com/cvsutreceadmissions">https://www.facebook.com/cvsutreceadmissions</a>
Photocopy of transfer credentials	Applicant's previous school
2 pcs. 1x1 picture with white background	Applicant
1 short ordinary folder	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present credentials for initial evaluation	1. Evaluate and compute the GPA	None	10 Minutes	<i>Admission Officer</i>
2. Secure Notice of Interview Form and Proceed to concerned college /department for their evaluation	2. Issue interview form	None	5 Minutes	<i>Admission Officer</i>



Undergo interview with respective college /department	3. Conduct the interview	None	1 Hour	College Registrar/Department Chair / Program Head
4. Return to OSAS and submit the accomplished interview form	4. Receive the accomplished interview form	None	2 Minutes	Admission Officer
If qualified from the evaluation of the College, submit the following documents to OSAS: Photocopy of Certificate of Grades Photocopy of Certificate of Good Moral Photocopy of Honorable Dismissal copies of 1x1 ID Picture Short Folder	Receive and file the documents  Issue the Notice of Admission (NOA)	None	5 Minutes	Admission Officer
6. Receive the NOA	6. Log the NOA number and name of student and sign the logbook under the column "Released by"	None	5 Minutes	Admission Officer / Guidance Counselor or Psychometrician
7. Present the NOA to the Campus Health Services unit for medical examination	7.1 Receive the NOA and assist the student for medical examination	None	2 minutes	Campus Health Services Unit
	7.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			Admission Officer



8. Fill out and return the Stakeholders' Feedback form or Google Form	8. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Admission Officer</i>
	<b>TOTAL:</b>	<b>None</b>	<b>1 Hour, 31 Minutes</b>	

*\*Qualified for a multi-stage processing*





## Procedure on Admission of Second Courser

This procedure aims to define the system on how to assist all second coursers who will submit requirements and ensure that they will be guided in seeking admission to the University in their desired program.

<b>Office or Division:</b>	Office of Student Affairs and Services
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Students who are already a graduate of a bachelor's degree and wanted to pursue another program

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Accomplished Application form for Admission	Trece Martires Campus <a href="https://www.facebook.com/cvsutreceadmissions">https://www.facebook.com/cvsutreceadmissions</a>
Photocopy of transfer credentials	Applicant's previous school
2 pcs. 1x1 picture with white background	Applicant
1 short ordinary folder	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present credentials for initial evaluation	1. Evaluate and compute the GPA	None	10 Minutes	<i>Admission Officer</i>
2. Secure Notice for Evaluation form and Proceed to concerned college / department for their evaluation	2. Issue interview form	None	5 Minutes	<i>Admission Officer</i>
Undergo interview with respective college/department	3. Conduct the interview	None	1 Hour	<i>Department Chair / Program Head</i>



4. Return to OSAS and submit the accomplished Notice for Evaluation form	4. Receive the accomplished interview form	None	2 Minutes	Admission Officer
If qualified from the evaluation of the College, pay for the testing fee at the Cashier's office <b>(for paying students only)</b>	5. Issue official receipt	Php 150.00	2 Minutes	Cashier
Submit the required documents	Receive the required documents	None	5 Minutes	Admission Officer
Receive examination permit	7. Schedule the date of examination	None	2 Minutes	Admission Officer
Take the admission examination as scheduled	Administer Admission Examination Issue Notice of Admission (NOA)	None	1 Hour	Guidance Counselor or Psychometrician
Receive the NOA	9. Log the NOA number and name of student and sign the logbook under the column "Released by"	None	5 Minutes	Admission Officer/Guidance Counselor or Psychometrician
Present the NOA to the Campus Health Services Unit for medical examination	10.1 Receive the NOA and assist the student for medical examination	None	2 Minutes	Campus Health Services Unit
	10.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			Admission Officer



Fill out and return the Stakeholders' Feedback form or Google Form	11. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	Admission Officer
	<b>TOTAL:</b>	<b>Php 150.00</b>	<b>2 Hours, 35 Minutes</b>	

*\*paying students- refers to applicants who already obtained a Bachelor's degree and wanted to pursue another degree.*



Recognition and Accreditation Procedure for Student Organizations	
This procedure aims to assist the students, enumerate the requirements and facilitate the recognition and accreditation of student organizations.	
<b>Office or Division:</b>	Office of Student Affairs and Services
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All student organizations who applied for University Organization Recognition
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
List of Officers	Applicant
Calendar of Activities	Applicant
Resume/CV of the Adviser (s)	Applicant
Latest Certificate of Grades of the Officers	Campus Registrar/ Adviser
Picture of the Officers with caption identifying the individual position	Applicant
Constitution-and By-Laws approved by the Officers and the Advisers	Applicant
Updated list of members	Applicant
Bio data of the Organization Officers	Applicant
Certificate of Good Moral Character of the Officers	Campus Guidance Facilitator / Counselor / Campus Department
Acceptance Letter from the Adviser	SDS Unit – OSAS
<b>*Additional Requirements For Old Organization</b>	



Accomplishment report		Applicant		
Financial report		Applicant		
Previous plan of activities		Applicant		
Certificate of audit		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit requirements for initial evaluation	Receive and evaluate the required documents	None	10 Minutes	SDS Head or OSAS Staff
Receive notice if submitted documents are complete.	Issue notice of completion of requirements	None	5 Minutes	SDS Head or OSAS Staff
Receive the Notice of Completion	Conduct the recognition and accreditation program of student organizations and induction of officers for the entire school year.	None	15 Minutes	SDS Head or OSAS Staff
Attend the recognition and accreditation program  • Receive a certificate of recognition	Document the program  File the submitted documents of the recognized student organizations  Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	15 Minutes	SDS Head or OSAS Staff   OSAS Staff
Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	OSAS Staff



	<b>TOTAL:</b>	<b>None</b>	<b>47 Minutes</b>	
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Approval of Student Activities Procedure for Student Organizations				
This procedure aims to provide avenues to mold students' talents and interest to ensure social and cultural growth and offer leadership trainings to enhance leadership effectiveness of students both at personal and organizational levels.				
<b>Office or Division:</b>	Office of Student Affairs and Services			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All recognized student organization			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Written request letter addressed to the University President, recommended by the adviser/s, Head of SDS, Dean of OSAS and Vice President for Academic Affairs.		Applicant		
Activity Proposal		Applicant		
Copy of the approved Plan of Activities		Applicant		
Notarized Parent's Permit if the activity is scheduled on weekends or 6:00 pm onwards.		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit request letter for initial evaluation	Evaluate requirements	None	10 Minutes	SDS Head or OSAS Staff
	Issue notice of completion of requirements			



Receive Notice of Completion	<p>2.1 Sign and recommend the request letter to the Dean of OSAS/ Director/Head of OSAS</p> <p>2.2 Endorse to the Vice President for Academic Affairs or Campus Administrator for approval</p> <p>2.3 Release the approved letter of request to the concerned organization</p>	None	10 Minutes	<p><i>SDS Head or OSAS Staff</i></p> <p><i>VPAA or Campus Administrator</i></p>
Conduct the event or activity.	3. Monitor the event or activity.	None	15 Minutes	<i>SDS Head or OSAS Staff</i>
Submit accomplishment report, financial report, and accomplished evaluation forms.	Receive accomplishment report, financial report, and accomplished evaluation forms.	None	5 Minutes	<i>SDS Head or OSAS Staff</i>
	<p>4.2 Provide client with Stakeholders' Feedback Form or Google Form using the link</p> <p><a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a></p>			<i>OSAS Staff</i>
Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>OSAS Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>42 Minutes</b>	





## Off-Campus Activities Procedure of Student Organizations

This procedure aims to provide avenues to mold students' talents and interest to ensure social and cultural growth and offer leadership trainings to enhance leadership effectiveness of students both at personal and organizational levels.

**Office or Division:** Office of Student Affairs and Services

**Classification:** Simple

**Type of Transaction:** G2C – Government to Citizen

**Who may avail:** All recognized student organizations

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Request letter from the president of the recognized organization		Applicant
Activity proposal		Applicant
Invitation letter from the organizer of the activity		Applicant
CHED Memorandum		SDS Personnel (downloadable from the CHED website)
List of requirements from CHED		SDS Personnel (downloadable from the CHED website)
<b>**Before the off- campus activities</b>		
Curriculum		Applicant
Destination		Applicant
Handbook or manual		Applicant
Notarized parent's permit		Applicant



Medical clearance of the students		Campus Health Services unit		
Personnel-in-charge (ID's)		Applicant		
First aid kit		Applicant		
Fees/ resources		Applicant		
Mobility of students		Campus Dean		
Insurance		SDS Personnel		
Certificate of compliance		SDS Personnel (downloadable from the CHED website)		
<b>** After the off- campus activities</b>				
Learning journals of students		Applicant		
Assessment report/ evaluation report		Applicant		
Expenditure report		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit request letter for initial evaluation	1.1 Evaluate requirements	None	10 Minutes	SDS Head or OSAS Staff
	1.2 Issue notice of completion of requirements			
Receive notice of completion	2.1 Sign and recommend the request letter to the Dean of OSAS	None	10 Minutes	SDS Head or OSAS Staff
	2.2 Endorse to the Vice President for Academic Affairs for approval			VPAA or Campus Administrator



	2.3 Release the approved letter of request to the concerned organization			
Conduct the event or activity.	3. Monitor the event or activity.	None	15 Minutes	<i>SDS Head or OSAS Staff</i>
Submit accomplishment report, financial report, and accomplished evaluation forms.	4.1 Receive accomplishment report, financial report, and accomplished evaluation forms.	None	5 Minutes	<i>SDS Head or OSAS Staff</i>
	4.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			<i>OSAS Staff</i>
5. Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>OSAS Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>42 Minutes</b>	



## Counseling Procedure for Students

This procedure shows how to facilitate positive change in the behavior, feelings, and attitudes of the students to promote academic, personal, social, and career development.

<b>Office or Division:</b>	Office of Student Affairs and Services
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All students who are enrolled in the University

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Referral Form		OSAS		
Counseling Form		OSAS		
Appointment/Commitment Slip Informed Consent Form		OSAS		
Counseling Completion Form		OSAS		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Seek counseling and fill out Counseling Form	Receive counseling form for walk-in and referred clients	None	5 Minutes	<i>Guidance Counselor or Guidance Facilitator or designated faculty member</i>
Undergo initial interview	2.1 Conduct initial interview	None	10 Minutes	<i>Guidance Counselor or Guidance Facilitator or</i>



	2.2 Give appointment/ commitment slip for student to fill-out			<i>designated faculty member</i>
Fill out the appointment / commitment slip and undergo counseling session	3. Conduct counseling/ consultation process and document the process	None	*1 Hour per session	<i>Guidance Counselor or Guidance Facilitator or designated faculty member</i>
Fill out counselling / consultation logbook	Issue Counseling /Consultation Completion Form  Advise the student to expect a call or text message for follow up consultation	None	5 Minutes	<i>Guidance Counselor or Guidance Facilitator or designated faculty member</i>
	4.3 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
5. Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Guidance Counselor or Guidance Facilitator or designated faculty member</i>
	<b>TOTAL:</b>	<b>None</b>	<b>*1 Hour, 22 Minutes</b>	

\*Qualified for a multi-stage processing



## Follow-up Counseling Procedure for Students

This procedure aims to facilitate positive change in the behavior, feelings, and attitudes of the students to promote academic, personal, social, and career development.

**Office or Division:** Office of Student Affairs and Services

**Classification:** Simple

**Type of Transaction:** G2C – Government to Citizen

**Who may avail:** All students who are enrolled in the University

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Contact number Email Address		To be provided by the client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Receive phone call, text message, e-mail or if necessary, face to face for a follow up consultation meeting	Inquire about the current status of the student since prior consultation	None	5 Minutes	<i>Guidance Counselor or Guidance Facilitator or designated faculty member</i>
Inform OSAS of their current status and have them fill out the consultation logbook	2.1 Record and file the current status of student for future reference	None	10 Minutes	



	2.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
2. Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	
	<b>TOTAL:</b>	<b>None</b>	<b>17 Minutes</b>	



## Consultation Procedure for Parents

This procedure shows how the OSAS assists parents/guardians in identifying problems of their students, their causes, and possible alternatives or solutions

<b>Office or Division:</b>	Office of Student Affairs and Services
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All parents whose children are enrolled in the University

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Anecdotal Form		OSAS		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Walk-in and log in the visitor's information log book	1. Receive parent or guardian	None	5 minutes	<i>Guidance Counselor or Guidance Facilitator or designated faculty member</i>
Undergo initial interview and assessment	2. Conduct initial interview	None	30 minutes	<i>Guidance Counselor or Guidance Facilitator or designated faculty member</i>
When necessary, parent/ guardian is referred to concerned college/	3.1 Write letter of referral to college/ department	None	15 minutes	<i>Guidance Counselor or Guidance</i>





department for more appropriate intervention or action	3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			<i>Facilitator or designated faculty member</i>
4. Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	
	<b>TOTAL:</b>	<b>None</b>	<b>52 Minutes</b>	



## Complaint on Student and Grievance

This procedure shows how to assist students, faculty members and employees who have complaints against students

**Office or Division:** Office of Student Affairs and Services

**Classification:** Simple

**Type of Transaction:** G2C – Government to Citizen

**Who may avail:** Student, faculty member or employee who has a complaint against student

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Complaint letter		Complainant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit complaint letter	1.1 Receive the complaint letter	None	5 Minutes	<i>Secretary, Committee on Misdemeanor</i>
	1.2 Endorse the letter to the Committee on Misdemeanor		5 Minutes	
	1.3 Decide whether the complaint has to be acted upon and call for the investigation		2 Hours	<i>Committee on Misdemeanor</i>
	1.4 Issue response letter			
Receive the response letter and sign the logbook under the column "Received by"	2.1 Sign the logbook under the column "Released by"	None	5 Minutes	<i>Secretary, Committee on Misdemeanor</i>



	2.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Secretary, Committee on Misdemeanor</i>
	<b>TOTAL:</b>	<b>None</b>	<b>2 Hours, 17 Minutes</b>	



## Issuance of Certificate of Good Moral Character

This procedure shows how to assist bonafide students and graduates who would want to secure Certificate of Good Moral Character

<b>Office or Division:</b>	Office of Student Affairs and Services
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All bonafide students and graduates

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished University Clearance		Applicant's concerned college		
Official Receipt for Certification of Good Moral Character		Cashier's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Pay for the Certification of Good Moral Character at the Cashier's Office.	1. Receive payment and issue an official receipt	Php15.00	2 Minutes	Cashier
Present the required documents to the Office of Student Affairs	Receive and check the required documents	None	5 Minutes	MIS Officer/ OSAS Staff
Fill out the request for good moral certificate sheet	3. Prepare and release the Certificate of Good Moral Character	None	5 Minutes	MIS Officer/ OSAS Staff



Receive the Good Moral Character Certificate	4.1 Sign Good Moral Certificate Sheet under the column "Released by"	None	5 Minutes	MIS Officer/ OSAS Staff
	4.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			OSAS Staff
Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	OSAS Staff
	<b>TOTAL:</b>	<b>Php 15.00</b>	<b>17 minutes</b>	



# **Cavite State University Trece Martires City Campus**

## **Campus Registrar**

External and Internal Services



## Issuance of School Credential/Documents

This procedure aims to facilitate the issuance of school credentials and other documents to CvSU graduates to be used for employment, evaluation or further studies and including those who opt to transfer to other schools.

<b>Office or Division:</b>	Office of Campus Registrar			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Graduates and continuing students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Google Form		Posted on Official Facebook Page		
Certificate of Admission		Office of the Campus Registrar		
Personal Information Sheet		Office of the Campus Registrar		
Registration Form		Office of the Campus Registrar		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request for University Clearance Form (first request) or fill out Request Slip (for subsequent request)  For online request: Register and fill out the google form posted at <a href="mailto:cvsutrecemartires@cvsu.edu.ph">cvsutrecemartires@cvsu.edu.ph</a> <a href="mailto:registrar.cvsutrece@cvsu.edu.ph">registrar.cvsutrece@cvsu.edu.ph</a>	Receive the accomplished University Clearance or Request Slip	None	5 Minutes	<i>Registrar Staff</i>



Pay the necessary fee for the requested documents at the Cashier Office or thru on line payment	Check the Official Receipt and issue the claim stub	Php 50.00/ page for TOR  Php15.00/ page for Certification	5 Minutes	<i>Cashier/Registrar Staff</i>
Receive the claim stub or e-copy bearing the date of release of the requested documents.	Evaluate the student's records and prepare the requested documents.	None	7 Days	<i>Registrar Staff</i>
Claim the document on the specified date of release	Check the claim stub and release the requested documents to the client	None	2 Minutes	<i>Registrar Staff</i>
	4.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Registrar Staff</i>
	<b>TOTAL:</b>	<b>Php 50.00/ page for TOR  Php15.00/ page for Certification</b>	<b>7 Days, 12 Minutes</b>	





## Registration of New Students

This procedure aims to facilitate registration processes of new students that ensures safekeeping of student records and accurate enrolment to a particular program.

<b>Office or Division:</b>	Office of Campus Registrar
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All new students

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Registration Form		Office of the Campus Registrar		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit all the required original documents for enrolment including the Accomplished Personal Information Sheet or via <a href="mailto:cvsutrecemartires@cvsu.edu.ph">cvsutrecemartires@cvsu.edu.ph</a> <a href="mailto:registrar.cvsutrece@cvsu.edu.ph">registrar.cvsutrece@cvsu.edu.ph</a>	1.1 Check, receive all the required original documents and a copy of the uploaded Personal Information of student.  1.2 Assign Student Number and issue Certificate of Admission and Registration Form.	None	6 Minutes	<i>Registrar Staff</i>
Receive Certificate of Admission and Registration Form.	Validate the Registration Form and keep a copy.	None	6 Minutes	<i>Registrar Staff</i>
Sign the validated Registration Form	3.1 Return another copy to student  3.2 Advise the student to keep a copy of the Registration Form for future reference	None	2 Minutes	<i>Registrar Staff</i>



	3.3 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Registrar Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>16 Minutes</b>	



Registration of Continuing Students				
This procedure aims to facilitate the registration of the continuing students in different colleges.				
Office or Division:	Office of Campus Registrar			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All new students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Student Clearance		Office of the Campus Registrar		
Certificate of Grades				
Pre-Registration				
Registration Form				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secure and submit an approved student clearance	Check the completeness of the submitted clearance and Issue Certificate of Grades and Pre-registration form.	None	2 Minutes	Registrar Staff
Fill out Pre-registration form with subjects to be enrolled through consultation with respective Registration Adviser and submit the same together with a photocopy of Certificate of Grades (COG) to the college registrar.	2.1 Receive and evaluate the filled out pre-registration form.	None	6 Minutes	Registrar Staff
	2.2 Prepare and issue Registration form to student.			



