

# Republic of the Philippines Iloilo Science and Technology University

Burgos St., La Paz, Iloilo City, 5000 Philippines Trunkline: (+6333) 320-7190 | Telefax: (+6333) 329-4274 https://www.isatu.edu.ph/ mail@isatu.edu.ph

#### CERTIFICATE OF COMPLIANCE

Year: 2022

Pursuant to Republic Act No. 11032: An Act Promoting Ease of Doing Business and Efficient Delivery of Government Services, amending for the purpose Republic Act No. 9485, otherwise known as the Anti-Red Tape of Act 2007, and for Other Purposes

I, <u>DR. RAUL F. MUYONG</u>, Filipino, of legal age, <u>UNIVERSITY PRESIDENT</u>, of <u>ILOILO SCIENCE AND TECHNOLOGY UNIVERSITY</u>, the person responsible and accountable in ensuring compliance with Section 6 of the Ease of Doing Business and Efficient Government Service Delivery Act of 2018, hereby declare and certify the following facts:

 The Iloilo Science and Technology University Lapaz Campus including its four (Miag-ao, Leon, Barotac Nuevo and Dumangas) external Campuses has established most current and updated Citizen's Charter pursuant to Section 6 of RA 11032, its Implementing Rules and Regulations, and the relevant ARTA Issuances.

Citizen's Charter Handbook Edition: 2022, 3rd Edition

2.	The	following required forms of posting of the Citizen's Charter are present:
		Citizen's Charter Information billboard (in the form of interactive information
		kiosks, electronic billboards, posters, tarpaulins, standees, others)
		Citizen's Charter Handbook (Aligned with Reference B of ARTA memorandum Circular No. 2019-002)
		Circular (vo. 2019-002)
		Official website/Online Posting

- 3. The Citizen's Charter Information Billboard enumerates the following information:
  - a. External services
  - b. Checklist of requirements for each applicant or request















- c. Name of the person responsible for each step;
- d. Maximum processing time;
- e. Fee/s to be paid, if necessary; and
- f. Procedure for filing complaints and feedback
- 4. The Citizen's Charter handbook enumerates the following information:
  - a. Mandate, vision, mission, and service pledge of the agency;
  - b. Government services offered (External and Internal Services);
    - Comprehensive and uniform checklist of requirements for each type of application or request;
    - ii. Classification of service:
    - iii. Type of transaction;
    - iv. Who may avail;
    - v. Client steps and agency actions to obtain a particular service;
    - vi. Person responsible for each step;
    - vii. Processing time per step and total;
    - viii. Fee/s to be paid per step and total, if necessary.
  - c. Procedure for filing complaints and feedback;
  - d. Contact Information of ARTA, Presidential Complaints Center (PCC), and CSC Contact Center ng Bayan in the complaints mechanism; and
  - e. List of Offices
- The Citizen's Charter Information Billboard is posted at the main entrance of the office or at the most conspicuous place of all the said service offices.
- The printed Citizen's Charter Handbook is placed at the window/counters of each
  frontline offices to complement the information on the services indicated in the
  Information Billboard.
- 7. The Citizen's Charter Handbook version is uploaded on the website or any platform available of the agency/LGU through a tab or link specifically for the Citizen's Charter, located at the most visible space or area of the official website or the online platform available.
- 8. The Citizen's Charter is written either in English, Filipino, and/or in the local dialect and published as an information material.
- 9. There is an established Client Satisfaction Measurement per service.

10. The head of the office or agency shall be primarily responsible for the implementation of this Act and shall be held accountable to the public in rendering fast, efficient, convenient, and reliable service, pursuant to Sec. 8 of RA 11032.

This certification is being issued to attest to the compliance of the agency with the foregoing statements that can be validated by the Authority.

AUL F. MUYONG, Ed.D

Iloilo Science and Technology University



# **Iloilo Science and Technology University**

## **CITIZEN'S CHARTER**

#### I. Mandate

The Iloilo Science and Technology University which primarily provide advanced education, higher technological, professional instruction and training in arts, sciences, education, engineering, agriculture and forestry, and other relevant fields of study. It shall also promote and undertake research, extension services and production activities in support of the socioeconomic development of the Province of Iloilo and provide progressive leadership in its areas of specialization.

#### II. Vision

ISAT University as a leading Science and Technology University in Southeast Asia by 2030.

#### III. Mission

The University is committed to provide quality and relevant advanced education, higher technological, professional instruction and training in arts, sciences, education, architecture, engineering, agriculture, forestry, and other fields of study, thereby producing locally oriented, globally competitive, and eco-friendly human resources. It shall promote research and development programs to advance science and technology and undertake sustainable extension and production activities.

### IV. Service Pledge

#### We commit:

- 1. Adopt effective government practices for efficient government service delivery and prevent graft and corruption;
- 2. To reengineer our systems and procedures to reduce processing time and regulatory burdens for the processing public;
- 3. To implement simplified requirements and procedures that will reduce red tape and expedite transactions in government;
- 4. To comply with the requirements of RA 11032;
- 5. Attend to all requesting clients who are within the premises of the office prior to the end of official working hours and during lunch break.
- 6. Imbibe the proper work values and ethics and deliver service with integrity and consistency at all times;
- 7. Promote integrity, commitment, accountability, responsiveness, and excellence at all times; and
- 8. Respond to complaints about our services the soonest through our complaint and assistance desk and take corrective measures.

All these we pledge,
Because YOU deserve excellent service.

### **List of Services**

Page Number

Main Campus  EXTERNAL SERVICES
Office of the University President:
Courtesy Visit and Meeting (Office of the University President) 9-11
Approval of Resolutions/Activities/Requests/Other Communications
Bids and Awards Committee:
Issuance of Bidding Documents
Purchase/Job Request Approval
Public Bidding
Small Value Procurement
Shopping
Direct Contracting
Repeat Order
Negotiated Biddings
Negotiated Procurement
Agency Authorized Officer:
Approval/Certification of Loans from GSIS & HDMF37-39
Human Resource Management Office:
Recruitment, Selection, and Placement39-43
Report on Appointments Issued
Request for Service Record and Certification
Transportation Unit: Request for Use of Vehicle and Preparation of Trip Ticket44-45
Supply Mgt. Office: Deliveries of Supplies, Materials and Equipment46-48
Financial Management Services Office:

Advertising Expenses ......49-83

Rental Contracts
Consulting Services
Release of Retention Money
Final Payment
Variation Order/Change Order/Extra Work Order
Advance Payment
Infrastructure
Procurement through Public Bidding
Honoraria of Lecturer/Coordinator
Honoraria of Governing Boards of Collegial Bodies
Cashier: Receiving payment for tuition and other fees84-86
Receiving payment for Check Receipts
Releasing of Checks to Client/Supplier
Management Information System:
Management Information System:  Printing of New Student ID
Printing of New Student ID

Research and Extension Office:
Statistical Data Analysis105-111
Patent Drafting
Office of the National & International Affairs:
Student Exchange Program
Faculty Exchange Program
Authority to Travel Abroad
Industry Linkages Development Office:
Hiring of Student Job Placement/Student Internship Program Training116-120
Job Posting
Request for the List of Graduates
VP for Academic Affairs:
Withdrawal of Enrolment120-126
Faculty and Staff Development Program
Approval of Requests and Other Communications
Releasing of Equipment
Returning of Equipment
Releasing of Records/Documents/Journals
Returning of Records/Documents/Journals
Facilitating Request of Faculty and Students
Medical and Dental Services Division:
Medical Clinic:
Physical Examination
Blood Sugar Testing
Injections
Minor Operation
Request for Medicine
Request for Referral

Request for Medical Certificate

Inhal	atior
-------	-------

Issues Referral Slip for Enrolment, OJT and ROTC Training

_	-		
ш	nta	III	

**Tooth Extraction** 

**Oral Prophylaxis** 

Prescribing and Dispensing of Medicines

Issuance of Dental Certificate and Referral Slips

**Restorative Dental Fillings** 

Guidance and Counselling Office:......145-154

Counselling Service (Individual Walk-In)

Testing

Request for Excuse Slip

Personal Data Inventory Profile

Request for Clearance (Graduates)

Request for Semestral Clearance (Students)

**Orientation Services** 

**Updating Student Cumulative** 

Testing/Inventories Services

**Consulting Service** 

Request/Issuance of Absence Form

Request for Endorsement Letter

Request for SIP Documents

Request for SIP Logbook

Lending of Books

Returning of Books by Students

Validation and Release of the Library Card

Issuance of Permit to Research in Other Libraries Signing of Clearance Use of Listening and Viewing Room Use of Internet Scholarship/Financial Assistance Program Issuance and Validation of School ID Issuance of Exit Clearance Student Disciplinary Complaint Flowchart Accreditation of Student Organization/Club Retention of Student Organization/Club Application for Admission Confirmation of Enrolment Adding and Dropping of Subjects Enrolled Completion of Incomplete (INC) Marks Request for Student Academic Records (TOR, Form 137-A, Re-issuance of Diploma/Proficiency Certificate Request for Student Academic Records (Certifications, Authentication, and Report Cards) **Evaluation of Students Academic Records** Verification of Students' Academic Records **Reportorial Compliances** College of Arts and Sciences:......193-205 Signing of Student Clearance **Completion Form Approval of Request and Other Communications** Releasing of Equipment Returning of Equipment

**Request for Special Class** 

Issuance of Promissory Notes for Students' Balances Releasing of Student Records/Documents/Journals Returning of Records/Documents/Journals Request for Printing and Encoding Facilitating Requests for Faculty and Students Processing of Enrolment Processing of Enrolment (Old and Returning Students) Processing of Adding/Changing/Dropping/Withdrawal of Subjects College of Education: 206-220 Signing of Student Clearance **Completion Forms** Approval of Request and Other Communications Releasing of Equipment Returning of Equipment Issuance of Promissory Notes for Students' Balances Releasing of Student Records/Documents/Journals Returning of Records/Documents/Journals Request for Printing and Encoding Facilitating Requests of Faculty and Students Processing of Enrolment Processing of Enrolment (Old and Returning Students) Processing of Adding/Changing/Dropping/Withdrawal of Subjects College of Industrial Technology:......221-236 Signing of Student Clearance **Completion Forms** Approval of Request and Other Communications Releasing of Equipment Returning of Equipment **Request for Special Class** 

Issuance of Promissory Notes for Students' Balances

Releasing of Student Records/Documents/Journals

Returning of Records/Documents/Journals

Request for Printing of Grade Sheets, Monitoring of Classes and Class Records

**Processing of Enrolment** 

Processing of Enrolment (Old and Returning Students)

Processing of Adding/Changing and Dropping/Withdrawal of Subjects

Processing of Enrolment (Regular Evening and Graduate Program)

#### **INTERNAL SERVICES:**

Office of the University President:	237-239
Approval of Travels Abroad/School Activities/Requests and Other Communication	ions
Approval of Resolutions/Activities/Requests/Other Communications	
Integrated Income Resource Generation Project:	240-241
Reproduction (Photocopy and Rizzograph) services	
Research Services Division:	241-245
Faculty Research Process	
Faculty Evaluation	
Human Resource Management Services Unit:	245-251
Issuance of Service Record	
Issuance of Certification (Leave w/o Pay, Employment, and Last day of Service)	
Issuance of Part-time Instructor's Appointment	
Issuance of Job Hire (Contract of Service) Appointment	
Issuance of Authority to Travel	
Records Management Unit:	251-263
Preparation of Summary of Leave Credits for Terminal Benefits Claim	
Reporting of Personnel Attendance (Daily Time Records)	
Processing of Application for Leave	

Computation of Service Credits and Compensatory Overtime Credits

Updating 201 File Filing of Records/Documents Retrieval of In-Active Records Records Disposal Certification of Records Computation of Proportional Vacation Pay Issuance/Release of Supply, Materials and Equipment Issuance/Release of Construction Materials to Requesting Officer Conduct of Physical Inventory of Accountable Officers Disposal of Unserviceable Materials and Equipment Office of Head of Instruction: ......270-271 Distribution of Faculty Schedule /Class Program Submission of Test Questions and Table of Specification Signing of Faculty Clearance Medical Services Department:......272-273 Consultation and Dispensing of the Over the Counter Medications Library:................273-274 Lending of Books to Faculty Request for Listening and Viewing Room Utilization by Faculty Supply Management Unit:.....275 Requisition and Issue Slip Guidance and Counseling Office:......276-277 Request for Counselling Financial Management Services ......277-395 Availment of Cash Advance for Local Travel Availment of Cash Advance for International Travel

Request for Reimbursement of Expenses

Request for Pay Slip

Cash Advance for an Activity Request for Reimbursement of Travel Expenses Liquidation of Cash Advance Financial Management Office: Payment of Expenses on the following: **HRD** and Training Program Shopping Repeat Order **Direct Contracting Limited Source Bidding** Procurement through Alternative Modes Repair and Maintenance, Equipment, and Motor Vehicles Other Expenditures Collective Negotiation Agreement Loyalty Cash Award/Incentive Monetization **Terminal Leave Benefits Retirement Benefits** Year End Bonus and Cash Gift Overtime Pay Longevity Pay Hazard Duty Pay Honoraria for Special Projects Honoraria of Teaching Personnel Honoraria of Government Personnel Involved in Government Procurement Special Counsel Allowance Subsistence, Laundry and Quarters Allowances Clothing/Uniform Allowance

Payment of Utilities

Office of Planning, Dev't and Auxiliary Services .......397-399

## Office of the University President

### **External Services**

## 1. Courtesy Visit and Meeting with the University President

As part of its role in nation building, the Office of the University President welcomes visits and meetings with government agents as well as non-government organizations. Appointment with the President depends on his availability.

Office or Division	Office of t	Office of the University President				
Classification	Simple	Simple				
Type of Transaction		G2C- Government to Citizen; G2G- Government to				
	Governme	ent; G2B- Gov	ernment to Busine	ess		
Who May Avail	Students,	Faculty, Non-	Teaching Staff, an	d Other		
	Stakehold	Stakeholders, Government Agencies, NGOs, CSOs				
CHECKLIST OF REQUIRE	MENTS		WHERE TO SEC	URE		
1. Letter/email or any fo	orm of	Monday-Fri	day, 8am to 5pm			
communication requ	esting for an					
appointment with the	e President	Office of the University President, ISAT				
2. Notice of meeting/Ac	lvisory	University, La Paz, Iloilo City				
through Fax or Phone	· Call					
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON		
	ACTION	BE PAID	TIME	RESPONSIBLE		
1. Client submits a	Checks the	None	1 min.	Office Staff		
request or calls	President's					
for an	chedule or					
appointment t	he					
ahead of time	vailability of					
t	he President					
2. Waits for the	Asks	None	2 mins.	Office Staff		
approval of the	approval					
request	rom the					
l	Jniversity					

	President and sets schedule for the meeting			
3. Guests (local, national and International) must sign in the guest logbook before or after the meeting with the president	Directs client to the office of the President	None	10 sec.	Office Staff
	TOTAL	None	3 mins. and 10 sec.	

## 2. Approval of Resolutions/Activities/Requests/Other Communications

To facilitate efficient and fast response and release of request through provision of needed documents and processes.

Office or Division	Administration Office			
Classification	Simple	2		
Type of Transaction	G2G- (	Government to Government		
Who May Avail		nts, Student Organizations, other		
	Staker	olders, NGOs, CSOs		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Resolutions-5 copies		Requesting Party		
2. Requests-5 copies				
3. Budget Proposals-5 copies				
4. Communications needing				
approval/to be noted by the Ca	mpus			
Administrator- 5 copies				

CLIENT STEPS	AGENCY ACTION	FEES TO BE	PROCESSING TIME	PERSON RESPONSIBL
		PAID		E
Submits resolutions/     activities/ other     communications	Checks documents if properly endorsed including the completenes s of supporting documents.	None	5 mins.	University President
2. Waits for the approved documents	Have documents signed/initial ed by VPAA & VAPF if it concerns budget proposal, and submits documents for Approval	None	20 mins.	Frontline Personnel/A dmin. Staff, Administrati ve Officer IV, Campus Administrat or
	Approves resolutions and other proposals.	None	1 day	University President / Campus Administrat ors
3. Receives approved documents	Gets file copy of the communicati on, records on log book and release approved documents	None	5 mins.	Frontline Personnel/A dmin. Staff
In case of non-approval 4. Take note of the	Informs client of the	None	5 mins.	Frontline Personnel/A

deficiency or get list of	deficiency of			dmin. Staff
deficiency.	the			
	document/s			
	or the reason			
	for non-			
	approval;			
	advises to			
	come back			
	upon			
	compliance			
	TOTAL	None	1 day & 30	
			minutes	

## **Bids and Awards Committee**

## Main Campus External Services

## 3. Issuance of Bidding Documents

BAC Secretariat issue Bid Documents to Interested Supplier who wanted to participate in procurement of necessary Goods and Services for the University

Office or Division	Bids an	Bids and Awards Committee				
Classification	Simple	Simple				
Type of Transaction	G2C- G	G2C- Government to Citizen; G2G-Government to				
	Govern	Government				
Who May Avail	All Inte	All Interested Bidders				
CHECKLIST OF REQUIR	EMENTS		WHERE TO SECURE			
Legal Basis: RA 9184 & GP	РВ	Supplier				
Resolutions		BAC Secretar	iat			
<ol> <li>Letter of Intent of S</li> </ol>	Supplier					
2. Order of Payment						
CLIENT STEPS	AGENCY	GENCY FEES TO BE PROCESSING PERSON		PERSON		
	ACTION	PAID	TIME	RESPONSIBLE		

1. Submit the required	BAC Sec	None	2 mins.	BAC Secretariat
documents to BAC	staff			
Secretariat	receives			
	Letter of			
	Intent, fill			
	up Order of			
	Payment			
	BAC Sec	None	1 min.	BAC Secretariat
	Staff signs			
	Order of			
	Payment			
2. Supplier Pay Bid	Cashier	Bid	3 mins.	Cashier Staff
DocumentsFee	staff	Documents		
	receives	Price		
	payment for			
	Bid			
	Documents			
	Cashier	None	2 mins.	Cashier Staff
	staff issue			
	receipt			
3. Supplier presents	BAC Sec	None	2 mins.	BAC Secretariat
receipt	Staff			
	photocopy			
	receipt			
4. Fill up contact	BAC Sec	None	2 mins.	BAC Secretariat
information	Staff issue			
	bidding			
	documents			
	TOTAL	None	10 mins.	

## 4. Purchase/Job Request Approval

To facilitate procurement request of Goods, Infrastructure and Consulting services by all requesting unit.

Office or Division		Bids and Awards Committee			
Classification		Complex	x		
Type of Transaction		G2G-Government to Government			
Who May Avail		All Colle	ges and Dep	partments	
CHECKLIST OF REQUI	REMEN	TS		WHERE TO SEC	CURE
Purchase Request-	3 copies	5	Requestin	g Unit	
2. APP/PPMP-1 copy					
			Requestin	g Unit	
CLIENT STEPS	AG	ENCY	FEES TO	PROCESSING	PERSON
	AC	TION	BE PAID	TIME	RESPONSIBLE
1. Requesting Unit	BAC S	ec and	None	30 mins.	BAC Secretariat
submits Purchase	TWG r	eviews			
Request with attached	Purch	ase			
APP to BAC Secretariat	Reque	est's			
	specif	ications			
	(if nee	eded			
	correc	tion or			
	additi	onal			
	specif	ication			
	return				
	Reque	esting			
	Unit)				
2. Supply needed	BAC S	ec Staff	None	1 day	Budget Officer
correction and	forwa	rd PR to			
additional	Budge	et			
specification and	Office	r for			
submit	fund s	ource			
	and si	gnature			
	Budge	t Office	None	1 day	Budget Officer
		forward			Clerk
	PR to	BAC			

Office			
BAC Secretary approves and assigns mode of procurement (Public Bidding and Alternative Methods of Procurement)	None	4 hours	BAC Secretary
BAC Sec forward PR to President for approval	None	10 mins.	University President
President's Office forward approved PR to BAC Office	None	4 hours	Presidents' Office
TOTAL	None	3 days and 40 mins.	

#### 5. Public Bidding

Procurement of Goods and Services through procurement modes - Public Bidding. Procurement of any branch, agency, department, bureau, office or instrumentality of the government shall be governed by RA No. 9184 and its Revised Implementing Rules and Regulations (IRR) and other issuances of the General Procurement Policy Board (GPPB).

Office or Division	Bids and Awards Committee
Classification	Complex
Type of Transaction	G2G-Government to Government; G2C-Government to Citizen; G2B-Government to Business

Who May Avail	ALL				
CHECKLIST OF REQ	UIREMENTS	WHERE TO SECURE			
Legal Basis: RA9184 and G	PPB Resolutions	Requesting Unit			
1. Purchase Request- 3 copies		Requesting	Jnit		
2. APP/PPMP-1 copy	2. APP/PPMP- 1 copy		riat		
3. Project Procureme	nt Management				
Plan		BAC Secreta	riat		
4. Invitation to Bid		BAC Secreta	riat		
<ol><li>Philgeps Posting</li></ol>		BAC Secreta	riat		
6. Bid Documents		Technical W	orking Group		
7. Bid Evaluation Repo	ort	BAC/TWG			
8. Notice to Conduct I	Post-Qualification				
9. Notice of Post-Disq	ualification	BAC Secreta	riat		
10. BAC Resolution to A	Award	BAC Secreta	riat		
11. Notice of Award		BAC Secreta	riat		
12. Bid Security		Winning Bid	der		
13. Notice to Proceed		BAC Secretariat			
14. Contract and/or Pu	rchase Order	BAC Secreta	riat		
CLIENT STEPS	AGENCY	FEES TO	PROCESSIN	PERSON	
	ACTION	BE PAID	G TIME	RESPONSIBLE	
1. Submit Purchase/Job	BAC Sec	None	3 days	BAC Secretariat	
Request	receives				
	approved PR/JR				
	(refer to				
	Service #2) that				
	Mode of				
	Procurement is				
	Public Bidding				
	BAC Sec	None	1 hour	BAC Secretariat	
	prepares				
	Project				
	Management				
	Plan				
	Project	None	2 days	BAC Secretary	
	Management			BAC Members	
	Plan signed by			and Chairman	
	BAC Secretary,			University	

	BAC and Head of Procuring Entity (HOPE)			President
	BAC Sec prepares Invitation to Bid and have it approved by Chairman and HOPE	None	1 day	BAC Secretary
	BAC Sec post transaction and upload Invitation to Bid to Philgeps, University Website and Conspicuous places	None	1 day	BAC Secretary
	BAC Sec sends invitation to Observer	None	2 hours	BAC Secretariat
2. Interested bidders, Requesting Units attends Pre-Bid Conference	BAC, Technical Working Group (TWG) and BAC Secretariat conducts pre- bid conference with interested bidders	None	2 hours	BAC Secretariat TWG
	BAC Sec post and upload addendum and/or correction	None	1 hour	BAC Secretariat
3. Interested bidders submit letter of Intent	BAC Sec issue bidding	Bid Document	10 mins.	BAC Secretariat

and acquire bidding documents	documents to interested bidder	s Price		
4. Interested bidders submits Bids	BAC Sec receives Bids	None	5 mins.	BAC Secretariat
5. Interested bidders, Requesting Units attends Opening of Bids	BAC, TWG and BAC Secretariat conducts bid opening	None	2 hours	BAC Secretariat /TWG
	BAC and TWG evaluates and ranks bids	None	3-7 days	BAC/TWG
	TWG submits Bid Evaluation Report	None	1 hour	TWG
	BAC approves Bid Evaluation Reports	None	2 days	BAC
6. Lowest Calculated Bid submits additional requirement	TWG and BAC Sec receives additional requirements	None	3 days	BAC
7. Accommodate post- qualification	BAC and TWG conduct post- qualification to Lowest Calculated Bid	None	10-30 days	BAC/TWG
	If LCB qualifies BAC Sec prepares Resolution	None	1 hour	BAC Secretariat
	If Disqualified BAC Sec sends Post- Disqualification	None	1 day	BAC Secretariat

8. May file Motion for Reconsiderations	Answers and resolves Motions for Reconsideratio	None	3 days	BAC/TWG
	BAC signs Resolution	None	2 days	BAC
	HOPE approved Resolution	None	1 day	University President
	Issue Notice of Award to Lowest Calculated and Responsive Bids	None	Within 7 days	BAC Secretariat
9. Files Bid security	Receives Bid security	None	1 day	BAC Secretariat
	Prepares Contract	None	Within 10 days	BAC Secretariat
	Forward documents to Accounting Office	None	10 mins.	BAC Secretariat
	Obligates procurement transaction	None	1 day	Accounting Office
	For ABC less than 100, 000 Accounting clerk forwards documents to Vice President for Administration and Finance	None	10 mins.	Accounting Office

	For ABC more than 100, 000 Accounting clerk forwards documents to President	None	10 mins.	Accounting Office
	VPAF or Presidents Approves contract	None	1 hour	VPAF/Universit y President
	Documents returned to BAC Office	None	10 mins.	VPAF/Universit y President
10. Winning Bidder Signs Contract	Signs contract	None	1 day	University President
	Issue Notice to Proceed	None	Within 3 days	BAC Secretariat
	Forward documents to Supply Office	None	10 mins.	BAC Secretariat
	TOTAL	None	28 days (min.) 170 days (max)	

#### 6. Small Value Procurement

Procurement of (a) goods not covered by Shopping under Section 52 of the IRR of RA 9184, (b) infrastructure projects, and (c) consulting services, where the amount involved does not exceed 1,000,000. Procurement of any branch, agency, department, bureau, office or instrumentality of the government shall be governed by RA No. 9184 and its Revised Implementing Rules and Regulations (IRR) and other issuances of the General Procurement Policy Board (GPPB).

Office or Division		Bids	and Aw	ards Committee	
Classification		Complex			
Type of Transaction		G2G-Government to Government; G2C-Government to Citizen; G2B-Government to Business			•
Who May Avail		ALL			
CHECKLIST OF REQU	IREMENTS			WHERE TO S	SECURE
1. Purchase Request- 3	copies		Reques	sting Unit	
2. APP/PPMP- 1 copy	·		-	sting Unit	
3. Canvass Paper			BAC Se	cretariat	
4. Quotations			Canvas	ser	
5. BAC Resolution to Av	ward		BAC Se	cretariat	
6. Contract and/or Pure	chase Order		BAC Se	cretariat	
CLIENT STEPS	AGENC	7	FEES	PROCESSING	PERSON
	ACTION	l	то	TIME	RESPONSIBLE
			BE		
			PAID		
1. Submit Purchase/Job	BAC Sec		None	3 days	BAC Secretariat
Request	receives				
	approved				
	PR/JR (refe	r to			
	Service #2)	•			
	that Mode				
	Procureme Small Value				
	Procureme				
	Trocarcine	110			
	Prepares		None	10 mins.	BAC Secretariat
	Resolution	to			
	conduct				
	procureme				
	through Sm	nall			
	Value	nt			
	Procureme	ΠÜ			

	BAC and HOPE approves Resolution	None	2 days	BAC HOPE
	BAC Sec prepares Canvass Paper	None	1 hour	BAC Secretariat
	If Approved Budget of the Contract exceed 50,000 BAC Sec post transaction and upload Canvass Paper to Philgeps and Canvasser distribute Canvass Paper to at least 3 eligible suppliers	None	1 hour	BAC Secretariat Canvasser
	If Approved Budget of the Contract below 50,000 Canvasser distributes Canvass Paper to eligible suppliers	None	1-2 days	Canvasser
2. Suppliers fills-up and submit Canvass Paper	Receives and retrieves Canvass Paper from suppliers	None	Within 3 days	Canvasser
	BAC must obtain at least 3 price			

	quotation			
	BAC and TWG ranks lowest calculated quotation	None	1 day	BAC Secretariat
Winning Supplier     submits additional     eligibility documents	Requires and receives additional eligibility documents	None	30 mins.	BAC Secretariat
	BAC Sec prepares Resolution to Award and have it approved by BAC and HOPE	None	2-3 days	BAC Secretariat BAC HOPE
	For more than 50,000 approved budget of the contract BAC Sec uploads Resolution to Philgeps	None	Within 15 days	BAC Secretariat
	Prepares Contract	None	1 day	BAC Secretariat
	Forward documents to Accounting Office	None	10 mins.	BAC Secretariat
	Obligates procurement transaction	None	1 day	Accounting Office
	For ABC less than 100, 000	None	10 mins.	Accounting

	Accounting clerk forwards documents to Vice President for Administration and Finance			Office
	For ABC more than 100, 000 Accounting clerk forwards documents to President	None	10 mins.	Accounting Office
	VPAF or Presidents Approves contract	None	1 hour	VPAF/ University President
4. Signs Contract	Signs contract	None	1 day	University President
	Forward whole documents to Supply Office	None	10 mins.	BAC Secretariat
	TOTAL	None	Within 30 days	

## 7. Shopping

Shopping is a method of procurement of Goods whereby the Procuring Entity simply requests for the submission of price quotations for readily available off-the-shelf goods or ordinary/regular equipment to be procured directly from suppliers of known qualifications. Procurement of any branch, agency, department, bureau, office or instrumentality of the government shall be governed by RA No. 9184 and its Revised Implementing Rules and Regulations (IRR) and other issuances of the General Procurement Policy Board (GPPB).

Office or Division	Bi	ds and Awa	rds Committee		
Classification	Co	omplex	plex		
Gover			-Government to Citizen; G2B- ernment to Business; G2G- Government overnment		
Who May Avail ALL		LL			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
Legal Basis: RA 9184 an Resolution  1. Purchase Requestion  2. APP/PPMP- 1 co  3. Canvass Paper  4. Quotations  5. BAC Resolution to Contract and/or Order	s st- 3 copies py to Award	Reques BAC Sec Canvass BAC Sec	ting Unit ting Unit cretariat ser cretariat cretariat		
CLIENT STEPS	AGENCY	FEES	PROCESSING	PERSON	
	ACTION	TO BE PAID	TIME	RESPONSIBLE	
1. Submit Purchase/Job Request. For 52.1(a)indicating the urgency to address an identified need of the Procuring Entity and the unforeseen contingency that caused its	BAC Sec receives approved PR/JR (refe to Service #2) that Mode of Procureme is Shopping Prepares Resolution to conduct procureme t through Shopping	ent 3 None	3 days	BAC Secretariat BAC Secretariat	
necessity.	BAC and HOPE approves Resolution	None	2 days	BAC/HOPE	

	BAC Sec	None	1 hour	BAC	
	prepares	INOTIC	THOU		
	Canvass			Secretariat	
	Paper				
	-	None	1 hour	BAC	
	If Approved	None	1 hour		
	Budget of			Secretariat	
	the Contract			Canvasser	
	exceed				
	50,000 BAC				
	Sec post				
	transaction				
	and upload				
	Canvass				
	Paper to				
	Philgeps and				
	Canvasser				
	distribute				
	Canvass				
	Paper to				
	eligible				
	suppliers				
	If Approved	None	1-2 days	Canvasser	
	Budget of				
	the Contract				
	below				
	50,000				
	Canvasser				
	distributes				
	Canvass				
	Paper to				
	eligible				
	suppliers				
2. Suppliers fills-up	Receives and	None	Within 3	Canvasser	
and submit Canvass	retrieves		days		
Paper	Canvass		<i>uu</i> , <i>u</i>		
Γαμεί	Paper from				
	suppliers				
	BAC and	None	1 day	BAC	
	TWG ranks		,	Secretariat	
	lowest			333, 344, 144	
	calculated				
	quotation				
3. Winning Supplier	Requires and	None	30 mins.	BAC	
submits additional	receives			Secretariat	
	additional			Secretariat	
eligibility	eligibility				
	documents				
	aucuments				

	1	1 1		1	
documents	BAC Sec prepares Resolution to Award and have it approved by BAC and HOPE	None	2-3 days	BAC Secretariat HOPE	
	For more than 50,000 approved budget of the contract BAC Sec uploads Resolution to Philgeps	None	Within 15 days	BAC Secretariat	
	Prepares Contract	None	1 day	BAC Secretariat	
	Forward documents to Accounting Office	None	10 mins.	AC Secretariat	
	Obligates procuremen t transaction	None	1 day	Accounting Office	
	For ABC less than 100, 000 Accounting clerk forwards documents to Vice President for Administrati on and Finance	None	10 mins.	Accounting Office	
	For ABC more than 100, 000 Accounting clerk forwards documents	None	10 mins.	Accounting Office	

	to President			
	VPAF or	None	1 hour	VPAF
	Presidents			University
	Approves			President
	contract			
	Documents	None	10 mins.	VPAF
	returned to			University
	BAC Office			President
4. Signs Contract	Signs	None	1 day	University
	Contract			President
	Forward	None	10 mins.	BAC
	whole			Secretariat
	documents			
	to Supply			
	Office			
	TOTAL	None	Within 30	
			days	

## 8. Direct Contracting

Direct Contracting is a method of procurement of goods that does not require elaborate Bidding Documents. The supplier is simply asked to submit a price quotation or a proforma invoice together

with the conditions of sale. The offer may be accepted immediately or after some negotiations. Procurement of any branch, agency, department, bureau, office or instrumentality of the government shall be governed by RA No. 9184 and its Revised Implementing Rules and Regulations (IRR) and other issuances of the General Procurement Policy Board (GPPB).

Office or Division	Bids and Awards Committee
Classification	Complex
Type of Transaction	G2C-Government to Citizen; G2B-Government to
	Business; G2G- Government to Government
Who May Avail	ALL
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
CHECKLIST OF REQUIREMENTS  Legal Basis: RA 9184 & GPPB Resolutions	WHERE TO SECURE  Requesting Unit
·	

3. Certificate of Exclusive Dis	tributorship				
4. Quotations		Canvasser			
5. BAC Resolution to Award		BAC Secretariat			
6. Contract and/or Purchase	Order	BAC Secretariat			
o. Contract ana/or r archase	oraci	DAC Secretariat			
CLIENT STEPS	AGENCY	FEES TO BE PROCESSING		PERSON	
	ACTION	PAID	TIME	RESPONSIBL	
				E	
1. Submit Purchase/Job	BAC Sec	None	3 days	BAC	
Request.	receives			Secretariat	
	approved PR/JR (refer				
	to Service #2)				
	that Mode of				
	Procurement				
	is Direct				
	Contracting				
	Prepares	None	10 mins.	BAC	
	Resolution to			Secretariat	
	conduct				
	procurement				
	through				
	Direct				
	Contracting BAC and	None	2 days	BAC	
	HOPE	World	2 days	HOPE	
	approves				
	Resolution				
	BAC prepares	None	1 day	BAC	
	the RFQ or			Secretariat	
	pro-forma				
	invoice				
	together with				
	the terms and				
	conditions of sale and sends				
	to identified				
	direct supplier				
2. Supplier submits quotation	Receives	None	1 day	Supplier	
and Certificate of Exclusive	quotation and		<b>,</b>		
Distributorship	Certificate of				
2.50.1840.51119	Exclusive				
	Distributorshi				
	р				
	BAC Sec	None	2-3 days	BAC	

	prepares Resolution to Award and have it approved by BAC and HOPE Prepares Contract	None	1 hour	Secretariat BAC HOPE  BAC Secretariat
	Forward documents to Accounting Office	None	10 mins.	BAC Secretariat
	Obligates procurement transaction	None	1 day	Accounting Office
	For ABC less than 100, 000 Accounting clerk forwards documents to Vice President for Administratio n and Finance	None	10 mins.	Accounting Office
	For ABC more than 100, 000 Accounting clerk forwards documents to President	None	10 mins.	Accounting Office
	VPAF or Presidents Approves contract	None	1 day	VPAF University President
	Documents returned to BAC Office	None	10 mins.	VPAF University President
3. Signs Contract	Signs contract	None	1 day	University President
	Forward whole documents to Supply Office	None	10 mins.	BAC Secretariat

TOTAL	None	Within 30 days	

#### 9. **Repeat Order**

Repeat Order is a method of procurement of goods from the previous winning bidder, whenever there is a need to replenish goods subject to conditions stated in RA 9184. Procurement of any branch, agency, department, bureau, office or instrumentality of the government shall be governed by RA No. 9184 and its Revised Implementing Rules and Regulations (IRR) and other issuances of the General Procurement Policy Board (GPPB).

Office or Divisi	on	Bids and Awards	Committee		
Classification		Complex			
Type of Transa	ction	G2C-Government to Citizen; G2B-Government to Business; G2G- Government to Government			
Who May Avai		ALL			
CHECKLIS	T OF REQUIREMENTS		WHERE TO SE	CURE	
<ol> <li>Purchas</li> <li>APP/PP</li> <li>Certification</li> <li>Distribut</li> <li>Quotation</li> <li>BAC Res</li> </ol>	ate of Exclusive torship	Requesting Ur Supplier Canvasser BAC Secretaria	Canvasser BAC Secretariat BAC Secretariat  FEES TO BE PROCESSING PERSON		
1. Submit Purchase/J ob Request.	BAC Sec receives approved PR/JR (refer to Service #2) that Mode of Procurement is Direct Contracting Prepares Resolution to conduct procurement through Repeat Order BAC and HOPE approves Resolution	None	3 days  10 mins.  2 days	BAC Secretariat  BAC Secretariat  BAC HOPE	

	BAC carefully studies and confirma the prevailing market price of the goods to be reordered and comparing this with the price of the goods in the original contract	None	1 day	BAC
	BAC Sec prepares Resolution to Award and have it approved by BAC and HOPE	None	2-3 days	BAC Secretariat
	BAC Sec prepares Resolution to Award and have it approved by BAC and HOPE	None	2-3 days	BAC Secretariat BAC HOPE
	Prepares Contract	None	1 hour	BAC Secretariat
	Forward documents to Accounting Office	None	10 mins.	BAC Secretariat
	Obligates procurement transaction	None	1 day	Accounting Office
	For ABC less than 100, 000 Accounting clerk forwards documents to Vice President for Administration and Finance	None	10 mins.	Accounting Office
	For ABC more than 100, 000 Accounting clerk forwards documents to President	None	10 mins.	Accounting Office
	VPAF or Presidents Approves contract	None	1 day	VPAF University President
	Documents returned to BAC Office	None	10 mins.	VPAF University President
2.Signs Contract	Signs contract	None	1 day	University President
Contract	Forward whole documents to Supply Office	None	10 mins.	BAC Secretariat
	TOTAL	None	Within 30 days	

#### 10. Negotiated Biddings-Two Failed Biddings

Two Failed Biddings is a method of procurement of Goods, Infrastructure Projects and Consulting Services, whereby the Procuring Entity directly negotiates a contract with a technically, legally and financially capable supplier, contractor or consultant whose bidding process failed twice. Procurement of any branch, agency, department, bureau, office or instrumentality of the government shall be governed by RA No. 9184 and its Revised Implementing Rules and Regulations (IRR) and other issuances of the General Procurement Policy Board (GPPB).

Office or Division		Bids and Awards Committee				
Classification		Compl	ex			
Type of Transaction G2C-			overnmen	t to Citizen; G2B-G	overnment to	
		Busine	ess; G2G- G	overnment to Gov	vernment	
Who May Avail		ALL				
CHECKLIST OF REQU	IIREMENTS			WHERE TO SE	CURE	
1. Purchase Request- 3	3 copies		Requestir	_		
2. APP/PPMP- 1 copy			Requestir	ng Unit		
3. Certificate of Exclus	ive		Supplier			
Distributorship						
4. Quotations			Canvasser			
5. BAC Resolution to A	ward		BAC Secretariat			
6. Contract and/or Pur	chase Orde	r	BAC Secretariat			
CLIENT STEPS	AGEN	CY	FEES	PROCESSING	PERSON	
	ACTIC	N	TO BE	TIME	RESPONSIBLE	
			PAID			
1. Submit Purchase/Job	BAC Sec		None	20-30 days	BAC Secretariat	
Request	conducted	i				
	Public Bid					
	process bu					
	failed twic	e	Nana	10	DACConneteriot	
	Prepares Resolution	ı to	None	10 mins.	BAC Secretariat	
	conduct					
	procurement					
	through T					
	Failed Bide					
	BAC and H		None	2 days	BAC	

	approves			НОРЕ
	Resolution	Nana	1 ha	DAC Comptonist
	BAC Sec prepares	None	1 hour	BAC Secretariat
	Canvass Paper			
	If Approved Budget of the Contract exceed 50,000 BAC Sec post transaction	None	1 hour	BAC Secretariat Canvasser
	and upload Canvass Paper to Philgeps and Canvasser distribute Canvass Paper to atleast 3			
	eligible			
	suppliers If Approved	None	1-2 days	Canvasser
	Budget of the Contract below 50,000 Canvasser			
	distributes Canvass Paper to eligible			
2. Suppliers fills-up and	suppliers Receives and	None	Within 3 days	Canvasser
submit Canvass Paper	retrieves Canvass Paper from suppliers	None	within 5 days	Calivassei
	BAC must obtain at least 3 price quotation			
	BAC and TWG ranks lowest calculated quotation	None	1 day	BAC Secretariat
Winning Supplier     submits additional     eligibility documents	Requires and receives additional eligibility	None	30 mins.	BAC Secretariat
	BAC Sec prepares Resolution to	None	2-3 days	BAC Secretariat BAC HOPE

			<u> </u>	
	Award and have			
	it approved by			
	BAC and HOPE			
	For more than 50,000	None	Within 15 days	BAC Secretariat
	•			
	approved			
	budget of the contract BAC			
	Sec uploads			
	Resolution to			
	Philgeps			
	Prepares	None	1 day	BAC Secretariat
	Contract	None	Ludy	BAC Scerctariat
	Forward	None	10 mins.	BAC Secretariat
	documents to		20	27.10.000.000.100
	Accounting			
	Office			
	Obligates	None	1 day	Accounting Office
	procurement			
	transaction			
	For ABC less	None	10 mins.	Accounting Office
	than 100, 000			
	Accounting clerk			
	forwards			
	documents to			
	Vice President			
	for			
	Administration			
	and Finance			
	For ABC more	None	10 mins.	Accounting Office
	than 100, 000			
	Accounting clerk			
	forwards			
	documents to			
	President VPAF or	None	1 hour	VPAF
	Presidents	None	Tiloui	University
	Approves			President
	contract			Tresident
	Documents	None	10 mins.	VPAF
	returned to BAC			University
	Office			President
4. Signs Contract	Signs Contract	None	1 day	University
-	_			President
	Forward whole	None	10 mins.	BAC Secretariat
	documents to			
	Supply Office			

TOTAL	None	59 days, 4	
		hours, and 30	
		mins.	

#### 11. Negotiated Procurement-Emergency Cases

Two Failed Biddings is a method of procurement in case of imminent danger to life or property during a state of calamity, or when time is of the essence arising from natural or man-made calamities or to prevent damage to or loss of life or property, or to restore vital public services, infrastructure facilities and other public utilities.. Procurement of any branch, agency, department, bureau, office or instrumentality of the government shall be governed by RA No. 9184 and its Revised Implementing Rules and Regulations (IRR) and other issuances of the General Procurement Policy Board (GPPB).

Office or Division		Bids and Awards Committee				
Classification		Compl	ex			
Type of Transaction		G2C-Government to Citizen; G2B-Government to			overnment to	
		Business; G2G- Government to Government			vernment	
Who May Avail		ALL				
CHECKLIST OF REQU	JIREMENTS			WHERE TO SE	CURE	
Purchase Request-	3 copies		Requesti	ng Unit		
2. APP/PPMP- 1 copy			Requesti	ng Unit		
3. Certificate of Exclus	sive		Supplier			
Distributorship						
4. Quotations			Canvasser			
5. BAC Resolution to A	Award		BAC Secretariat			
6. Contract and/or Pu	rchase Orde	r	BAC Secr	AC Secretariat		
CLIENT STEPS	AGEN	CY	FEES	PROCESSING	PERSON	
	ACTIO	N	TO BE	TIME	RESPONSIBLE	
			PAID			
1. Submit	BAC Sec		None	2 hours	BAC Secretariat	
Purchase/Job	receives					
Request and	approved I	•				
supporting	(refer to See #2) that M					
documents	הבן נוומנ ועו	Juc				

identifying	of Procurement			
emergency.	is Direct			
emergency.	Contracting			
2. Negotiate and agree	BAC negotiate with identified supplier	None	2 hours	BAC Secretariat
	BAC Sec prepares Resolution to Award and have it approved by BAC and HOPE	None	10 mins.	BAC Secretariat BAC HOPE
	Prepares Contract	None	1 hour	BAC Secretariat
	Forward documents to Accounting Office	None	10 mins.	BAC Secretariat
	Obligates procurement transaction	None	1 hour	Accounting Office
	For ABC less than 100, 000 Accounting clerk forwards documents to Vice President for Administration and Finance	None	10 mins.	Accounting Office
	For ABC more than 100, 000 Accounting clerk forwards documents to President	None	10 mins.	Accounting Office
	VPAF or Presidents Approves contract	None	1 hour	VPAF University President
	Documents returned to BAC Office	None	10 mins.	VPAF University President
3. Signs Contract	Signs Contract	None	1 hour	University President

Forward whole documents to Supply Office	None	10 mins.	BAC Secretariat
TOTAL	None	8 hours	

# Office of the Vice President for Administration and Finance External Services

#### 12. Approval of Requests and Other Communications

To facilitate efficient and fast response and release of Request through provision of needed documents and processes.

Office or Division	Office or Division Office of the Vice President for				
		Administration and Finance			
Classification		Simple			
Type of Transaction		G2	C- Gove	rnment to Cit	izen
Who May Avail		Stu	udents, F	aculty, Non-T	eaching Staff,
		an	d Comm	unity	
CHECKLIST OF REQU	IREMENTS			WHERE TO S	ECURE
1. Resolutions/Approved			Request	ing Party	
Requests/Communication	ons				
CLIENT STEPS	AGENCY ACTIO	N	FEES	PROCESS-	PERSON
			TO BE	ING TIME	RESPONSIBL
			PAID		E
1. Forward/submit the	Receive the		None	1 min.	Client and
request, communication	n request,				Office Staff
or document(s) to VPAF	communicatio	n			
Office.	or document(s	5)			
	submitted.				
2. Wait for the status of	Encode/log-in		None	5 mins.	Office Staff
document(s) submitted	document(s) submitted. document to the				
	Document				
	Tracking Systen	n			

			<u> </u>	1
	and to the			
	logbook			
	Check the			Office Staff
				Office Staff
	completeness of			
	the document(s)			
	Forward the			Office Staff
	complete			Office Staff
	document(s) to			
	the VPAF for			
	appropriate			
	action or return			
	the document(s)			
	to the client for			
	compliance of			
	requirement if			
	deficiency is			
	noted.			
	noted.			
	VPAF acts			VPAF
	(recommends,			
	refer to office			
	concerned,			
	approve or			
	disapprove) on			
	the document(s)			
	forwarded.			
	Encode/log-out			
	the document(s)			
	in the Document			
	Tracking System			
	and in the			
	logbook with			
	remarks on			
	action taken.			
				-
3. Receive update or copy	Release	None	1 min.	Client and
of document acted.	documents to			Office Staff
	the client or			
	forward the			
	documents to			
	1		l .	l

office concerned			
for final or			
appropriate			
action.			
TOTAL	None	7 mins.	