Receive and sign the Registration Form and return the same to the College Registrar for validation.	3.1 Receive and validate the duly signed Registration Form of student by putting a “Registered” stamp.  Provide a copy to the student and keep a copy for submission to the Office of the University Registrar.	None	6 Minutes	<i>Registrar Staff</i>
Receive a copy of the duly stamped Registration form and keep it for future references.	4.1 Consolidate all the copies of registration forms received from the students and submit to the University Registrar for system validation.	None	1 Minute	<i>Registrar Staff</i>
	4.2 Provide client with Stakeholders’ Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders’ Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Registrar Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>15 minutes</b>	



Registration of Transferees				
This procedure aims to facilitate the registration of all transfer students.				
Office or Division:	Campus Registrar			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All new transfer students.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Registration Form			Office of the Campus Registrar	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit all the required original documents for enrolment including results of interview, checklist of subjects credited by the college or department concerned and the Accomplished Personal Information Sheet or via <a href="mailto:cvsutrecemartires@cvsu.edu.ph">cvsutrecemartires@cvsu.edu.ph</a> <a href="mailto:registrar.cvsutrece@cvsu.edu.ph">registrar.cvsutrece@cvsu.edu.ph</a>	1.1 Check, receive all the required original documents; copy of the uploaded Personal Information Sheet and Pre-registration form issued by the college.  1.2 Assign Student Number and issue Certificate of Admission and Registration Form.	None	6 minutes	Registrar staff



<p>Receive Certificate of Admission and Registration Form.</p> <ul style="list-style-type: none"> <li>Sign the issued Registration Form and return the same to the University Registrar for validation.</li> </ul>	<p>2.1 Receive and validate the duly signed Registration Form of student by putting a “Registered” stamp.</p> <p>2.2 Provide a copy to the student and keep a copy for system validation.</p> <p>2.3 Advise the student to keep a copy of the Registration Form for future reference</p> <p>2.4 Provide client with Stakeholders’ Feedback Form or Google Form using the link  <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a></p>	None	6 minutes	<i>Registrar staff</i>
3. Fill out and return the Stakeholders’ Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Registrar staff</i>
<b>TOTAL:</b>		<b>None</b>	<b>14 Minutes</b>	



Registration of Shiftees				
This procedure aims to facilitate the registration of all shiftees.				
Office or Division:	Campus Registrar			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All student shiftees.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Registration Form		Office of the Campus Registrar		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fill out Letter of Intent and have it signed by College officials indicated in the form.	Evaluate grades of student	None	5 Minutes	<i>Department Chair or Faculty assigned to program the student intends to shift.</i>
Undergo interview at the Department/ College the student intends to transfer	2.1 Conduct interview for further assessment. 2.2 Issue Pre-registration Form	None	10 Minutes	<i>Department Chair or Faculty assigned to program the student intends to shift.</i>
Fill out Pre-registration form with subjects to be enrolled in accordance to what the Department advises and submit	Receive and evaluate the accomplished pre-registration form.	None	5 Minutes	<i>College Registrar</i>



the same together with a photocopy of Certificate of Grades (COG) to the college registrar.	Prepare and issue Registration form to student.			
Receive and sign the Registration Form and return the same to the College Registrar for validation.	<p>4.1 Receive and validate the duly signed Registration Form of student by putting a “Registered” stamp.</p> <p>4.2 Provide a copy to the student and keep a copy for submission to the Office of the University Registrar for system validation.</p> <p>4.3 Provide client with Stakeholders’ Feedback Form or Google Form using the link  <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a></p>	None	5 Minutes	<i>College Registrar</i>
5. Fill out and return the Stakeholders’ Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>College Registrar</i>
	<b>TOTAL:</b>	<b>None</b>	<b>27 Minutes</b>	





## Registration of Old Student Returnees

This procedure aims to facilitate the registration of all Old Student Returnees.

**Office or Division:** Campus Registrar

**Classification:** Simple

**Type of Transaction:** G2C – Government to Citizen

**Who may avail:** All Old Student Returnees

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Registration Form		Office of the Campus Registrar		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fill out the Readmission Form downloadable at <a href="mailto:cvsutrecemartires@cvsu.edu.ph">cvsutrecemartires@cvsu.edu.ph</a> and have it signed by College officials indicated in the form	Evaluate grades of student	None	5 Minutes	<i>Registration Adviser</i>
Undergo interview at the Department / College last attended	2.1 Conduct interview to determine the student's eligibility for readmission 2.2 Issue Pre-Registration Form	None	10 Minutes	<i>College Registrar</i>
Fill out Pre-registration form with subjects to be enrolled in consultation with the Registration	3.1 Receive and evaluate the filled out pre-registration form.	None	5 Minutes	<i>College Registrar</i>



Adviser and submit the same together with a photocopy of Certificate of Grades (COG) to the college registrar.	3.2 Issue Registration form			
Receive and sign the Registration Form and return the same to the College Registrar for validation.	<p>Receive and validate the duly signed Registration Form of student by putting a “Registered” stamp.</p> <p>Provide a copy to the student and keep a copy for submission to the Office of the University Registrar for system validation.</p> <p>Provide client with Stakeholders’ Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a></p>	None	5 minutes	<i>College Registrar</i>
Fill out and return the Stakeholders’ Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Registration Adviser</i>
	<b>TOTAL:</b>	<b>None</b>	<b>27 Minutes</b>	



**Cavite State University Trece Martires City Campus**  
**Cashier's Office**  
External and Internal Services



Collection of Fees				
This procedure covers how the Cashier's Office process 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:	Employees, Students, Parent/Guardian, Graduates and General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Slip		Concerned unit		
Registration From		Student		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pay the corresponding amount of a certain transaction	1. Issue Official Receipt	Php. 15.00	2 minutes	<i>Cashier/ Collecting Officer</i>
Authentication of TOR/Diploma		Php 15.00/page	2 minutes	
Authentication and Verification (CAV)		Php 20.00/page	2 minutes	
Official Transcript of Record		Php 50.00/page with scanned picture	2 minutes	
Certificates				
Good Moral Character				



		Php 15.00	2 minutes	
Grades		Php 15.00	2 minutes	Cashier/ Collecting Officer
Honorable Dismissal		Php 15.00	2 minutes	
Thesis Adviser Fee and Technical Fee		Php 2,300.00	2 minutes	
English Critic Fee		Php 20.00/page	2 minutes	
Remit Collection from Income Generating Projects	2.1 Issue Official Receipt	Cash/ Installment	3 minutes	Cashier/Collecting Officer
	2.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	2 Minutes	
3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form			
	TOTAL:	Depending on the transaction	3 Minutes per transaction	



# **Cavite State University Trece Martires City Campus**

## **Health Services Unit**

External and Internal Services



Consultation and Referrals	
This procedure shows how the Campus Health Services Unit provide assistance in assessing the physical condition of a patient as well as in the administration of treatment.	
<b>Office or Division:</b>	Campus Health Services Unit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	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	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present Identification Card to the Nurse on Duty (NOD)	Confirm personal information from identification card and accomplish consultation form	None	1 Minute	<i>Nurse-On-Duty (NOD)</i>
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>NOD</i>
Submit to the consultation process	<p>3.1 Examine the patient and prescribe medication</p> <p>3.2 Physician may refer patient for the following procedures if necessary:</p> <p>Wound Care Laboratory/ Radiologic Exam Observation in Ward &amp; Confinement Referral to a Medical Specialist Transfer to hospital</p> <p>Refer patient to the NOD</p>	None	15 Minutes / depending on the case	<i>Physician or Dentist</i>
Present prescription and submit the medical or dental card to the NOD	Receive the prescription form and dispense available prescribed medication (initial dose only)	None	2 Minutes	<i>NOD</i>





	4.2 Advise the patient on proper use and intake of medicines			
Sign the logbook	5.1 Log the name of patient, name and quantity of dispensed medicines, and have it signed by the patient	None	1 Minute	<i>NOD</i>
	5.2 Encode the accomplished consultation form, medical or dental record, and file for safekeeping	None	1 Minute	<i>NOD</i>
	5.3 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
6. Fill out and return the Stakeholders' Feedback form or Google Form	6. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>NOD</i>
	<b>TOTAL:</b>	<b>None</b>	<b>25 Minutes</b>	



Physical, Dental, and Laboratory Examination of Students	
This procedure aims to provide assistance in the conduct of Physical, Dental and Laboratory Examination of students for qualification to perform various school functions and activities.	
<b>Office or Division:</b>	Campus Health Services Unit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Students
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Notice of Admission (NOA)	Guidance Office
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 Specialist
Medical Certificate	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>Day 1</b> Present the NOA for new and transferee students/ Request for Medical Clearance for returnee students	1.1 Confirm schedule of student and secure copy of NOA or Request for Medical Clearance  1.2 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 <b>DAY 2</b> )	None	2 Minutes	NOD
<b>Day 1</b>	<b>TOTAL:</b>	<b>None</b>	<b>2 minutes</b>	
<b>Day 2</b> Present the laboratory results to the NOD	Check the laboratory and diagnostic results for completeness then issue Personal Information Sheet	None	1 Minute	NOD
Fill out Personal Information Sheet and submit to the NOD	2.1 Encode/fill out the data to the Student Health Record Form  2.2 Check and record the vital signs  2.3 Issue the Student Health Record Form and Medical Clearance Form	None	3 Minutes	NOD



Proceed to the dental section for examination	3. Administer dental examination and sign Medical Clearance Form	None	5 Minutes	<i>Dentist</i>
Proceed to the medical section for examination	4. Administer physical examination and issue Medical Clearance Form for enrolment if fit for schooling	None	10 Minutes	<i>Physician / Nurse-On-Duty</i>
Proceed to the nurse on duty	5.1 Secure a copy of Student Health Record Form and file student record for safekeeping  5.2 Advise to proceed to the University Registrar for registration  5.3 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	1 Minute	<i>NOD</i>
Additional Procedure (For student with findings upon examination)	Advise student to undergo special diagnostic procedure; or refer to medical specialist	None	3 Minutes	<i>Physician</i>
6. Fill out and return the Stakeholders' Feedback form or Google Form	6. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>NOD</i>
<b>Day 2</b>	<b>TOTAL:</b>	<b>None</b>	<b>25 Minutes</b>	



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	
<b>Office or Division:</b>	Campus Health Services Unit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Client
<b>Who may avail:</b>	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
<b>Day 1</b> Present Medical Endorsement Form issued by HRDO	1.1 Secure a copy of the Medical Endorsement Form  1.2 Issue Request Form for diagnostic procedures and CSC Medical Certificate	None	2 Minutes	NOD
<b>If Laboratory and Diagnostic Examination will be done outside:</b>  1a. Proceed to the Cashier's Office for payment of physical and dental examination  *Skip next step and advance to <b>DAY 2</b>	1a.1 Issue charge slip for payment of physical and dental examination  1a.2 Advise to accomplish laboratory and diagnostic examination at any DOH-Accredited Diagnostic Center  1a.3 Instruct the employee to return and bring the results the following day for physical and dental examination	Php 125.00	2 Minutes	NOD
<b>If Laboratory and Diagnostic Examination will be done at the UHS:</b>  1b. Proceed to the Cashier's Office for payment of laboratory and diagnostic examination	1b.1 Issue charge slip for payment of diagnostic examination	Php 1,425.00 for Contractual,	1 Minute	NOD



	1b.2 Advise to return to UHS after payment	Permanent, and Temporary  Php 475.00 for Job Order  (PHP125.00 physical and dental examination fee is already included)		
Present the Official Receipt to the NOD	2.1 Secure copy of official receipt  2.2 Advise or instruct the applicant to proceed to the Diagnostic section for the necessary procedures	None	1 Minute	NOD
Proceed to the Diagnostic Section for examination	3.1 Perform necessary procedures  3.2 Instruct to return the following day to claim the results  3.3 Advise to accomplish other tests not available in the UHS (eg. Neuropsychiatric test, drug test)	None	6 Minutes	Medical/X-ray Technologist
Day 1	TOTAL:	Php 1,425.00 for Contractual,	12 Minutes	



		<b>Permanent, and Temporary</b>  <b>Php 475.00 for Job Order</b>  <b>(Php 125.00 physical and dental examination fee is already included)</b>		
<b>Day 2</b>  Present official receipt and CSC Medical Certificate Form	1.1 Secure copy of official receipt, one photocopy of results and triplicate copy of accomplished CSC medical certificate  1.2 Issue Personal Information Sheet	None	1 Minute	<i>NOD</i>
Fill out the Personal Information Sheet and submits to the NOD	2.1 Encode data to the Medical Form, take picture and print the form  2.2 Check and record vital signs  2.3 Issue the medical form with attached photocopy of laboratory and diagnostic results	None	3 Minutes	<i>NOD</i>





Proceed to the dental section for dental examination	3. Administer dental examination and sign the Medical form	None	5 Minutes	<i>Dentist</i>
Proceed to medical section for physical examination	4. Administer physical examination and sign the medical form together with the triplicate copy of CSC medical form for fitness or unfitness to work	None	10 Minutes	<i>Physician</i>
Additional Procedure (For applicant with findings upon examination)	Advise to undergo additional laboratory and or special diagnostic procedures and or refer to medical specialist	None	3 Minutes	<i>Physician</i>
Proceed to the NOD	5.1 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>NOD</i>
	5.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
6. Fill out and return the Stakeholders' Feedback form or Google Form	6. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>NOD</i>
<b>Day 2</b>	<b>TOTAL:</b>	<b>None</b>	<b>25 Minutes</b>	



Provision of Emergency Care and Treatment				
This procedure shows how emergency care and treatment are provided to patients in the University.				
Office or Division:	Campus Health Services Unit			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
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
The patient to come in or brought in as emergency case	Place the patient in a comfortable position and ask for the ID of the patient for proper identification and recording purposes	None	2 Minutes	Nurse-On-Duty (NOD)
1a. Unconscious and pulseless:	1a.1 Administer First Aid treatment and call other medical staff for assistance.	None	10 Minutes /	NOD / Physician



			depending on the case	
1b. If conscious, the patient gives medical history (if accident in nature) and submit to assessment of vital signs	1b.1 Elicit medical history or incidence report, check, monitor and record vital signs  1b.2 Refer patient to physician on duty	None	5 Minutes	<i>NOD</i>
Submit to the consultation process	2.1 Administer intensive medical assessment, start initial treatment and explain condition and necessary steps to be done to the immediate head/guardian.  2.2 Monitor patient condition until he/she becomes stable	None	30 Minutes / depending on the case	<i>Physician</i>
3. Manifest improvement and stability of condition	3.1 Prescribe medication with proper instructions and give advices and issue medical certificate if necessary.	None	2 Minutes	<i>Physician</i>
	3.2 Report to the security office if the emergency case is accident and or medico-legal in nature	None	1 Minute	<i>NOD</i>
	3.3 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			



4. Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>NOD</i>
	<b>TOTAL:</b>	<b>None</b>	<b>52 Minutes</b>	



## Verification of Physical, Dental, Laboratory and Diagnostic Examination Results of Students Enrollees and Issuance of Medical Clearance for Enrollment

This procedure covers how enrollees can submit their Physical, Dental and Laboratory Examination results /report through online and drop box system for verification and issuance of medical clearance for enrolment purposes,

<b>Office or Division:</b>	Campus Health Services Unit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	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
Submit requirements through online/drop box system	1.1 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 (NOD)</i>
	1.2 Assess the results for comments and recommendation <ul style="list-style-type: none"> <li>If the assessment is clear/normal, issue medical clearance through e-mail, electronically signed for confirmation to enrollment</li> </ul>	None	5 Minutes	<i>Physician</i>



	<ul style="list-style-type: none"> <li>If upon verification and assessment, results are unfavorable or noted with communicable diseases, the student enrollee through e-mail, advise to undergo additional laboratory or special diagnostic procedures and or refer to medical specialist before given clearance for confirmation to enrollment</li> </ul>	None	2 Minutes	Physician
Receive medical clearance through e-mail	2.1 Encode, save, print and file the documents	None	1 Minute	NOD
	2.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	NOD
	<b>TOTAL:</b>	<b>None</b>	<b>12 Minutes</b>	



## 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.

<b>Office or Division:</b>	Campus Health Services Unit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	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 submit it to the Guard on Duty	1.1 Provide the copy of health declaration form to the Security Unit	None	1 Minute	<i>Nurse-on-duty (NOD)</i>
	1.2 Distribute copy of health declaration form to every CvSU personnel and visitors that enter the University	None	1 Minute	<i>Security Guard</i>
	Check the answers in the health survey portion of the Health Declaration Form <ul style="list-style-type: none"> <li>If the answer in the health survey portions are all <u>NO</u> and the personnel or visitor had no fever, he/she will be allowed to enter the campus</li> </ul>	None	1 Minute	<i>Security Guard</i>



	<ul style="list-style-type: none"><li>• If there is one or more <u>YES</u> answer/s with or without fever, the security personnel will refer employee to the University Health Services Unit for further evaluation, management and advises</li></ul>			
	1.4 Return the Health Declaration Form to the Health Services Unit	None	1 Minute	<i>Security Guard</i>
	<b>TOTAL:</b>	<b>None</b>	<b>4 Minutes</b>	





# **Cavite State University Trece Martires City Campus**

## **Campus Library**

External and Internal Services



## Use of Library Facilities, Services and Resources

This procedure shows how the library assists interested clients in using library facilities, services and resources.

<b>Office or Division:</b>	Campus Library
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Citizen
<b>Who may avail:</b>	Students, Faculty Members and Employees of Satellite Campuses and Other Institutions
CHECKLIST OF REQUIREMENTS	
Valid Identification Card	<ol style="list-style-type: none"> <li>1. Campus Registrar (students of Satellite Campuses), Office of the University Registrar (students of CvSU main), Human Resource Development Office (CvSU employees and Faculty members)</li> <li>2. Government Identification Card or Other Institution's Valid Identification Card (validated as per the Other Institution's Standards)</li> </ol>
Latest Registration Form	Office of the Campus Registrar
Library Card	Trece Campus Library (students, employees and faculty members)
Referral Letter	<ol style="list-style-type: none"> <li>1. Trece Campus Library</li> <li>2. From the Librarian of the Institution (for students), from the Dean (for the faculty members) or the Head of Unit (for employees)</li> </ol>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>For CvSU student, faculty member, employee and alumni</b>				
Present their valid CvSU ID and latest registration form.	1. Check the presented CvSU ID and latest Registration Form	None	1 Minute	<i>Assigned Clerk</i>
Write in the logbook and leave unnecessary things in the baggage area of the section where they can avail the services.	2. Assist the client in filing out the logbook.	None	1 Minute	<i>Assigned Clerk</i>
Proceed to the OPAC station for the title/author and call number needed for research.	3.1 If necessary, assist library patrons in using the OPAC Stations	None	1 Minute	<i>Assigned Clerk</i>
	3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
4. Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Assigned Clerk</i>
<b><u>For Visitor</u></b>				
Present referral letter	1. Receive a letter of referral	None	1 Minute	<i>Assigned Clerk</i>
Sign the record book and pay for the library fee	Receive payment and issue Official Receipt	Php 30.00	2 Minutes	<i>Assigned Clerk/Cashier</i>



Log in the visitors' logbook and leaves unnecessary things in the baggage area of the section where they will avail the services.	Assist the client in filling out the logbook	None	2 Minutes	<i>Assigned Clerk</i>
Proceed to the OPAC station for the title/author and call number needed for research.	4.1 If necessary, assist visitors in using the OPAC Stations	None	1 minute	<i>Assigned Clerk</i>
	4.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
5. Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Assigned Clerk</i>
	<b>TOTAL:</b>	<b>None</b>	<b>3 minutes</b> (CvSU Students, Employees and Alumni)	
	<b>TOTAL:</b>	<b>Php 30.00</b> (for Visitors only)	<b>6 minutes</b> (for Visitors only)	



Online Appointment for Onsite use of CvSU Trece Campus Library				
This procedure shows how the library provides access to resources in print inside the Campus Library.				
Office or Division:	Trece Campus Library			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Students, Faculty Members and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For the students:				
1. Student identification card (validated)		Office of the University Registrar		
For Faculty Members and Employees				
1. CvSU identification card		Human Resource Development Office		
Library Card (for students, Faculty Members and Employees)		Trece Campus Library		
Valid Barangay Health Certificate and the Vaccination Card		Barangay Health Center (3 months of residence) / LGU		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Students in group of three (3), send an online request via the Official Facebook Page of the CvSU Trece Campus Library or the Official Email address of the CvSU Trece Campus Library <a href="mailto:cvsutrecelibrary@cvsu.edu.ph">cvsutrecelibrary@cvsu.edu.ph</a>	1.1 Send the Google Form (G-Form) ( <a href="https://forms.gle/fS5h63q72RmsXQCq6">https://forms.gle/fS5h63q72RmsXQCq6</a> ) to the requestor via the Official Facebook Page or Email address of the CvSU Trece Campus Library.	None	1 Minute	Librarian/Assigned Clerk/Library Coordinator
	1.2 Wait for the G-Form response from the student/faculty member/staff.	None	1 Minute	Librarian/Assigned Clerk/Library Coordinator
	1.3 Send the confirmation and schedule of visit with the requirements (Student ID,	None	1 Minute	



	Valid Brgy. Health Certificate and the Vaccination Card).			<i>Librarian/Assigned Clerk/Library Coordinator</i>
	1.4 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Librarian/Assigned Clerk/Library Coordinator</i>
	<b>TOTAL:</b>	<b>None</b>	<b>5 Minutes</b>	



## Onsite Visit at the CvSU Trece Campus Library

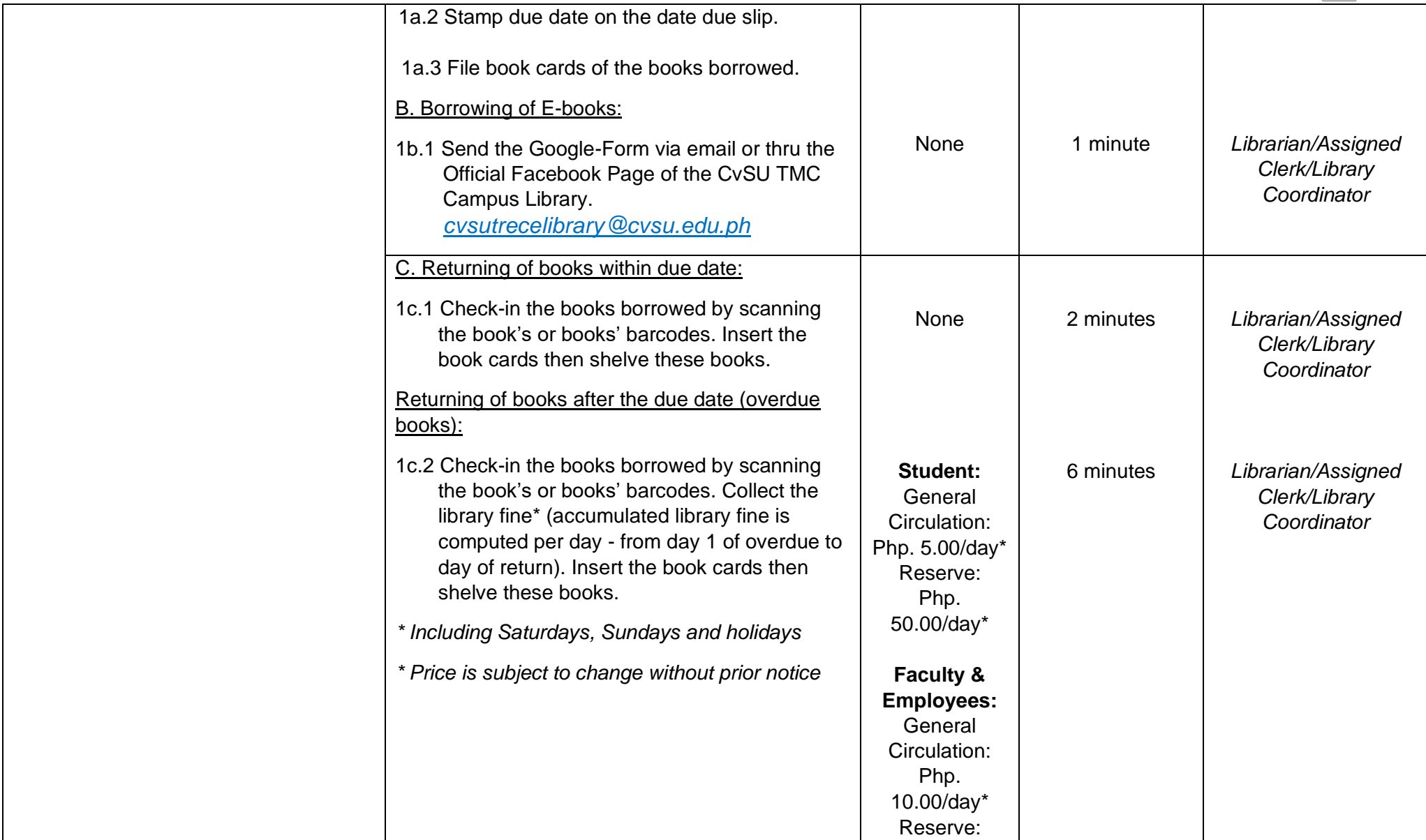
This procedure shows how the library provides access to resources in print inside the Campus Library.