# **Administrative Services Division**

# MAIN CAMPUS External Services

# 13. Approval/Certification of Loans from GSIS & HDMF (Pag-ibig Fund)

Office or I	Division	Ą	gency Authorized Officer, Chief	
		Α	dministrative Officers' Office, 2 <sup>nd</sup> Floor,	
		Α	dministration Bldg., ISATU, La Paz, Iloilo	
		Ci	ty	
Classificat	ion	Si	mple	
Type of Tr	ransaction	G	2C- Gov't to Citizen; G2G-Gov't to Gov't	
Who May	Avail	IS	ATU Officers and Employees	
СНЕ	CKLIST OF REQUIREMENTS	WHERE TO SECURE		
1.	Net take home Pay in		Finance Services Division / Ms Ma.	
	compliance with threshold		Sonia Cataluña	
	requirement of the law or Five	<u> </u>		
	Thousand Pesos (Php5,000.00)	)		
	whichever is applicable during	а		
	specific period.			
2.	Completed Application at		GSIS or GSIS Kiosks	
	GSIS/GSIS Kiosks or Duly filled			
	up Application form from Pag-			
	ibig Fund.			
3. Must be a member of GSIS or			Pag-ibig Fund/HDMF Office or website	
	Pag-ibig Fund for at least 24			
	months or as may be provided			
	for by existing laws rules and			
	regulations			

4. Machine Copy of Payroll Account Card from LBP is application is from Fund.	ATM or Cash f Ioan	Applica	ant Employee	
CLIENT STEPS	AGENCY	FEES	PROCESSING	PERSON
	ACTION	TO BE PAID	TIME	RESPONSIBLE
1. Apply for a loan via GSIS Kiosk or via Virtual Pag-ibig or fill- up Application for Loan Form of Pag-ibig Fund.	Open AAO Portal of GSIS /Pag-ibig Fund and check who applied for loans as forwarded by GSIS/Pag-ibig Fund;  Check payroll if employee is qualified for loan. If qualified certify or approve the GSIS/Pag-ibig loan via AAO Portal.	None	15 minutes	AAO
Get pay slip or     certification of     Net Take Home	Check Net take home pay of employee. If	NONE	15 minutes	University President
Pay and machine copy 2 valid IDs and Payroll Account from	qualified sign/approve the Pag-ibig Fund loan			CAO

Land Bank of the	applied for or			
Philippines or	Certify Loan			
Cash Card from	online via			
LBP and attach to	Virtual Pag-ibig			
the Loan	for Employers			
application form	if employee is			
and present to	qualified.			
the Authorized				
Official Signatory				
of HDMF or Pag-				
ibig Fund or				
Apply via online				
portal of Pag-ibig				
Fund by creating				
an account.				
	TOTAL	NI	F	
	TOTAL	None	5 minutes	

# Human Resource Management Services Unit Main Campus External Services

#### 5. Recruitment, Selection, and Placement

Publication of Vacant Position, Pre-screening of Qualification Requirements of Applicants, Interview & Screening, Selection and Placement of Application to the Vacant Position per instruction of the University President or Appointing Authority.

Office or Division	HRMO				
Classification	Complex				
Type of Transaction	G2C- Government to Citizen				
Who May Avail	All Applicants				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
Legal Basis: CSC Rules and Regulations: Omnibus Rules and Other Human Resource Actions 1. Publication of Vacant Position		HRMO III; CSC Bulletin			

	(Faculty Not Required)	
2.	Application Letter	
3.	Resume	Applicant
4.	Transcript of Records	Applicant
5.	Diploma	Applicant
6.	Certificate of	Applicant
	Training/Seminar/Conference	Applicant
	attended	
7.	Photocopy of Eligibility	Applicant
8.	Photocopy of License/s	Applicant
9.	CS Form 212 (PDS)	

CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
	ACTION	BE PAID	TIME	RESPONSIBLE
1. Applicant should verify that the position he/she applying for has been published as required by law.	Publication of the Vacant Position as provided for by law.	None	10 days	HRMO III
2. Submit Application Letter, Resume, Updated PDS, Transcript of Record, Diploma, Proof of Eligibility	Accept application letter with complete supporting documents	None	5 mins.	Applicants
3. Check Application Requirements	Checked on the completeness of pertinent documents	None	5 mins.	HRMO III
4. Conduct initial screening based on the Qualification standards of the position applied	Conducted initial screening based on the Qualification standards of	None	10 minutes	HRMO III

for.	the position applied for.			
	Prepare comparative data of applicant per area of specialization	None	4 hours	HRMO III
	Segregate applicants' documents per area of specialization and store in data bank.	None	1 hour	HRMO III
5. Report for interview and screening	Notify qualified applicant to come for interview and screening by HRMPSB.	None	4 hours	HRMO III
	Conduct Interview and Screening and Evaluation of Qualifications of the Applicant for the vacant position to assist the Appointing Authority in the Selection of the "Best Fit" Applicant to the Vacant	None	1 hour	HRM Personnel Selection Board.

	Position.			
6. Report for Orientation	Orient/brief applicant to submit requirements	None	1 hour	HRMO III
7. Submit documents for issuance of appointment	Issue /process appointment	None	30 mins.	HRMO III
8. Notify applicant to report for specific date/time to work	Notified applicants	None	1 hour	HRMO III
9. Conduct general orientation/on-boarding to all selected applicant on rules and regulation and other policies of ISAT U and Civil Service Commission	Conducted general orientation on rules and regulation and other policies of ISAT U and CSC	None	1 day	HRMO III
	TOTAL	None	12 days, 5 hours and 50 mins.	

#### 6. Report on Appointments Issued (RAI)

Monthly report to the CSC Field Office is being submitted being a Level II Accredited Agency.

Office or Division		Human Re	esource N	Management Office		
Classification		Simple				
Type of Transaction G2G- Gov			ernment	to Government		
Who May Avail		ISAT U				
CHECKLIST OF F	REQUIRE	MENTS	WHERE TO SECURE			
1. Appointme	nt		Adminis	strative Officer V/H	RMO III/HRMO	
2. Certificate		ption of	Designa	ite, 2nd Floor Adm.	Bldg., ISAT U, La Paz	
Duty			Campus		-	
3. Oath of Off	ice					
4. Position De	scription	Form				
DBM-CSC F	orm I					
5. PDS						
CLIENT STEPS	AGENC	AGENCY ACTION		PROCESSING	PERSON	
			то ве	TIME	RESPONSIBLE	
			PAID			
1. Require	Submit	Report	None	5 mins.	Administrative	
Agency to	on App	oints			Officer V/HRMO	
submit	Issued,	copy of			III/HRMO Designate	
monthly	Appoin	tment				
Report on	and oth	ier				
Appointm ent Issued	require	ment				
CHT 133uCu	CSC For	m 2	None	1 hour	HRMO I/Assigned	
	Forwar	ded to			Personnel	
	Adm. O	fficer				
	V/HRM	O for				
	Signatu	re and				
	Univers	ity				
	Preside	nt				
	Approv	e CSC	None	1 day	University President	
	Form 2					

2. Receive	CSC Form 2 with	None	1 day	HRMO III/HRMO
RAI	attached			1/HRMO
submitted	documents			Designate/Assigned
by the	submitted to CSC			Personnel
Agency	Field Office			
	TOTAL	None	2 days, 2 hours	
			and 5 mins.	

# 7. Request for Service Record and Certification (e.g. COE, LWOP, others)

To provide up-to-date service record as per requested by the client.

Office or Division		Human Resource Mgt. Office, 2 <sup>nd</sup> floor, Admin. Bldg., ISATU, La Paz, Iloilo City			
Classification	<b>Classification</b> Simp				
Type of Transaction	G20	G, G2C			
Who May Avail		Graduates, Retirees, Parents, Relatives, Authorized Representatives/Attyin-Fact			
CHECKLIST OF REQU	JIREMENTS			WHERE TO SE	CURE
<ol> <li>Request Form-1 copy</li> <li>Letter of Request if necessar copy</li> <li>Special Power of Atty if necessary-1 copy</li> </ol>			-	ssigned Staff ng Party	
CLIENT STEPS	AGENCY		EES	PROCESSING	PERSON
	ACTION		O BE PAID	TIME	RESPONSIBLE
Fill-up request     form stating     the purpose of     the request	Checks request form		lone	2 mins.	Assigned Personnel – Mrs. Alma Espora
tile request	Prepares an prints requested document/s and have it		lone	10 mins.	Assigned Personnel

	attested by authorized signatory.			
2. Receives requested documents	Releases said documents to requestor	None	3 mins.	Assigned Personnel
	TOTAL	None	15 minutes	

#### **Motor Pool**

### Main Campus External Services

# 8. Request for Use of Vehicle and Preparation of Trip Ticket

To monitor use of vehicles and gasoline consumption of the University.

Office or Division		Motor Pool/Administrative Services Division				
Classification		Simple	Simple			
Type of Transaction		G2G, (	G2C			
Who May Avail			ees, Student Organ the University	nizations and Other		
CHECKLIST OF R	EQUIREMEN	TS		WHERE TO SE	CURE	
Request for U     copies	Jse of Vehicl	e- 3	Office of	Motor Pool		
communicati	<ol> <li>Approved invitation/ communication/ Authority Travel of activity if necessar</li> </ol>		Requesti	ng Party		
3. Trip Ticket- 4	copies		Motor Po	ool Office		
CLIENT STEPS	AGE	NCY	FEES	PROCESSING	PERSON	
	ACT	ION	TO BE PAID	TIME	RESPONSIBLE	
1. Check availability o vehicle with Motor Pool Staff	Checks availab vehicle driver of date request and info	ility of and on ted orm	None	5 mins.	Mr. Samuel Tamayor, Motor Pool Staff	
2. Presents approved invitation/co	Checks suppor m docum	ting	None	5 mins.	Mr. Samuel Tamayor	

munication/ Authority to Travel if necessary	and issues Request for Use of Vehicle form	Management	20	M. C. v. I
3. Accomplishes required form	Process request for use of vehicle.	None	30 mins.	Mr. Samuel Tamayor
	Prepare Trip ticket and process its approval.	None	10 mins.	Mr. Samuel Tamayor/Driver concerned
	If Trip Ticket is approved gives 1 copy to the Security Guard on duty at the gate and rest with the Driver Concerned for signature of its passengers and his file.	None	10 mins.	Mr. Samuel Tamayor/Driver concerned
	Releases Trip ticket to the Driver and forwards 1 copy to the Security Guard on Duty at the Main Gate.	None	30 mins.	Mr. Samuel Tamayor/Staff/ Driver concerned
	TOTAL	None	1 hour and 30	

	minutes	

# **Supply Office**

Main Campus External Services

# 9. Deliveries of Supplies, Materials and Equipment

Office or Division	Suppl	Supply and Property Management Office			
Classification	Simpl	Simple			
Type of Transaction	G2G-	Governmer	nt to Government		
Who May Avail		-	s and Non Teaching	g Personnel of the	
	Unive	ersity			
CHECKLIST OF REQU	IIREMENTS		WHERE TO SE	CURE	
Approved Purcha	ise Order	Supply a	nd Property Manag	ement Office	
2. Approved Reque	st for				
Extension					
3. Approved counte					
offer/replacemen	nt item				
4. Delivery Receipt					
5. Charge Invoice	ittal for				
6. Approved transm Printing material					
7. Notice of Overdu					
8. Inspection and A					
Report.					
·					
CLIENT STEPS	AGENCY	FEES	PROCESSING	PERSON	
	ACTION	TO BE	TIME	RESPONSIBLE	
		PAID			
1.	Deliver	None	2 days	SPMO Personnel	
	approved				
	Purchase				
	Order to				
	supplier for				
	signature and				
	preparation				
	of supplies				

2. Receive and Sign approved Purchase Orde		None	30 mins.	SPMO Personnel
	Furnished signed contract/Purc hase Order and other related documents to COA within 5 days upon signing of Purchase Order	None	15 mins.	SPMO Personnel/COA Personnel
	Prepare Notice of overdue for overdue contract	None	30 mins.	SPMO Personnel
3. Delivery of Supplies, materials and equipment	Receive, check delivery as to quantity, quality and if items specifications correspond with the contract	None	2 hours	SPMO Personnel
	Notify the Inspector of the delivery	None		SPMO Personnel/Inspec tor

Inspector conduct inspection/va lidate items delivered Photo copy	None	15 mins.	SPMO Personnel/Inspec tor  SPMO Personnel,
of Delivery Receipts and Charge Invoice			Inspector
Prepare Inspection and Acceptance Report	None	30 mins.	SPMO Personnel
Within 24 hours upon receipt of delivery, submit Inspection and Acceptance Report to COA Office for stamp receipt and indicate date	None	2 hours	SPMO Personnel/COA Personnel
Release of items to End-user/	None	30 mins.	SPMO Personnel/COA Personnel
SPMO release supplies and materials to End-use/for stock	None	2 hours	SPMO Personnel

TOTAL	None	3 days, 7 hours	
		and 30 mins.	

# **Finance Office**

# Main Campus External Services

#### 10. Advertising Expenses

One of the austerity measures adopted under Administrative Order No. 103 dated August 31, 2004 is the suspension, among others, of paid media advertisements, except those required in the issuance of agency guidelines, rules and regulations, the conduct of public bidding and the dissemination of important public announcements.

Office or Division	Office or Division		Finance Management Services		
Classification		Simple			
Type of Transaction	Type of Transaction			S	
Who May Avail		All Persor	inel		
CHECKLIST OF RE	QUIREMENTS		WHERE TO SE	CURE	
Approved Billin     Account	ng/ Statement of	Contracto	or/Supplier		
evidencing pul	<ol> <li>Copy of newspaper clippings evidencing publication and/or CD in case of TV/Radio</li> </ol>		Requesting Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit the required documents to budget staff for checking the completeness of required	Budget staff receives, log in and check the ORS and DV with complete supporting documents	None	30 mins.	Budget Staff	
documents	Budget Officer signs the ORS	None	2 hours	Budget Officer	

Budget staff obligates the ORS	None	3 hours	Budget Staff
Budget staff forward the documents to Accounting Clerk	None	1 hour	Budget Staff
Accounting Clerk journalize the accounting entries in Box B	None	30 mins.	Accounting Clerk
Accounting Clerk forward the documents to Accountant I if 50, 000 or less and Accountant III if more than 50, 000	None	30 mins.	Accounting Clerk
Accountants signs the DV in Box C	None	15 mins.	Accountant I or Accountant III
Accountants forward the documents to CAO for initial in DV	None	15 mins.	Accountant I or Accountant III
CAO verifies legality and necessity of transaction and initial the DV in BOX d	None	30 mins.	CAO

Documents	None	15 mins.	CLERK
forwarded to	_	_	(ADMIN.SERVICE
VP for Finance			S)
or President			,
VP for Finance	None	5 hours	VP For Finance/
for President			President
sign the DV in			
Box D for			
approval			
VP for Finance	None	1 hour	VD For Financo/
for President	None	1 Hour	VP For Finance/ President
			President
forward the			
approved			
documents to			
Accounting			
Office			
Accounting	None	1 hour	Accounting Clerk
Clerk assigns			
DV No.			
Accounting	None	1 hour	Accounting Clerk
Clerk forward			
the documents			
to Cashiers			
Office			
Cashier	None	3 hours	Cashier
prepare	None	3 110013	Casillei
cheque/LDDAD -ADA			
-ADA			
Cashier	None	1 hour and 30	Cashier
forward the		mins.	
documents to			
accounting for			
recording of			
cheque no.			
·			
Accounting	None	30 mins.	Accounting Clerk
Clerk receives			
and record the			

	cheque no.			
	Accounting clerk forward the cheque to VP for Finance/Presid ent for signature	None	30 mins.	Accounting Clerk
	VP for Finance/Presid ent signs the check	None	1 hour	VP For Finance/ President
	VP for Finance/Presid ent forward the cheque to Cashiers Office	None	30 mins.	VP For Finance/ President
2. The payee receives the cheque and signs the DV	Contact the payee for releasing of cheque/ signing of DV/ Issuance of Official Receipts	None	4 hours	Cashier
	TOTAL	None	27 hours and 45 mins.	

#### 11. Rental Contracts

The inventory of supplies, materials and equipment spare parts to be procured out of available funds shall at no time exceed the normal three-month requirement, subject to pertinent rules and regulations issued by competent authority.

Office or Division	Finance Management Services			
Classification	Complex			

Type of Transaction		G2C- Government to Citizen; G2B-Government to Business; G2G-Government to Government		
Who May Avail		All		
CHECKLIST OF REQUIREMENTS			WHERE TO SE	ECURE
dated Februar  2. List of prevailing property with  3. Vicinity Map  4. Request for property for	cuments under and O of COA in No. 2005-027 by 28, 2005. Ing comparable in vicinity ayment accupancy cuments to the for to the mode of and considered the auditorial the technical	Requesting Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Supply office submit the DV with complete documents to	and log in the DV	None	30 mins.	Accounting Clerk
accounting clerk	Accounting Clerk journalize the accounting entries in Box B	None	30 mins.	Accounting Clerk
	Accounting Clerk forward the documents to Accountant I	None	30 mins.	Accounting Clerk

if 50, 000 or less and Accountant III if more than 50, 000	None	1 day	Accountant I or
signs the DV in Box C	None	1 44,	Accountant III
Accountants forward the documents to CAO for initial in DV	None	15 mins.	Accountant I or Accountant III
CAO verifies legality and necessity of transaction and initial the DV in BOX d	None	30 mins.	CAO
Documents forwarded to VP for Finance or President	None	15 mins.	CLERK (Admin. Services)
VP for Finance for President sign the DV in Box D for approval	None	6 hours	VP For Finance/ President
VP for Finance for President forward the approved documents to Accounting Office	None	1 hour	VP For Finance/ President
Accounting Clerk assigns	None	1 hour	Accounting Clerk

DV No.			
Accounting Clerk forward the documents to Cashiers' Office	None	1 hour	Accounting Clerk
Cashier prepare cheque/LDDAD -ADA	None	3 hours	Cashier
Cashier forward the documents to accounting for recording of cheque no.	None	1 hour and 30 minutes	Cashier
Accounting Clerk receives and record the cheque no.	None	30 mins.	Accounting Clerk
Accounting clerk forward the cheque to VP for Finance/Presid ent for signature	None	30 mins.	Accounting Clerk
VP for Finance/Presid ent signs the check	None	1 hour	VP For Finance/ President
VP for Finance/Presid ent forward the cheque to Cashiers Office	None	30 mins.	VP For Finance/ President

2. The payee receives the cheque and signs the DV	Contact the payee for releasing of cheque/ signing of DV/ Issuance of Official	None	4 hours	Cashier
	Receipts			
	TOTAL	None	30 hours and 30 mins.	

# 12. Consulting Services

The services of consultants may be engaged by any procuring entity for government projects or related activities of such magnitude and/or scope as would require level of expertise.

Office or Division		Finance Management Services		
Classif	ication	Complex		
Туре	of Transaction	G2C- Government to Citizen; G2B-Government		
		to Business; G2G-Government to Government		
Who N	May Avail	All		
Cŀ	HECKLIST OF REQUIREMENTS	WHERE TO SECURE		
2.	Additional documents under Annex D of COA Memorandum No. 2005-027 dated February 28, 2005. Letter request for payment from the consultant Approved consultancy progress/final reports, and/or output required under the contract	Consultant Planning Officer		
	Progress/Final Billing Contract of Infrastructure Projects subject of Project Management Consultancy	Planning Officer Planning Officer		

Services				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to budget staff for checking the completeness of required	Budget staff receives, log in and check the ORS and DV with complete supporting documents	None	30 mins.	Budget Staff
documents	Budget Officer signs the ORS	None	2 hours	Budget Officer
	Budget staff obligates the ORS	None	3 hours	Budget Staff
	Budget staff forward the documents to Accounting Clerk	None	1 hour	Budget Staff
	Accounting Clerk journalize the accounting entries in Box B	None	30 mins.	Accounting Clerk
	Accounting Clerk forward the documents to Accountant I if 50, 000 or less and Accountant III if more than 50, 000	None	30 mins.	Accounting Clerk

Accountant signs the DV in Box C	None	1 hour	Accountant I or Accountant III
Accountants forward the documents to CAO for initial in DV	None	15 mins.	Accountant I or Accountant III
CAO verifies legality and necessity of transaction and initial the DV in BOX d	None	30 mins.	CAO
Documents forwarded to VP for Finance or President	None	15 mins.	CLERK (Admin. Services)
VP for Finance or President sign the DV in Box D for approval	None	5 hours	VP For Finance/ President
VP for Finance or President forward the approved documents to Accounting Office	None	1 hour	VP For Finance/ President
Accounting Clerk assigns DV No.	None	1 hour	Accounting Clerk
Accounting Clerk forward the documents to Cashiers'	None	1 hour	Accounting Clerk

	Office			
	Cashier prepare cheque/LDDAD -ADA	None	3 hours	Cashier
	Cashier forward the documents to accounting for recording of cheque no.	None	1 hour and 30 minutes	Cashier
	Accounting Clerk receives and record the cheque no.	None	30 mins.	Accounting Clerk
	Accounting clerk forward the cheque to VP for Finance/Presid ent for signature	None	30 mins.	Accounting Clerk
	VP for Finance/Presid ent signs the check	None	1 hour	VP For Finance/ President
	VP for Finance/Presid ent forward the cheque to Cashiers Office	None	30 mins.	VP For Finance/ President
2. The payee receives the cheque and signs the DV	Contact the payee for releasing of cheque/ signing of DV/ Issuance of	None	4 hours	Cashier

Official Receipts			
TOTAL	None	28 hours	

## 13. Release of Retention Money

The total retention money shall be due for release upon final acceptance of the works.

Office or Division		Finance N	lanagement Servic	es
Classification		Complex		
Type of Transaction		G2C- Government to Citizen; G2B-Government to Business; G2G-Government to Government		
Who May Avail		All		
CHECKLIST OF REC	QUIREMENTS		WHERE TO SE	CURE
	rantee, ndby letter of ommercial bank, oond callable on om the end-user	Contractor  Requesting Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Supply office     submit the DV     with complete     documents to     accounting clerk	Accounting clerk receives and log in the DV	None	30 mins.	Accounting Clerk
	Accounting Clerk journalize the accounting entries in Box B	None	30 mins.	Accounting Clerk

Accounting Clerk forward the documents to Accountant I if 50, 000 or less and Accountant III if more than 50, 000	None	30 mins.	Accounting Clerk
Accountant signs the DV in Box C	None	1 day	Accountant I or Accountant III
Accountants forward the documents to CAO for initial in DV	None	15 mins.	Accountant I or Accountant III
CAO verifies legality and necessity of transaction and initial the DV in BOX d	None	30 mins.	CAO
Documents forwarded to VP for Finance or President	None	15 mins.	CLERK (Admin. Services)
VP for Finance or President sign the DV in Box D for approval	None	6 hours	VP For Finance/ President
VP for Finance or President forward the approved documents to	None	1 hour	VP For Finance/ President

Accounting Office			
Accounting Clerk assigns DV No.	None	1 hour	Accounting Clerk
Accounting Clerk forward the documents to Cashiers' Office	None	1 hour	Accounting Clerk
Cashier prepare cheque/LDDAD -ADA	None	3 hours	Cashier
Cashier forward the documents to accounting for recording of cheque no.	None	1 hour and 30 minutes	Cashier
Accounting Clerk receives and record the cheque no.	None	30 mins.	Accounting Clerk
Accounting clerk forward the cheque to VP for Finance/Presid ent for signature	None	30 mins.	Accounting Clerk
VP for Finance/Presid ent signs the check	None	1 hour	VP For Finance/ President

	VP for Finance/Presid ent forward the cheque to Cashiers Office	None	30 mins.	VP For Finance/ President
2. The payee receives the cheque and signs the DV	Contact the payee for releasing of cheque/ signing of DV/ Issuance of Official Receipts	None	4 hours	Cashier
	TOTAL	None	30 hours and 30 mins.	