<b>Office or Division:</b>	Trece Campus Library			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may avail:</b>	Students, Faculty Members and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For the students: 1. Student identification card (validated)		Office of the University Registrar		
For Faculty Members and Employees 1. CvSU identification card		Human Resource Development Office		
Library Card (for students, Faculty Members and Employees)		Trece Campus Library		
Valid Barangay Health Certificate and the Vaccination Card		Barangay Health Center (3 months of residence) / LGU		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Students in group of three (3), come to the CvSU Trece Campus on the date of onsite appointment.	1. Prepare the sanitized library material of request. (Maximum of 5 titles)	None	2 Minutes	Librarian/Assigned Clerk/Library Coordinator
	<i>Note: Ensure the proper wearing of masks, health protocols and social distancing of the students.</i>	None		
	<b>TOTAL:</b>	<b>None</b>	<b>2 Minutes</b>	



Borrowing and Returning of Books and Other Library Materials				
This procedure shows how the library assists interested clients in the borrowing and returning of books and other library materials.				
Office or Division:	Campus Library			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Students, Faculty Members and Employees, and Outside Researchers from other Institutions			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For new students: Library sticker attached to registration form or student identification card		Office of the University Registrar		
For old registrants: 1. Student identification card		Office of the University Registrar		
For Faculty Members and Employees 1. CvSU identification card		Human Resource Development Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Students, faculty members and employees present books to be borrowed or returned.	<u>A. Borrowing of books:</u> 1a.1 Check out the books to be borrowed by scanning the barcodes of these and print slips for the borrowed books.	None	1 Minute	<i>Librarian/Assigned Clerk/Library Coordinator</i>







		Php. 50.00/day*		
	Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	2 Minutes	<i>Librarian/Assigned Clerk/Library Coordinator</i>
Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form			
	<b>TOTAL:</b>	<b>None</b>	<b>4 minutes</b> (Borrowing)  <b>10 minutes</b> (Returning)	



Library Card for New Registrants				
This procedure shows how Library facilitate the issuance of borrower's card for new registrants.				
Office or Division:	Campus Library			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Students, Faculty Members and Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For students: 1. Registration Form 2. 1 pc. 1x1 ID picture			Registrar Student	
For faculty members and employees: CvSU identification card			Human Resource Development Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Inquire about issuance of Borrower's card.	Provide the students, faculty members and employees with Application Slip to be filled out	None	1 Minute	<i>Librarian/ Assigned Clerk</i>
Fill out the Application Slip	2. Assist the client in filling out the Application Form	None	1 Minute	<i>Librarian/Assigned Clerk</i>
Encode the Data	Take picture of the client with webcam, stamp validity of the borrower' card  Sign the Registration form of students  Release the Library Card	None	3 Minutes	<i>Librarian/Assigned Clerk</i>



	3.4 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Librarian/Assigned Clerk</i>
	<b>TOTAL:</b>	<b>None</b>	<b>7 Minutes</b>	



Replacement of Lost Library Cards				
This procedure covers how Library provides new library card for students				
Office or Division:	Campus Library			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Students, Faculty Members and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Latest Registration Form		Office of the Registrar		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present latest Registration Form	1.1 Receive the latest registration form	None	1 Minute	<i>Librarian/Assigned Clerk/Library Coordinator</i>
	1.2 Check the database of registered clients and update data if necessary.	None	2 Minutes	
	1.3 Countersign and stamp validity date on the Borrower's card			
	1.4 Release new borrower's card to client upon payment.	Php 20.00	2 Minutes	
	1.5 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			



Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	
	<b>TOTAL:</b>	<b>Php 20.00</b>	<b>5 Minutes</b>	



Securing a Referral Letter to Access Other Institutions				
This procedure covers how Library provides referral letters to students, faculty members and employees conducting their research to access other institution's libraries and their resources.				
Office or Division:	Campus Library			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Students, Faculty Members and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For the students: Student identification card (validated)		Registrar		
For faculty members and employees: CvSU identification card		Human Resource Development Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request for a referral letter	Check the research topic or material the client needs to access to other institution's library. In case no material is available in the Campus Library	None	6 Minutes	<i>Librarian/Assigned Clerk/Library Coordinator</i>
	Inform the client to pick-up the referral letter after 3 (three) days from the day of request	None	1 Minute	
Log in the Library Referral Letter Log book with the following information:  Full name Course/Section (students) Topic of Research	Ask for the Identification CvSU Card (for students, faculty members and employees).	None	1 Minute	<i>Librarian/Assigned Clerk/Library Coordinator</i>
	Verify the date of request.	None	5 Minutes	



Institution to Visit Date of Visit	Retrieve the Referral Letter from the Referral File Folder (2 <sup>nd</sup> request)			
Receive the Referral Letter and sign the Referral Letter Logbook	3.1 Remind the client to verify if all the information encoded in the Referral Letter is correct before signing the Referral Letter Logbook	None	2 Minutes	<i>Librarian/Assigned Clerk/Library Coordinator</i>
	3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Librarian/Assigned Clerk/Library Coordinator</i>
	<b>TOTAL:</b>	<b>None</b>	<b>17 Minutes</b>	





## Validation of Library Card for Old Registrants

This procedure covers how Library facilitates the verification of the students' records in the database and validation of borrower's card for old registrants.

<b>Office or Division:</b>	Campus Library
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Students, Faculty Members and Employees

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For students: 1. Latest Registration Form 2. Student identification card		Office of the Campus Registrar		
For faculty members and employees: CvSU identification card		Human Resource Development Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Students, instructors and employees request for validation of library or borrower's cards.	Check the Library Card presented	None	1 Minute	<i>Librarian/Assigned Clerk</i>
Students present their latest registration form while faculty members and employees present their ID.	Receive the registration form	None	1 Minute	<i>Librarian/Assigned Clerk</i>
	Verify the encoded data of the client and update the record if necessary.			
	Countersign and stamp validity date on the library card.	None	1 Minute	<i>Librarian/Assigned Clerk</i>
	Release the validated Library card			



	2.5 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
2. Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Librarian/Assigned Clerk</i>
	<b>TOTAL</b>	<b>None</b>	<b>5 Minutes</b>	



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



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		<a href="http://www.csc.gov.ph">www.csc.gov.ph</a> 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 ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit application letter and credentials.	Check and record the documents submitted to the Application Monitoring Database.	None	4 Minutes	HR Staff
For online submission, scan and attach the document(s) to: <a href="mailto:cvsuccat.hrmo@gmail.com">cvsuccat.hrmo@gmail.com</a>	Conduct initial screening of documents based on the Qualification Standards for vacant positions.	None	5 Minutes	HR Staff



	Notify the client of the status of application through e-mail or text message.	None	1 Minute	<i>HR Staff</i>
	1.4 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>HR Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>12 Minutes</b>	



## Creating, Maintaining, Processing and Reporting Payroll Information

This procedure shows how attendance records are maintained by gathering, calculating, and inputting data.

<b>Office or Division:</b>	Human Resource Development Office
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C-Government to Citizen
<b>Who may avail:</b>	Active CvSU-CCAT Personnel

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Daily Time Record (DTR-Form 48) Approved request to render service (i.e. after regular office hours, during Saturdays, Sundays, Holidays and summer vacation)		Human Resource Development Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fill-in record of Attendance for a particular period	Review the duly accomplished form for completeness of entries.	None	2 Days	HR Staff
	Check and verify as to the correctness and accuracy.	None	3 Days	HR Staff
	Edit and print Daily time record and Endorse to the Director for Administration for signature.	None		HR Staff
	Forward Attendance record to Accounting department for bi-monthly payroll computation.	None	3 Days	HR Staff



	1.5 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form			
	<b>TOTAL:</b>	<b>None</b>	<b>8 Days</b>	



Processing and Issuance of HR Records				
This procedure shows how requests for HR Records are processed and issued.				
Office or Division:	Human Resource Development Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Record Request Form		Human Resource Development Office ONSITE and ONLINE via email: <a href="mailto:cvsuccat.hrmo@gmail.com">cvsuccat.hrmo@gmail.com</a>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Requests and fill-out Record Request Form.  For online submission, scan and attach the document(s) to: <a href="mailto:cvsuccat.hrmo@gmail.com">cvsuccat.hrmo@gmail.com</a>	1.1 Review the duly accomplished form for completeness of entries.	None	3 Minutes	HR Staff
	1.2 Check and verify from file the requested record as to the correctness and accuracy.	None	2 Days (Certificate of Employment)	HR Staff
	1.3 Encode and print the requested record and Endorse to the Director for Administration for signature.	None	4 Days (Service Record)	HR Staff





	1.4 Review and sign the documents.	None	10 minutes	<i>Director for Administration</i>
	Release the requested record to the faculty member or employee	None	1 minute	<i>HR Staff</i>
	1.6 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>HR Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>2 Days, 16 Minutes</b> (For Certificate of Employment)  <b>4 Days 16 Minutes</b> (For Service Record)	



## Preparation and Processing of Employee's Retirement Documents for GSIS Purposes

The procedures cover the processing of documents for *retirement pay, pensions, gratuities* and other *benefits* of retiring *government employees*.

<b>Office or Division:</b>	Recruitment, Selection and Placement (RSP) Unit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Citizen
<b>Who may avail:</b>	Retiring/retired personnel

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Three (3) copies Agency Clearance of No Pending Admin Case	Requesting client
Three (3) copies Certification of Last Day of Service	
Three (3) copies Filled out application form for retirement from GSIS	
Original service record	HRMO
Certificate of Last day of service	HRMO
Leave form	HRMO

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the application for retirement	1.1 Receive employee's application for retirement approved by the President	None	3 minutes	HR Staff
	1.2 Print and verify Service Record of retiring employee indicating last day of service	None	15 minutes	HR Staff



	and Leave of Absence Without Pay (LWOP)			
	1.3 Review and Sign Service Record	None	15 minutes	HR Staff
	1.4 Prepare Certificate of Leave of Absence Without Pay (if any)	None	10minutes	HR Staff
	Review supporting documents	None	15minutes	HR Staff
	Endorse the application for retirement to the University President for approval or sent via email <a href="mailto:office.president@cvsu.edu.ph">office.president@cvsu.edu.ph</a>	None	5 minutes	HR Staff
	Receive back the documents signed by the President.	None	5 days	HR Staff
	Release the approved documents	None	1 day	HR Staff
	1.9 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	HR Staff
	<b>TOTAL:</b>	<b>None</b>	<b>6 Days, 1 Hour, 5 Minutes</b>	



**Cavite State University Rosario Campus**  
**Office of Student Affairs (OSA)**  
External and Internal Services



## Admission Procedure for First Year Students

This procedure aims to define the system on how to assist all students who will submit requirements and ensure that they will be guided in seeking admission to the University in their desired program.

**Office or Division:** Office of Student Affairs and Services

**Classification:** Simple

**Type of Transaction:** G2C-Government to Citizen

**Who may avail:** All first year students

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application form for Admission		Office of Student Affairs and Services or download at <a href="http://www.cvsu.edu.ph">www.cvsu.edu.ph</a>		
Examination Permit		Office of Student Affairs and Services or download at <a href="http://www.cvsu.edu.ph">www.cvsu.edu.ph</a>		
Photocopy of Report card (form 138) or Transcript of records (Form 137)		Former School		
Photocopy of Certificate of Good Moral Character		Former School		
3 copies of 1x1 ID picture		Student-applicant		
1 Short white folder		Student-applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit the following documents  Certified True Copy of Report card (Form 138) or Certified True Copy Certificate of Good Moral Character  2 copies of 1x1 ID picture with name tag	1.1 Receive accomplished Application Form and other Required documents  Issue Examination Permit	None	5 Minutes	<i>Admission Officer</i>



Short white folder				
Receive examination permit	2. Schedule the date of examination	None	2 Minutes	<i>Admission Officer</i>
Take the admission examination as scheduled	3.1 Administer Admission Examination 3.2 Issue Notice of Admission	None	45 Minutes	<i>Guidance Counselor or Psychometrician</i>
Present the Notice of Admission to the University Infirmary for Medical purposes	4.1 Assist the student for medical purposes	None	5 Minutes	<i>University Health Services/Infirmary</i>
	4.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			<i>Admission Officer</i>
Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Admission Officer</i>
	<b>TOTAL:</b>	<b>None</b>	<b>59 Minutes</b>	



Admission Procedure for Second Courser				
This procedure aims to define the system on how to assist all second coursers who will submit requirements and ensure that they will be guided in seeking admission to the University in their desired program.				
Office or Division:	Office of Student Affairs and Services			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	All foreign students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application form for Admission)		Office of Student Affairs and Services or download at <a href="http://www.cvsu.edu.ph">www.cvsu.edu.ph</a>		
Examination Form		Office of Student Affairs and Services or download at <a href="http://www.cvsu.edu.ph">www.cvsu.edu.ph</a>		
Notice for Evaluation		Office of Student Affairs and Services or download at <a href="http://www.cvsu.edu.ph">www.cvsu.edu.ph</a>		
Notice of Admission		Office of Student Affairs and Services or download at <a href="http://www.cvsu.edu.ph">www.cvsu.edu.ph</a>		
Photocopy of Certificate of Grades		Former School		
Photocopy of Certificate of Good Moral		Former School		
Photo copy of Certificate of Transfer		Former School		
3 copies of 1x1 ID Picture		Student-applicant		
1 Short white folder		Student-applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present credentials for initial evaluation	1. Evaluate and compute the GPA	None	10 Minutes	Admission Officer
2. Secure Notice of Interview Form and Proceed to	2. Issue interview form	None	5 Minutes	Admission Officer



concerned college for their evaluation				
3. Undergo interview with respective college  • Return to OSAS and submit the accomplished interview form	3. Conduct of interview by concerned college	None	1 Hour	<i>College Registrar</i>
4. If qualified from the evaluation of the College, submit the following documents to OSAS	Receive and file the documents  4.2 Issue Examination Permit	None	5 Minutes	<i>Admission Officer</i>
5. Receive examination permit	Schedule the date of examination	None	2 Minutes	<i>Admission Officer</i>
6. Take the admission examination as scheduled	Administer Admission Examination  6.2 Release the Notice of Admission	None	1 Hour, 30 Minutes	<i>Guidance Counselor or Psychometrician</i>
7. Secure the Notice of Admission	Log the NOA number and name of student and signs the logbook under the column "Released by"	None	5 Minutes	<i>Guidance Counselor or Psychometrician</i>
8. Present the Notice of Admission to the University Infirmary for Medical purposes	8.1 Assist the student for medical purposes	None	5 Minutes	<i>University Clinic</i>
	8.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
9. Fill out and return the Stakeholders' Feedback form or Google Form	9. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Admission Officer</i>
	<b>TOTAL:</b>	<b>None</b>	<b>3 Hours, 4 Minutes</b>	





Admission Procedure for Transferees	
This procedure aims to define the system on how to assist all transferees who will submit requirements and ensure that they will be guided in seeking admission to the University in their desired program.	
<b>Office or Division:</b>	Office of Student Affairs and Services
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Citizen
<b>Who may avail:</b>	All transferees
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Application form for Admission	Office of Student Affairs and Services or download at <a href="http://www.cvsu.edu.ph">www.cvsu.edu.ph</a>
Examination Form	Office of Student Affairs and Services or download at <a href="http://www.cvsu.edu.ph">www.cvsu.edu.ph</a>
Notice for Evaluation	Office of Student Affairs and Services or download at <a href="http://www.cvsu.edu.ph">www.cvsu.edu.ph</a>
Notice of Admission	Office of Student Affairs and Services or download at <a href="http://www.cvsu.edu.ph">www.cvsu.edu.ph</a>
Photocopy of Certificate of Grades	Former School
Photocopy of Certificate of Good Moral	Former School
Photocopy of Honorable Dismissal	Former School
Photocopy of NBI Clearance or Police	National Bureau of Investigation
3 copies of 1x1 ID Picture	Student-applicant
1 Short white folder	Student-applicant



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present his credentials for initial evaluation	1. Evaluate and compute the GPA	None	10 Minutes	<i>Admission Officer</i>
2. Secure Notice for Evaluation form and Proceed to concerned College for the evaluation	2. Issue interview form	None	5 Minutes	<i>Admission Officer</i>
3. Undergo interview with respective college	3. Conduct of interview by the concerned college	None	1 Hour	<i>College Registrar</i>
4. Return to OSAS and submit the accomplished Notice for Evaluation form				
5. If qualified from the evaluation of the College, submit the following documents to OSAS	Receive and file the documents  Issue Examination Permit	None	5 Minutes	<i>Admission Officer</i>
6. Receive examination permit	Schedule the date of examination	None	2 Minutes	<i>Admission Officer</i>
7. Take the admission examination as scheduled	7.1 Administer admission examination  7.2 Issue the Notice of Admission	None	1 Hour, 30 Minutes	<i>Guidance Counselor or Psychometrician</i>



8. Secure the Notice of Admission	8. Log the NOA number and name of student and sign the logbook under the column "Released by"	None	10 Minutes	<i>Guidance Counselor or Psychometrician</i>
9. Present the NOA to the Dean of OSAS together with all the complete requirements for interview	9. Interview and affix signature	None	10 Minutes	<i>Dean, OSAS</i>
10. Present the Notice of Admission to the University Infirmary for Medical purposes	10.1 Assist the student for medical purposes	None	5 Minutes	<i>University Health Services/Infirmary</i>
	10.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
11. Fill out and return the Stakeholders' Feedback form or Google Form	11. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Admission Officer</i>
	<b>TOTAL:</b>	<b>None</b>	<b>3 Hours, 19 Minutes</b>	



## Application/Renewal Procedure for Scholarship

This procedure shows how the Campus assists applicants in the availment/renewal of scholarship/financial assistance.

<b>Office or Division:</b>	Office of Student Affairs
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Citizen
<b>Who may avail:</b>	All students (old and new) who are qualified to apply or renew for scholarship/financial assistance

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Application Form for Scholarship	University Registrar
Photocopy of Report Card (Form 138) or Transcript of Records (Form 137)	Former School
Checklist of courses	University Registrar
Photocopy of Certificate of Good Moral Character	Former School
1 copy of 2x2 I.D picture (Latest)	Student-applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the following documents and accomplished scholarship form.  <b>FOR NEW APPLICANT</b> Copy of combined or joint income tax return of parents for the affidavit of non-filing of tax from the BIR for (CvSU State Scholarship, Job Experience Program, RA 7160 applicants only ) Certification as Class Valedictorian, Salutatorian,	Receive and evaluate the required documents	None	2 Minutes	<i>Head, Financial Assistance Services</i>



<p>1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Honorable Mention indicating the number of graduates (for Entrance Scholarship applicants only)</p> <p>Certified true copy of Birth Certificate (for CvSU State Privilege and RA 7160 applicants)</p> <p>Guarantor's Letter (for Job Experience Program applicants only)</p> <p>Parents' consent (for Job Experience Program applicants only)</p> <p>Certificate of Grades</p> <p>Photocopy of pre-registration form</p>				
Undergo interview (for CvSU State Scholarship and Job Experience Program applicants only)	2. Conduct Interview	None	5 Minutes	<p><i>Dean, OSAS (for CvSU State Scholarship Applicants)</i></p> <p><i>Guidance Counselor</i></p> <p><i>Vocational Placement Coordinator</i></p> <p><i>Head, Financial Assistance Services Unit</i></p>



3. Secure and accomplish the contract (for CvSU State Scholarship and Job Experience Program applicants only)  Note: OLD STUDENTS PROCEED TO STEP 4	3. Issue scholarship contract	None	3 Minutes	Head, Financial Assistance Services Unit
4. Submit the accomplished contract	Receive the accomplished contract and prepare Certification of Scholarship  Issue Certificate of Scholarship	None	2 Minutes	Head, Financial Assistance Services Unit
5. Secure Certification of Scholarship and Scholar sign the logbook under the column "Receive by"	5. Sign the logbook under the column "Released by"	None	2 Minutes	Head of OSAS  Financial Assistance Services Unit
6. New and old scholars submit Certification of Scholarship to the Registrar's Office and Cashier Office for the reassessment of fees	6.1 Reassess the fees of the scholar accordingly	None	5 Minutes	Registrar's Office/ Cashier's Office
	6.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			Financial Assistance Services Staff
Fill out and return the Stakeholders' Feedback form or Google Form	7. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	Financial Assistance Services Staff
TOTAL:		None	21 Minutes	



**Cavite State University Rosario Campus**  
**Office of the University Registrar**  
External and Internal Services



## Request / Issuance of School Credentials/Documents Over-the-Counter, Through Mail and E-mail

This procedure aims to facilitate the issuance of school credentials and other documents to CvSU graduates to be used for employment, evaluation or further studies and including those who opt to transfer to other schools.

<b>Office or Division:</b>	Office of the Campus Registrar
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C-Government to Citizen
<b>Who may avail:</b>	All Graduates, Undergraduates and other clients.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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Application for Records	Office of the Campus Registrar via EMAIL: <a href="mailto:registrar@cvsu-rosario.edu.ph">registrar@cvsu-rosario.edu.ph</a>
Official Receipt	Office of the Collection and Disbursement (Cashier)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request and accomplish the application for records w/ clearance.	1. Receive the accomplished Application for Records form and advise the client to pay the necessary fee.	None	2 Minutes	<i>Campus Registrar Clerk</i>
Pay the necessary fee for the requested documents.	2. Issue an Official Receipt.	Php 25.00/ page for TOR  Php 20.00/ page for Certification	2 Minutes	<i>Cashier</i>
Present the OR for recording and reference purposes.	3. Check the OR and issue claim stub/schedule slip to the client.	None	1 minute	<i>Campus Registrar Clerk</i>





Receive the claim stub bearing the date of release of the requested documents.	4. Evaluate the student's records and prepare the requested documents.	None	10 days (TOR), 5 days (Certification)	<i>Campus Registrar Clerk</i>
Present the claim stub on the scheduled date of release.	5.1 Record and release the requested documents and affix the client's signature on the document's reproduction copy for records purposes.	None	2 Minutes	<i>Campus Registrar Clerk</i>
	5.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	6. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Campus Registrar Clerk</i>
	<b>TOTAL:</b>	<b>Php 25.00</b> (TOR)	<b>10 Days, 9 Minutes</b> (TOR)	
		<b>Php 20.00</b> (Certification)	<b>5 Days, 9 Minutes</b> (Certification)	



## Enrollment of Transferees

This procedure shows how registration forms with student numbers to incoming transferees are provided.

<b>Office or Division:</b>	Office of the Campus Registrar
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Citizen
<b>Who may avail:</b>	All incoming students transferee

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Registration Form		Office of the Campus Registrar via email: <a href="mailto:registrar@cvsu-rosario.edu.ph">registrar@cvsu-rosario.edu.ph</a>		
Pre-enrollment Form		Office of the Campus Registrar		
Notice of Admission		Office of the Students Affairs and Services		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit the Notice of Admission and all the required original documents for enrolment.	Receive the Notice of Admission, check the completeness of the documents  Evaluate all the credited subjects,  Plot the subjects to be enrolled  Issue Pre-enrollment form.	None	15 Minutes	<i>Campus Registrar Clerk</i>
Submit the approved Notice of Admission and pre-enrollment form	Receive the approved Notice of Admission, pre-enrollment form  Print the Registration Form	None	2 Minutes	<i>MIS Clerk</i>



Present the printed Registration Form	3.1 Receive the printed Registration Form for system validation, stamping and scanning.	None	2 Minutes	Campus Registrar Clerk
	3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	Campus Registrar Clerk
	<b>TOTAL:</b>	<b>None</b>	<b>21 Minutes</b>	



## Registration of New Students via Online

This procedure shows the steps on how registration forms with student numbers to new students are provided.

<b>Office or Division:</b>	Office of the Campus Registrar
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Citizen
<b>Who may avail:</b>	All new students

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Registration Form		Office of the Campus Registrar email: <a href="mailto:registrar@cvsu-rosario.edu.ph">registrar@cvsu-rosario.edu.ph</a>		
Notice of Admission		Office of the Students Affairs and Services		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit the Notice of Admission and all the required original documents for enrolment.	1. Receive the Notice of Admission and check the completeness of the documents.	None	5 Minutes	<i>Campus Registrar Clerk</i>
Submit the approved Notice of Admission.	2. Receive the approved Notice of Admission and print the Registration Form	None	2 Minutes	<i>MIS Clerk</i>
Present the printed Registration Form	3.1 Receive the printed Registration Form for system validation stamping and scanning.	None	2 Minutes	<i>Campus Registrar Clerk</i>
	3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link			



	<a href="http://119.92.116.149/hrdo_feedb_ack_form">http://119.92.116.149/hrdo_feedb_ack_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Campus Registrar Clerk</i>
	<b>TOTAL:</b>	<b>None</b>	<b>11 Minutes</b>	



Enrollment of Continuing Students (Second to Fifth Year Level)				
This procedure shows how the registration forms to continuing students are provided.				
Office or Division:	Office of the Campus Registrar			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	All continuing students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Registration Form		Office of the Campus Registrar		
Pre-enrollment Form		Office of the Campus Registrar		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit the evaluated and approved Pre-Enrollment Form	1. Receive the evaluated and approved Pre-Enrollment Form and print the Registration Form	None	2 Minutes	MIS Clerk
Present the printed Registration Form	2.1 Receive the printed Registration Form for system validation, stamping and scanning.	None	2 Minutes	Campus Registrar Clerk
	2.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	Campus Registrar Clerk
TOTAL:		None	6 Minutes	



## Enrollment of Old Student Returning (OSR)

This procedure shows how registration forms to old student returning are issued.

<b>Office or Division:</b>	Office of the Campus Registrar
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Citizen
<b>Who may avail:</b>	All old students returning

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Registration Form		Office of the Campus Registrar		
Pre-enrollment Form		Office of the Campus Registrar		
Notice of Admission		Office of the Students Affairs and Services		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit the Notice of Admission	1. Receive the Notice of Re-admission, evaluate subjects and issue Pre-Enrollment form	None	10 Minutes	<i>Campus Registrar Clerk</i>
Submit the approved Notice of Admission and pre-enrollment form.	2. Receive the approved Notice of Admission, pre-enrollment form and print the Registration Form	None	2 Minutes	<i>MIS Clerk</i>
Present the printed Registration Form	3.1 Receive the printed Registration Form for system validation, stamping and scanning.	None	2 Minutes	<i>Campus Registrar Clerk</i>
	3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			



Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Campus Registrar Clerk</i>
	<b>TOTAL:</b>	<b>None</b>	<b>16 Minutes</b>	





# **Cavite State University Rosario Campus**

## **Cashier's Office**

External and Internal Services



Cash Disbursement / Check Disbursement				
This procedure shows how payment obligation is made 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:	Employees, Students, Parent/Guardian, Graduates and General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid Identification Card		Claimant		
Authorization letter/Special Power of Attorney		Claimant		
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.	1.1 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)  Verify the signature of the clients on the payroll/voucher.	None	5 Minutes	Disbursing Officer
2.1 Receive the cash from the disbursing officer and count it before leaving the counter.	Stamp "PAID" the payroll/voucher then file.	None	2 Minutes	Disbursing Officer
2.2 Receive check from	2.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			



the disbursing officer and verify the completeness of the entries				
Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Disbursing Officer</i>
	<b>TOTAL:</b>	<b>None</b>	<b>9 Minutes</b>	



2. Collection of Fees				
This procedure shows how the Cahier's Office collect fees, charges and other assessments from departments, bureaus, offices and other agencies.				
<b>Office or Division:</b>	Cashier's Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may avail:</b>	Employees, Students, Parent/Guardian, Graduates and General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request slip		Concerned unit		
Registration Form		Student		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present completely filled-out request form, registration form and admission form and etc.	1. Evaluate registration form and other requirements as to completeness and accuracy	None	1 Minute	Cashier/ Collecting Officer
Pay the corresponding amount of a certain transaction.	2. Issue Official Receipt	Depends on request/ transaction	1 Minute	Cashier/ Collecting Officer
Pay tuition and miscellaneous fees.	3. Issue Official Receipt	Cash/ Installment (50% upon enrollment)	2 Minutes	Cashier/ Collecting Officer
Pay other Fees:	Issue Official Receipt	Php. 10.00	1 Minute	Cashier/ Collecting Officer
Authentication of TOR/Diploma Authentication and Verification (CAV)		Php. 20.00	1 Minute	



Completion		Php 10.00/unit	1 Minute	
Official Transcript of Record		Php 25.00/ page	2 Minutes	
Certificates		Php 10.00	1 Minute	
Good Moral Character		Php 10.00	1 Minute	
Grades				
Honorable Dismissal				
Testing/Application Fee		Php 20.00	1 Minute	
Thesis Adviser Fee and Technical Fee		Php 150.00	2 Minutes	
English Critic Fee		Php 2,300.00	2 Minutes	
		Php 15.00/ page	2 Minutes	
Remit collections from Income Generating Projects	Issue Official Receipt  5.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	Cash/ Installment	3 Minutes	Cashier/ Collecting Officer
6. Fill out and return the Stakeholders' Feedback form or Google Form	6. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	



	<b>TOTAL:</b>	<b>Depending on the transaction</b>	<b>5 Minutes per transaction</b>	
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**Cavite State University Rosario Campus**  
**University Health Services**  
External and Internal Services



Medical Examination				
To establish, provide, and ensure systematic process in the delivery of medical services to students and employees from examination, treatment and issuance of medical certificate.				
Office or Division:	University of Health Services			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	All CvSU employees, students and nearby residents			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Identification card or ID /Student's Certificate of Registration		Client		
Consultation Form		University Health Services		
Medical or Dental Record		University Health Services		
Prescription / Rx Form		University Health Services		
Laboratory or X-ray Examination Request Form		University Health Services		
Monitoring sheet		University Health Services		
Newly Hired Employees: Chest x-ray film & result, Urinalysis, Drug Test results, CBC, RT-PCR Test/ Antigen Test for Covid - 19. Medical Certificate (CSC form no.211)		Outside Diagnostic/ Laboratory Facility		
Employees' Reinstatement from sick leave: medical certificate		From the attending physician		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Identification Card or Certificate of Registration	1. Verify the client status.	None	1 Minute	Nurse on Duty (NOD)
Fill up Health Declaration Form	2. Assist the client in filling up the Health Declaration Form for triaging.		2 Minutes	NOD
3. Submit for interview and present laboratory and diagnostic results.	3. Conduct interview and review documents presented.	None	5 Minutes	NOD





4. Submit for checking of vital signs.	4. Take vital signs of the client.	None	3 minutes	<i>NOD</i>
5. Prepare Report (with findings)	5. Carry out Medical Officer's order, dispense medicines as prescribed if available and <ul style="list-style-type: none"> <li>• May issue medical certificate if needed.</li> </ul>	None	3 minutes	<i>NOD</i>
Request for the following health care procedures and referrals:	6.1 Accompany the patient	None	1 minute	<i>NOD</i>
Wound care	6a. Assess and treat the wounds according to the extent of injury.	None	30 minutes	<i>NOD/ Physician/ Dentist</i>
Laboratory or Radiologic examination	6b.1 Secure copy of Laboratory or X-ray Examination Request Form and examine the patient.	None	5 minutes	<i>Medical Technologist or X-ray Technologist</i>
b.1 Request for a copy of results	6b.2 Advise the patient to return after 2 working days for the results	None	5 minutes	<i>Medical Technologist or X-ray Technologist</i>
	6b.3 Present to the patients a copy of result and have it signed	None	5 minutes	<i>Medical Technologist or X-ray Technologist</i>
Observation and confinement	6c.1 Advise and explain the need for observation and confinement in ward	None	5 minutes	<i>Medical Technologist or X-ray Technologist</i>
	6c.2 Accompany patient to the ward	None	*8 hours depending on the case	<i>NOD and Physician</i>
	6c.3 Give initial medication, monitor and record vital signs			



	6.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
7. Fill out and return the Stakeholders' Feedback form or Google Form	7. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	NOD
	<b>TOTAL:</b>	<b>None</b>	<b>*8 Hours, 57 Minutes</b>	

\*depending on the case



## Physical, Dental, and Laboratory Examination of Freshmen/New Students

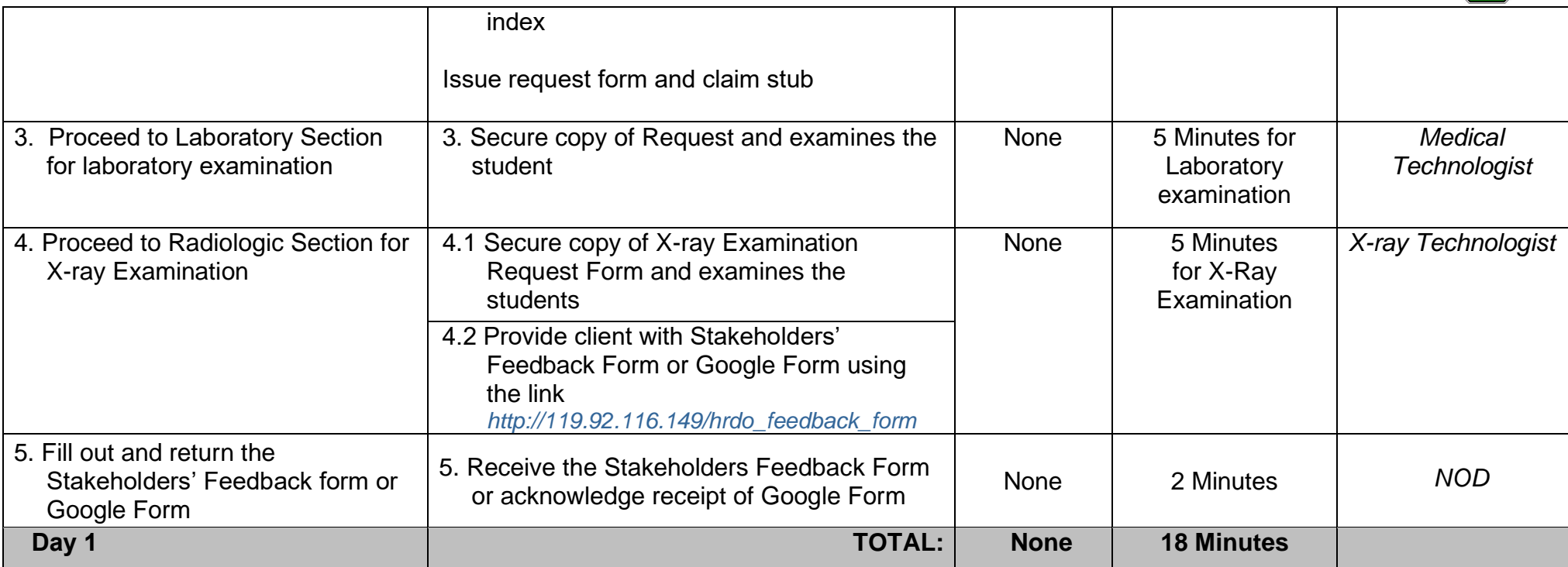
### Laboratory and X-ray Examination (1<sup>st</sup> day)

This procedure shows how diagnostic procedures, medical and dental assessment for incoming students are administered.

<b>Office or Division:</b>	University of Health Services
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Citizen
<b>Who may avail:</b>	All new entrants, returnees and transferees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Notice of Admission (NOA)	Office of Student Affairs and Services
Personal Information Sheet	University Health Services
Student Health Record)	University Health Services
Laboratory/X-ray Examination Request Form	University Health Services
Claim Stub	University Health Services
Laboratory/ X-ray Examination Request Form	University Health Services

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the Notice of Student Admission (NOA)	Confirm schedule of student  Secure copy of NOA  Issue Personal Information Sheet (Identification form)	None	1 Minute	<i>Health/front desk personnel or Nurse on Duty (NOD)</i>
2. Fill out Personal Information Sheet	Encode Personal Information and takes a picture of the student  Check and record vital signs and body mass	None	5 Minutes	<i>NOD</i>



This procedure shows the other steps on how the diagnostic procedures, medical and dental assessment for incoming students are administered

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Student Health Record		University Health Services		
Medical - Dental Clearance Form		University Health Services		
Laboratory and X-ray Examination Result		University Health Services		
Dental Record/ Clearance Form)		University Health Services		
Student Health Record/ Medical Clearance		University Health Services		
Dental Record/Student Health Record		University Health Services		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present claim stub to Nurse on Duty (NOD)	1.1 Secure copy of claim stub	None	1 Minute	<i>Front desk personnel or Nurse on Duty (NOD)</i>
	1.2 Issue student's Health Record and Clearance Form			
	1.3 Release laboratory and X-ray examination results			
2. Proceed to Dental Section for dental examination.	2. Examine the student and sign the dental clearance	None	7 Minutes	<i>Dentist</i>
3. Proceed to Medical Section for physical examination	Examine the student	None	7 Minutes	<i>Physician Physician/NOD)</i>
	Sign and issue medical clearance to proceed enrolment if clear or fit for schooling			
	Secure copy of student's medical and dental record for encoding and safekeeping			<i>Front desk personnel or Nurse on Duty (NOD)</i>
	3.4 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>		1 Minute	



Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Front desk personnel or Nurse on Duty (NOD)</i>
<b>Day 2</b>	<b>TOTAL:</b>	<b>None</b>	<b>18 Minutes</b>	



**Cavite State University Rosario Campus**  
**Campus Library**  
External and Internal Services



Use of the Library Facilities, Services and Resources				
This procedure shows how library assist interested clients in using library facilities and resources.				
Office or Division:	Campus Library			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Students, Faculty Members and Employees, and Outside Researchers from other Institutions			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid Identification Card		University Library		
Referral Letter		1. CvSU-CCAT Library 2. From the Librarian of the Institution (for students), from the Dean (for the faculty members) or the Head of Unit (for employees)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Visitor to present Referral Letter from institution/School of Origin	1. Receive referral letter	None	1 Minute	Assigned Library Staff
2. Leave unnecessary things in the baggage area and register in the attendance registration system (for first time user only)	2. Assist the client in the registration	None	1 Minute	Assigned Library Staff





3. Pay the library fee at the Cashier's Office and present Official Receipt at the Charging Desk	3. Check the Official Receipt presented	Php 30.00	2 Minutes	Assigned Library Staff
4. Fill out Library Usage Form (applicable only for Non-CvSU/Outside users)	4. Assist the client in filling out the Library Usage Form	None	1 Minute	Assigned Library Staff
5. Log in the Reader's Registry Attendance	Assist the client in filling out the Reader's Registry Attendance	None	1 Minute	Assigned Library Staff
6. Proceed to the OPAC to search for the title/author and subject needed for research	If necessary, assist the client in using the OPAC Stations			
	6.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	7. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	Assigned Library Staff
<b>TOTAL:</b>		<b>Php 30.00</b>	<b>8 Minutes</b>	



## Borrowing and Returning of Books and Other Library Materials

This procedure shows how the library assists interested clients in the borrowing and returning of books and other library materials.