## 14. Final Payment

Contractors shall be fully paid only upon completion and acceptance of the project by the agency.

Office or Division	Finance Management Services
Classification	Complex
Type of Transaction	G2C- Government to Citizen; G2B-Government
	to Business; G2G-Government to Government
Who May Avail	All
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Additional documentary requirements:	
1. As-Built plans	
2. Warranty Security	Planning Office
3. Copy of turn over	Planning Office
documents/transfer of project	Planning Office
and facilities such as motor	
vehicle, laptops, other	
equipment and furniture	
included in the contract to	

concerned gov	vernment agency.			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Supply office     submit the DV     with complete     documents to	Accounting clerk receives and log in the DV	None	30 mins.	Accounting Clerk
accounting clerk	Accounting Clerk journalize the accounting entries in Box B	None	30 mins.	Accounting Clerk
	Accounting Clerk forward the documents to Accountant I if 50, 000 or less and Accountant III if more than 50, 000	None	30 mins.	Accounting Clerk
	Accountant signs the DV in Box C	None	1 day	Accountant I or Accountant III
	Accountants forward the documents to CAO for initial in DV	None	15 mins.	Accountant I or Accountant III
	CAO verifies legality and necessity of transaction and initial the	None	30 mins.	CAO

DV in BOX d			
Documents forwarded to VP for Finance or President	None	15 mins.	CLERK (Admin. Services)
VP for Finance or President sign the DV in Box D for approval	None	6 hours	VP For Finance/ President
VP for Finance or President forward the approved documents to Accounting Office	None	1 hour	VP For Finance/ President
Accounting Clerk assigns DV No.	None	1 hour	Accounting Clerk
Accounting Clerk forward the documents to Cashiers' Office	None	1 hour	Accounting Clerk
Cashier prepare cheque/LDDAP -ADA	None	3 hours	Cashier
Cashier forward the documents to accounting for recording of cheque no.	None	1 hour and 30 minutes	Cashier

	Accounting Clerk receives and record the cheque no.	None	30 mins.	Accounting Clerk
	Accounting clerk forward the cheque to VP for Finance/Presid ent for signature	None	30 mins.	Accounting Clerk
	VP for Finance/Presid ent signs the check	None	1 hour	VP For Finance/ President
	VP for Finance/Presid ent forward the cheque to Cashiers Office	None	30 mins.	VP For Finance/ President
2. The payee receives the cheque and signs the DV	Contact the payee for releasing of cheque/ signing of DV/ Issuance of Official Receipts	None	4 hours	Cashier
	TOTAL	None	30 hours and 30 mins.	

## 15. Variation Order/Change Order/Extra Work Order

It may be issued to cover any increase/decrease in quantities, including the introduction of new work items that are not included in the original contract or reclassification of work items.

Office or Division		Finance M	lanagement Servic	es	
Classification		Complex			
Type of Transaction		G2C- Government to Citizen; G2B-Government to Business; G2G-Government to Government			
Who May Avail		All			
CHECKLIST OF REC	UIREMENTS		WHERE TO SE	CURE	
Additional documentary requirements:  1. Additional documents enumerated under Annex B of COA Memorandum No. 2005- 027 dated February 28, 2005.		Planning Office			
CLIENT STEPS	AGENCY ACTION	FEES PROCESSING PERSON TO BE TIME RESPONSIB PAID			
Supply office     submit the DV     with complete     documents to	Accounting clerk receives and log in the DV	None	30 mins.	Accounting Clerk	
accounting clerk	Accounting Clerk journalize the accounting entries in Box B	None	30 mins.	Accounting Clerk	
	Accounting Clerk forward the documents to Accountant I if 50, 000 or less and Accountant III if more than 50, 000	None	30 mins.	Accounting Clerk	
	Accountant signs the DV in	None	1 day	Accountant I or Accountant III	

Box C			
Accountants forward the documents to CAO for initial in DV	None	15 mins.	Accountant I or Accountant III
CAO verifies legality and necessity of transaction and initial the DV in BOX d	None	30 mins.	CAO
Documents forwarded to VP for Finance or President	None	15 mins.	CLERK (Admin. Services)
VP for Finance or President sign the DV in Box D for approval	None	6 hours	VP For Finance/ President
VP for Finance or President forward the approved documents to Accounting Office	None	1 hour	VP For Finance/ President
Accounting Clerk assigns DV No.	None	1 hour	Accounting Clerk
Accounting Clerk forward the documents to Cashiers'	None	1 hour	Accounting Clerk

	Office			
	Cashier prepare cheque/LDDAD -ADA	None	3 hours	Cashier
	Cashier forward the documents to accounting for recording of cheque no.	None	1 hour and 30 minutes	Cashier
	Accounting Clerk receives and record the cheque no.	None	30 mins.	Accounting Clerk
	Accounting clerk forward the cheque to VP for Finance/Presid ent for signature	None	30 mins.	Accounting Clerk
	VP for Finance/Presid ent signs the check	None	1 hour	VP For Finance/ President
	VP for Finance/Presid ent forward the cheque to Cashiers Office	None	30 mins.	VP For Finance/ President
2. The payee receives the cheque and signs the DV	Contact the payee for releasing of cheque/ signing of DV/	None	4 hours	Cashier

Issuance of			
Official			
Receipts			
TOTAL	None	30 hours and 30	
		mins.	

#### 16. Advance Payment

The procuring entity shall, upon a written request from the contractor, make an advance payment to the contractor in an amount not exceeding 15% of the total contract price to be made in lump-sum or, at the most, two installments according to a schedule specified in the Invitation to Bidders and other relevant Tender Documents.

Office or Division		Finance N	lanagement Servic	es
Classification		Complex		
Type of Transaction		G2C- Government to Citizen; G2B-Government		; G2B-Government
		to Business; G2G-Government to Government		
Who May Avail		All		
CHECKLIST OF REC	UIREMENTS		WHERE TO SE	CURE
Additional documenta  1. Irrevocably State Credit/Security Guarantee  2. Such other document and/or procurement and necessary in the review and in the evaluation there.	ndby Letter of Bond/Bank  uments to the r to the mode of nd considered e auditorial ne technical	Contractor  BAC Office		
CLIENT STEPS	AGENCY ACTION	TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Supply office     submit the DV     with complete	Accounting clerk receives and log in the	None	30 mins.	Accounting Clerk

documents to	DV			
accounting clerk	Accounting Clerk journalize the accounting entries in Box B	None	30 mins.	Accounting Clerk
	Accounting Clerk forward the documents to Accountant I if 50, 000 or less and Accountant III if more than 50, 000	None	30 mins.	Accounting Clerk
	Accountant signs the DV in Box C	None	1 day	Accountant I or Accountant III
	Accountants forward the documents to CAO for initial in DV	None	15 mins.	Accountant I or Accountant III
	CAO verifies legality and necessity of transaction and initial the DV in BOX d	None	30 mins.	CAO
	Documents forwarded to VP for Finance or President	None	15 mins.	CLERK (Admin. Services)
	VP for Finance or President sign the DV in Box D for	None	6 hours	VP For Finance/ President

approval			
VP for Finance or President forward the approved documents to Accounting Office	None	1 hour	VP For Finance/ President
Accounting Clerk assigns DV No.	None	1 hour	Accounting Clerk
Accounting Clerk forward the documents to Cashiers' Office	None	1 hour	Accounting Clerk
Cashier prepare cheque/LDDAD -ADA	None	3 hours	Cashier
Cashier forward the documents to accounting for recording of cheque no.	None	1 hour and 30 minutes	Cashier
Accounting Clerk receives and record the cheque no.	None	30 mins.	Accounting Clerk
Accounting clerk forward the cheque to VP for Finance/Presid ent for signature	None	30 mins.	Accounting Clerk

	VP for Finance/Presid	None	1 hour	VP For Finance/ President
	ent signs the check			
	VP for Finance/Presid ent forward the cheque to Cashiers Office	None	30 mins.	VP For Finance/ President
2. The payee receives the cheque and signs the DV	Contact the payee for releasing of cheque/ signing of DV/ Issuance of Official Receipts	None	4 hours	Cashier
	TOTAL	None	30 hours and 30 mins.	

#### 17. Infrastructure

Appropriations authorized under the GAA for the construction of buildings for SUCs, schools, hospitals, sanitaria, health centers and health stations, roads and buildings, and irrigation systems, among oters, shall be implemented only in accordance with the appropriate standards and specifications for the planning, survey, design and construction of the project as prescribed by the DPWH, DOTC OR NIA.

Office or Division	Finance Management Services
Classification	Complex
Type of Transaction	G2C- Government to Citizen; G2B-Government to Business; G2G-Government to Government
Who May Avail	All
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Additional documentary requirements:	

- Letter request from contractors for advance/progress/final payment or for substitution in case of release of retention money
- 2. Common to progress/final payment:
  - Statement of Work
     Accomplished/Progress
     Billing
  - Inspection Report by the Agency's Authorized Engineer
  - Results of Test Analysis, if applicable
  - Statement of Time Elapsed
  - Monthly Certificate of Payment
  - Contractor's Affidavit on payment of laborers and materials
  - Pictures, before, during and after construction of items of work especially the embedded items
  - Photocopy of vouchers of all previous payments
  - Certificate of completion

Planning Office

CLIENT STEPS	AGENCY	FEES	PROCESSING	PERSON
	ACTION	TO BE	TIME	RESPONSIBLE
		PAID		
Supply office	Accounting	None	30 mins.	Accounting Clerk
submit the DV	clerk receives			
with complete	and log in the			
documents to	DV			

accounting clerk	Accounting Clerk journalize the accounting entries in Box B	None	30 mins.	Accounting Clerk
	Accounting Clerk forward the documents to Accountant I if 50, 000 or less and Accountant III if more than 50, 000	None	30 mins.	Accounting Clerk
	Accountant signs the DV in Box C	None	1 day	Accountant I or Accountant III
	Accountants forward the documents to CAO for initial in DV	None	15 mins.	Accountant I or Accountant III
	CAO verifies legality and necessity of transaction and initial the DV in BOX d	None	30 mins.	CAO
	Documents forwarded to VP for Finance or President	None	15 mins.	CLERK (Admin. Services)
	VP for Finance or President sign the DV in Box D for approval	None	6 hours	VP For Finance/ President

VP for Finance or President forward the approved documents to Accounting Office	None	1 hour	VP For Finance/ President
Accounting Clerk assigns DV No.	None	1 hour	Accounting Clerk
Accounting Clerk forward the documents to Cashiers' Office	None	1 hour	Accounting Clerk
Cashier prepare cheque/LDDAD -ADA	None	3 hours	Cashier
Cashier forward the documents to accounting for recording of cheque no.	None	1 hour and 30 minutes	Cashier
Accounting Clerk receives and record the cheque no.	None	30 mins.	Accounting Clerk
Accounting clerk forward the cheque to VP for Finance/Presid ent for signature	None	30 mins.	Accounting Clerk

	VP for Finance/Presid ent signs the check	None	1 hour	VP For Finance/ President
	VP for Finance/Presid ent forward the cheque to Cashiers Office	None	30 mins.	VP For Finance/ President
2. The payee receives the cheque and signs the DV	Contact the payee for releasing of cheque/ signing of DV/ Issuance of Official Receipts	None	4 hours	Cashier
	TOTAL	None	30 hours and 30 mins.	

#### 18. Procurement through Public Bidding

Procurement of any branch, agency, department, bureau, office or instrumentality of the government shall be governed by RA No. 9184 and its Revised Implementing Rules and Regulations (IRR) and other issuances of the General Procurement Policy Board (GPPB).

Office or Division	Finance Management Services
Classification	Complex
Type of Transaction	G2C- Government to Citizen; G2B-Government
	to Business; G2G-Government to Government
Who May Avail	All
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Authenticated photocopy of the	BAC Office
approved APP and any amendment	
thereto	
2. Approved contract supported by the	

following documents which are required under COA Circular No. 2009-001 dated February 12, 2009 and COA Memorandum No. 2005-027 dated February 28, 2005 to be submitted to the Auditor's Office within five days from execution of the contract:

- Invitation to Apply for Eligibility to Bid
- Letter of Intent
- Results of Eligibility
   Check/Screening
- **Bidding Documents** enumerated under Section 17.1 of the Revised IRR of RA No. 9184 which includes a complete set of approved plans/drawings and technical specifications for infrastructure projects, complete technical description of equipment, aircraft and accessories, scope of works, if applicable, for goods, and rental and repair contracts, and Terms of Reference (TOR) for consultancy services
- Minutes of Pre-Bid
   Conference, (Approved
   Budget for Contract (ABC)
   P1.0 million and above)
- Agenda and/or Supplemental Bulletins, if any
- Bidders Technical and Financial Proposals
- Minutes of Bid Opening
- Abstract of Bids

- Post Qualification Report of Technical Working Group
- BAC Resolution declaring winning bidder
- Notice of Post Qualification
- BAC Resolution
   recommending approval
   and approval by the Head of
   the Procuring Entity of the
   Resolution of the BAC
   recommending award of
   contract
- Notice of Award
- Performance Security
- Program of Work1 and Detailed Estimates
- Notice to Proceed, indicating the date of receipt by the contractor
- Detailed Breakdown of ABC
- Copy of the Approved PERT/CPM Network
   Diagram and detailed
   computations of contract
   time
- including the detailed breakdown of estimates and/or unit cost analysis/derivation for each work item expressed in volume/area/lumpsum/lot for infrastructure projects
  - indicating the following, among others, for consultancy services:
- Schedule of basic rates certified by the consultant with a sworn statement
- Derivation of thr billing factor/multiplier cerified by the consultant with a sworn

statement

- indicating costs and dates of acquisition of the equipment, quantities and cost of materials, spare parts, and supplies furnished by the contractor for janitorial/security/maintena nce services
- indicating the monthly lease payment and period of lease for lease contracts
- 3. Copy of Advertisement of Invitation to Bid/Request for expression of interest
  - Newspaper clippings of advertisement (ABC P5.0 million and above for infrastructure, P2.0 million and above for goods, and P1.0 million or four months duration and above for consulting services)
  - Printout copy of advertisement posted in PhilGEPS
  - Certification from the Head of BAC Secreatariat om the posting of advertisement at conspicuous places
- 4. Documentary requirements under Sections 23.1 and 25.2.b for infrastructures projects, 23.1 and 25.2a for goods and 24.1 and 25.2c for consulting services, of the Revised IRR of RA No. 9184
- 5. Minutes or Pre-procurement Conference for project costing above P5.0 million for infrastructure, P2.0 million and

- above for goods and P.O million and above for consulting services
- 6. Bid Evaluation Report
- 7. Ranking of short listed bidders for consulting services
- 8. Post Qualification Evaluation Report
- Printout copy of posting of Notice of Award, Notice to Proceed and Contract of award in the PhilGEPS
- 10. For LGUs, as clarified under COA Memorandum No. 2010-014 dated April 22, 2010, authorization by local Sanggunian for the Local Chief Executive to enter into contract in case of the following:

In the case of a reenacted budget:

- For new contracts entered into by the local chief executive for contractual obligations included in the previous year's annual and supplemental budgets
- For projects described in generic terms, such as infrasture projects, intermunicipal waterworks, drainage and sewerage, flood control, irrigation system projects, reclamation projects or roads and bridges
- For purchase of goods and services which are neither specified nor encompassed within the regular personal services and maintenance operating expenses
- 11. Evidence of Invitation of three observers in all stages of the

procurement process pursuant to Section 13.1 of the Revised IRR of RA No. 9184

- 12. Request for purchase or requisition of supplies, materials and equipment duly approved by the proper authorities
- 13. Purchase Order

			1	
CLIENT STEPS	AGENCY	FEES	PROCESSING	PERSON
	ACTION	TO BE	TIME	RESPONSIBLE
		PAID		
Submit the required documents to budget staff for checking the completeness and correctness	Budget staff receives, log in and check the PO with complete supporting documents	None	30 mins.	Budget Staff
	Budget staff prepare ORS	None	1 hour	Budget Staff
2. Requesting Office clerk receives and log in the ORS	Budget staff forward to requesting office for signature in BOX A of ORS	None	30 mins.	Budget Staff
3. Head of requesting office signs the ORS		None	1 day	Requesting Unit
4. Requesting Office clerk forwards and log out the ORS to Budget Office	Budget staff receives, log in the ORS	None	30 mins.	Budget Staff
Buuget Office	Budget Officer signs the ORS	None	3 hours	Budget Officer
	Budget staff forwards the	None	30 mins.	Budget Staff

	ORS, PO and complete supporting documents to Accounting Clerk			
	Accounting Clerk check and verify the supporting documents, indicate the accounting code and fund cluster to be use	None	30 mins.	Accounting Clerk
	Accounting clerk forwards the PO to Accountant III for signature	None	15 mins.	Accounting Clerk
	Accountant III signs the PO	None	4 hours	Accountant III
5. BAC Office clerk receives and log in the PO	Accountant III forwards the PO to BAC Office	None	30 mins.	Accountant III
	TOTAL	None	19 hours and 15 mins.	

## 19. Honoraria of Lecturer/Coordinator

Payment of honoraria to officials and employees assigned to special projects

Office or Division	Finance Management Services		
Classification	Simple		

Type of Transaction		G2G-Government to Government; G2c-Government to Citizen; G2B-Government to Business		
Who May Avail		All INVITED LECTURERS, RESOURCE SPEAKERS, AND FACILITATORS		
CHECKLIST OF REC	UIREMENTS		WHERE TO SE	CURE
<ol> <li>Office Order</li> <li>Coordinator's relecturer's sched</li> <li>Course Syllabus         Lecturers     </li> <li>Duly approved         claims by the confacilitators     </li> </ol>	dule s/ Program of DTR in case of	Office of the University President  Requesting Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to budget staff for checking the completeness of required	Budget staff receives, log in and check the ORS and DV with complete supporting documents	None	30 mins.	Budget Staff
documents	Budget Officer signs the ORS	None	2 hours	Budget Officer
	Budget staff obligates the ORS	None	3 hours	Budget Staff
	Budget staff forward the documents to Accounting Clerk	None	1 hour	Budget Staff

Accounting Clerk journalize the accounting entries in Box B	None	30 mins.	Accounting Clerk
Accounting Clerk forward the documents to Accountant I if 50, 000 or less and Accountant III if more than 50, 000	None	30 mins.	Accounting Clerk
Accountants signs the DV in Box C	None	30 mins.	Accountant I or Accountant III
Accountants forward the documents to CAO for initial in DV	None	15 mins.	Accountant I or Accountant III
CAO verifies legality and necessity of transaction and initial the DV in BOX d	None	30 mins.	CAO
Documents forwarded to VP for Finance or President	None	15 mins.	CLERK (Admin. Services)
VP for Finance for President sign the DV in Box D for approval	None	5 hours	VP For Finance/ President

VP for Finance for President forward the approved documents to Accounting Office	None	1 hour	VP For Finance/ President
Accounting Clerk assigns DV No.	None	1 hour	Accounting Clerk
Accounting Clerk forward the documents to Cashiers Office	None	1 hour	Accounting Clerk
Cashier prepare cheque/LDDAD -ADA	None	3 hours	Cashier
Cashier forward the documents to accounting for recording of cheque no.	None	1 hour and 30 mins.	Cashier
Accounting Clerk receives and record the cheque no.	None	30 mins.	Accounting Clerk
Accounting clerk forward the cheque to VP for Finance/Presid ent for signature	None	30 mins.	Accounting Clerk

	VP for Finance/Presid ent signs the check	None	1 hour	VP For Finance/ President
	VP for Finance/Presid ent forward the cheque to Cashiers Office	None	30 mins.	VP For Finance/ President
2. The payee receives the cheque and signs the DV	Contact the payee for releasing of cheque, signing of DV	None	4 hours	Cashier
	TOTAL	None	28 hours	

## 20. Honoraria of Governing Boards of Collegial Bodies

The guidelines in the grant of homoraria to the governing boards of collegial bodies are prescribed under DBM National Budget Circular No. 2007-510 dated May 8, 2007

Office or Division	Finance Management Services
Classification	Simple
Type of Transaction	G2G-Government to Government; G2c-Government to Citizen; G2B-Government to Business
Who May Avail	All MEMBERS OF THE GOVERNING BOARD OF ISATU
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ol> <li>Appointment/designation as member of the Board (initial payment)</li> </ol>	Board Secretary
Minutes of meeting and     Attendance Sheet as certified	Board Secretary

by the Board S	ecretary			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to budget staff for checking the completeness of required documents	Budget staff receives, log in and check the ORS and DV with complete supporting documents	None	30 mins.	Budget Staff
documents	Budget Officer signs the ORS	None	2 hours	Budget Officer
	Budget staff obligates the ORS	None	3 hours	Budget Staff
	Budget staff forward the documents to Accounting Clerk	None	1 hour	Budget Staff
	Accounting Clerk journalize the accounting entries in Box B	None	30 mins.	Accounting Clerk
	Accounting Clerk forward the documents to Accountant I if 50, 000 or less and	None	30 mins.	Accounting Clerk

Accountant III if more than 50, 000			
Accountants signs the DV in Box C	None	30 mins.	Accountant I or Accountant III
Accountants forward the documents to CAO for initial in DV	None	15 mins.	Accountant I or Accountant III
CAO verifies legality and necessity of transaction and initial the DV in BOX d	None	30 mins.	CAO
Documents forwarded to VP for Finance or President	None	15 mins.	CLERK (Admin. Services)
VP for Finance for President sign the DV in Box D for approval	None	5 hours	VP For Finance/ President
VP for Finance for President forward the approved documents to Accounting Office	None	1 hour	VP For Finance/ President
Accounting Clerk assigns DV No.	None	1 hour	Accounting Clerk

	Accounting Clerk forward the documents to Cashiers Office	None	1 hour	Accounting Clerk
	Cashier prepare cheque/LDDAD -ADA	None	3 hours	Cashier
	Cashier forward the documents to accounting for recording of cheque no.	None	1 hour and 30 mins.	Cashier
	Accounting Clerk receives and record the cheque no.	None	30 mins.	Accounting Clerk
	Accounting clerk forward the cheque to VP for Finance/Presid ent for signature	None	30 mins.	Accounting Clerk
	VP for Finance/Presid ent signs the check	None	1 hour	VP For Finance/ President
	VP for Finance/Presid ent forward the cheque to Cashiers Office	None	30 mins.	VP For Finance/ President
2.The payee receives the cheque and	Contact the payee for	None	4 hours	Cashier

signs the DV	releasing of cheque,			
	signing of DV			
	TOTAL	None	28 hours	

# Cashier

## Main Campus External Services

# 21. Receiving Payment for Tuition and Other Fees

Office or Division	or Division Cashie					
<b>Classification</b> Comp		ompl	mplex			
Type of Transaction G2C-G			Government to Citizen			
Who May Avail Studer			nts, Transferees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE			
<ol> <li>Registration Form</li> <li>Request Form</li> </ol>			Cashiers' Office			
CLIENT STEPS	AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Present assessed RF or Request Form for payment	Verify assessment entry of Fees due and inform student of the amount to be paid		None	7 min.	Cashier Staff	
2. Pay required amount	Receive payment and count the money; Enter amount in the O.R		Per required amount	7 mins.	Cashier Staff	
3. Received RF or Request Form and OR	Return Registration Form/ Request	on	None	4 mins.	Cashier Staff	

Form and Release O.R			
TOTAL	None	18 mins.	