<b>Office or Division:</b>	Campus Library
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Citizen
<b>Who may avail:</b>	Students, Faculty Members and Employees, and Outside Researchers from other Institutions

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For new students: Registration Form Library validation sticker attached to the student's Identification Card		Registrar's Office  CvSU-CCAT Library		
For old registrants: CvSU-CCAT Identification Card		External and Business Affair		
For Faculty Members and Employees CvSU-CCAT identification card		Human Resource Management Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Students, Faculty Members and Employees present books to be borrowed	<u>Borrowing of books:</u> 1. Fill out library book card	None	1 minute	<i>Assigned Library Staff</i>
	Present book/s to be borrowed and book card. Stamp due date on the date due slip.	None	1 minute	



	<p>Attach book card to the borrower's file card.</p> <p><u>Returning of books:</u></p> <ol style="list-style-type: none"> <li>1. Present book/s to be returned</li> <li>2. Pull-out Borrower's File Card and check due date. Insert the book/s and shelves these books</li> <li>3. Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a></li> </ol>	<p>None</p> <p>None</p>	<p>1 minute</p> <p>2 minutes</p>	<p><i>Assigned Library Staff</i></p>
Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	Fill out and return the Stakeholders' Feedback form or Google Form
	<b>TOTAL:</b>	<b>None</b>	<p><b>4 minutes</b> (Borrowing)</p> <p><b>5 minutes</b> (Returning)</p>	
<b>ONLINE</b>				
1. For online book reservation, fill out the online form and wait for the confirmation message. <a href="http://www.cvsu.edu.ph">www.cvsu.edu.ph</a>	1. Respond and check if the client meets the requirements and if the book(s) is/ are available	None	5 Minutes	Librarian/ Library staff



2. Wait while the librarian scan the details	2. Check-out in the system	None	5 Minutes	Librarian/ Library staff
	<b>TOTAL:</b>	<b>None</b>	<b>10 Minutes</b>	



Issuance of Library Card for New Registrants				
This procedure aims to facilitate the issuance of Library Card for new registrants.				
<b>Office or Division:</b>	Campus Library			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may avail:</b>	Students, Faculty Members and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For new students: Registration Form		Registrar's Office		
For Faculty Members and Employees CvSU-CCAT identification card		Human Resource Management Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Inquire about issuance of Library card.	Provide the students, faculty members and employees with slips to be filled out.	None	1 Minute	<i>Assigned Clerk</i>
Encode Students/faculty members/ employee's data.	2.1 Assist the students/faculty members/ employees in encoding their data.	None	2 Minutes	<i>Assigned Clerk</i>
	2.2 Counter sign the Registration form of students and validate the library card.	Php 20.00	2 Minutes	<i>Assigned Clerk</i>
	2.3 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			



3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Assigned Clerk</i>
	<b>TOTAL:</b>	<b>Php 20.00</b>	<b>5 Minutes</b>	



Issuance of Referral Letter				
The procedure shows how a Referral Letter is issued to allow the client to conduct research in other libraries/institutions.				
Office or Division:	Campus Library			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Students, Faculty Members and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For students: CvSU-CCAT Identification Card		External and Business Affairs Office		
For Faculty Members and Employees CvSU-CCAT identification card		Human Resource Development Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request for a referral letter	<u>Issuance of referral request:</u> Fill out Referral Request Form	None	2 Minutes	<i>Assigned Library Staff</i>
	Stamp date of claim for the referral letter	None	1 Minute	
	<u>Claiming the referral:</u> Present slip claim for the referral	None	1 Minute	
	Receive the referral letter	None	1 Minute	
	<b>TOTAL:</b>	<b>None</b>	<b>5 Minutes</b>	



**Cavite State University Rosario Campus**  
**Physical Plant and Security Services**  
External and Internal Services





Securing a Gate Pass				
This procedure shows allows the clients to list down the item/s brought in/out the campus and be issued a gate pass for security purposes.				
Office or Division:	Physical Plant and Security Services			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Employees, Students, stakeholders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Gate Pass Form		PPSS Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get and fill out the Gate Pass Form from the PPSS Office/Guard House	1. Provide the gate pass form to the client	None	1 Minute	PPSS Staff Office/Guard on Duty
Bring the accomplished form to the Civil Security Unit Coordinator, PPSS Director and Campus Administrator for approval	2. Assist the client	None	15 Minutes	Civil Security Unit Coordinator, PPSS staff and Office of the Campus Administrator staff
3. Bring the form to the guard-on-duty for verification and inspection	3.1 Check the listing and actual items.  3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	5 Minutes	Guard-on-Duty



4. Fill out and return the Stakeholders' Feedback form or Google Form	4. Inform the client to drop the form in the provided box located at the exit gate of the campus or acknowledge receipt of Google Form	None	1 Minute	<i>Guard-on-Duty</i>
	<b>TOTAL:</b>	<b>None</b>	<b>22 Minutes</b>	



Procedure for CCTV Playback				
This service shows how stakeholders can gain access in reviewing the recorded footages inside the University at a given place and time for purposes of investigation.				
Office or Division:	Physical Plant and Security Services			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Employees, Students, Stall Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Written request/statement indicating the detailed information about the event and Identification Card		The client will provide		
Request for CCTV Playback Form		PPSS Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the written request and ID	1. Receive the document and assist to the PPSS Office	None	1 Minute	Guard-on-Duty
2. Fill-out the Request for CCTV Playback Form	2. Assist the client in signing the form	None	2 Minutes	PPSS Staff
3. Provide incident information to the guard-on-duty and personnel	3. Review the CCTV footage in given location and time and ask some questions to satisfy the needs of the client	None	30 Minutes	PPSS Staff with the Guard-on-Duty/Head Guard
4. Submit the approved letter and sworn statement subject for investigation.	4.1 Accept the approved letter and provides the specific footage/s needed as evidence.  4.2 Provide the log sheet	None	2 Days	Administrative Aide Civil Security Unit Head Guard Chief for Operation Civil



				<i>Security Officer Civil Security Unit</i>
5. Accomplish the information in the log sheet before leaving the office.	5. Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	1 Minute	<i>Guard-on-Duty/ PPSS Staff</i>
Fill out and return the Stakeholders' Feedback form or Google Form	6. Inform the client to drop the form in the provided box located at the exit gate of the campus or acknowledge receipt of Google Form	None	2 Minutes	
	<b>TOTAL:</b>	<b>None</b>	<b>2 Days, 36 Minutes</b>	



Request for Repair/Construction Materials				
This procedure allows the clients to list down and purchase the item/s for use in the repair/construction works.				
Office or Division:	Physical Plant and Security Services			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen G2B - Government to Business Entity/ies G2G -Government to Government			
Who may avail:	CvSU-CCAT Employees such as Deans, Director, Unit Heads, students, Campus office occupants and stakeholders,Project Construction Site Engineer/Foreman			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Materials Requisition Form		PPSS Office		
Approved Work Request Form				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out the materials requisition form from the PPSS Office	1. Check if there are available materials requested	None	1 Minute	Property Custodian
Submit the form to the concerned coordinator for recommendation and approval	2. Approve the requisition form	None	5 Minutes	Concerned coordinator
3. Submit the approved form for Approval	3. Approve the request	None	1 Minute	PPSS Director
Submit the accomplished and approved materials requisition form to the property custodian for releasing of the requested materials	Sign the form and release the requested material/s.  Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	20 Minutes	Property Custodian



5. Fill out and return the Stakeholders' Feedback form or Google Form	5. Inform the client to drop the form in the provided box located at the exit gate of the campus or acknowledge receipt of Google Form	None	2 minutes	<i>Property Custodian</i>
	<b>TOTAL:</b>	<b>None</b>	<b>29 minutes</b>	



Issuance of Official Vehicle Trip Ticket				
This procedure shows how CvSU - CCAT Personnel are assisted in their request for issuance of Official Vehicle Trip Ticket				
Office or Division:	Physical Plant and Security Services			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen G2G- Government to Government			
Who may avail:	Employees and Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved Travel Order /Ticket Form		Human Resource Office and PPSS Office		
Stakeholders Feedback Form		Human Resource Office and PPSS Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get and fill-out the trip ticket form from the PPSS Office	1.1 Check if there is available driver and vehicle to dispatch  1.2 Inform the client if the request is on Re-schedule due to unavailability of Service Vehicle.	None	1 Minute	<i>Vehicle Dispatcher</i>
Counter sign the Travel Order Form of the immediate supervisor/ Department Head/Chairperson of the Head of the Party beside the name of Campus Administrator	2.1 Check if there is attached travel order prior to scheduling of the requested trip.  Assign Trip ticket number, driver, and vehicle to be dispatched. Call the attention of the guard-on-duty to advise and inform the assigned driver.	None	3 Minutes	<i>Vehicle Dispatcher, Guard-on-Duty and assigned driver</i>



Bring the trip ticket to O.C.A. for the approval of the Campus Administrator	3.1 Check and receive the trip ticket form and the travel order form	None	5 Minutes	<i>OCA staff</i>
	3.2 Release the approved trip ticket and travel order form		1 Minute	<i>Head of the Party/Passenger and OCA staff</i>
4. Submit the approved trip ticket and travel order to the PPSS Office	Check and receive the forms	None	1 Minute	<i>Vehicle Dispatcher</i>
	4.2 Submit the approved forms to the guard-on-duty and call the attention of the driver	None	1 Minute	
	Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
5. Fill out and return the Stakeholders' Feedback form or Google Form	5. Inform the client to drop the form in the provided box located at the exit gate of the campus or acknowledge receipt of Google Form	None	2 Minutes	<i>Vehicle Dispatcher</i>
	<b>TOTAL:</b>	<b>None</b>	<b>14 Minutes</b>	





Work/Job Request for Repair and Maintenance				
The procedure shows how the PPSS carry out the repair and maintenance of CvSU-CCAT Campus facilities and equipment.				
Office or Division:	Physical Plant and Security Services			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen G2B - Government to Business Entity/ies			
Who may avail:	CvSU-CCAT Employees such as Deans, Director, Unit Heads, students, Campus office occupants and stakeholders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Job Requisition Form		PPSS Office		
CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get and fill out the Job requisition form from the PPSS Office	1. Inspect for the scope of work and materials needed	None	5 Minutes	<i>Any personnel available in the PPSS Office</i>
2. Submit scope of work to the concerned coordinator for approval	Check if there is available personnel-in-charge and available materials.  2.2 Approve the form to commence the requested work	None	5 Minutes	<i>Concerned coordinator</i>
3. If there are no available materials and/or personnel to do the job, return request to the PPSS Office or to the concerned coordinator for proper action	Check the availability of materials and/or personnel.	None	10 Minutes	<i>Concerned coordinator/PPSS Staff</i>



Acknowledge the work request	Sign the acknowledgement form  4.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	2 Minutes	<i>Concerned coordinator/personnel who performed the work request</i>
Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>PPSS Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>24 Minutes</b>	



**Cavite State University Naic Campus**  
**Human Resource Development Office (HRDO)**  
External and Internal Services



## 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

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

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Application Letter address to HR Director	applicant
Personal Data Sheet	<a href="http://www.csc.gov.ph">www.csc.gov.ph</a> 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 ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application letter and credentials.	1.1 Check and record the documents submitted to the Application Monitoring Database.	None	4 Minutes	HR Staff
	1.2 Conduct initial screening of documents based on the Qualification Standards for vacant positions.	None	5 Minutes	HR Staff
	1.3 Advise the client that they will be notified of the status of application through e-mail or text message.	None	1 Minute	HR Staff
	1.4 Provide client with Stakeholders' Feedback Form or Google Form using			



	the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>HR Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>12 Minutes</b>	



## Processing and Issuance of HR Records

This procedure covers the steps in providing employment records

**Office or Division:** Human Resource Development Office

**Classification:** Simple

**Type of Transaction:** G2C-Government to Citizen

**Who may avail:** All

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Record Request Form		Human Resource Development Office (HRDO)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request and fill-out Record Request Form.	1.1 Review the duly accomplished form for completeness of entries.	None	3 Minutes	HR Staff
	1.2 Check and verify from file the requested record as to the correctness and accuracy.	None	2 Days (Certificate of Employment)	HR Staff
	1.3 Encode and print the requested record and forward to the Director for Administration for signature.	None	4 Days, (Service Record)	HR Staff
	Review and sign the documents.	None	10 Minutes	Director for Administration



	Release the requested record to the faculty member or employee	None	1 minute	<i>HR Staff</i>
	1.6 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>HR Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>2 Days, 16 Minutes</b> (Certificate of Employment)  <b>4 Days, 16 Minutes</b> (Service Record)	



**Cavite State University Naic Campus**  
**Office of Student Affairs (OSA)**  
External and Internal Services





Application/Renewal Procedure for Scholarship				
This procedure shows how the Campus assists applicants in the availment/renewal of scholarship/financial assistance.				
Office or Division:	Office of Student Affairs			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	All students (old and new)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application Form for Scholarship		University Registrar		
Photocopy of Report Card (Form 138) or Transcript of Records (Form 137)		Former School		
Checklist of courses		University Registrar		
Photocopy of Certificate of Good Moral Character		Former School		
1 copy of 2x2 I.D picture (Latest)		Student-applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the following documents and accomplished scholarship form.  FOR NEW APPLICANT Copy of combined or joint income tax return of parents for the affidavit of non-filing of tax from the BIR for (CvSU State Scholarship, Job Experience Program, RA 7160 applicant only )	Receive and evaluate the required documents	None	2 Minutes	Head, Financial Assistance Services



<p>Certification as Class Valedictorian, Salutatorian, 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Honorable Mention indicating the number of graduates (for Entrance Scholarship applicant only)</p> <p>Certified true copy of Birth Certificate (for CvSU State Privilege and RA 7160 applicant)</p> <p>Guarantor's Letter (for Job Experience Program applicant only)</p> <p>Parents' consent (for Job Experience Program applicant only)</p> <p>Certificate of Grades</p> <p>Photocopy of pre-registration form</p>				
Undergo interview (for CvSU State Scholarship and Job Experience Program applicants only)	2. Conduct Interview	None	5 Minutes	<p><i>Dean, OSAS</i></p> <p><i>(for CvSU State Scholarship Applicants)</i></p> <p><i>Guidance Counselor</i></p>



				<i>Vocational Placement Coordinator</i>  <i>Head, Financial Assistance Services Unit</i>
3. Get contract and accomplish said contract (for CvSU State Scholarship and Job Experience Program applicants only)  Note: OLD STUDENTS PROCEED TO STEP 4	Issue scholarship contract	None	3 Minutes	<i>Head, Financial Assistance Services Unit</i>
Submit the accomplished contract	4.1 Receive the accomplished contract and prepare Certification of Scholarship  4.2 Issue of Certificate of Scholarship	None	2 Minutes	<i>Head, Financial Assistance Services Unit</i>
5. Receive Certification of Scholarship and sign the logbook under the column "Released by" Receive by	5.1 Sign the logbook under the column "Released by"  5.2 Advise the student to proceed to the Registrars/Cashiers Office for reassessment of fees	None	2 Minutes	<i>Head of OSAS</i>  <i>Financial Assistance Services Unit</i>
6. New and old scholars submit Certification of Scholarship to the Registrar's Office and Cashier Office for the reassessment of fees	6.1 Record and reassess accordingly  6.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	2 Minutes	<i>Registrar's Office/Cashier's Office</i>  <i>Financial Assistance Services Staff</i>



7. Fill out and return the Stakeholders' Feedback form or Google Form	7. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Financial Assistance Services Unit</i>
	<b>TOTAL:</b>	<b>None</b>	<b>18 Minutes</b>	



Admission Procedure for First Year Students				
This procedure aims to define the system on how to assist all students who will submit requirements and ensure that they will be guided in seeking admission to the University in their desired program.				
<b>Office or Division:</b>	Office of Student Affairs and Services			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may avail:</b>	All first year students			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Application form for Admission			Office of Student Affairs and Services or download at <a href="http://www.cvsu.edu.ph">www.cvsu.edu.ph</a>	
Examination Permit			Office of Student Affairs and Services or download at <a href="http://www.cvsu.edu.ph">www.cvsu.edu.ph</a>	
Photocopy of Report card (form 138) or Transcript of records (Form 137)			Former School	
Photocopy of Certificate of Good Moral Character			Former School	
3 copies of 1x1 ID picture			Student-applicant	
1 Short white folder			Student-applicant	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the following documents:  Certified True Copy of Report card (Form 138) or Certified True Copy Certificate of Good Moral Character 3 copies of 1x1 ID picture with name tag  Short white folder	1.1 Receive accomplished Application Form and other required documents  1.2 Issue Examination Permit	None	5 Minutes	<i>Admission Officer</i>



2. Receive examination permit	2. Schedule the date of examination	None	2 Minutes	<i>Admission Officer</i>
3. Take the admission examination as scheduled	3. Administer Admission Examination	None	45 Minutes	<i>Guidance Counselor or Psychometrician</i>
4. Present the Notice of Admission to the University Infirmary for Medical purposes	4.1 Assist the student for medical purposes	None	5 Minutes	<i>University Health Services/ Infirmary</i>
	4.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Admission Officer</i>
	<b>TOTAL:</b>	<b>None</b>	<b>59 Minutes</b>	



Admission Procedure for Transferees	
This procedure aims to define the system on how to assist all transferees who will submit requirements and ensure that they will be guided in seeking admission to the University in their desired program.	
<b>Office or Division:</b>	Office of Student Affairs and Services
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Citizen
<b>Who may avail:</b>	All transferees
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Application form for Admission	Office of Student Affairs and Services or download at <a href="http://www.cvsu.edu.ph">www.cvsu.edu.ph</a>
Examination Form	Office of Student Affairs and Services or download at <a href="http://www.cvsu.edu.ph">www.cvsu.edu.ph</a>
Notice for Evaluation	Office of Student Affairs and Services or download at <a href="http://www.cvsu.edu.ph">www.cvsu.edu.ph</a>
Notice of Admission	Office of Student Affairs and Services or download at <a href="http://www.cvsu.edu.ph">www.cvsu.edu.ph</a>
Photocopy of Certificate of Grades	Former School
Photocopy of Certificate of Good Moral	Former School
Photocopy of Honorable Dismissal	Former School
Photocopy of NBI Clearance or Police	National Bureau of Investigation
3 copies of 1x1 ID Picture	Student-applicant
1 Short white folder	Student-applicant



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present his credentials for initial evaluation	1. Evaluate and compute the GPA	None	10 Minutes	<i>Admission Officer</i>
2. Get Notice for Evaluation form and Proceed to concerned college for their evaluation	2. Get Notice for Evaluation form and Proceed to concerned college for their evaluation	None	5 Minutes	<i>Admission Officer</i>
3. Undergo interview with respective college	3. Conduct interview	None	1 Hour	<i>College Registrar</i>
4. Return to OSAS and submit the accomplished Notice for Evaluation form	4. Receive and file the documents	None	2 Minutes	<i>Admission Officer</i>
5. If qualified from the evaluation of the College, submit the required documents to OSAS	5. Issue Examination Permit	None	3 Minutes	<i>Admission Officer</i>
6. Receive examination permit	6. Schedule the date of examination	None	2 Minutes	<i>Admission Officer</i>
7. Take the admission examination as scheduled	7. Administer admission examination	None	1 Hour, 30 Minutes	<i>Guidance Counselor or Psychometrician</i>
8. Secure Notice of Admission	8. Log the NOA number and name of student and sign the logbook under the column "Released by"	None	10 Minutes	<i>Guidance Counselor or Psychometrician</i>
Present the NOA to the Dean of OSAS together with all the complete requirements for interview	9. Interview and affix signature	None	10 Minutes	<i>Dean, OSAS</i>