# 22. Receiving Payment for the Other Income/IGPs

F						
Office or Division		Cashiers' Office				
Classification		Complex				
Type of Transaction		G2C-Government to Citizen				
Who May Avail St		Students, Transferees				
CHECKLIST OF REQUIREMENTS		S	WHERE TO SECURE			
1. Job Order for/IGP Form			Cashiers' Office			
CLIENT STEPS	AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Present Job Order     Form/ IGP Form     indicating amount     to be paid	Check Job Order Form/ IGP Form as to the amount to be paid		None	7 mins.	Cashier Staff	
2. Pay required amount	Receive payment and count the money; Enter amount in the O.R		None	7 mins.	Cashier Staff	
3. Receive Job Order/ IGP Form and OR	Return Job Order Form/ IGP Form and release O.R		None	4 mins.	Cashier Staff	

TOTAL	None	18 mins.	

#### 23. Receiving Payment for Check Receipts (Donation, Scholarship Grants)

Office or Division Ca		Cashiers' Office			
Classification		Compl	lex		
Type of Transaction		G2G-G to Bus		t to Government; (	G2B-Government
Who May Avail					
CHECKLIST OF REQU	JIREMEN	TS		WHERE TO SE	CURE
1. Check			Cashiers'	Office	
CLIENT STEPS	AGE	NCY	FEES	PROCESSING	PERSON
	ACT	ION	TO BE PAID	TIME	RESPONSIBLE
Present check     indicating amount     to be donated or to     be granted	Check a legibilit the che and the amoun given	cy of eck	None	7 mins.	Cashier Staff
2. Give the check	Issue O.R indicating the donor's name and the amount donated		None	7 mins.	Cashier Staff
3. Receive OR	Release	e OR	None	4 mins.	Cashier Staff
	TOTAL		None	18 mins.	

#### 24. Releasing of Checks to Client/Supplier

Office or Division Ca		Cashie	ers' Office			
Classification		Compl	Complex			
Type of Transaction				t to Government; of Ci		
Who May Avail		Suppli	ers			
CHECKLIST OF REQU	IIREMEN	TS		WHERE TO SE	CURE	
<ol> <li>Cheque</li> <li>Charge Invoice</li> </ol>	•		Cashiers'	Office		
CLIENT STEPS	AGE ACT		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Supplier present charge invoice	Check i cheque ready f paymei	is or	None	5 mins.	Cashier	
2. Issue Official Receipt	Receive review then re cheque	O.R lease	None	5 mins.	Cashier	
3. Receive cheque; sign Disbursement Voucher and Check Issued Logbook	Check i Disburs t Vouch and log were si	semen ner sbook	None	5 mins.	Cashier	
	TOTAL		None	15 mins.		

#### MIS/EDP

#### Main Campus External Services

#### 25. Printing of New Student ID

Printing of New Student ID for incoming freshmen student.

Office or Division		Manageme Processing	ent Inform	ation System/Elec	ctronic Data
Classification		Simple			
Type of Transaction		G2C- Gove	rnment to	Citizen	
Who May Avail		All Student	S		
CHECKLIST OF REC	QUIRE	MENTS		WHERE TO SE	CURE
<ol> <li>Original Registration Form (RF)</li> <li>ID Information Form</li> </ol>		Registrar's Office, Dean's Office, Department Office MIS Office			
CLIENT STEPS	Δ.	AGENCY	FEES	PROCESSING	PERSON
	4	ACTION	TO BE PAID	TIME	RESPONSIBLE
Gets Priority     number stub at     the MIS office	Issues Priority number stub to the student		None	30 sec.	MIS Staff
2. Gets ID Information Form at the MIS office Fill out ID Information Form	Inf Fo	ormation rm to the student	None	5 mins.	MIS Staff
3. Presents Priority number stub  Presents	Receives Priority Number stub Verifies		None	1 min.	MIS Staff
Registration		enticity of			

Form (RF) to show proof of enrollment and ID fee has been included in the appraisal section of the RF	the RF, stamps it with 'Picture Taken' and returns RF to student			
Presents filled- out ID Information Form	Checks completeness of ID Information Form			
4. Verifies accuracy of data encoded	Encodes student data to the ID system from ID Information Form	None	3 mins.	MIS Staff
5. Checks acceptability of picture taken	Takes picture of student	None	2 mins.	MIS Staff
6. Writes signature at the signature pad	Affixes signature of student to the ID system Saves data in the ID system	None	2 mins.	MIS Staff
7. Receives ID and signs at the ID log book	Prints ID  Releases ID to the student	None	5 mins.	MIS Staff
	TOTAL	None	18 mins. and 30 sec.	

#### 26. Printing of Replacement ID

Printing of Replacement ID. Applicable for ID that was defaced or broken. It is also applicable for ID that contains wrong information.

Office or Division	Managem Processing		nation System/Elec	ctronic Data
Classification	Simple			
Type of Transaction	G2C- Gove	ernment to	Citizen	
Who May Avail	All Studer	ts of ISAT	U	
CHECKLIST OF REC	QUIREMENTS		WHERE TO SE	CURE
Original Regist	ration Form (RF)	Registra	r's Office, Dean's (	Office,
2. ID Information	, ,	_	nent Office	,
3. Official Receip		MIS Offi		
4. Old student ID		Cashiers		
	-	Student		
			<del>-</del>	
CLIENT STEPS	AGENCY	FEES	PROCESSING	PERSON
	ACTION	TO BE	TIME	RESPONSIBLE
		PAID		
1. Gets Priority	Issues Priority	None	30 sec.	MIS Staff
number stub at	number stub to			
the MIS office	the student			
2. Gets ID	Issues ID	None	5 mins.	MIS Staff
Information Form	Information			
at the MIS office	Form to the			
Fill out ID	student			
Information Form				
3. Presents Priority	Receives	None	2 mins.	MIS Staff
Number stub	Priority			
	Number stub			
4. Presents Old ID	Receives and	1		
	archives Old ID			
5. Presents	Verifies			

Registration Form (RF) to show proof of enrolment  6. Presents Official Receipt	authenticity of the RF and returns it to student  Checks Official Receipt and stamps with 'ID Claimed', returns Official Receipt to student			
7. Presents filled- out ID information Form	Checks completeness of ID Information Form			
8. Verifies accuracy of data encoded	Retrieve student data from the ID system	None	2 mins.	MIS Staff
	Edit student information based from ID Information Form (if applicable)			
9. Checks acceptability of picture taken (if needed)	Takes picture of student (if needed)	None	2 mins.	MIS Staff
10. Writes signature at the signature pad (if needed)	Affixes signature of student to the ID system (if needed)	None	2 mins.	MIS Staff

	Saves data in the ID system			
11. Receives ID and signs at the ID log book	Prints ID  Releases ID to the student	None	5 mins.	MIS Staff
	TOTAL	None	18 mins. and 30 sec.	

#### 27. Printing of Lost ID

Printing of Lost ID. Applicable for ID that was lost.

Office or Division	Manageme Processing	Management Information System/Electronic Data Processing			
Classification	Simple				
Type of Transaction	G2C- Gover	G2C- Government to Citizen			
Who May Avail	All Student	s of ISAT	J		
CHECKLIST OF REC	QUIREMENTS		WHERE TO SE	CURE	
1. Original Regist	ration Form (RF)	Registra	r's Office, Dean's (	Office,	
2. ID Information	Form	Departn	nent Office		
3. Official Receipt		MIS Office			
4. Affidavit of Los	SS	Cashiers' Office			
		Attorney's Office			
CLIENT STEPS	AGENCY	FEES	PROCESSING	PERSON	
	ACTION	TO BE	TIME	RESPONSIBLE	
		PAID			
1. Gets Priority	Issues Priority	None	30 sec.	MIS Staff	
number stub at	number stub to				
the MIS office	the student				
2. Gets ID	Issues ID	None	5 mins.	MIS Staff	
Information Form	Information				
at the MIS office	Form to the				
Fill out ID	student				
1 111 000 10					

Information Form				
3. Presents Priority number stub  Presents Affidavit of Loss	Receives Priority number stub  Receives and archives	None	2 mins.	MIS Staff
OI LOSS	Affidavit of Loss			
Presents Registration Form (RF) to show proof of enrolment	Verifies authenticity of the RF and returns it to student			
Presents Official Receipt	Checks Official Receipt and stamps with 'ID Claimed', returns Official Receipt to student			
Presents filled-out ID Information Form	Checks completeness of ID Information Form			
4. Verifies accuracy of data encoded	Retrieves student data from the ID system	None	2 mins.	MIS Staff
	Edit student information based from ID Information Form (if applicable)			
5. Checks acceptability of	Takes picture of student (if	None	2 mins.	MIS Staff

picture taken (if needed)	needed)			
6. Writes signature at the signature pad (if needed)	Affixes signature of student to the ID system (if needed) Saves data in the ID system	None	2 mins.	MIS Staff
7. Receives ID and signs at the ID log book	Prints ID  Releases ID to the student	None	5 mins.	MIS Staff
	TOTAL	None	18 mins. and 30 sec.	

# INTEGRATED INCOME RESOURCE GENERATION PROJECT (IIRGP)

#### 28. HRT Service Center Room Reservation

To facilitate efficient and fast response on Room Reservation of HRT Service Center.

OFFICE OR DIVISION:		IIRGP-HRT Service Center
CLASSIFICATION:		Simple
TYPE OF TRANSACTION:		G2C
WHO MAY AVAIL:		ALL
CHECKLIST OF REQUI	REMENTS	WHERE TO SECURE
I.D. for Information	1	Client
Сору		HRT Service Center Front Desk Clerk
Guest Registration Form	1	Front Desk Clerk
Сору		
Official Receipts	3	
Copies		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Guests Inquires for Room Accommodation	Front Desk Clerk checks for the availability of the Rooms	N/A	1 min.	Client Front Desk Clerk
Fills out the Guests Registration Form	Assist the guest in filling out Registration Form	N/A	1 min.	Client Front Desk Clerk
Presents Identification Card.	Photocopy and Checks I.D. for verification of information he/she filled out in the registration form. If senior citizen, pwd, alumni, faculty, employee and students of ISAT U a 20% discount will be given.	N/A	2 mins.	Client Front Desk Clerk
Prepares cash	Receives the	Number of	2 mins.	Client

payment	cash payment from the guest and give the official receipt copy.	Nights		Front Desk Clerk
Proceeds to the	Assigns and	N/A	2 mins.	Client
Guest Room	Assists the			Room Attendant
	client to the			
	guest room			
Checking Out	Assists the guests in checking out of the room. Check the room if there is any personal belonging left by the guests	N/A	2 mins.	Client Room Attendant Front Desk Clerk
	TOTAL		10 mins.	

#### 29. HRT Service Center Event and Function Reservation

To facilitate efficient and fast response on reservations of the HRT Service Center Events and Functions.

OFFICE OR DIVISI	ON:		IIRGP-F	IRT Service Cente	r
CLASSIFICATION:			Simple		
TYPE OF TRANSA	CTION:		G2C		
WHO MAY AVAIL	:		ALL		
CHECKLIST OF RE	QUIREMENTS		WHERE	TO SECURE	
Event Contract		1 Сору	Client		
Food Menu Packa	ages	1	HRT Sei	rvice Center Front	Desk Clerk
Сору			Front D	esk Clerk	
Official Receipts		3			
Copies					
CLIENT STEPS	AGENCY	FEES TO	BE	PROCESSING	PERSON
	ACTION	PAID		TIME	RESPONSIBLE
Guests Inquires	Frond Desk	N/A		1 min.	Client
for	Clerk checks for				Front Desk Clerk
Event/Function	the availability				
	of the Calendar				
Details of	Asks for the	N/A		1 min.	Client
Event/Function	type of the				Front Desk Clerk
	event/function				
Selects the	Assists the	N/A		3 mins.	Client
Food Menu	guest in				Front Desk Clerk
Packages	selecting the				

	food packages. If possible suggest and convince the guest for the best menu.			
Fills out Event Contract	Checks their information in filling up event contract. The theme, number of pax, date of the event and menu selected. Bringing of outside food will be charged.	N/A	5 mins.	Client Front Desk Clerk
Prepares Cash Payment	Required a 50% down payment upon reservation. Another payment will settled one week before the event or on the day of the event. Secure official receipt to the guest.	Menu Packages and Number of Pax	5 mins.	Client Room Attendant
	TOTAL		15 mins.	

#### 30. Tarpaulin Printing

To facilitate efficient and fast response on tarpaulin printing on account through provision of needed documents and processes.

OFFICE OR DIVISION:		IIRGP – COPY SHOPPE INTERNET
CLASSIFICATION:		Simple
TYPE OF TRANSACTION:		G2C
WHO MAY AVAIL:		ALL
CHECKLIST OF REQUIREMENTS	S	WHERE TO SECURE
QF-IIRGP-12 Tarpaulin Printing		IIRGP – COPY SHOPPE INTERNET Staff
Job Request	1 Сору	Client

Approved Letter 1 Copy IIRGP – COPY SHOPPE INTERNET Staff
QF-IIRGP 07 Billing Statement 1 Copy
Voucher 1 Copy

Voucher	1	Сору		
CLIENT STEPS	AGENCY ACTION	FEES TO BE	PROCESSING	PERSON
		PAID	TIME	RESPONSIBLE
Asks for Job	Gives Job	N/A	30 sec.	Client
Request Form	Request Form to			Copy Shoppe
from the staff.	the client.			Staff
Accomplishes/Fills	Receives and	N/A	1 day	Client
out Job Request	reviews the fully			Copy Shoppe
form and	accomplished job			Staff
attached	request form			IIRGP Director
approved letter.	from the client			Project Manager
	with the			
	approved letter.			
Gives the	Receives and	N/A	5 mins.	Client
tarpaulin design	checks the			Copy Shoppe
to the Copy	tarpaulin design			Staff
Shoppe Staff.	given by the			
	client.			
	Prints the	N/A	1 day	Copy Shoppe
	tarpaulin			Staff
	·			
	• Releases			
	printed job to			
	the client.			
Receives and		N/A	30 sec.	Client
checks the				
printed tarpaulin.				
Acknowledges the	Prepares the	N/A	1 day	Client
billing statement	Billing Statement			Copy Shoppe
from the Copy	and process all			Staff
Shoppe Staff.	the needed			IIRGP Director
	requirements.			Project Manager
	Processes the	N/A	2 weeks	IIRGP Bookkeeper
	voucher and			
	follows up the			
	payments.	,		
	Receives the	N/A	1 min.	Copy Shoppe
	photocopy of the			Staff
	voucher and			
	records payment.			
	TOTAL		2 weeks,3	
			days,7 mins.	

#### 31. Computer Rental

To facilitate efficient and fast response on computer rental through provision of needed documents and processes.

OFFICE OR DIVISION:	IIRGP – COPY SHOPPE INTERNET
CLASSIFICATION:	Simple
TYPE OF TRANSACTION:	G2C
WHO MAY AVAIL:	ALL
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Cash	Client

CLIENT STEPS	AGENCY	FEES TO BE	PROCESSING	PERSON
	ACTION	PAID	TIME	RESPONSIBLE
Informs the staff to use computer.	<ul> <li>Checks the availability of computers</li> </ul>	N/A	30 sec.	Client IIRGP –Copy Shoppe Staff
	<ul> <li>Logs in the client</li> </ul>			
Informs the staff for printing of document. (optional)	Prints the document.	N/A	1 min.	Client IIRGP –Copy Shoppe Staff
Informs the staff to end the session.	<ul> <li>Logs out the client</li> <li>Informs the client of his/her computer rental expense.</li> </ul>	N/A	30 sec.	Client IIRGP –Copy Shoppe Staff
Pay the computer rental expense.	<ul> <li>Receives         the         computer         rental         expense</li> <li>Gives         receipt to         the         customer if         needed</li> </ul>	N/A	1 min.	Client IIRGP –Copy Shoppe Staff
	TOTAL		3 mins.	

#### 32. Printing of Document Service

To facilitate efficient and fast response on printing of documents through provision of needed documents and processes.

OFFICE OR DIVISI	ON:		IIRGP –	COPY SHOPPE INT	ERNET
CLASSIFICATION:			Simple		
TYPE OF TRANSA	CTION:		G2C		
WHO MAY AVAIL	:		ALL		
CHECKLIST OF REQUIREMENTS			WHERE TO SE	CURE	
Cash			Client		
Files to be printe	d		Client		
CLIENT STEPS	AGENCY ACTION	FEES	ТО ВЕ	PROCESSING	PERSON
		PA	ID	TIME	RESPONSIBLE
Presents the files to be printed to the staff.	Receives the documents and check for errors and correction.	N,	/A	2 mins.	Client IIRGP –Copy Shoppe Staff
	<ul> <li>Prints the documents</li> <li>Prepares the costing of printed documents</li> <li>Informs the client of the cost of the documents printed</li> </ul>	N,	/A	3 mins.  Depends on the number of pages to be printed	IIRGP —Copy Shoppe Staff
Pay the printing expenses.	<ul> <li>Receives         the printing         payment</li> <li>Gives         receipt to         the         customer if         needed</li> <li>Gives the         printed         documents         to the         clients</li> </ul>	N,	/A	1 min.	Client IIRGP –Copy Shoppe Staff
	TOTAL			6 mins.	

#### 33. Photocopy of Documents

To facilitate efficient and fast response on photocopy of documents through provision of needed documents and processes.

OFFICE OR DIVISI	ON:		IIRGP –	COPY SHOPPE INT	ERNET	
CLASSIFICATION:			Simple			
TYPE OF TRANSA	CTION:		G2C			
WHO MAY AVAIL:			ALL			
CHECKLIST	OF REQUIREMENT	ΓS		WHERE TO SE	CURE	
Cash			Client	Client		
Documents to be	photocopied		Client			
CLIENT STEPS	AGENCY	FEES	TO BE	PROCESSING	PERSON	
	ACTION	P.A	NID	TIME	RESPONSIBLE	
Presents the	Receives the	N/A		1 min.	Client	
documents to	documents.				IIRGP –Copy	
the staff.					Shoppe Staff	
	Photocopy the	N/A		3 mins.		
	documents.			Depends on the	IIRGP –Copy	
	Prepares the			number of	Shoppe Staff	
	costing of the			pages to be		
	photocopied			photocopied		
	documents.					
	Informs the					
	client of the					
	cost of the					
	documents					
	photocopied.					
5 11 1 1		_			0" 1	
Pay the photocopy	Receives the	N/A		1 min.	Client IIRGP –Copy	
expenses.	photocopy				IIRGP –Copy Shoppe Staff	
	payments.				опорро ошп	
	Gives receipt to					
	the customer if					
	needed. Gives					
	the					
	photocopied					
	documents to					
	the clients.					
	TOTAL			F mine		
	TOTAL			5 mins.		

#### **34.** Training Venue Rental Process

To facilitate efficient and fast response on training venue rental through provision of needed documents and processes.

OFFICE OR DIVISION:	IIRGP – COPY SHOPPE INTERNET
CLASSIFICATION:	Simple

TYPE OF TRANSA	CTION:	G2C			
WHO MAY AVAIL	•	ALL			
CHECKLIST	OF REQUIREMENTS		WHERE TO	SECURE	
Request Letter	1 сору	Client	Client		
CLIENT STEPS	AGENCY ACTION	FEES	PROCESSING	PERSON	
		TO BE PAID	TIME	RESPONSIBLE	
Inquires about the availability of the training venue and rental fees.	Prepares the training venue rental fees and informs the client.	N/A	1 min.	Client Project Manager/Staff	
Submits/sends the request letter to the President's Office.	Follows up the status of the client's request.	N/A	1 day	Client IIRGP —Copy Shoppe Staff	
	Receives the clients Request Letter from the Office of the President for appropriate action.	N/A	1 min.	IIRGP –Copy Shoppe Staff/Project Manager/Student Assistant	
	<ul> <li>Approves the reservation of the training venue</li> <li>Informs the client</li> </ul>	N/A	2 mins.	Project Manager	
Receives the approved letter from the Office of the University President.	<ul> <li>Prepares the billing statement</li> <li>Gives the billing statement to the client</li> </ul>	N/A	5 mins.	Client IIRGP -Copy Shoppe Staff/ Project Manager	
Receives the copy of billing statement. Pays the venue rental expenses.	<ul> <li>Receives the payments from the client</li> <li>Prepares the remittance slip</li> </ul>	N/A	5 mins.	Client IIRGP –Copy Shoppe Staff	
	<ul> <li>Remits the cash/check to the university cashier</li> </ul>				
	<ul> <li>Receives the payment from the Copy Shoppe Staff</li> </ul>	N/A	10 mins.	University Cashier	
	<ul> <li>Issues receipts of payments</li> </ul>				

<ul> <li>Gives a copy of receipts to the Copy Shoppe Staff</li> </ul>			
Gives a copy of the	N/A	1 min.	IIRGP- Copy Shoppe
receipt to the client.			Staff
TOTAL		1 day, 25 mins.	

#### 35. Tarpaulin Printing on External Clients

To facilitate efficient and fast response on tarpaulin printing on external clients through provision of needed documents and processes.

			l			
OFFICE OR DIVISION:		IIRGP – COPY SHOPPE INTERNET				
CLASSIFICATION:			-	Simple		
TYPE OF TRANSA			G2C			
WHO MAY AVAIL			ALL			
	T OF REQUIREMENTS			WHERE TO SE	CURE	
Cash			Client			
Files to be printed			Client			
Job Request Form				Copy Shoppe Staff	T	
CLIENT STEPS	AGENCY ACTION	FEES TO	) BE	PROCESSING	PERSON	
		PAID		TIME	RESPONSIBLE	
Presents the tarpaulin files to be printed to the staff.	<ul> <li>Receives the tarpaulin file</li> </ul>	N/A		3 mins.	Client IIRGP –Copy Shoppe Staff	
the stain.	<ul> <li>Get the needed information from the client for the Job Request Form.</li> </ul>					
Signs Job Request Form for conformation.		N/A		3 mins.	Client	
	Prints and release the printed tarpaulin.	N/A		1 day. Depends on the number of tarpaulins to be printed	IIRGP –Copy Shoppe Staff	
Receives, checks and pays the tarpaulin printing	<ul><li>Receives the tarpaulin</li></ul>	N/A		3 mins.	Client IIRGP –Copy Shoppe Staff	

expenses.	printing payment		
	<ul> <li>Gives         receipt to         the         customer if         needed</li> </ul>		
	TOTAL	1 day,9 mins.	

#### **36.** Physical Facilities Utilization/Reservation for Rental Services

To facilitate efficient and fast response on processing of physical facilities utilization/reservation for rental services.

OFFICE OR DIVISION	:	IIRGP		
CLASSIFICATION:		Simple		
TYPE OF TRANSACTI	ON:	G2C		
WHO MAY AVAIL:		ALL		
CHECKLIST C	OF REQUIREMENTS		WHERE TO SECU	IRE
Rental Permit (QP-II	RGP-04) 1 Copy	Client		
Official Receipt	1 Copy	ILDO Staff		
Billing Statement	1 Copy			_
CLIENT STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON
		BE PAID	TIME	RESPONSIBLE
Inquiries for the availability of the Physical Facilities to be reserved	• Checks if the requested facility is available	N/A	1 min.	Client ILDO Staff/Director
10 20 10301103	<ul> <li>Reserves the facility immediately to the non-paying client if it is available.</li> </ul>			
	<ul> <li>Reserves the facility to the paying client upon submission of the filled out Rental Permit Form.</li> </ul>			
Secures and fills out Rental Permit Form	<ul> <li>Receives and checks completeness of filled out Rental Permit form.</li> </ul>	N/A	3 hrs	Client  ILDO Staff/Director
	<ul> <li>Forwards the filled out forms to PDAS Office for the</li> </ul>			PDAS Staff/Director

Bill Payment  Pays the amount to the Cashier's Office within 24 hours upon receipt of notice of the approved permit.	<ul> <li>assignment of personnel needed.</li> <li>PDAS Office forwards the form to IIRGP Office for billing and VPAF Approval.</li> <li>IIRGP Office forwards the approved copy of Rental Permit to ILDO.</li> <li>Informs the client of the approved Rental Permit and Billing Statement.</li> </ul>	Based on rental fees	2 mins.	IIRGP Staff VPAF  Client ILDO Staff/Director
Submits the copy of receipt for the booking confirmation.	Confirms booking to respective area or facilities in-charge	N/A	2 mins.	Client ILDO Staff/Director
Booking/Reservati on Confirmation	Records confirmed booking and distribute copies of approved permit to concerned offices.	N/A	2 mins.	ILDO Staff/Director
	TOTAL		3 hrs and 9 mins.	

#### **37.** Store Retail/Selling Services

To facilitate efficient and fast response on the release of merchandise inventory sold through provision of needed documents and processes.

OFFICE OR DIVISION	٧:		IIRGP –	STORE	
CLASSIFICATION:			Simple		
TYPE OF TRANSACT	ION:		G2C		
WHO MAY AVAIL:			ALL		
CHECKLIST OF REQU	UIREMENTS		WHERE	TO SECURE	
Order Slip (QF-IIRGI	P-016)	1	IIRGP-St	ore Staff	
Сору			IIRGP-St	ore Staff	
Billing Statement (C	QF-IIRGP-007)	2	Client		
Copies					
Approved Budget/L	etter of Approval	2			
Copies					

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Product/Item Inquiry	Checks the physical and on hand inventory of the merchandise.	N/A	1 min.	Client IIRGP –Store Staff
Accomplishes/Fills out Order Slip form	Receives and checks completeness of filled out order slip as to product description, pricing and quantity.	N/A	1 min.	Client IIRGP –Store Staff
	Determines whether the client is paying cash or on account sales. Receives and evaluate the letter of approval.	N/A	2 mins.	IIRGP –Store Staff
Prepares cash payment	Receives the cash payment and enters the transaction in the cash register. Prepares the Billing Statement if client is not paying cash.	Selling Price of the Merchandise	2 mins.	Client IIRGP –Store Staff
	Billing Statement must be approved	N/A	2 mins.	IIRGP Director / VPAF

	by IIRGP Director or VPAF.			
Acknowledges receipt of the merchandise and copy of the Billing Statement /Official Receipt	Prepares and releases the items to the client.	N/A	2 mins.	Client IIRGP –Store Staff
	TOTAL		10 mins.	

# OFFICE OF THE VICE PRESIDENT FOR RESEARCH & EXTENSION SERVICES

#### **Research Services Division**

### Main Campus External Services

#### 38. Statistical Data Analysis

To ensure correct & reliable research data source to all clients who seeks statistical assistance

Office or Division	Data P	Processing	Center-Research Se	ervices Division
Classification	Simple	<u>;</u>		
Type of Transaction	G2C- 0	G2C- Government to Citizen		
Who May Avail	Studer	nts, Emplo	yees/ Non- ISAT U	clients
CHECKLIST OF REQUI	REMENTS		WHERE TO SE	CURE
<ol> <li>Copy of the Resear and Data-1 copy</li> <li>Students' ID</li> <li>Letter Request- 2 of</li> </ol>	·	Provided by clients		
CLIENT STEPS	AGENCY	FEES	PROCESSING	PERSON
	ACTION	TO BE PAID	TIME	RESPONSIBLE
research problem with the sample data	Ensure the sample data correspond to the researcher's statement of the problem.	None	20 mins.	Statistician / Statistician Aide

	T	<u> </u>		<del> </del>
2. Ensure the data are	Determine			
properly encoded in	the Statistical			
the excel format	Tools based			
	on the			
Note: The Data	objective of			
Processing Center	the study.			
offers Statistical	Discuss the			
Data Analysis	necessary			
Consultation is w/	statistical			
consultation fee	tools to be			
amounting to	used.			
1,000.00				
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Prepare Job	75.00/p	10 mins.	
	Order	er test		Statistician /
	Contract with	(studen		Statistician Aide
	correspondin	t)		
	g fees (based	250.00/		
	on approved	250.00/		
	BOT fees)	per test		
		(non-		
		ISAT U)		
3. Present the	Issue an	None	5 mins.	Cashiers' Office
accomplished Job	Official	110116	33.	Cusiners Since
Contract to the	receipt as			
cashier's office for	payment for			
	• •			
the issuance of	Job Order			
offical receipt.	Contract			
4. Present the Job	Conduct	None	1-2 days	Statistician /
Order contract	statistical		= == 10	Statistician Aide
together with the	testing. Data			Jeanstion / Mac
receipt to the Data	are encoded,			
•	_			
Processing Center	processed			
	and analyzed			
	using the			
	SPSS			
	software to			
	generate			
	results.			

5. Return to the Data Processing Center in the appointed date	Release of Statistical data analysis and data interpretatio n. Also, a copy of the SPSS generated result is given	None	20 mins.	Statistician / Statistician Aide
	and discussed to client.	None	2 days and 55	
	TOTAL	None	mins.	

#### **Intellectual Property Management Office**

## Main Campus External Services

#### 39. Patent Drafting

To ensure correct procedures in patent drafting services for internal and external clients.

Office or Division	Intelle	Intellectual Property Management Office			
Classification	Highly	Technical			
Type of Transaction	G2C-G	overnment	to Citizen		
Who May Avail	All em	ployees and	l students, stakeh	olders, and	
•		al clients		ŕ	
CHECKIET OF BEOL	UDEN AENTC		WILEDE TO CE	CLIDE	
CHECKLIST OF REQU	JIKEWIEN 13		WHERE TO SE	CURE	
1. Resolution		IPMO Offic	ce		
2. Job order contrac	ct/request				
3. Concept paper					
4. Non-disclosure a	greement				
5. Drawings, sketch	, illustrations,				
pictures or video	s, methods,				
procedures					
6. Prior art search r	eport				
	•				
Payment shall be					
University Cashie		FFFC TO	DDOCECCING	DEDCOM	
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
	ACTION	BE PAID	TIME	RESPONSIBLE	
1. Make a	Accepts a	None	15-30 mins.	Internal/External	
request/letter for	letter/reques			Clients	
patent search	t.			IPMO Secretary/	
	Discuss			IPMO Director	
	availability				
	schedule				
	with the				
	IPMO				
	Director	None	1 day	ITSO Technical	
	Identify/Verif y the	None	1 day	Staff/	
	potential			IPMO Director	
	patentable			ii iii Sii cotoi	
	technology				

		I		<del>                                     </del>
	to be protected in terms of novelty, industrial applicability, and inventive step  For potential patentiable technology: ITSO Technical Staff advices and informs the clients of the fees and the stages of drafting For non-potential patentable	None		
	and inventive			
	-			
	I	None		
	I =			
	the clients of			
	the fees and			
	_			
	[ = ·			
	technology:			
	ITSO			
	Technical			
	Staff advices			
	the client to			
	discontinue			
	the			
	development			
	of the			
	technology			
	or to improve further teh			
	technology.			
2. Discuss availability	Seek	None	10-15 mins.	Internal/External
of schedule to	availability			Client
discuss the	with the			IPMO Secretary/
possibility or	client to			IPMO Director
continuing/disconti	discuss the			
nuing	possibility of			
פייישיי	continuing or			
	discontinuing with the			
	drafting			
3. Pays corresponding	Prepares the	Php	10 mins.	IPMO Secretary
, , ,	Job Order	500.00		,

fees at the cashier. *	Contract to be signed by the IPMO Director	/Master' s Degree Php 1,000.00 /Doctora te Degree		
	Conducts prior art search of the technology to be protected	None	5-7 days	External Clients IPMO Director/ ITSO Technical Staff
	Deliberates the prior art search report	None	1 hour	IPMO Director/ ITSO Technical Staff
	Presents and discusses search report with the external client for the novelty, industrial applicability, and/or inventive step. Discusses and deliberates search report aid of the technology to be protected as to utility model, industrial design, and/or invention	None	1 hour	IPMO Director/ ITSO Technical Staff/ Internal/External Clients

4. Provide clear drawings, sketch, illustrations, pictures or videos, procedures for the identified technology.	Drafts patent for the technology to be protected. Request for drawings, sketch, illustrations, pictures or videos, procedures to identify technology to be protected.	None	30-60 days	IPMO Director/ ITSO Technical Staff/ Internal/External Clients
	Notifies the external clients as the draft is completed.	None	10-15 mins.	IPMO Director/ ITSO Technical Staff
5. To be physically present during the discussion of the drafted patent	Present and discuss the drafted patent for the approval and conformance of the external client. If the clients do not approved, revision will be made.	None	3-5 days	IPMO Director/ ITSO Technical Staff/ Internal/External Clients
6. Pays corresponding fees for filing the patent application.		Based on the latest IPO rates	10-15 mins.	External Clients
7. Accepts the released document from the ITSO Technical Staff	Releases final copy of the patent document upon payment of	None	10-15 mins.	IPMO Director/ ITSO Technical Staff/ External Clients

fees and all			
documents			
used in the			
drafting of			
patent.			
Logs the			
released of			
documents.			
TOTAL	None	60 days	

# OFFICE OF THE NATIONAL & INTERNATIONAL AFFAIRS

#### **EXTERNAL SERVICES**

#### 40. Student Exchange Program

Office or Division

Students who qualify are given the opportunity to have exposure to foreign counterparts and foreign counterparts are also accepted to have exposure in this country particularly in Iloilo Science and Technology University System.

Classification	Complex			
Type of Transaction	G2C- Government to Citizen			
Who May Avail	Students (local & Foreign), Faculty and Employees			
CHECKLIST OF REQUIRE	OF REQUIREMENTS WHERE TO SECURE			
a. Copy of RF (Student is enrolled in OJT) b. Student Profile c. Copy of Transcript of Records d. Copy of Valid Passport (for international		Registrar Applicant		
programs) e. Letter endorsement from the Dean		Dean Concerned		

National and International Affairs Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submits requirements in a folder for evaluation.	Review the completenes s of Student Profile and other requirements	None	2 minutes	National and International Affairs' Staff
	Enlist the student for matching with partner SUC and emails required documents.	None	2 minutes	National and International Affairs' Staff
	Wait for confimation from partner SUC.	None	3 - 5 working days	National and International Affairs' Staff
Prepares for interview	Interview's student	None	30 minutes	Receiving SUC
Wait for acceptance from partner SUC.	Emails letter of acceptance.	None	3 - 5 working days	Receiving SUC

#### 41. Faculty Exchange Program

Faculty are likewise given the opportunity of exposure to foreign counterparts in the region.

Office or Division	National and International Affairs Office			
Classification	Complex			
Type of Transaction	G2C- Government to Citizen			
Who May Avail	Students (local & Foreign), Faculty and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		

- a. Faculty Profile
- b. Copy of Valid Passport (for international programs)
- c. Letter endorsement from the Dean

CLIENT STEPS	AGENCY ACTION	FEES TO BE	PROCESSING	PERSON
		PAID	TIME	RESPONSIBLE
Submits requirements for evaluation.	Review the completeness of Faculty Profile and other requirements.	None	2 minutes	National and International Affairs' Staff
	Enlist the faculty for matching with partner SUC and emails required documents.	None	2 minutes	National and International Affairs' Staff
	Wait for confimation from partner SUC.	None	3 - 5 working days	National and International Affairs' Staff
Prepares for interview	Interview's faculty	None	30 minutes	Receiving SUC
Wait for acceptance from partner SUC.	Emails letter of acceptance.	None	3 - 5 working days	Receiving SUC
Apply for <b>Authority to Travel Abroad</b>	Process Authority to Travel	None	3 months	National and International Affairs' Staff

#### CONTINUE TO AUTHORITY TO TRAVEL ABROAD

#### 42. Authority to Travel Abroad

Office or Division	National and International Affairs Office
Classification	Simple

Type of Transaction	G2C- Government to Citizen
Who May Avail	Students (local & Foreign), Faculty and Employees

Who May Avail	al & Foreign), Faculty and Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Faculty, Staff and Students (Officia	-	
a. Approved Letter Request for Tra		
b. Letter of Acceptance or Invitatio	n Letter	
c. Copy of Valid Passport		
d. Profile of the Event Organizer		
e. Background Information of the I	nternational	
Conference/Meeting		
(for Paper Presentation: Proof in	dicating	
that papers presented in the con	ference will	
be published in journals that are	indexed by	
Elsevier/Scopus/ASEAN Citation	Index)	
f. Employee's Profile for NIA Programs		
Faculty and Staff (Personal Travel)		
a. Approved Letter Request for Tra	vel Abroad	
b. Approved Leave of Absence (For	m 6)	
c. Certification of Personal Travel		

CLIENT STEPS	AGENCY ACTION	FEES TO BE	PROCESSING	PERSON
		PAID	TIME	RESPONSIBLE
Submits all requirements for evaluation.	Reviews the completeness of the documents submitted.	None	2 minutes	NIA's Staff
	Prepares request for Authority to Travel Abroad signed by NIA, Director.	None	2 minutes	NIA's Staff
	Forward request for Authority to Travel to Human Resource	None	2 minutes	NIA's Staff
	Evaluates Necessity of Foreign Travel	None	2 minutes	NIA Director
	Request for CHED	None	5 minutes	NIA Director

	Assessment and submits all requirements via email.			
	Assess the Legitimacy of Foreign Travel	None	15 working days	Director, CHEd IAS Staff
	Recommends foreign travel to Board of Regents for Approval	None	Quarterly	SUC President
	Issues Board Approval	None	1-2 working days after Board Meetings	Board of Regents
	Issues Authority to Travel Abroad and Endorsement	None	5 minutes	Human Resource, University President
Receives Authority to Travel Abroad and Endorsement	Releases Original Authority to Travel Abroad and Endorsement Letter and retains a copy.	None	2 minutes	NIA's Staff / NIA Director
END OF TRANSACTION				

#### **Industry, Linkages and Development Office**

## Main Campus External Services

#### 43. Hiring of Student Job Placement/Student Internship Program Training

To facilitate, assist and recruit students for possible Student Internship Program Training and Job Hiring of prospective and partnered industries with the university.

Office or Division Industr		try Linakages and Development Office				
Classification		Complex				
			G2C-Government to Citizen; G2B-Government to Government to Government			
Who May Avail		Industry				
CHECKLIST OF REQUIREMENTS		TS	WHERE TO SECURE			
1. Letter of Intent-2 copies		Requesting Industry				
CLIENT STEPS	AGEI ACTI		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Visit/email Letter of     Intent for student     job placement and     Student Internship     Program training	Receives walk in/email of client for job placement and Student Internship Program training		None	2 mins.	Frontline Personnel/Admin . Staff	
2. Request Approval from the university President	Have document/s signed/appro ved by the university President		None	15 mins.	Frontline Personnel/Admin . Staff and university President	
3. Receives approved	Secure copy for Student		None	3 mins.	Frontline Personnel/Admin	

documents	Internship Program training/Stud ent Job Placement files and track record on log book			. Staff
	Facilitate venue for examinations , interview and MOA signing (if not yet partnered with the university)	None	5 days	Frontline Personnel/Admin . Staff
In case of non-approval 4. Take note of the deficiency/ies	Notify the client of the reason/s for non-approval; advise to return upon compliance	None	5 mins.	Frontline Personnel/Admin . Staff
	TOTAL	None	5 days and 25 mins.	

#### 44. Job Posting

To facilitate requests of Job Postings of partnered Industries in a convenient and timely manner.

Office or Division	Industry Linkages and Development Office		
Classification	Simple		
Type of Transaction	G2C-Government to Citizen; G2B-Government to Business; G2G-Government to Government		
Who May Avail	Industry		
CHECKLIST OF REQUIREMEN	ΓS	WHERE TO SECURE	

<ol> <li>Letter Request for Posting-2 copies</li> </ol>		Requesti	Requesting Industry			
2. Posters/Flyers- 2	copies	Requesting Industry				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
Submit letter     request and     adverstisement	Forward the submitted letter and poster/s to the PIO for approval of posting	None	3 mins.	Frontline Personnel/Admin . Staff		
2. Request Approval from the PIO	Have document/s signed/appro ved by the PIO	None	14 mins.	Frontline Personnel/Admin . Staff and PIO		
3. Documents approved	Post approved Posters/Docu ments to the bulletin board and secure copy for Job Advertiseme nt files	None	3 mins.	Frontline Personnel/Admin . Staff		
	In case (	of non-app	proval			
4. Take note of the deficiency/ies	Notify the client of the reason/s for non-approval; advise to return upon compliance	None	5 mins.	Frontline Personnel/Admin . Staff		
	TOTAL	None	25 mins.			

#### 45. Request for the List of Graduates

To facilitate the approval for the request of the List of Graduates in a correct and timely manner.

Office or Division Ind			ry Linakag	es and Developme	nt Office
Classification		Highly	Technical		
				t to Citizen; G2B-Government to Gov	
Who May Avail		Indust	ry		
CHECKLIST OF REQU	IIREMEN	TS		WHERE TO SE	ECURE
1. Letter Request -1	сору		Requesti	ng Industry	
CLIENT STEPS	AGE	NCY	FEES	PROCESSING	PERSON
	ACT	ION	то ве	TIME	RESPONSIBLE
			PAID		
1. Submit letter of	Forwar	d the	None	3 mins.	Frontline
request	letter re		140116	3 111113.	Personnel/Admin
request	to the o	•			. Staff and PIO
	of the				. Stair and 116
	univers	•			
	Preside				
2. Request Approval	approv		None	15 mins.	Frontline
from the university	letter	.40.000			Personnel/Admin
President	signed/	appro			. Staff
	ved by				
	univers	=			
3. Request letter	Preside	list of	None	15 mins.	Frontline
approved	require		None	13 111113.	Personnel/Admin
аррготса	docum				. Staff
	for MO				. Stan
4 Complement	signing		Nana	10 4	Fuerthe
4. Comply necessary	Forwar MOA to		None	10 days	Frontline
requirements such as MOA and other	legal of				Personnel/Admin
	for revi				. Staff,
pertinent Documents	and fac				Requesting
Documents	the MC				Industry and university
	signing				President, Legal
	betwee univers				Office
	and the	=			Office
	Reques				
	Industr	У			

5. Conform the	Facilitate and	None	15 mins.	Frontline
	release the	INOTIE	13 1111113.	
required MOA				Personnel/Admin
	list of			. Staff
	graduates			
	with			
	compliance			
	to the			
	Republic Act			
	10173 also			
	known as			
	Data Privacy			
	Act of 2012			
	In case of	of non-app	roval	
			<b>.</b>	
5. Take note of the	Notify the	None	5 mins.	Frontline
deficiency/ies	client of the			Personnel/Admin
	reason/s for			. Staff
	non-			. Stan
	approval;			
	advise to			
	return upon			
	compliance			
	TOTAL	None	10 days and 53	
			mins.	

# OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

#### Office of Instruction Main Campus External Services

#### 46. Withdrawal of Enrolment

Office or Division	Office of th	Office of the Vice President for Academic Affairs			
Classification	Simple				
Type of Transaction	G2C				
Who May Avail	Students				
CHECKLIST OF RE	QUIREMENTS	REMENTS WHERE TO SECURE			
Request for Withdrawal of Enrolment VPAA Office					
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
	ACTION	BE PAID	TIME	RESPONSIBLE	
1. Present withdrawal form completely signed by the Department Head and other concerned.	Check completeness of signatures and other requirements. Forward withdrawal form to the VPAA for signature.	None	2 minutes	VPAA Office Staff	
2. Receives signed request form.	Sign request form and returns it to the student.	None	1 minute	VPAA	
	TOTAL		3 minutes		

## 47. Faculty and Staff Development Program

documents and prod	cesses.				
Office or Division		Office of the	Vice Presi	dent for Academ	nic Affairs
Classification		Simple			
Type of Transaction	1	G2C			
Who May Avail		Faculty and	ulty and Staff		
CHECKLIST OF R	EQUIF	REMENTS	EMENTS WHERE TO SECURE		
Faculty and Form QF-HF		Application	VPAA Office		
CLIENT STEPS	AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled up Faculty and Staff Application Form and letter of intent signed by the College Dean/Supervis or.	1. Submit filled up Faculty and Staff Application Form and letter of intent signed by the College Dean/Supervisor.		None	2 minutes	VPAA Office Staff
	Comi conv delib	Ity/Staff mittee enes for eration of cation.	None	1 hour	FSD Committee
	Comi endo appli Admi Coun	Ity/Staff mittee rses cations to inistrative acil for eration	None	1 hour	FSD Committee/ADCO
	recor Unive	oved ication is mmended to ersity dent for	None	1 hour	вот

ВОТ Аррі	oval		
TOTAL		3hours and 2	
IOTAL		mins.	

## 48. Approval of Requests and Other Communications

documents and processes					
Office or Division	Office of t	he Vice	President for Acad	emic Affairs	
Classification	Simple	Simple			
Type of Transaction	G2C				
Who May Avail	Students,	Faculty	, Community		
CHECKLIST OF REQUIR	EMENTS		WHERE TO SE	CURE	
Resolutions/Requests ons Budget Proposals if n	Requesting party				
CLIENT STEPS	AGENCY	FEES	PROCESSING	PERSON	
	ACTION	TO BE PAID	TIME	RESPONSIBLE	
1. Submit resolutions/activities/ot her communications for approval/endorsement/r eferral of the Dean.	Check documents if properly endorsed including the completenes s of supporting documents.	Non e	2 minutes	VPAA Office Staff	
2. Wait for the approved documents.	Submit documents to the VPAA for approval/endorsement / referral.	Non e	5 minutes	VPAA Office Staff	
3. Receive approved documents.	Get file/ encode copy of the communicati on and	Non e	2 minutes	VPAA Office Staff	

In case of non-approval	release approved documents.			
1. Take note of the deficiency or get list of deficiency and other required documents.	Inform client of the deficiency of the documents for compliance or the reason for nonapproval. Advise client to come back upon compliance.	Non e	3 minutes	VPAA Office Staff
	TOTAL		12 minutes	

## 49. Releasing of Equipment

aocuments and processes					
Office or Division		Office of	f the Vio	ce President for	Academic
		Affairs			
Classification	Classification				
Type of Transaction		G2C			
Who May Avail	Yho May Avail Students, Faculty				
CHECKLIST OF REQUIREM	REQUIREMENTS WHERE TO SECURE			ECURE	
Resolutions/Requests/Co	mmur	nications	Requesting party		
Budget Proposals if neces	sary				
CLIENT STEPS	Α	GENCY	FEES	PROCESSIN	PERSON
	А	CTION	то	G TIME	RESPONSIBL
			BE		E
			PAID		
1. Present the ID Card.	Receive the ID		Non e	1 minute	VPAA Office Staff
	car		_		
	Ch	eck the	Non		

	status of	е		
	the ID			
	Card.			
	Check the			
2. Fill up entries of the logbook.	entries on	Non	1 minute	VPAA Office
	the	e	Tillilate	Staff
	logbook.			
3. Wait for the releasing of the	Get the			VPAA Office
equipment.	equipment		3 minutes	Staff
equipment.	•			Stair
	Check the		2 minutes	VPAA Office
	logbook.		2 minutes	Staff
	TOTAL		7 minutes	

## 50. Returning of Equipment

OFFICE OR DIVISION: Office of the Vice President for Academic Affairs				
CLASSIFICATION:	Simple			
TYPE OF TRANSACTION:	G2C			
WHO MAY AVAIL:	Faculty, Students			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
Borrowed equipment students/faculty	by the	Requesting party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the borrowed equipment.	Receive/ check the returned equipment. Look for the log book.	None	5 minutes	Office Staff
2. Waits for the advice of the staff.	Log the equipment.	None	2 minutes	Office Staff
3. Sign in the logbook to verify if the borrowed equipment has been returned.	Check the entry of the logbook.	None	2 minutes	Office Staff
4. Wait for the ID	Return the ID Card.	None	1 minutes	Office Staff

	TOTAL	10 minutes	
card.			