Present the Notice of Admission to the University Infirmary for Medical purposes	10.1 Receive the NOA and assist the student for medical examination	None	5 minutes	<i>University Health Services/ Infirmary</i>
	10.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			<i>Admission Officer</i>
11. Fill out and return the Stakeholders' Feedback form or Google Form	11. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Admission Officer</i>
	<b>TOTAL:</b>	<b>None</b>	<b>3 Hours, 19 Minutes</b>	



Admission Procedure for Second Courser				
This procedure aims to define the system on how to assist all second coursers who will submit requirements and ensure that they will be guided in seeking admission to the University in their desired program.				
<b>Office or Division:</b>	Office of Student Affairs and Services			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may avail:</b>	All foreign students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application form for Admission		Office of Student Affairs and Services or download at <a href="http://www.cvsu.edu.ph">www.cvsu.edu.ph</a>		
Examination Form		Office of Student Affairs and Services or download at <a href="http://www.cvsu.edu.ph">www.cvsu.edu.ph</a>		
Notice for Evaluation		Office of Student Affairs and Services or download at <a href="http://www.cvsu.edu.ph">www.cvsu.edu.ph</a>		
Notice of Admission		Office of Student Affairs and Services or download at <a href="http://www.cvsu.edu.ph">www.cvsu.edu.ph</a>		
Photocopy of Certificate of Grades		Former School		
Photocopy of Certificate of Good Moral		Former School		
Photo copy of Certificate of Transfer		Former School		
3 copies of 1x1 ID Picture		Student-applicant		
1 Short white folder		Student-applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present credentials for initial evaluation	1. Evaluate and compute the GPA	None	10 Minutes	<i>Admission Officer</i>



2. Get Notice of Interview Form and Proceed to concerned college for their evaluation	2. Issue interview form	None	5 Minutes	Admission Officer
3. Undergo interview with respective college	3. Conduct interview	None	1 Hour	College Registrar
4. Return to OSAS and submit the accomplished interview form	4. Receive and file the documents	None	2 Minutes	Admission Officer
5. If qualified from the evaluation of the College, submit the following documents to OSAS	5. Issue Examination Permit	None	5 Minutes	Admission Officer
6. Receive examination permit	6. Schedule the date of examination	None	2 Minutes	Admission Officer
7. Take the admission examination as scheduled	7. Administer Admission Examination	None	1 Hour, 30 Minutes	Guidance Counselor or Psychometrician
Secure Notice of Admission	8. Log the NOA number and name of student and sign the logbook under the column "Released by"	None	5 Minutes	Guidance Counselor or Psychometrician
9. Present the Notice of Admission to the University Infirmary for Medical purposes	9.1 Receive the NOA and assist the student for medical examination	None	5 Minutes	University Clinic
	9.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			Admission Officer
10. Fill out and return the Stakeholders' Feedback form or Google Form	10. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	Admission Officer
	<b>TOTAL:</b>	<b>None</b>	<b>3 Hours, 6 Minutes</b>	



**Cavite State University Naic Campus**  
**Office of the Campus Registrar**  
External and Internal Services



## Request/Issuance of School Credentials/Documents

This procedure covers how student's records for employment and other purposes are provided.

**Office or Division:** Office of University Registrar

**Classification:** Complex

**Type of Transaction:** G2C-Government to Citizen

**Who may avail:** All Graduates, Undergraduates and other clients.

### CHECKLIST OF REQUIREMENTS

### WHERE TO SECURE

Application for Records

Office of the Campus Registrar

Official Receipt

Office of the Collection and Disbursement (Cashier)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request and accomplish the application for records w/ clearance.	1. Receive the accomplished Application for Records form and advise the client to pay the necessary fee.	None	2 Minutes	<i>Clerk/Campus Registrar</i>
2. Pay the necessary fee for the requested documents.	2. Collecting Officer issue an Official Receipt.	Php25.00/ page for TOR  Php20.00/ page for Certification	2 Minutes	<i>Cashier's Office</i>
3. Present the OR for recording and reference purposes.	3. Check the OR and issue claim stub/schedule slip to the client.	None	1 Minute	<i>Clerk/Campus Registrar</i>



4. Receive the claim stub bearing the date of release of the requested documents.	4. Evaluate the student's records and prepare the requested documents.	None	10 Working days (TOR), 5 Working days (Certification)	Clerk/Campus Registrar
5. Present the claim stub on the scheduled date of release.	5.1 Record and release the requested documents and affix the client's signature on the document's reproduction copy for records purposes.	None	2 Minutes	Clerk/Campus Registrar
	5.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
6. Fill out and return the Stakeholders' Feedback form or Google Form	6. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	Clerk/Campus Registrar
<b>TOTAL:</b>		<b>Php25.00/ page for TOR</b>	<b>10 Days, 9 Minutes (TOR)</b>	
		<b>Php20.00/ page for Certification</b>	<b>5 Days, 9 Minutes (Certification)</b>	



Enrollment of Transferees				
This procedure shows how registration forms with student number to incoming students transferee are provided.				
Office or Division:	Office of University Registrar			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	All incoming students transferee			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Registration Form		Office of the Campus Registrar		
Pre-enrollment Form		Office of the Campus Registrar		
Notice of Admission		Office of the Students Affairs and Services		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Notice of Admission and all the required original documents for enrolment.	1. Receive the Notice of Admission, check the completeness of the documents, evaluate all the credited subjects, plot the subjects to be enrolled and issue Pre-enrollment form.	None	15 Minutes	Clerk/Campus Registrar
2. Submit the approved Notice of Admission and pre-enrollment form	2. Receive the approved Notice of Admission, pre-enrollment form and print the Registration Form	None	2 Minutes	Clerk/MIS Officer
3. Present the printed Registration Form	3.1 Receive the printed Registration Form for system validation, stamping and scanning.	None	2 Minutes	Clerk/Campus Registrar
	3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			



Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Clerk/Campus Registrar</i>
	<b>TOTAL:</b>	<b>None</b>	<b>21 Minutes</b>	





Registration of New Students				
This procedure shows how registration forms with student number to new entrant students are provided.				
Office or Division:	Office of University Registrar			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	All new students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Registration Form		Office of the Campus Registrar		
Notice of Admission		Office of the Students Affairs and Services		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Notice of Admission and all the required original documents for enrolment.	1. Receive the Notice of Admission and check the completeness of the documents.	None	5 Minutes	Clerk/Campus Registrar
2. Submit the approved Notice of Admission.	2. Receive the approved Notice of Admission and print the Registration Form	None	2 Minutes	Clerk/MIS Officer
3. Present the printed Registration Form	3.1 Receive the printed Registration Form for system validation stamping and scanning.	None	2 Minutes	Clerk/Campus Registrar
	3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			



4. Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Clerk/Campus Registrar</i>
	<b>TOTAL:</b>	<b>None</b>	<b>11 Minutes</b>	



Enrollment of Continuing Students (Second to Fifth Year Level)				
Providing registration forms to continuing students.				
Office or Division:	Office of University Registrar			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	All continuing students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Registration Form		Office of the Campus Registrar		
Pre-enrollment Form		Office of the Campus Registrar		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the evaluated and approved Pre-Enrollment Form	1. Receive the evaluated and approved Pre-Enrollment Form and print the Registration Form	None	2 Minutes	Clerk/MIS Officer
2. Present the printed Registration Form	2.1 Receive the printed Registration Form for system validation, stamping and scanning.	None	2 Minutes	Clerk/Campus Registrar
	2.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	Clerk/Campus Registrar



	<b>TOTAL:</b>	<b>None</b>	<b>6 Minutes</b>	
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Enrollment of Old Student Returning (OSR)				
This procedure covers how registration forms to old student returning are provided.				
Office or Division:	Office of University Registrar			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	All old students returning			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Registration Form		Office of the Campus Registrar		
Pre-enrollment Form		Office of the Campus Registrar		
Notice of Admission		Office of the Students Affairs and Services		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Notice of Admission	1. Receive the Notice of Re-admission, evaluate subjects and issue Pre-Enrollment form	None	10 Minutes	Clerk/Campus Registrar
2. Submit the approved Notice of Admission and pre-enrollment form.	2. Receive the approved Notice of Admission, pre-enrollment form and print the Registration Form	None	2 Minutes	Clerk/MIS Officer
3. Present the printed Registration Form	3.1 Receive the printed Registration Form for system validation, stamping and scanning.	None	2 Minutes	Clerk/Campus Registrar
	3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			



4. Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	Clerk/Campus Registrar
	<b>TOTAL:</b>	<b>None</b>	<b>16 Minutes</b>	



# **Cavite State University Naic Campus**

## **Cashier's Office**

External and Internal Services



Cash Disbursement / Check Disbursement				
This procedure shows how the payment obligation to employees/ individuals/ creditors for goods purchase or services rendered is done by the office				
<b>Office or Division:</b>	Cashier's Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All			
CHECKLIST OF REQUIRMENTS		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
Inform the disbursing officer on nature of claim and present ID/authorization	1. Verify the name of the claimant on the list of checks for release	None	5 Minutes	<i>Disbursing Officer/ Cashier Staff</i>
a. Receive the cash from the disbursing officer and count it before leaving the counter  Receive check from the disbursing officer and verify the completeness of the entries.  <i>*For suppliers, If the claimant is supplier, receive check from the disbursing officer and verify the completeness of entries.</i>	2.1 Let the client sign on the payroll or voucher.  2.2 Verify the signature of the clients on the payroll / vouchers.  2.3 Counter sign on the side portion of the disbursement officer.  2.4 Stamp "PAID" the payroll/ voucher then file	None	2 Minutes	<i>Disbursing Officer/ Cashier Staff</i>





Supplier to issue official receipt	2.5 Secure Official Receipt from the supplier and check the completeness of details.		2 Minutes	
	2.6 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
3. Fill out and return the Stakeholders' Feedback form or Google Form	3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Disbursing Officer/ Cashier Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>11 Minutes</b>	



Collection of Fees				
This procedure covers the steps in collecting fees, charges and other assessments from departments, bureaus, offices and other agencies.				
<b>Office or Division:</b>	Cashier's Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Employees, Students, Parent/Guardian, Graduates and General Public			
CHECKLIST OF REQUIRMENTS		WHERE TO SECURE		
Request Slip/ Order of Payment		Concerned unit		
Registration Form		Student		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present completely fill out request form, registration form and admission form and etc.	1. Evaluate registration form and other requirements as to completeness and accuracy	None	1 Minute	Cashier/ Cashier Staff
2. Pay the corresponding amount of a certain transaction	2. Issue Official Receipt	Depends on request/ transaction	1 Minute	Cashier/ Cashier Staff
3. Pay tuition and miscellaneous fees	3. Issue Official Receipt	Cash/ Installment (50% upon enrolment)	2 Minutes	Cashier/ Cashier Staff
4. Pay other Fees:	4.1 Issue Official Receipt			Cashier/ Cashier Staff
• Certification, Authentication and Verification (CAV)		Php 35.00	1 Minute	
• Completion		Php 10.00/ unit	1 Minute	



<ul style="list-style-type: none"> <li>• Official Transcript of Record</li> <li>• Form- 137A</li> <li>• Certified True Copy</li> </ul>		Php 20.00/ page Php 50.00 with scanned picture Php 20.00 Php 15.00	2 Minutes   1 Minute 1 Minute	
<ul style="list-style-type: none"> <li>• Certificates</li> <li>Good Moral</li> <li>Grades</li> <li>Honorable Dismissal / Transfer</li> <li>Entrance/Admission Fee</li> <li>Thesis Adviser Fee</li> <li>Technical Fee</li> <li>Statistician</li> <li>Consultation</li> <li>Analysis</li> <li>Financial Analyst</li> <li>English Critic Fee</li> </ul>		Php 15.00 Php 15.00 Php 15.00  Php 150.00 Php 1,500.00 Php 800.00 Php 500.00 Php 1,000.00  Php 500.00 Php 20.00/page	1 Minute 1 Minute 1 Minute  2 Minutes 2 Minutes  2 Minutes  Minutes	Cashier/ Cashier Staff
5. Remit Collections from Income Generating Projects	Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	Cash/ Installment	3 Minutes	Cashier/ Cashier Staff
Fill out and return the Stakeholders' Feedback form or Google Form	6. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	Cashier / Cashier Staff
	<b>TOTAL:</b>	<b>Depending on the request/ transaction</b>	<b>5 Minutes per transaction</b>	



**Cavite State University Naic Campus**  
**University Health Services**  
External and Internal Services



## Medical Consultation and Treatment

This procedure shows how prompt assessment and treatment to clients depending on medical condition are provided

**Office or Division:** University of Health Services

**Classification:** Simple

**Type of Transaction:** G2C-Government to Citizen

**Who may avail:** All CvSU employees, students and nearby residents

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Identification card or ID		Client		
Consultation Form		University Health Services		
Medical or Dental Record		University Health Services		
Prescription / Rx Form		University Health Services		
Laboratory or X-ray Examination Request Form		University Health Services		
Monitoring sheet		University Health Services		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Come to clinic for consultation	1. Confirm personal information from identification card and accomplishes consultation form	None	1 Minute	<i>Nurse on Duty (NOD)</i>
2. Submit oneself to the assessment of vital signs	2.1 Check and record client's vital signs and other necessary information  2.2 Retrieve medical/dental record	None	1 Minute	<i>NOD</i>



3. Submit to the consultation process	3.1 Refer and accompany patient to the physician/ dentist  3.2 Verify the complaint, Assess the patient and record the observation and findings  3.3 Give treatment, prescribe medication, and advice.  3.4 Advise the patient to go back to Nurse on Duty (NOD)	None	3 Minutes	<i>Physician or Dentist</i>
4. Present prescription and submit the medical/dental card to Nurse on Duty	4.1 Receive the prescription form  4.2 Dispense available prescribed medication  4.3 Advise the patient on proper use and intake of medicines	None	1 Minute	<i>NOD</i>
5. Sign the clinic treatment and consultation logbook	5. Log the name of patient, name and quantity of dispensed medicines, and have it sign by the patient	None	1 Minute	<i>NOD</i>
6. Request for the following health care procedures and referrals:  a. Wound care  b. Laboratory or Radiologic examination  b.1 Request for a copy of results	6.1 Accompany the patient  a.1 Assess and treat the wounds according to the extent of injury.  b.1 Secure copy of Laboratory or X-ray Examination Request Form and examine the patient.	None  None  None	1 Minute  30 Minutes  5 Minutes	<i>NOD</i>  <i>NOD Physician/ Dentist</i>  <i>Medical Technologist or X-ray Technologist</i>



c. Observation and confinement	b.2 Advise the patient to return after 2 working days for the results  b.3 Present to the patients a copy of result and have it signed  c.1 Advise and explain the need for observation and confinement in ward  c.2 Accompany patient to the ward  c.3 Give initial medication, monitors and records vital signs	None	5 Minutes	<i>Medical Technologist or X-ray Technologist</i>
	6.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	*8 hours depending on the case	<i>NOD and Physician</i>
	7. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>NOD</i>
Fill out and return the Stakeholders' Feedback form or Google Form	<b>TOTAL:</b>	<b>None</b>	<b>*8 Hours, 50 Minutes depending on the case</b>	



# Physical, Dental, and Laboratory Examination of Freshmen/New Students

## Laboratory and X-ray Examination - 1<sup>st</sup> day

This shows how the diagnostic procedures, medical and dental assessment for incoming students are administered

<b>Office or Division:</b>	University of Health Services
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Citizen
<b>Who may avail:</b>	All new entrants, returnees and transferees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Notice of Admission (NOA)	Office of Student Affairs and Services
Personal Information Sheet	University Health Services
Student Health Record	University Health Services
Laboratory/X-ray Examination Request Form	University Health Services
Claim Stub	University Health Services
Laboratory/ X-ray Examination Request Form	University Health Services

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the Notice of Admission (NOA)	Student 1.1 Confirm schedule of student 1.2 Secure copy of NOA 1.3 Issue Personal Information Sheet (Identification form)	None	2 Minutes	Health/front desk personnel or Nurse on Duty (NOD)
2. Fill out Personal Information Sheet	2.1 Encode Personal Information and take a picture of the student	None	5 Minutes	NOD





	Check and record vital signs and body mass index  Issue request form and claim stub			
3. Proceed to Laboratory Section for laboratory examination	3.. Secure copy of Request and examine the student	None	5 Minutes for Laboratory examination	<i>Medical Technologist</i>
4. Proceed to Radiologic Section for X-ray Examination	4.1 Secure copy of X-ray Examination Request Form and examine the students	None	5 Minutes for X-Ray Examination	<i>X-ray Technologist</i>
	4.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	2 Minutes	<i>Health/front desk personnel or Nurse on Duty (NOD)</i>
5. Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form			
	<b>TOTAL:</b>	<b>None</b>	<b>19 Minutes</b>	

## B. Physical and Dental Examination - 2<sup>nd</sup> day

This procedure shows the other steps on how the diagnostic procedures, medical and dental assessment for incoming students are administered

<b>Office or Division:</b>	University of Health Services
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Citizen
<b>Who may avail:</b>	All new entrants, returnees and transferees



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Claim Stub		University Health Services		
Student Health Record		University Health Services		
Medical - Dental Clearance Form		University Health Services		
Laboratory and X-ray Examination Result Form		University Health Services		
Dental Record/ Clearance Form		University Health Services		
Student Health Record/ Medical Clearance		University Health Services		
Dental Record/Student Health Record		University Health Services		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present claim stub to the Nurse on Duty (NOD)	1.1 Secure copy of claim stub 1.2 Issue student's Health Record and Clearance Form 1.3 Release laboratory and X-ray examination results	None	2 Minutes	<i>Front desk personnel or Nurse on Duty (NOD)</i>
2. Proceed to Dental Section for dental examination.	2. Examine the student and signs the dental clearance	None	7 Minutes	<i>Dentist</i>
3. Proceed to Medical Section for physical examination	3.1 Examine the student 3.2 Sign and issue medical clearance to proceed enrolment if clear or fit for schooling 3.3 Secure copy of student's medical and dental record for encoding and safekeeping	None	7 Minutes  1 Minute	<i>Physician</i>  <i>Physician/Nurse on Duty (NOD)</i>



	3.4 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
4. Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Front desk personnel or Nurse on Duty (NOD)</i>
	<b>TOTAL:</b>	<b>None</b>	<b>19 Minutes</b>	



**Cavite State University Naic Campus**  
**Campus Library**  
External and Internal Services



## Use of the Library Facilities, Services and Resources

This procedure shows how library assists interested clients in using library facilities and resources.

<b>Office or Division:</b>	Campus Library
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Citizen
<b>Who may avail:</b>	Students, Faculty Members and Employees, and Outside Researchers from other Institutions

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Library Card, Employee's ID, or Alumni IDs	Campus Library, HRDO, or Alumni Office
Referral Letter (Library Patrons from Other Institutions)	From the Librarian of their Institution (for students), from the Dean (for faculty members) or the Head of Unit (for employees)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b><u>For CvSU student, faculty member, employee, and alumni</u></b>				
1. Present their Library card or valid CvSU ID.	1. Check the Library Card or valid CvSU ID.	None	1 Minute	<i>Assigned Library Staff</i>
2. Write in the logbook and leaves unnecessary things in the baggage area.	2. Assist the client in filling out the logbook.	None	1 Minute	<i>Assigned Library Staff</i>
3. Proceed to the OPAC station for the title/author and call number needed for research.	3.1 If necessary, assist library patrons in using the OPAC.	None	1 Minute	<i>Assigned Library Staff</i>



	3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
4. Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	Assigned Library Staff
<b><u>For Visitor</u></b>				
1. Present referral letter to the librarian in-charge.	1. Receive a letter of referral.	None	1 Minute	Assigned Library Staff
2. Sign the record book and pay for the library fee.	2. Receive payment.	Php 30.00	1 Minute	Assigned Library Staff
3. Log in the visitors' logbook and leave unnecessary things in the baggage area.	3. Assist the client in filling out the logbook.	None	2 Minutes	Assigned Library Staff
4. Proceed to the OPAC station for the title/author and call number needed for research.	4.1 If necessary, assist library patrons in using the OPAC.	None	1 Minute	Assigned Library Staff
	4.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
5. Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	Assigned Library Staff



	<b>TOTAL:</b>	<b>None</b>	<b>5 Minutes</b> (For CvSU student, faculty, employee, and Alumni)	
	<b>TOTAL:</b>	<b>Php 30.00</b>	<b>7 Minutes</b> (For Visitors only)	



## Borrowing and Returning of Books and Other Library Materials

This procedure covers the process of borrowing and returning of books and library materials.