## 51. Releasing of Records/Documents/Journals

documents and processes.						
OFFICE OR DIVISION:	Office of the Vice President for Academic Affairs					
CLASSIFICATION:	Simple					
TYPE OF TRANSACTION:	G2C					
WHO MAY AVAIL:	Faculty					
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE					
ID card						
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1. Inquire for the records/documents/ journals are available.	Check if the records/ documents/ journals are available.	None	3 minutes	VPAA Office Staff		
2. Fill up the logbook.	Check the entries on the	None	3 minutes	VPAA Office		
3. Present ID card.	logbook and ID card.			Staff		
4. Wait for the release of the records/document/journals.	Check the records/ documents/ journals if properly filed. Remind the borrower of the due date. Release the records/ documents/ journals.	None	2 minutes	VPAA Office Staff		
5. Get the borrowed records/ document/ journals.	Check the logbook.	None	2 minutes	VPAA Office Staff		
	TOTAL		10 minutes			

## **52.** Returning the Records/ Documents/ Journals

To facilitate efficient and fast response and release of request through provision of needed documents and processes.

documents and pre						
OFFICE OR DIVISION:	Office of the Dean					
CLASSIFICATION:	Simple					
TYPE OF TRANSACTION:	G2C					
WHO MAY AVAIL:	Faculty					
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE				
ID Card	1 сору					
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIB LE		
1. Present the Records/ Documents/ Journals borrowed.	Check and examine the returned records/ documents/ journals if proper filing.	None	3 minutes	VPAA Office Staff		
2. Wait for the advice of the staff.	Log the returned records/ documents/ journals.	None	3 minutes	VPAA Office Staff		
3. Sign in the logbook for the verification of returning records/documents/journals.	Check the entry of the logbook.	None	2 minutes	VPAA Office Staff		
4. Wait for the release of the ID card.	Return the ID Card.	None	2 minutes	VPAA Office Staff		
	TOTAL		10 minutes			

#### 53. Facilitating Request of Faculty and Students

and an appropriate the processor.				
OFFICE OR DIVISION:	Office of the Vice President for Academic Affairs			
CLASSIFICATION:	Simple	Simple		
TYPE OF	636			
TRANSACTION:	G2C			
WHO MAY AVAIL:	Faculty, Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Form	1 сору	Dean's Office		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log for the request.	Check the request	None	1 minute	Office Staff
2. Waits for the advice of the staff.	Get the Logbook	None	3 minutes	Office Staff
3. Sign in the logbook for the verification of returning records/documents/journals.	Check the entries of logbook	None	2 minutes	Office Staff
4. Wait for the ID card.	Return the ID card	None	2 minutes	Office Staff
	TOTAL		8 minutes	

# **Medical Services Department**

Main Campus External Services

#### 54. PHYSICAL EXAMINATION

This examination is being conducted to all first year students of the University to diagnose if all of them are physically fit to enrol in the University.

Office or Division	Medic	Medical Services Department		
Classification	Simple	9		
Type of Transaction	G2C- 0	Governmer	nt to Citizen	
Who May Avail	First Y	First Year Students		
CHECKLIST OF REQU	IREMENTS	NTS WHERE TO SECURE		
SCBC, Urinalysis, Stool Ex Ray, Certificates from fai if with existing illnesses	Patient			
Prescription pad Medical certificate		Medical Officer/Physician		
Referral letter				1
CLIENT STEPS	AGENCY	FEES	PROCESSING	PERSON RESPONSIBLE
	ACTION	TO BE PAID	TIME	
1. Proceed to the clinic, ask for a laboratory request and go to a laboratory of choice.	Fill up/issue a laboraroty request and give instructions	None	3 minutes	Nurse/ Physician

2. Submit for Directions	Open the MRIS and complete the biodata  Relay directions on how to proceed with exmination	None	2 minutes 2 minutes	Nurse/ Physician
	TOTAL		24 mins.	

#### 55. BLOOD SUGAR TESTING

This examination is being conducted to all those who want to have their blood sugar tested provided they follow the procedures and requirements needed before the procedure will be conducted.

Office or Division		Medical Services Department			
Classification		Simple			
Type of Transaction		G2C- Government to Citizen			
Who May Avail		Students, employees, faculty and community members			
CHECKLIST OF REQU	JIREMEN	ITS WHERE TO SECURE			
Fasting			Patient		
		Medical Officer/Physician			
CLIENT STEPS	AGE	NCY	FEES	PROCESSING	PERSON RESPONSIBLE
	ACT	ION	TO BE	TIME	
			PAID		
1. Provide necessary	Open a	nd	None	2 minutes	Nurse/ Physician
information.	complete MRIS biodata				
2. Submit for Consultation	<ul> <li>History taking, making a diagnosis and formulating treatment plan.</li> <li>Vital Signs measure ment</li> </ul>		None	5 minutes	Nurse/ Physician
	- Blo	bod			

Pressure	1 minute	
- Tempera ture	1 minute	Nurse/ Physician
		Nurse/ Physician
TOTAL	3 minutes	

#### 56. WOUND DRESSING

This examination is being conducted to all students, faculty, non-teaching personnel and other stakeholders who have wounds which need dressing at the medical clinic

Office or Division		Medical Services Department			
Classification		Simple			
Type of Transaction		G2C- G	Governmer	nt to Citizen	
Who May Avail		Studer	nts, emplo	yees, faculty and c	ommunity members
CHECKLIST OF REQU	JIREMENT	ΓS		WHERE TO	SECURE
none			N.A.		
CLIENT STEPS	AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Provide necessary information	Open the MRIS and complete the biodata		none	2 minutes	Nurse/Physician
2. Submit for Consultation	History taking, making a diagnosis and treatment plan.  Vital signs			2 minutes	Nurse/Physician

	measuremen t. *Blood Pressure *Pulse Rate		2 minutes 3 minutes	Nurse/Physician Nurse/Physician
3. Submit for Diagnosis and Treatment	Diagnosis and treatment formulation.  Perform wound dressing: Simple dressing Complicated dressing Medicine dispensing. Encoding of treatment data	none	5 minutes 10 minutes 2 minutes	Nurse/Physician Nurse/Physician Nurse/Physician Nurse/Physician
	TOTAL		3 mins.	

#### **57. INJECTIONS**

As part of Treatment, Consultation, and Follow-up made to patients some requires Preparation, Injection and Observation.

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
Who May Avail	Students, employees, faculty and community members				
Type of Transaction	G2C- Government to Citizen				
Classification	Simple				
Office or Division	Medical Services Department				

Consent		N.A.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Provide necessary information	Open the MRIS and complete the biodata	none	2 minutes	Nurse/Physician
2. Submit for Consultation	History taking, making a diagnosis and treatment plan.  Vital signs measurement.  *Blood Pressure  *Pulse Rate		5 minutes  1 minute 1 minute	Nurse/Physician  Nurse/Physician  Nurse/Physician
3. Submit for injection	Preparation and administration of Tetanus Toxoid, HTIG and other prescribed injections.  Observations only.  Encoding of treatment data.	none	5 minutes 30 minutes 2 minutes	Nurse/Physician Nurse/Physician Nurse/Physician
	TOTAL		49 minutes	

#### **58. MINOR OPERATION**

Preparation, local anaesthesia, actual operation.

Office or Division		Medic	al Services	Department	epartment		
Classification		Simple	<u>;</u>				
Type of Transaction		G2C- (	Governmer	nt to Citizen			
Who May Avail		Stude	nts, emplo	yees, faculty and c	ommunity members		
CHECKLIST OF REQU	JIREMEN	ITS		WHERE TO	SECURE		
Consent			N.A.				
CLIENT STEPS	AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
Provide necessary information	Open the MRIS and complete the biodata		none	2 minutes	Nurse/Physician		
2. Submit for Consultation	History taking, making diagno treatm plan.  Vital sig measur t *Blood Pressur *Pulse	g a sis and ent gns remen		2 minutes  1 minute 1 minute	Nurse/Physician  Nurse/Physician  Nurse/Physician		

Submit for minor operation	Perform minor operation (STAT or Schedules)  Anaesthesis and Operation  Medicine dispensing Encoding of treatment data.	30 minutes 3 minutes 2 minutes 2 minutes	
TOTAL		46 minutes	

## **59. REQUEST FOR MEDICINE**

Dispensing of medicines.

Office or Division		Medical Services Department				
Classification		Simple	imple			
Type of Transaction		G2C- 0	Governmer	nt to Citizen		
Who May Avail		Students, employees, faculty and community members			ommunity members	
CHECKLIST OF REQU	JIREMEN'	TS	WHERE TO SECURE			
ID for students, employed members	ees and fa	aculty	patient			
CLIENT STEPS	AGE	NCY	FEES	PROCESSING	PERSON RESPONSIBLE	
	ACTI	ION	TO BE	TIME		
			PAID			
Provide necessary information	Open the MRIS are comple biodata	nd te the	none	2 minutes	Nurse/Physician	

2. Submit for Consultation	History taking.		2 minutes	Nurse/Physician
	Physical Assessment.			
	Diagnosis and Treatment Plan			
	Vital signs measure- ment. *Blood Pressure *Pulse Rate		1 minute 1 minute	Nurse/Physician Nurse/Physician
3. Request for	Medicine	NONE		
medicines	dispensing		3 minutes	Nurse/Physician
	Prescription writing to include Senior Citizen's		3 minutes	Nurse
	medicine Encoding of treatment data		2 minutes	Nurse/Physician
TOTAL			30 minutes	

## **60. REQUEST FOR REFERRAL**

Issuance of referral.

Office or Division		Medic	al Services	Department			
Classification		Simple	nple				
Type of Transaction		G2C- (	Governmer	nt to Citizen			
Who May Avail		Stude	nts, emplo	yees, faculty and c	ommunity members		
CHECKLIST OF REQ	UIREMEN	TS		WHERE TO	SECURE		
None			N.A.				
CLIENT STEPS	AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
Gather necessary information	Open the MRIS are comples biodata	nd te the	none	2 minutes	Nurse/Physician		
2. Submit for Consultation	History taking.  Physical Assessment.  Diagnosis and Treatment Plan  Vital signs			5 minutes	Nurse/Physician		
	measur ment. *Blood Press *Pulse	e- ure		1 minute	Nurse/Physician Nurse/Physician		

Request for referral to health	Issuance of	NONE	3 minutes	Physician
agencies/specialist.	referral letter Encoding of health plan		2 minutes	Nurse/Physician
TOTAL			13 minutes	

## **61. REQUEST FOR MEDICAL CERTIFICATE**

Issuance of Medical Certificate.

Office or Division	М	ledic	al Services	Il Services Department		
Classification	Si	mple	е			
Type of Transaction	G	2C- G	Governmer	nt to Citizen		
Who May Avail	St	uder	nts, employ	yees, faculty and c	ommunity members	
CHECKLIST OF REQU	IREMENTS			WHERE TO	SECURE	
None			N.A.			
CLIENT STEPS	AGENC	Y	FEES	PROCESSING	PERSON RESPONSIBLE	
	ACTION	N	TO BE PAID	TIME		
Gather necessary information	Open the MRIS and complete t biodata	the	none	2 minutes	Nurse/Physician	
2. Submit for Consultation	History taking, making a diagnosis a treatment plan.			5 minutes	Nurse/Physician	

	Vital signs measure- ment. *Blood Pressure *Pulse Rate		2 minutes 3 minutes	Nurse/Physician Nurse/Physician
3. Request for referral to health agencies/ specialist.	Issuance of medical cert.  Encoding of health plan	NONE	3 minutes 2 minutes	Physician Nurse/Physician
TOTAL			17 minutes	

#### **62. INHALATION**

Preparation, Administer inhalations.

Office or Division	M	Medical Services Department				
Classification	Si	mple	2			
Type of Transaction	G	2C- 0	Governmer	nt to Citizen		
Who May Avail	St	uder	nts, emplo	yees, faculty and c	ommunity members	
CHECKLIST OF REQU	JIREMENTS			WHERE TO	SECURE	
None		N.A.				
CLIENT STEPS	AGENC		FEES	PROCESSING	PERSON RESPONSIBLE	
	ACTION	N	TO BE PAID	TIME		
Provider necessary information	Open the MRIS and complete the biodata		none	2 minutes	Nurse/Physician	
2. Submit for Inhalation	Administe pulmo- inhalat	aid	NONE	5 minutes	Physician	

	or steam inhalation .  Medicince dispensin g.	2 minutes	Nurse/Physician
	Prescription with senior citizen medicines	3 minutes 2 minutes	Nurse/Physician
	Encoding the treatment data.		Nurse/Physician
TOTAL		29 minutes	

# 63. Issues Referral Slip for Enrollment, OJT and ROTC Training

Office or Division	Medical S	Medical Services Department			
Classification	Simple				
Type of Transaction	G2C- Gov	ernment	to Citizen; G2B-Go	overnment to Business;	
	G2G- Gov	/ernment	to Government		
Who May Avail	Faculty a	nd Staff			
CHECKLIST OF REQUI	REMENTS	WHERE TO SECURE			
1. Registration Form		Registrar			
2. Student Identificati	on Card	Students			
3. Medical Logbook		Medical Clinic			
4. Referral Slip		Medica	l Clinic		
CLIENT STEPS	AGENCY	FEES	PROCESSING	PERSON RESPONSIBLE	

	ACTION	TO BE PAID	TIME	
Student presents     Identification card or     Registration form	Checks ID and Registration Form	None	2 mins.	Nurse II/Medical Staff
2. Fills up the Logbook	Checks entry in the Logbook	None	3 mins.	Medical Staff
	Refers client to the Nurse	None	3 mins.	Medical Staff
	Releases referral slip for Laboratory Testing.	None	10 mins.	Nurse II/Medical Staff
	TOTAL	None	15 minutes	

# **Dental Clinic**

## Main Campus External Services

## 64. Oral Examination/Consultation

Office or Division	Denta	Dental Clinic			
Classification	Simp	Simple			
Type of Transaction	G2C-	Governme	nt to Citizen		
Who May Avail	Stude	ents			
CHECKLIST OF REQU	IREMENTS		WHERE TO	SECURE	
1. School ID		MIS			
2. Dental Examinati	on Chart- 1	Dental C	linic		
сору					
3. Dental Health Re	cord Form- 2	Dental C	linic		
copies					
4. Prescription Forn	n- 2 copies	pies Dental Clinic			
CLIENT STEPS	AGENCY	FEES	PROCESSING	PERSON RESPONSIBLE	
	ACTION	TO BE	TIME		
		PAID			
1. Present School ID /	Check proper	None	2 mins.	Dentist	
Request slip (for	identification				
dental Certificate)					
2. Fill-up Patients'	Provide	None	5 mins.	Dentist	
Dental Health	patients				
Record/Dental	Dental				
Examination Chart	Health				
	Record/Exam				
	ination Chart				
3. Consultation/Oral	Perform oral	None	15 mins.	Dentist	
Examination	examination				
	Diagnose and				
	treatment				

	plan Prescribe & dispense medicines			
4. Sign at the logbook and dental treatment record	Check the logbook and keep records	None	3 mins.	Dentist
	TOTAL	None	25 mins.	

## 65. Tooth Extraction

Office or Division	Der	ntal Clinic			
Classification	Sim	Simple			
Type of Transaction	G20	C- Governme	nt to Citizen		
Who May Avail	Stu	dents			
CHECKLIST OF REQU	IREMENTS		WHERE TO	SECURE	
1. School ID		MIS			
Dental Examinati copy	on Chart- 2	Dental C	inic		
3. Dental Health Re copies	cord Form- 2	Dental C	Dental Clinic		
4. Prescription Forn	n- 2 copies	Dental C	inic		
CLIENT STEPS	AGENCY	FEES	PROCESSING	PERSON RESPONSIBLE	
	ACTION	TO BE	TIME		
		PAID			
1. Present School ID /	Check prope	er None	6 mins.	Dentist	
Request slip (for	identificatio	n			
dental Certificate)	Check				
Schedule					
date & time					
Present					
	parent				
	consent for	m			

2. Fill-up Patients'  Dental Health  Record	Provide patients Dental Health Record	None	5 mins.	Dentist
3. Oral Examination, Patients' Assessment & Treatment	Diagnose and treatment plan Perform tooth extraction Prescribe & dispense medicines Post-Operative Instructions	None	1 hour	Dentist
Sign at the logbook     and dental     treatment record	Check the logbook and keep records	None	3 mins.	Dentist
	TOTAL	None	1 hour and 19 mins.	

## 66. Oral Prophylaxis

Office or Division	Dental Clinic			
Classification	Simple			
Type of Transaction	G2C- Government to Citizen			
Who May Avail	Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. School ID		MIS		
2. Dental Health Record Form- 2		Dental Clinic		
copies				
3. Prescription Form- 2 copies		Dental Clinic		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present School ID	Check proper identification Check Schedule date & time	None	4 mins.	Dentist
2. Ill-up Patients' Dental Health Record	Provide patients Dental Health Record	None	5 mins.	Dentist
3. Oral Examination, Patients' Assesment & Treatment	Diagnose and treatment plan Perform oral prophylaxis Prescribe & dispense medicines	None	40 mins.	Dentist
Sign at the logbook and dental treatment record	Check the logbook and keep records	None	3 mins.	Dentist
	TOTAL	None	54 minutes	

# 67. Prescribing and Dispensing of Medicines

Office or Division	Dental Clinic
Classification	Simple
Type of Transaction	G2C- Government to Citizen
Who May Avail	Students

CHECKLIST OF REQU	JIREMENTS	WHERE TO SECURE		
<ol> <li>School ID</li> <li>Dental Health Record Form- 2 copies</li> <li>Prescription Form- 2 copies</li> </ol>		MIS Dental Cl Dental Cl		
CLIENT STEPS	AGENCY ACTION		PROCESSING TIME	PERSON RESPONSIBLE
1. Present School ID	Check proper identification	None	2 mins.	Dentist
2. Fill-up Patients'  Dental Health  Record	Provide patients Dental Health Record	None	5 mins.	Dentist
3. Oral Examination	Perform oral examination Diagnose and treatment plan Prescribe & dispense medicines	None	18 mins.	Dentist
Sign at the logbook and dental treatment record	Check the logbook and keep records	None	3 mins.	Dentist
	TOTAL	None	23 mins.	

# 68. Issuance of Dental Certificate and Referral Slips

Office or Division	Dental Clinic
Classification	Simple

Type of Transaction	G2C- G	G2C- Government to Citizen			
Who May Avail	nts				
-					
CHECKLIST OF REQUIRE	EIVIEINIS		WHERE TO	SECURE	
1. School ID		MIS			
2. Dental Examination copies	Chart - 2	Dental Cl	inic		
3. Dental Certificate		Dental Cl	inic		
4. Referral Slips- 2 cop	ies	Dental Cl	inic		
CLIENT STEPS	AGENCY	FEES	PROCESSING	PERSON RESPONSIBLE	
	ACTION	TO BE	TIME		
		PAID			
	heck proper	None	4 mins.	Dentist	
	lentification heck				
	equest Slip				
	or oral				
ex	xamination)				
2. Fill-up Patients' Pr	rovide	None	5 mins.	Dentist	
'	atients				
	ental				
	xamination hart				
CI	ilai t				
	erform oral	None	10 mins.	Dentist	
	xamination				
	suance of ental				
	ertificate/re				
	erral slip				
4. Sign at the logbook CI	heck the	None	3 mins.	Dentist	
	gbook and				
treatment record ke	eep records				
TO	OTAL	None	22 minutes		

## 69. Restorative Dental Fillings

Office or Division		Dental Clinic			
Classification	,	Simple	<u>,</u>		
Type of Transaction		G2C- G	Governmer	nt to Citizen	
Who May Avail		Facult	y, Students	s, Staff and Commi	unity
CHECKLIST OF REQU	JIREMENT	·s		WHERE TO	SECURE
School ID     Government-issu	ued ID		Office of	Student Affairs	
CLIENT STEPS	AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present School ID	Check proper identification card		None	2 mins.	University Dentist and Dental Aide
2. Fill-out patient's information chart or retrieve old record	Provide and ask patient to fill-out information chart		None	5 mins.	University Dentist and Dental Aide
3. Get ready for consultation.	-Perform oral/dental examDiagnose & treatment planPerform restorative filling.		None	1 hour	University Dentist and Dental Aide
4. Sign at the log sheet	Issue of Excuse Slip/ Certification/ Referral		None	3 mins.	University Dentist
	TOTAL		None	1 hour and 10 mins.	