<b>Office or Division:</b>	Campus Library
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Citizen
<b>Who may avail:</b>	Students, Faculty Members and Employees, and Outside Researchers from other Institutions

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For new and old students: Library card	Campus Library
For Faculty Members and Employees CvSU identification card	Human Resource Development Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Students, Faculty Members and Employees to present books to be borrowed	<u>Borrowing of books:</u>			
	1. Check out the books to be borrowed by scanning the barcodes of these and fill-out the book card.	None	1 Minute	<i>Assigned Library Staff</i>
	2. Stamp due date on the date due slip. Attach book card to the borrower's library card.	None	1 Minute	
	3. Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			





	<u>Returning of books:</u> 1. Present book/s to be returned 2. Pull-out Borrower's File Card and check the due date. 3. Insert the book/s and shelves these books 4. Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None  None  None	1 Minute  2 Minutes	Assigned Library Staff
2. Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	Assigned Library Staff
	<b>TOTAL:</b>	<b>None</b>	<b>4 Minutes</b> (Borrowing)	
	<b>TOTAL:</b>	<b>None</b>	<b>5 Minutes</b> (Returning)	



Issuance of Library Card for New Registrants				
This procedure aims to facilitate the issuance of Library Card for new registrants.				
<b>Office or Division:</b>	Campus Library			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may avail:</b>	Students, Faculty Members and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For new students: Registration Form 1 pc. 1x1 ID picture		Registrar's Office Student		
For faculty members and employees: CvSU identification card		Human Resource Development Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. New students, faculty members and employees inquire about issuance of Library card.	1.1 Assist the students/faculty members/employees in encoding their data into the system.	None	2 Minutes	<i>Assigned Library staff and Client</i>
	1.2 Issue a library card to the students with his/her 1x1 ID picture and date of validity of the card.	None	2 Minutes	<i>Assigned Library staff</i>
	1.3 Counter sign the Registration form of students.	None	1 Minute	<i>Assigned Library staff</i>



	1.4 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
2. Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Assigned Library staff</i>
	<b>TOTAL:</b>	<b>Php 20.00</b>	<b>7 Minutes</b>	



Replacement of Lost Library Cards				
This procedure aims to provide new library cards for students, faculty members and employees				
Office or Division:	Campus Library			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Affidavit of Loss		Any Attorney's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Affidavit of Loss.	1.1 Receive the affidavit of loss.	None	1 Minute	Assigned Clerk
	1.2 Check the database of registered clients and update data if necessary.	None	1 Minute	Assigned Clerk
	1.3 Release new library card to client upon payment.	Php 5.00	2 Minutes	Assigned Library staff
	1.4 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			



2. Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Assigned Library staff</i>
	<b>TOTAL:</b>	<b>Php 5.00</b>	<b>6 Minutes</b>	



Issuance of Referral Letter				
This procedure describes how a referral letter is issued to allow the applicant to conduct research in other libraries/institutions.				
Office or Division:	Campus Library			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Students, Faculty Members and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For new and old students: Library card		Campus Library		
For Faculty Members and Employees CvSU identification card		Human Resource Development Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Students, Faculty Members and Employees to request for the issuance of referral letter	<u>Issuance of referral request:</u>			
	1. Fill out Referral Request Form	None	2 minutes	Assigned Library Staff
	2. Stamp date of claim for the referral letter	None	1 minute	
	<u>Claiming the referral:</u>			
	1. Present slip claim for the referral	None	1 minute	Assigned Library Staff
	2. Receive the referral letter	None	1 minute	
	Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	2 Minutes	Assigned Library Staff



2. Fill out and return the Stakeholders' Feedback form or Google Form	2. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form			
	<b>TOTAL:</b>	<b>None</b>	<b>5 Minutes</b> Issuance	
	<b>TOTAL:</b>	<b>None</b>	<b>4 Minutes</b> Claim	



**Cavite State University Naic Campus**  
**Physical Plant and Security Services**  
External and Internal Services





Securing a Gate Pass				
This procedure allows the clients to be issued a gate pass and list down the item/s brought in/out of the campus for security reasons.				
Office or Division:	Physical Plant and Security Services			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Employees, Students, stakeholders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Gate Pass Form		PPSS Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get and fill out the Gate Pass Form from the PPSS Office/Guard House	1. Provide the gate pass form to the client	None	1 Minute	PPSS Staff Office/Guard on Duty
2. Bring the accomplished form to the Civil Security Unit Coordinator, PPSS Director and Campus Administrator for approval	2. Assist the client	None	15 Minutes	Civil Security Unit Coordinator, PPSS staff and Office of the Campus Administrator staff
3. Bring the form to the guard-on-duty for verification and inspection	3.1 Check the listing and actual items.  3.2 Provide client with Stakeholders' Feedback Form or Google Form using	None	5 Minutes	Guard-on-Duty  PPSS Staff Office/Guard on Duty



	the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
4. Fill out and return the Stakeholders' Feedback form or Google Form	Inform the client to drop the form in the provided box located at the exit gate of the campus or acknowledge receipt of Google Form	None	2 Minutes	<i>PPSS Staff Office/Guard on Duty</i>
	<b>TOTAL:</b>	<b>None</b>	<b>23 Minutes</b>	



## Procedure for CCTV Playback

This procedure allows all stakeholders to be guided on how to request for CCTV playback and gain access in reviewing the recorded footages inside the university at a given place and time for purposes of investigation.

**Office or Division:** Physical Plant and Security Services

**Classification:** Simple

**Type of Transaction:** G2C-Government to Citizen

**Who may avail:** Employees, Students, Stall Owners

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Written request/statement indicating the detailed information about the event and Identification Card		The client will provide		
Request for CCTV Playback Form		PPSS Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the written request and ID	1. Receive the document and assist to the PPSS Office	None	1 Minute	<i>Guard-on-Duty</i>
2. Fill out the Request for CCTV Playback Form	2. Assist the client in signing the form	None	2 Minutes	<i>PPSS Staff</i>
3. Provide incident information to the guard-on-duty and personnel	3. Review the CCTV footage in given location and time and ask some questions to satisfy the needs of the client	None	30 Minutes	<i>PPSS Staff with the Guard-on-Duty/Head Guard</i>



4. Submit the approved letter and sworn statement subject for investigation.	4. Accept the approved letter and provides the specific footage/s needed as evidence.	None	2 Days	<i>Administrative Aide Civil Security Unit Head Guard Chief for Operation Civil Security Officer Civil Security Unit</i>
Accomplish the information in the log sheet before leaving the office.	Provide the log sheet.  5.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	1 Minute	<i>Administrative Aide Civil Security Unit</i>
Fill out and return the Stakeholders' Feedback form or Google Form	6. Inform the client to drop the form in the provided box located at the exit gate of the campus or acknowledge receipt of Google Form	None	2 Minutes	<i>PPSS Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>2 Days, 36 Minutes</b>	



Request for Repair/Construction Materials				
This procedure allows the clients to list down and claim the item/s that they are going to use in the repair/construction works.				
Office or Division:	Physical Plant and Security Services			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen G2B - Government to Business Entity/ies G2G -Government to Government			
Who may avail:	CvSU-Naic Employees such as Deans, Director, Unit Heads, students, Campus office occupants and stakeholders, Project Construction Site Engineer/Foreman			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Materials Requisition Form			PPSS Office	
Approved Work Request Form				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get and fill out the materials requisition form from the PPSS Office	1. Check if there are available materials requested	None	1 Minute	Property Custodian
2. Submit the form to the concerned coordinator	2.1 Recommend and endorse the Materials Requisition Form	None	5 Minutes	Concerned coordinator
	2.2 Approve Materials Requisition Form	None	5 Minutes	PPSS Director
3. Submit the accomplished and approved materials requisition form to the Property Custodian	3.1 Sign the form and release the requested material/s.	None	20 Minutes	Property Custodian



	3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
4. Fill out and return the Stakeholders' Feedback form or Google Form	4. Inform the client to drop the form in the provided box located at the exit gate of the campus or acknowledge receipt of Google Form	None	2 Minutes	<i>Property Custodian</i>
	<b>TOTAL:</b>	<b>None</b>	<b>33 Minutes</b>	



## Request for Official Vehicle Trip Ticket

This procedure shows how the PPSS issues Official Vehicle Trip Ticket to enable University personnel to attend to their official duties outside the premises of the University.

**Office or Division:** Physical Plant and Security Services

**Classification:** Simple

**Type of Transaction:** G2C-Government to Citizen  
G2G- Government to Government

**Who may avail:** Employees and Students

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved Travel Order /Ticket Form		Human Resource Office and PPSS Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get and fill out the trip ticket form from the PPSS Office	1.1 Check if there is available driver and vehicle to dispatch  1.2 Inform the client if the request is on Re-schedule due to unavailability of Service Vehicle.	None	2 Minutes	<i>Vehicle Dispatcher</i>
2. Counter sign the Travel Order Form of the Immediate Supervisor/ Department Head/Chairperson of the Head of the Party beside the name of Campus Administrator	2.1 Check if there is attached travel order prior to scheduling of the requested trip.  2.2 Assign Trip ticket number, driver, and vehicle to be dispatched.  2.3 Call the attention of the guard-on-duty to advise and inform the assigned driver.	None	3 Minutes	<i>Vehicle Dispatcher, Guard-on-Duty and assigned driver</i>



3. Bring the trip ticket to O.C.A. for the approval of the Campus Administrator	3.1 Check and receive the trip ticket form and the travel order form	None	5 Minutes	<i>OCA staff</i>
	3.2 Release the approved trip ticket and travel order form		1 Minute	<i>Head of the Party/Passenger and OCA staff</i>
4. Submit the approved trip ticket and travel order to the PPSS Office	4.1 Check and receive the forms 4.2 Submit the approved forms to the guard-on-duty and call the attention of the driver 4.3 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	2 Minutes	<i>Vehicle Dispatcher</i>
5. Fill out and return the Stakeholders' Feedback form or Google Form	5.1 Inform the client to drop the form in the provided box located at the exit gate of the campus or acknowledge receipt of Google Form	None	2 Minutes	<i>Vehicle Dispatcher</i>
<b>TOTAL:</b>		<b>None</b>	<b>15 Minutes</b>	





Work/Job Request for Repair and Maintenance				
The procedure shows how the PPSS provide the repair and maintenance of CvSU-Naic Campus facilities and equipment.				
<b>Office or Division:</b>	Physical Plant and Security Services			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen G2B - Government to Business Entity/ies			
<b>Who may avail:</b>	CvSU-Naic Employees such as Deans, Director, Unit Heads, students, Campus office occupants and stakeholders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Job Requisition Form		PPSS Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get and fill out the Job requisition form from the PPSS Office	1. Inspect for the scope of work and materials needed	None	5 Minutes	<i>PPSS Staff</i>
2. Present the form to the concerned coordinator for approval	2.1 Check if there is available personnel-in-charge and available materials. 2.2 Approve the form to commence the requested work	None	5 Minutes	<i>Concerned coordinator</i>
3. If there are no available materials and/or personnel to do the job, return request to the PPSS Office or to the concerned coordinator for proper action	3. Check the availability of materials and/or personnel.	None	10 Minutes	<i>Concerned coordinator/PPSS Staff</i>



4. Acknowledge the work request	4.1 Receive the signed acknowledgement form  4.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	2 Minutes	<i>Concerned coordinator/ personnel who performed the work request</i>
5. Fill out and return the Stakeholders' Feedback form or Google Form	5. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>PPSS Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>24 Minutes</b>	



**Cavite State University Naic Campus**  
**Research and Extension**  
External and Internal Services



Processing of Research/Extension Proposal				
This procedure will facilitate the application and approval of research proposals of the faculty for funding.				
Office or Division:	Office of the Director for Research and Extension (ODRE)			
Clasification:	Highly Technical			
Type of Transaction:	G-2-G Government-to-government			
Who may avail:	All faculty members			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Research/Extension Proposal (program or project)		Applicant/proponent		
Acknowledgement receipt		Research unit		
Proposal review form		Research unit/RCRU		
Contract		Research and extension unit		
Special order		Research and extension unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit one (1) hard copy and an electronic copy of detailed proposal for the program (if applicable) and for each component project using the prescribed format together with the Proponent's curriculum vitae. In the case of the designated faculty researchers, research	1.1 Receive the proposal and provide acknowledgement receipt.  1.2 Conduct pre-evaluation of the proposal and provides feedback to the proponents.	None	2 Days	Research coordinator/ Extension coordinator



proposals are directly submitted to the Research Center.				
2. Resubmit the revised proposal based on the comments and suggestions during the pre-evaluation.	<p>2.1 Receive the revised proposal. A technical review will be conducted to assess the technical merits and whether a review by the Responsible Conduct of Research Unit (RCRU) is necessary.</p> <p>2.2 Notify the proponent of the result of evaluation. Proposal that did not pass the review is returned to the proponent with the corresponding comments and suggestions.</p>	None	10 Days	<i>Research coordinator/ Extension coordinator/ M&amp;E coordinator</i>
3. Revise the proposal based on the reviewers' comments and suggestions on technical or ethical aspects and resubmit the proposal.	<p>3.1 Re-evaluate as to compliance to comments and suggestions.</p> <p>3.2 Notify the proponents of their schedule of oral presentation.</p>	None	10 Days	<i>Research coordinator/ Extension coordinator</i>
4. Attend the scheduled oral presentation.	<p>4.1 Notify the proponent about the results of the evaluation. If the proposal needs revision, the proponent is given time to resubmit the revised proposal.</p> <p>4.2 Endorse the proposal to the office of the Campus Administrator for final approval.</p> <p>4.3 Prepare the contract / MOA</p>	None	5 Days	<i>Research coordinator/ Extension coordinator/ director/ Campus administrator</i>



5. Sign the contract/ MOA and have it notarized	5.1 Facilitate the notarization of the contract and issue a Special Order (SO) to initialize the program/ project.  5.2 Commence the project upon the receipt of SO.	None	2 Days	<i>Research coordinator/ Extension coordinator</i>
6. Submit the required purchase requests.	6.1 Facilitate the processing of program or project funds, release of budget, and approval of requests.  6.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>	None	*(Based on the procurement policies and process flow)	<i>Research coordinator/ Extension coordinator M&amp;E coordinator</i>
7. Fill out and return the Stakeholders' Feedback form or Google Form	7. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form			
	<b>TOTAL:</b>	<b>None</b>	<b>*29 Days with Procurement Process based on RA 9184</b>	



## Implementation, Monitoring, and Evaluation of Research/Extension Programs/Projects

This procedure will facilitate the system for the implementation, monitoring, and evaluation of research programs and projects funded by the University and by external agencies

<b>Office or Division:</b>	Office of the Director for Research and Extension (ODRE)
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G-2-C Government to citizen G-2-G Government-to-government
<b>Who may avail:</b>	All faculty members

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Acknowledgement receipt	Monitoring and evaluation unit
Quarterly and terminal progress reports	Monitoring and evaluation unit
Certificate of program/project completion	Monitoring and evaluation unit
Notice of program/project termination	Monitoring and evaluation unit

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Schedule a pre-implementation meeting with the ODRE and the funding agency.	1. Facilitate the conduct of the meeting.	None	1 Day	<i>M&amp;E coordinator</i>
2. Submit a copy of the duly signed memorandum of agreement and/or contract detailing the title of the project, duration, budget and terms of reference.	2. Acknowledge the receipt of the memorandum of agreement and/or contract.	None	1 Day	<i>M&amp;E coordinator</i>



<p>3. Furnish the monitoring and evaluation (M&amp;E) unit copies of the reports (quarterly progress report, annual report, terminal reports and others) submitted to the external funding agencies.</p>	<p>3.1 Acknowledge the receipt of the reports.</p> <p>3.2 Schedule a visit to the implementation/study sites whenever applicable or necessary.</p> <p>3.3 Require the proponent to present their outputs during the Annual In-House Review.</p>	<p>None</p>	<p>3 Days</p>	<p><i>M&amp;E coordinator</i></p>
<p>4. Present the research/ extension outputs during the annual in-house review.</p>	<p>4.1 Evaluate the program/project accomplishments and decide whether the project shall continue or be terminated.</p> <p>4.2 Notify of the results of the review and evaluation.</p>	<p>None</p>	<p>5 Days</p>	<p><i>M&amp;E coordinator</i></p>
<p>5. Proponent with completed or terminated research program or project submit three (3) copies of the terminal report within one month upon completion or termination.</p>	<p>5.1 Acknowledge the receipt of the reports.</p> <p>5.2 Endorse to the Extension Services and Knowledge Management Center the terminal report for evaluation of the technology generated whether for publication, transfer or intellectual property right application. The results of the evaluation will be made known to the Proponent.</p> <p>Issue certificate of completion or termination.</p>	<p>None</p>	<p>3 Days</p>	<p><i>M&amp;E coordinator/ director</i></p>





	Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	6. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form			
	<b>TOTAL:</b>	<b>None</b>	<b>13 Days</b>	



Conduct of Seminars and Trainings				
This procedure shows the steps in the conduct of seminars and trainings on research and extension.				
Office or Division:	Office of the Director for Research and Extension (ODRE)			
Clasification:	Complex			
Type of Transaction:	G-2-C Government to citizen G-2-G Government-to-government			
Who may avail:	All faculty members			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Training or seminar proposal		Proponent		
Acknowledgement receipt		Research/extension unit		
Training evaluation form (livelihood training)		Research/extension unit		
Training evaluation form (technical training)		Research/extension unit		
Proceedings		Proponent		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Submit training or seminar proposal prepared by the department/unit using the prescribed format to the ODRE for approval.	1.1 Acknowledge the receipt of the proposal. 1.2 Review by respective coordinator and the M&E coordinator prior the approval of the director and the campus administrator.	None	3 Days	<i>Research coordinator/ extension coordinator/ M&amp;E coordinator</i>
2. Make the necessary preparations for the conduct of seminar/training as to venue, resource persons and participants	2. Validate all the preparations done and endorse the proposal for approval.	None	1 Day	<i>M&amp;E coordinator</i>
3. Conduct the seminar /training.	3.1 Oversee the conduct and implementation of the seminar/ training 3.2 Prepare a report on the implementation of the seminar/ training.	None	*5 Days (depending on the proposed length of the seminar/ training)	<i>Research coordinator/ extension coordinator/ M&amp;E coordinator</i>
4. Facilitate the evaluation of the training using training evaluation forms.	4. Oversee the conduct of the evaluation.	None	1 Day	<i>M&amp;E coordinator</i>
5. Prepare training proceedings using the prescribed format and submits to the ODRE.	5.1 Acknowledge the receipt of the proceedings/report.  Conduct a review of the proceedings and provide feedbacks to the department/unit	None	5 Days	<i>M&amp;E coordinator/ director ODRE</i>



	. Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
Fill out and return the Stakeholders' Feedback form or Google Form	6. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form			<i>M&amp;E coordinator</i>
	<b>TOTAL:</b>	<b>None</b>	<b>15 Days</b> (depending on the proposed length of the seminar/ training)	



Application and Granting of Incentives for Publication of Faculty, Researchers, and Staff				
This procedure will facilitate application and granting of incentives for publication of faculty, researchers, and staff				
Office or Division:	Office of the Director for Research and Extension			
Clasification:	Complex			
Type of Transaction:	G-2-G Government-to-government			
Who may avail:	All faculty members, researchers, and staff			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application form for incentives		ODRE		
Evaluation form		ODRE		
Acknowledgement receipt		ODRE		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out the application form for incentives.	1. Receive the application form	None	1 Minute	Research coordinator/ M&E coordinator
	2.1 Acknowledge the receipt of the documents.	None	14 Days	ODRE/Research coordinator/



<p>2. Submit the application form to the ODRE together with the following:</p> <ul style="list-style-type: none"> <li>a. Printed copy of the journal where the paper is published;</li> <li>b. Copy of the table of contents bearing the title of the article and name of the author(s);</li> <li>c. Copy of the article published;</li> <li>d. Certificate of acceptance for publication; and</li> <li>e. Comments /suggestions of the reviewer or any proof that a peer-reviewed process took place.</li> </ul>	<p>2.2 Validate all the documents and endorse the application for approval.</p> <p>2.3 Return application of publications that failed the evaluation to the proponents together with the results of the evaluation.</p> <p>2.4 Endorse approved publications to the Director of RE and campus administrator for approval.</p> <p>2.5 Facilitate the processing of the monetary incentives and notify the claimant upon release of the incentive.</p>			<i>M&amp;E coordinator</i>
	<p>2.6 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a></p>			<i>Research coordinator/ M&amp;E coordinator</i>
<p>3. Fill out and return the Stakeholders' Feedback form or Google Form</p>	<p>3. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form</p>	None	2 Minutes	<i>Research coordinator/ M&amp;E coordinator</i>
	<b>TOTAL:</b>	<b>None</b>	<b>14 Days, 3 Minutes</b>	



**Cavite State University Naic Campus**  
**External and Business Affairs**  
External and Internal Services



<b>Resource Generation</b>				
This procedure shows how the Office of the External and Business Affairs attend to the queries of visitors regarding its income generating services				
<b>Office or Division:</b>	External and Business Affairs			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may avail:</b>	Employees, Students, Stall Owners			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Visitor Pass/ Log Sheet			Guard House	
EBA Form			EBA Office	
Personal Data Sheet				
Gate Pass				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Inquire on the services provided by the institution	Provide Information on the following: Daily Sales / Income Special Projects Special Training IGP	None	10 Minutes	<i>Coordinator Resource Generation/ Staff</i>





2. Apply for the professional services	2.1 Explain the details of the services or facilities needed by the client	None	15 Minutes	<i>Resource Generation/ Staff</i>
	2.2 Assist in filling out application form for: Resource Generation Special Projects Special Training IGP			<i>Coordinator Resource Generation/ Staff</i>
	2.3 Advise the applicant to accomplish the needed documents			
3. Submit the needed document for the professional services	3.1 Receive the documents	None	10 Minutes	<i>Coordinator Resource Generation/ Staff/ Instructor concern/</i>
	3.2 Present and discuss the agreement to clientele.			
	3.3 Advise the client to pay the corresponding fees			
4. Pay the required fees	4. Issue Official Receipt	Depending on the service/ facility fee	2 Minutes	<i>Cashier's Office</i>
5. Avail the professional services.	5.1 Facilitate the signing of the contract	None	10 Minutes	<i>Resource Generation/ Staff</i>
	5.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			



6. Fill out and return the Stakeholders' Feedback form or Google Form	6. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Resource Generation/ Staff</i>
	<b>TOTAL:</b>	<b>Depending on the service/ facility fee provided</b>	<b>49 Minutes</b>	



Sales of University Merchandise and other Services				
This procedure shows how the Office of the External and Business Affairs sell University merchandise and other services to interested employees and students.				
<b>Office or Division:</b>	External and Business Affairs			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may avail:</b>	Employees, Students			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Proof of Payment (Official Receipt)			Cashier	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ask/Inquire on the services needed	1. Provide information about the following: School Uniform PE Uniform NSTP Uniform Photocopy Services Test Booklet Campus Vehicle Sticker Bottle Water Coffee Aguinaldo Blend Ring Binding ID Lace w/ ID Jacket	None	5 Minutes	<i>EBA Personnel</i>
2. Avail the professional services for their inquiries.	2. Assist on the needed service / inquiries	None	2 Minutes	<i>EBA Personnel</i>



3. Pay the required fees	3. Payment Receipt and Receipt issued.	Depending on the service/ facility fee	2 Minutes	Cashier's Office / EBA Personnel
4. Provide the needed service / item	4.1 Avail the desired service / item 4.2 Issue Client Feedback form	None	2 Minutes	EBA Personnel
5. Fill out the Client Feedback form.	5.1 Receive the Client Feedback Form	None	2 Minutes	EBA Personnel
	5.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
6. Fill out and return the Stakeholders' Feedback form or Google Form	6. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	EBA Personnel
	<b>TOTAL:</b>	<b>Depending on the service/ facility fee provided</b>	<b>15 Minutes</b>	



Issuance of University ID Card				
This procedure covers how the Office of External and Business Affairs assists employees and students in securing University ID card,				
<b>Office or Division:</b>	External and Business Affairs			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may avail:</b>	Employees, Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Visitor Pass/ Log Sheet		Guard House		
EBA Form		EBA Office		
Personal Data Sheet				
Gate Pass				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ask/inquire on the services needed	1. Provide information about the following: New application Missing ID Replacement of ID	None	2 Minutes	<i>EBA Personnel</i>
2. Apply for the professional services.	2. Fill out information data sheet	None	2 Minutes	<i>EBA Personnel</i>
3. Pay the required fees	3. Issue Official Receipt	Depending on the service provided	2 Minutes	<i>Cashier's Office / EBA Personnel</i>
4. Avail the professional services.	4.1 Encode client information details, affix e-signature and take picture	None	5 Minutes	<i>EBA Personnel</i>



	<p>4.2 Printing of ID Card and issued to the applicant</p> <p>4.3 Provide client with Stakeholders' Feedback Form or Google Form using the link  <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a></p>			
Receive ID card and Fill out the Client Feedback Form	5. Receive the Client Feedback Form	None	2 minutes	<i>EBA Personnel</i>
6. Fill out and return the Stakeholders' Feedback form or Google Form	6. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>EBA Personnel</i>
	<b>TOTAL:</b>	<b>Depending on the service provided</b>	<b>15 Minutes</b>	



**Cavite State University Naic Campus**  
**Supply Office**  
External and Internal Services



Procurement Process				
This procedure shows how the Supply Office facilitates the procurement of the goods and services of the University for its operations and management.				
Office or Division:	Supply Office			
Classification:	Highly Technical			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Employees, Students, Stall Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Purchase Request		Guard House		
Request for quotation		EBA Office		
Abstract of Canvass		Supply Office		
Inventory Custodian Slip or Property Acknowledge Receipt		Supply Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Purchase Request	1.1 Verify the Purchase Request in accordance with the APR/PR Number/Certification	None	5 Minutes	Assigned Clerk/ Supply Office
	1.2 Approve Purchase Request	None	5 Minutes	Campus Administrator
	1.3 Post Purchase Request in the PhilGEPS Website (P50k above)	None	*7 Days	Canvasser
	1.4 Prepare Canvass Sheet (RFQ) and send to Supplier.	None	*5 Days	Canvasser and /Assign Clerk /Supply Office





	1.5 Prepare Abstract of Canvass (Evaluation of Abstract of Canvass)	None	*2 Days	Assigned Clerk/ Supply Office
	1.6 Issue Recommendation of Award	None	*5 Days	Bidding & Awards Committee (BAC)
	1.7 Prepare Purchase Order	None	30 Minutes	Assigned Clerk/ Supply Office
	1.8 Approve Purchase Order	None	5 Minutes	Campus Administrator
	1.9 Certify Availability of Fund	None	5 Minutes	Accounting
	1.10 Serve the Purchase Order	None	1 Day	Assigned Clerk/ Supply Office
	1.11 Receive Delivery	None	*7 Days	Assigned Clerk/ Supply Office
	1.12 Conduct Inspection and Acceptance	None	30 Minutes	Assigned Clerk/ Supply Office
2. Receive Goods/ equipment/ Constructional materials.	2. Prepare Inventory Custodian Slip or Property Acknowledge Receipt	None	1 Hour	Assigned Clerk/ Supply Office
3. Receive Inventory Custodian Slip or Property Acknowledge Receipt and Requisition and Issue Slip	3.1 Issue item/s to End-User	None	1 Hour	Assigned Clerk/ Supply Office



	3.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			
4. Fill out and return the Stakeholders' Feedback form or Google Form	4. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	<i>Assigned Clerk/ Supply Office</i>
	<b>TOTAL:</b>	<b>None</b>	<b>27 Days, 3 Hours, 22 Minutes</b>	

\*as per RA 9184



**Cavite State University Naic Campus**  
**Quality Assurance Accreditation Center (QAAC)**  
External and Internal Services



## Admission and Registration Procedure of TCP students

This procedure shows the steps how TCP students are admitted and officially registered in the University.

<b>Office or Division:</b>	Quality Assurance Accreditation Center/TCP
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C Government to Citizen
<b>Who may avail:</b>	TCP – students/applicants

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Application Form For Admission	QAAC Office/MIS office
Transcript of Records (TOR)	Former School
Certificate of Transfer (COT)	Former School
Passport Size Picture	Student- applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents	1. Verify and check documents of student applicant including grade requirement	None	3 Minutes	QAAC Staff
2. Fill out the admission form	2. Evaluate the submitted documents and provide the student with admission form.	None	5 Minutes	QAAC Coordinator/Staff
3. Take the admission test and wait for the result of examination	3. Verify student's qualification based on the admission requirements of the program	None	15 Minutes	QAAC Coordinator/Staff
4. Present admission form at the MIS office	4. Print Registration Form	None	5 minutes	Registrar/ MIS



5. Present Registration Form and pay the corresponding tuition fee at the Cashier's Office	5. Validate Payment	Php 7,360.00	5 minutes	Cashier's Office Staff/Clerk
6. Present Registration form at the office of External and Business Affairs Office (EBA) for ID printing	6. Validate Registration Form and issue Student ID	None	10 minutes	EBA Staff
7. Submit photocopy of completed and official enrolment form	7.1 Validate and receive the copy of enrolment form	None	5 minutes	Registrar/ QAAC Coordinator/Staff
	7.2 Provide client with Stakeholders' Feedback Form or Google Form using the link <a href="http://119.92.116.149/hrdo_feedback_form">http://119.92.116.149/hrdo_feedback_form</a>			QAAC Staff
8. Fill out and return the Stakeholders' Feedback form or Google Form	8. Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 Minutes	QAAC Staff
<b>TOTAL:</b>		<b>Php 7,360.00</b>	<b>50 Minutes</b>	



## FEEDBACK AND COMPLAINTS MECHANISM

<b>How to send feedback</b>	Accomplish Stakeholders' Feedback Form and drop it at the Suggestion Box in front of the frontline desk officer.
<b>How feedbacks are processed</b>	<p>The Unit Head collects, evaluates and consolidates the accomplished form on a weekly basis.</p> <p>Stakeholder feedback analysis will be presented to all staff during weekly and quarterly meetings.</p> <p>The Unit Head submits a copy of report of stakeholders' feedback using the Stakeholders' Feedback Weekly Report and Stakeholders' Feedback Quarterly Report.</p> <p>The HR staff consolidates all the reports of stakeholders' feedback from all units/colleges.</p>
<b>How to file a complaint</b>	<p>Proceed to HR office and accomplish Stakeholder's Complaint Form.</p> <p>Complaints may be also received thru phone and e-mail.</p>
<b>How complaints are processed</b>	<p>The HRDO staff assesses the situation/complaint and reports it to the HR Director.</p> <p>In the case that the complainant is present, the HR Director will try to resolve as quickly as possible the complaints which are straightforward and require little or no investigation.</p> <p>For complaints received by phone and in e-mail, the HR Director solicits facts and other information from the employee/unit being complained to fully understand the</p>



	<p>situation. The process has a maximum duration of five (5) working days upon receipt of the complaint.</p> <p>The HRDO communicates the frontline resolution outcome to the complainant. This may be done face-to-face, by phone, in writing or e-mail.</p>
<b>HANDLING 8888/CCB COMPLAINTS</b>	
<b>How to file a complaint</b>	The concerned agency endorses the complaint letter coursed through 8888/Contact Center ng Bayan.
<b>How complaints are processed</b>	<p>Within 72 hours, the University, through the Office of the University President (OUP) receives the complaint letter and endorses the same to the Office of the Vice President for Administrative and Support Services (OVPASS) for assessment.</p> <p>Likewise, the concerned unit/ individual is furnished by OUP with the copy of the complaint letter and instructed to submit a draft response to the OVPASS.</p> <p>The assigned Alternate Focal Person for the Main and Branch campuses verify the letter reply of the concerned unit and submit a final draft to the OVPASS for approval.</p> <p>The approved letter reply is then endorsed by the OVPASS to the OUP for signature of the University President and submission to the CCB/8888 via <a href="mailto:moroceo@ched.gov.ph">moroceo@ched.gov.ph</a>; <a href="mailto:ched4a@ched.gov.ph">ched4a@ched.gov.ph</a>; <a href="mailto:imachan@ched.gov.ph">imachan@ched.gov.ph</a>; <a href="mailto:8888hotline@ched.gov.ph">8888hotline@ched.gov.ph</a>; <a href="mailto:lgueta@ched.gov.ph">lgueta@ched.gov.ph</a> and <a href="mailto:dbuenaagua@ched.gov.ph">dbuenaagua@ched.gov.ph</a>.</p>
<b>Contact Information of CvSU-HRDO, CCB, and PCC</b>	<p><b>CvSU-HRDO:</b></p> <p><b>MAIN CAMPUS</b> (046) 419-4527/0949-772-1045/ 0995-744-5074</p>



	<a href="mailto:cvsuhrd@cvsu.edu.ph">cvsuhrd@cvsu.edu.ph</a>
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	<b>CCB:</b> 0908-881-6565 / 8888
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	<b>PCC:</b> (02)-8736-8645 / (02)-8736-8603
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## Cavite State University's Contact Information

OFFICE	ADDRESS	CONTACT INFORMATION	E-MAIL ADDRESS
<b>MAIN CAMPUS</b>			
<b>Human Resource Development Office</b>	Brgy. Bancod, Indang, Cavite	(046) 419-4527/ 0949-772-1045 / 0995-744-5074	<a href="mailto:cvsuhrd@cvsu.edu.ph">cvsuhrd@cvsu.edu.ph</a>
<b>Cashier's Office</b>	Brgy. Bancod, Indang, Cavite	(046) 862-0853	<a href="mailto:cashiersoffice@cvsu.edu.ph">cashiersoffice@cvsu.edu.ph</a>
<b>University Registrar</b>	Brgy. Bancod, Indang, Cavite	(046) 862-0853	<a href="mailto:cvsuregistrar@cvsu.edu.ph">cvsuregistrar@cvsu.edu.ph</a>
<b>University Library</b>	Brgy. Bancod, Indang, Cavite	None	<a href="mailto:cvsulibrary@cvsu.edu.ph">cvsulibrary@cvsu.edu.ph</a>
<b>Office of Student Affairs and Services</b>	Brgy. Bancod, Indang, Cavite	+639176833905	<a href="mailto:cvsuosasmain@cvsu.edu.ph">cvsuosasmain@cvsu.edu.ph</a>
<b>University Health Service</b>	Brgy. Bancod, Indang, Cavite	(046) 423-1335	<a href="mailto:infirmary.cvsu@gmail.com">infirmary.cvsu@gmail.com</a>
<b>SATELLITE CAMPUSES</b>			
<b>Bacoor Campus</b>	Molino VI, Bacoor City, Cavite	(046) 476-50-29	<a href="mailto:cvsubacoor@cvsu.edu.ph">cvsubacoor@cvsu.edu.ph</a>
<b>Cavite City Campus</b>	Brgy. VIII, Pulo II, Dalahican, Cavite City	(046) 527-8624	<a href="mailto:cvsucavitecity@cvsu.edu.ph">cvsucavitecity@cvsu.edu.ph</a>
<b>Carmona Campus</b>	Carmona, Cavite	(046) 487-6328	<a href="mailto:cvsucarmona@cvsu.edu.ph">cvsucarmona@cvsu.edu.ph</a> <a href="mailto:carmonahrdo@cvsu.edu.ph">carmonahrdo@cvsu.edu.ph</a> <a href="mailto:carmonalibrary@cvsu.edu.ph">carmonalibrary@cvsu.edu.ph</a> <a href="mailto:carmonaregistrar@cvsu.edu.ph">carmonaregistrar@cvsu.edu.ph</a>



			<a href="mailto:joseph.cuarez@cvsu.edu.ph">joseph.cuarez@cvsu.edu.ph</a> <a href="mailto:carmonaosas@cvsu.edu.ph">carmonaosas@cvsu.edu.ph</a> <a href="mailto:carmona.admission@cvsu.edu.ph">carmona.admission@cvsu.edu.ph</a>
<b>Imus Campus</b>	LTO Compound, Imus City, Cavite	(046) 471-6607 (046) 436-6584	<a href="mailto:cvsuimus@cvsu.edu.ph">cvsuimus@cvsu.edu.ph</a> <a href="mailto:hrdoimus@cvsu.edu.ph">hrdoimus@cvsu.edu.ph</a> <a href="mailto:cvsuimus.osas@cvsu.edu.ph">cvsuimus.osas@cvsu.edu.ph</a>
<b>Maragondon Campus</b>	Sta. Mercedes Ville, Maragondon, Cavite	09163238752	<a href="mailto:cvsumaragondon@cvsu.edu.ph">cvsumaragondon@cvsu.edu.ph</a>
<b>Silang Campus</b>	Brgy. Biga I, Silang, Cavite	(046) 513-3965 / 0917-805-3602	<a href="mailto:cvsusilang@cvsu.edu.ph">cvsusilang@cvsu.edu.ph</a>
<b>Tanza Campus</b>	Brgy. Bagtas, Tanza, Cavite	(046) 414-3979	<a href="mailto:cvsutanza@cvsu.edu.ph">cvsutanza@cvsu.edu.ph</a>
<b>Trece Martires City Campus</b>	Brgy. Gregorio, Trece Martires City, Cavite	0977-803-3809	<a href="mailto:cvsutrecemartires@cvsu.edu.ph">cvsutrecemartires@cvsu.edu.ph</a>
<b>General Trias City Campus</b>	Brgy. Vibora, General Trias City, Cavite	(046) 509-4148	<a href="mailto:cvsugeneraltrias@cvsu.edu.ph">cvsugeneraltrias@cvsu.edu.ph</a>
<b>NAIC CAMPUS</b>			
<b>Human Resource Development Office</b>	Naic, Cavite	(046) 4238225 09274248016	<a href="mailto:hr@cvsu-naic.edu.ph">hr@cvsu-naic.edu.ph</a>
<b>Cashier's Office</b>	Naic, Cavite	(046) 4238225	<a href="mailto:cashier@cvsu-naic.edu.ph">cashier@cvsu-naic.edu.ph</a>
<b>Campus Registrar</b>	Naic, Cavite	(046) 4238225	<a href="mailto:registrar@cvsu-naic.edu.ph">registrar@cvsu-naic.edu.ph</a>
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<b>Research and Extension</b>	Naic, Cavite	(046) 4238225	<a href="mailto:odrdes@cvsu-naic.edu.ph">odrdes@cvsu-naic.edu.ph</a>
<b>Supply Office</b>	Naic, Cavite	(046) 4238225	<a href="mailto:supplyoffice@cvsu-naic.edu.ph">supplyoffice@cvsu-naic.edu.ph</a>
<b>ROSARIO CAMPUS</b>			
<b>Human Resource Development Office</b>	Rosario, Cavite	(046) 437-9505 Local 202	<a href="mailto:cvsuccat.hrmo@gmail.com">cvsuccat.hrmo@gmail.com</a>
<b>Cashier's Office</b>	Rosario, Cavite	(046) 437-9505 Local 205	<a href="mailto:cashier.office@yahoo.com">cashier.office@yahoo.com</a>
<b>Accounting Office</b>	Rosario, Cavite	(046) 437-9505 Local 203	<a href="mailto:acctg.cvsur2017@gmail.com">acctg.cvsur2017@gmail.com</a>
<b>University Registrar</b>	Rosario Cavite	09264131103	<a href="mailto:registrarmain@cvsu.edu.ph">registrarmain@cvsu.edu.ph</a>
<b>University Library</b>	Rosario, Cavite	(046) 437-7052	<a href="mailto:libraryccat@cvsu.edu.ph">libraryccat@cvsu.edu.ph</a>



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<b>University Health Service</b>	Rosario, Cavite	(046) 437-9505 Local 217	<a href="mailto:mariemichelleguzman@yahoo.com">mariemichelleguzman@yahoo.com</a>
<b>Physical Plants and Security Service</b>	Rosario, Cavite	(046) 437-9505 Local 221	<a href="mailto:cvsu.ppss@gmail.com">cvsu.ppss@gmail.com</a>
<b>Supply Office</b>	Rosario, Cavite	(046) 437-1109	<a href="mailto:supply.cvsuccat@gmail.com">supply.cvsuccat@gmail.com</a>
<b>Quality Assurance Accreditation Center</b>	Rosario, Cavite	(046) 437-9505 Local 210	<a href="mailto:accreoffice@gmail.com">accreoffice@gmail.com</a>
<b>Research and Extension</b>	Rosario, Cavite	(046) 437-9505	<a href="mailto:cvsuccatre@gmail.com">cvsuccatre@gmail.com</a>
<b>Externals and Business Affairs Office</b>	Rosario, Cavite	(046) 437-9488	<a href="mailto:cvsu_eba@yahoo.com">cvsu_eba@yahoo.com</a>