# **Guidance and Counseling Office**

#### Main Campus External Services

## 70. Counseling Service (Individual-Walk-in)

Office or Division		Guidance and Counseling Office				
Classification		Simple				
Type of Transaction		G2C- Go	vernment	to Citizen		
Who May Avail		Students	S			
CHECKLIST OF REQ	UIREMEI	NTS		WHERE TO	SECURE	
<ol> <li>Consent Form- 1</li> <li>Individual/Group         Form- 1 copy         Intake Interview copy     </li> </ol>	Counsel	_	University Guidance and Counseling Center			
CLIENT STEPS	AG	ENCY	FEES	PROCESSING	PERSON RESPONSIBLE	
	ACTION		TO BE PAID	TIME		
Report to the     Guidance Counselor     for Counseling	the count to account the Group/al Court Form, Count to account the form and the form	quests unselee emplish  'Individu useling Consent	None	5 mins.	Guidance Counselor. (CAS, CEA, CIT, COE)	

2. Articulate their issues concerns of the Counselee	Listens attentively to the concerns of the Counselee	None	30 mins.	Guidance Counselor. (CAS, CEA, CIT, COE)
3. Interacts and process oneself during disclosure	Clarifies and summarizes the issues, problems of the counselee	None	25 mins.	Guidance Counselor. (CAS, CEA, CIT, COE)
4. Discerns and decides on the proper course of action to be taken regarding the problem	Affirms, encourages, or prevents the suggested alternatives or options toward the solution to his/her problem	None	25 mins.	Guidance Counselor. (CAS, CEA, CIT, COE)
5. Asks for the follow- up schedule of another counseling session	Gives the follow-up counseling schedule	None	5 mins.	Guidance Counselor. (CAS, CEA, CIT, COE)
	TOTAL	None	1 hour and 30 minutes	

# 71. Testing

Office or Division	Guidance and Counseling Office		
Classification	Simple		
Type of Transaction	G2C- Government to Citizen		
Who May Avail	Students		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. High School Card- 1 copy		Senior High School Graduated from	

Examination schedule Record- 1     copy		Guidance Office			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Submit the required documents	Welcomes and accommodat es	None	3 mins.	Guidance Counselor/ Psychometrician	
2. Wait for the schedule	Sets the date, time and place of testing	None	2 mins.	Guidance Counselor/ Psychometrician	
3. Takes the test	Listens to the counselee about his/her personal concerns	None	30- minutes to 2 hours depending on the kind of Test taken	Guidance Counselor/ Psychometrician	
4. Submits the answer sheets	Receives and secure the materials	None	25 mins.	Guidance Counselor/ Psychometrician	
5. Wait for the result	Checks and determines the score	None	20-25 minutes	Guidance Counselor/ Psychometrician	
6. Asks for final result and interpretation	Give the result	None	5 mins.	Guidance Counselor	
	TOTAL	None	1hour and 50 min and above depending on the kind of test taken		

# 72. Request for Excuse Slip

Office or Division		Guidance and Counseling Office					
Classification		Simple	Simple				
Type of Transaction G2C-			G2C- 0	- Government to Citizen			
Who May Avail Stude			nts, Alumni				
CHECKLIST OF REQUIREMENTS			TS	WHERE TO SECURE			
<ol> <li>Absent Data Form-1 copy</li> <li>Medical Certificate and /or certifications – 1copy</li> </ol>			Guidance Office, Medical Doctor, Lawyer				
	CLIENT STEPS	AGENCY ACTION		FEES	PROCESSING	PERSON RESPONSIBLE	
				TO BE PAID	TIME		
1.	Applicants approaches the Guidance Center Personnel for signature	Welcomes and Accommodat es the client		None	3 mins.	Alumni	
2.	Log in visitors logbook	Assist the client for signature		None	1 min.	Guidance Office Personnel	
3.	Applicants was given Tracking and Exit Interview Form	Gives Tracking and Exit Interview Form to the client		None	1 min.	Guidance Office Personnel	
4.	Applicants fills up the form and Submit to the Guidance Center Personnel	Verifies and checks the completenes s of the document		None	5 mins.	Alumni	

5. Guidance Center	Signs and	None	2 mins.	Guidance Office
Personnel signs the	releases			Personnel
Exit Clearance	clearance			
	TOTAL	None	12 minutes	

### 73. Personal Data Inventory Profile

Office or Division	Guida	ance and Co	ounseling Office	
Classification	<b>Classification</b> Simple			
Type of Transaction	G2G-	Governme	nt to Government	
Who May Avail	Stude	ents		
CHECKLIST OF REQU	IREMENTS		WHERE TO	) SECURE
<ol> <li>Personal Data Inventory         Form- 1 copy</li> <li>2 x 2 ID Picture- 1 copy</li> <li>White Long Folder</li> </ol>		Guidance Students Students		
CLIENT STEPS	AGENCY	FEES	PROCESSING	PERSON RESPONSIBLE
	ACTION	TO BE PAID	TIME	
1. Students get Personal Data Inventory form from Guidance Center Personnel	Accommodat es and provides the Personal Data Inventory Form	None	2 mins.	Guidance Office Personnel
Student fills up     Personal Data     Inventory Form and     attached ID Picture	Verifies and Checks the form	None	5 mins.	Student

3. Submit the	Files the	None	1 min.	Student
complete document	document			
	TOTAL	None	8 mins.	
	101712	140110	O 1111113.	

### 74. Request for Clearance (Graduates)

Office or Division		Guidance and Counseling Office			
Classification		Simple			
Type of Transaction		G2G- Government to Government			
Who May Avail		Students			
CHECKLIST OF REQU	IREMEN	NTS WHERE TO SECURE			SECURE
<ol> <li>Tracking of Graduates Form- 1 copy</li> <li>Exit Interview Form- 1 copy</li> </ol>		Guidance	e Office		
CLIENT STEPS	AGEI		FEES	PROCESSING	PERSON RESPONSIBLE
	ACTI	ON	TO BE PAID	TIME	
1. Applicants approaches the Guidance Center Personnel for signature	Welcon and Accomr es the c	nodat	None	3 mins.	Alumni

2. Log in visitors logbook	Assist the client for signature	None	1 min.	Guidance Office Personnel
3. Applicants was given Tracking and Exit Interview Form	Gives Tracking and Exit Interview Form to the client	None	1 min.	Guidance Office Personnel
4. Applicants fills up the form and Submit to the Guidance Center Personnel	Verifies and checks the completenes s of the document	None	5 mins.	Alumni
5. Guidance Center Personnel signs the Exit Clearance	Signs and releases clearance	None	2 mins.	Guidance Office Personnel
	TOTAL	None	12 mins.	

### 75. Request for Semestral Clearance (Students)

Office or Division		Guidance and Counseling Office			
Classification		Simple			
Type of Transaction		G2G- Government to Government			
Who May Avail		Students			
CHECKLIST OF REQUIREMENTS		ΓS	WHERE TO SECURE		
Tracking of Graduction     copy	iates Forr	m- 1	Guidance Office		
2. Exit Interview For	m- 1 copy	У	Guidance Office		
CLIENT STEPS	AGEN	ICY	Y FEES PROCESSING PERSON RESPONSIBLE TO BE		

	ACTION	PAID	TIME	
1. Applicants approaches the Guidance Center Personnel for signature	Welcomes and Accommodat es the client	None	3 mins.	Student
2. Log in visitors logbook	Assist the client for signature	None	1 min.	Guidance Office Personnel
3. Applicants was given Tracking and Exit Interview Form	Gives Tracking and Exit Interview Form to the client	None	1 min.	Guidance Office Personnel
4. Applicants fills up the form and Submit to the Guidance Center Personnel	Verifies and checks the completenes s of the document	None	5 mins.	Student
5. Guidance Center Personnel signs the Exit Clearance	Signs and releases clearance	None	2 mins.	Guidance Office Personnel
	TOTAL	None	10 minutes	

#### 76. Orientation Services

Office or Division	University Guidance and Counseling Center				
Classification	Simple				
Type of Transaction	G2C- Government to Citizen				
Who May Avail	Faculty, Staff, Students and Community				
CHECKLIST OF REQUIREMEN	TS	WHERE TO SECURE			
1. Evaluation of Guidance		University Guidance and Counseling Center			

Services- 1 copy				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Attends and participates in the Orientation Program	Orients on the different guidance services and other services available at the University	None	4 hours	Guidance Counselors. (CAS, CEA, CIT, COE)
2. Accomplish evaluation Form	Summarizes the results of the Evaluation Form	None	30 mins.	Guidance Counselors. (CAS, CEA, CIT, COE)
	TOTAL	None	4 hours and 30 mins.	

### 77. Updating Student Cumulative

Office or Division	University Guidance and Counseling Center				
Classification	Simple				
Type of Transaction	G2C- Government to Citizen				
Who May Avail	Students				
CHECKLIST OF REQUIREMEN	NTS WHERE TO SECURE				
Student Cumulative Folde     copy	er- 1	University Guidance and Counseling Center			

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fill-up the Students     Individual Inventory     Form	Gathers the form and conducts interview	None	15 mins.	Guidance Counselors. (CAS, CEA, CIT, COE)
	TOTAL	None	15 mins.	

### 78. Testing/Inventories Services

Office or Division	Univ	ersity Guida	nce and Counseling	g Center	
Classification	Simp	le			
Type of Transaction	G2C-	G2C- Government to Citizen			
Who May Avail	Stud	ents			
CHECKLIST OF REQU	IREMENTS		WHERE TO	) SECURE	
<ol> <li>Psychological Test</li> <li>Guidance Test- 1</li> <li>Students Individu</li> <li>Test- 1 copy</li> </ol>	сору	Universit	University Guidance and Counseling Center		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Reports on the scheduled date for testing	Administers the needs assessment and personality assessment	None	45 mins.	Psychometrician Guidance Counselors. (CAS, CEA, CIT, COE)	
2. Reports to the Guidance Office	Interprets test result to the applicant		30 mins.	Psychometrician Guidance Counselors. (CAS, CEA, CIT, COE)	

TOTAL	None	1 hour and 15	
		mins.	

### 79. Consultation Service (Group/Individual) Career, Academic, Personal, Family)

<u> </u>		T			
Office or Division		Univer	sity Guida	nce and Counseling	g Center
Classification		Simple	9		
Type of Transaction		G2C- G	Governmer	nt to Citizen	
Who May Avail		Faculty, Staff, Students and Community			
CHECKLIST OF REQU	IREMEN	TS		WHERE TO SE	CURE
Counseling Recorce     copy	d Form-	1	University Guidance and Counseling Center		
CLIENT STEPS	AGE ACT		FEES TO BE	PROCESSING TIME	PERSON RESPONSIBLE
			PAID		
1. Reports to the	Accom	modat	None	3 mins.	Guidance
Guidance	es the				Counselor. (CAS,
Counselor	counselee				CEA, CIT, COE)
2. Verbalizes the	Listens		None	15 mins.	Guidance
issues and	attenti	vely to			Counselor. (CAS,
concerns to the	the cor	ncerns			CEA, CIT, COE)
Guidance	of the	client			
Counselor					
3. Discusses with	Clarifie	es and	None	15 mins.	Guidance
Guidance	analyz	es the			Counselor. (CAS,
Counselor	issues	being			CEA, CIT, COE)
specific	raised	by the			
issues/concerns	couns	selee			
4. Decides on the	Interve	Intervenes to		15 mins.	Guidance
course of action	the issues				Counselor. (CAS,
to take	and se	etting			CEA, CIT, COE)
	schedu	ıle for			
	follov	w-up			

TOTAL	None	48 mins.	

### 80. Request/ Issuance of Absence Form

Office or Division		University Guidance and Counseling Center				
Classification		Simple				
Type of Transaction		G2C- Government to Citizen				
Who May Avail		Students				
CHECKLIST OF REQU	IIREMENT	S		WHERE TO SE	CURE	
1. School ID-1 copy				y Guidance and Co y Guidance and Co		
2. Absence Data Fo	rm		Parent/G	uardian	_	
(Individual/Group	o)- 1 copy		Attendin	g Physician		
3. Excuse Letter- 1	сору					
4. Medical Certifica	te- 1 copy	′				
CLIENT STEPS	AGEN	ICY	FEES	PROCESSING	PERSON	
	ACTION		то ве	TIME	RESPONSIBLE	
			PAID			
Presents excuse	Examine	es the	None	3 mins.	Guidance	
letter and or	authenti	icity			Counselor. (CAS,	
medical	of the pa	apers			CEA, CIT, COE)	
certificate	submitted.					
signed by						
parents and						
attending						
physician.						
2. Submits the	Signs the	<u></u>	None	5 mins.	Guidance	
Absence Form	Absence	Data			Counselor. (CAS,	
with signatures	Form. G	uides			CEA, CIT, COE)	
of Faculty	and info	rms				
concerned.	the stud	lents				
	of the					
	consequ	ience				
	s of thei	r				

		absence.			
3.	Reports to the Guidance Office	Conducts counseling to the student.	None	20-30 minutes depending on the case	Guidance Counselor. (CAS, CEA, CIT, COE)
4.	Requests for further follow- up counseling session as needed	Processes and provides intervention regarding issues faced by the counselee	None	3 min.	Guidance Counselor. (CAS, CEA, CIT, COE)
		TOTAL	None	41 mins.	

# **Student Internship Program**

Main Campus External Services

### 81. Request for Endorsement Letter

Office or Division		Student Internship Program				
Classification		Simple	è			
Type of Transaction		G2C- Government to Citizen; G2G-Government to Government				
Who May Avail		Students who applied for Internship				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE			
5. Registration Form			Student			
CLIENT STEPS	AGE ACT	_	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	

1.	Approaches SIP Secretary and ask for Request Form	Gives request form	None	1 min.	SIP Secretary; SIP Coordinator
2.	Fill up the request and submit it to the SIP Secretary	Receives request form, check and verify and make endorsement letter.	None	5 mins.	SIP Secretary; SIP Coordinator
3.	Waits for the issuance of endorsement letter duly signed by the OJT Coordinator	SIP Secretary presents endorsement letter to the SIP Coordinator for signing	None	5 mins.	
4.	Receives endorsement letter	Orients the trainees the procedure in endorsing letter to the company	None	1 min.	
5.	Signed to the Document	Gives the document	None	1 min.	
6.	Distribution List	Distribution List	None		
		TOTAL	None	13 mins.	

### 82. Request for SIP Documents

Office or Division	Student Internship Program
Classification	Simple

		G2C- Government to Citizen; G2G-Government to Government			
Who May Avail	Stude	nts who ap	plied for Internshi	ρ	
CHECKLIST OF REQU	UIREMENTS	WHERE TO SECURE			
Registration Forn	n	Student			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Approaches SIP Secretary and ask for SIP Documents Presents Registration Form officially enrolled	Verify and check the RF and attendance sheet in the Orientation Seminar Gives the SIP Documents	None	3 mins.	SIP Secretary; SIP Coordinator	
2. Receive SIP documents	Orients the trainees the procedure in signing the documents	None	2 mins.		
3. Signed to the Document Distribution List	Gives the Document Distribution List	None	2 mins.		
	TOTAL	None	7 mins.		

#### 83. Request for SIP Logbook

Office or Division	Student Internship Program
Classification	Simple

	1						
Type of Transaction	G2G-	Governmer	nt to Government				
Who May Avail	Stud	ents	ents				
CHECKLIST OF REQU	JIREMENTS	WHERE TO SECURE					
<ol> <li>SIP Registration</li> <li>SIP Agreement</li> <li>SIP Center Data</li> <li>Degree Plan</li> </ol>	Student						
5. Medical Certifica	ite						
6. Police Clearance							
CLIENT STEPS	AGENCY	FEES	PROCESSING	PERSON			
	ACTION	то ве	TIME	RESPONSIBLE			
		PAID					
<ol> <li>Approaches SIP         Secretary and ask for SIP         Logbook     </li> </ol>	Verify and check the SIP documents	None	3 mins.	SIP Secretary			
Presents SIP documents	Receive SIP Documents	None		SIP Coordinator			
3. Receive SIP Logbook	Gives SIP Logbook	None	1 min.				
4. Signed to the Document	Gives the Document	None	2 mins.				
5. Distribution List	Distribution List	None					
	TOTAL	None	6 mins.				

## Library

#### Main Campus External Services

### 84. Lending of Books

To ensure that books borrowed are checked and pertinent data of books as well as borrower's data are accurate.

Office or Division		Library	/		
Classification		Simple			
Type of Transaction		G2C-Government to Citizen			
Who May Avail		All Students who are officially enrolled and external Researchers			
CHECKLIST OF REQU	IREMEN	TS		WHERE TO SE	CURE
1. Validated Library	Card		Library		
2. Identification Car	·d		Issued by	/ MIS	
3. Letter for Externa	al Resear	chers	From the	Library of the Inst	itution
CLIENT STEPS	AGEI	NCY	FEES	PROCESSING	PERSON
	ACTI	ON	TO BE	TIME	RESPONSIBLE
			PAID		
1. Student	Library staff		None	2 mins.	Library Staff
presents a	receive	s and			
validated	checks				
library card to	student	s and			
the library staff	Faculty,	/Empl			
at the	oyee ID	and			
circulation	externa	ıl			
counter	researc	her's			
Faculty/Employee     presents ID	approved letter and				
External	library ID.				
researchers					
present an					
approved letter					
and ID					

customer gets receives	the		Ť
the book/s signed b	ook		
from the card; ch	cks		
shelves, signs accessio	n		
the book card number	of		
and presents it book aga	inst		
to the library the card	and		
staff at the attaches			
circulation library c	ırd.		
counter Library s	aff		
enters tl	е		
borrowe	d		
material	in		
the syste	m		
and the	oook		
classifica	tion		
in the			
utilizatio	n		
statistics			
3. Waits for the Attach t	ie None	1 min.	Library Staff
book library c		1111111.	Library Starr
and the			
card. Sta			
on the d	-		
slip and			
release	he		
book to			
borrowe			
4. Receives the Enters	None	1 min.	Library Staff
book classific	atio		
n in the	_		
statistic	s tor		
Library			
Utilization the Eilos the			
Files the			
library (	aiu		
TOTAL	None	6 mins.	

### 85. Returning of Books by Students

Books returned by the clienteles are properly and accurately checked-in.

Office	or Division		Libra	ry		
Classif	ication		Simple			
Туре о	of Transaction		G2C-	Governmen	t to Citizen	
Who N	/lay Avail		All St	udents, Fac	ulty, Staff and Exte	rnal Researchers
СН	ECKLIST OF REQU	JIREMENT	rs		WHERE TO SE	CURE
1.	Borrowed Book	S		Students		
2.	Due Slip			Students		
CL	IENT STEPS	AGEN	CY	FEES TO	PROCESSING	PERSON
		ACTIC	N	BE PAID	TIME	RESPONSIBLE
1.	Present the	Receives		None	1 min.	Library Staff
	borrowed	book and				
	books	examen	the			
		due slip				
2.	Waits the	Retrieve	s for	None	2 min.	Library Staff
	advice of the	the reco				
	service	students				
	provider	checks o				
		entry on book car				
		with the	u			
		book				
		returned				
3.	Pays in case of	Receives		External	1 min.	Library Staff
	penalty	overdue		research		,
		payment	·	ers -		
				10.00/ho		
				ur		
				(payable		
				at the cashier's		
				office		
				Overdue		
				fines25		

		per hour		
4. Waits for the library card. Signs on the log book for overdue fines	Returns the library card	None	1 min.	Library Staff
	TOTAL	None	5 mins.	

#### 86. Validation and Release of the Library Card

To ensure that students' documents are checked as to authenticity and validity before library card is validated and released.

Office or Division	Librar	у		
Classification	Simple			
Type of Transaction	G2C-G	overnmen	t to Citizen	
Who May Avail	All Un	dergrad ar	d Graduate Studer	nts of ISAT
	Unive	•	re officially enrolle	d for the term or
CHECKLIST OF REQU	IREMENTS		WHERE TO SE	CURE
Registration Form semester stampe the Registrar's Of copy, Original Copy.      Validation Sticker	Students Library	' Original Copy		
CLIENT STEPS	AGENCY	FEES	PROCESSING	PERSON
	ACTION	TO BE PAID	TIME	RESPONSIBLE
1. Student personally presents RF to the library staff at the Information Desk.				Student Assistant

2.	Library staff	None	2 mins.	Student
۷.	receives the	None	2 1111113.	Assistant, Library
	RF and			•
	retrieves			staff
	library card			
	from the file.			
	Proceed to			
	step no. 4			
	For library			
	cards that			
	needs			
	replacement			
	(broken and			
	names not			
	readable),			
	Proceed to			
	Step No. 3			
3.	Head	Php.	2 mins.	Head Librarian
	Librarian	85.00		Student Assistant
	issues note			Cashier's Office
	to the			Staff MIS Staff
	student for			IVIIS Stall
	payment of			
	fee to the			
	Cashier's			
	Office.			
	The student			
	then			
	proceeds to			
	the MIS for			
	printing of			
	new card.			
	Library Staff	None	1 min.	Library Staff
	stamps RF;			-
	attaches			
	validation			
	sticker and			
	releases the			
	library card			
	to the			

student				
TOTAL	None	5	mins.	

#### 87. Issuance of Permit to Research in Other Libraries

Students, faculty, staff who wish to research to other libraries is properly documented and monitored.

Office	or Division		Library	/		
Classif	ication		Simple			
Туре	of Transaction		G2C-G	overnmen	t to Citizen	
Who N	May Avail		Studer	nts		
Cŀ	HECKLIST OF REQU	IIREMEN	TS		WHERE TO SE	CURE
1.	Validated Library	Card		MIS		
2.	Identification Car	<sup>-</sup> d		Library		
3.	Research Permit	Form		Librarian	of the Institution	
С	LIENT STEPS	AGE	NCY	FEES	PROCESSING	PERSON
		ACT	ION	TO BE	TIME	RESPONSIBLE
				PAID		
1.	Presents library	Checks	on	None	1 min.	Library Staff
	card	library	card if			
		properl	У			
		validate	ed			
2.	Provide	Enters	the	None	5 mins.	Library Staff
	information of	name a	nd			
	research	needed	l			
		informa	ation			
		on the				
		researc				
		permit form				
3.	Waits for the	Records on		None	3 mins.	Library Staff
	permit	the log-	-bog			
		of				
		commu	ınicati			
		on. Issu	ie the			

	re3saerch permit			
4. Receives the research permit and signs on the log book of communication	File a copy of research permit	None	1 min.	Library Staff
	TOTAL	None	10 mins.	

### 88. Signing of Clearance

To ensure that faculty, staff, and students are cleared from all library accountabilities before clearance is signed.

Office or Division	Of	Office of the University Librarian			
Classification	Sir	Simple			
Type of Transaction	G2	2C-G	overnmen	t to Citizen	
Who May Avail	All	l Stu	dents, Fac	ulty and Staff	
CHECKLIST OF REQUI	REMENTS			WHERE TO SE	CURE
1. Library Card			Office of	the University Libra	arian, Deans,
2. Clearance			Office of	every College	
3. Registration Form			Students	' Сору	
4. Faculty Clearance					
5. List of Faculty/Sta	ff and		Office of the University Librarian		
Students with bor	rowed Bool	ks			
CLIENT STEPS	AGENCY	Υ	FEES	PROCESSING	PERSON
	ACTION	ı	TO BE	TIME	RESPONSIBLE
			PAID		
1. Student/class					
representative					
presents	presents				
clearance and					
library card.					
Faculty/staff					
presents					

clearance				
	A. Students: Group and individual clearance: Library staff receives and checks if library card matches individual clearance. Stamps clearance for the signature of the Head Librarian.  If a student has accountabiliti es, They are required to settle it before signing of clearance. • For unclaimed library card, library staff retrieves library card from the file.	Overdu e fine for overdu e books25/hou r after 8:30A. M Note: Overdu e fine would depend on the date and time the book was returne d.	3 mins.	Library Staff Student Assistant Faculty/Staff Head Librarian
3.	Faculty/Staff  The Head librarian receives clearance and checks record. NO borrowed book/s?	None	3 mins.	Head Librarian

Г		1		T
	Stamps, signs			
	and releases			
	clearance.			
	With			
	borrowed			
	book/s?			
	<ul> <li>If there are</li> </ul>			
	borrowed			
	materials,			
	he/she is			
	requested to			
	return them			
	before			
	clearance is			
	signed.			
4.	Note:	None		
	<ul> <li>Borrowed</li> </ul>			
	book/s of			
	faculty can			
	be renewed			
	during the			
	first semester			
	clearance,			
	however, in			
	the year-end			
	clearance			
	and upon			
	separation			
	from the			
	University or			
	retirement,			
	all borrowed			
	materials			
	should be			
	returned			
	before			
	clearance is			
	signed.			
				-
	TOTAL	None	6 mins.	

#### 89. Use of the Listening and Viewing Room

Faculty, students or any organization who wish to use the viewing room is properly recorded, scheduled and monitored; equipment used properly returned in good condition.

Office or Division		Office of the University Librarian			
Classification		Simple			
Type of Transaction				t to Citizen; G2G-G	overnment to
		Gover	nment		
Who May Avail			_	te and Graduate St	
		Organ	izations, a	nd Faculty of ISAT I	Jniversity
CHECKLIST OF REQ	JIREMEN	TS		WHERE TO SE	CURE
1. LVR Form			Office of	the University Libr	arian
2. Log Book Schedi	ıle		LVR Secti	ion	
3. ICT Equipment t	o be Used	k	LVR Roor	n	
CLIENT STEPS	AGE	NCY	FEES	PROCESSING	PERSON
	ACT	ION	TO BE	TIME	RESPONSIBLE
			PAID		
1. Student/Faculty			None	1 min.	Faculty/Student
member					Assistant, Library
inquires from					Staff
the University					
Librarian/					
library					
personnel					
assigned in the					
LVR, the					
availability of					
the LVR for					
their desired					
date and time					
of use.					
2.	The Lib	rary	None	3 mins.	Library Staff
	staff cl	necks			
	the rec	ord if			
	the des	sired			
	date ar	nd			

	T., .	I		<u> </u>
	time is available. If it is available. If it is available, the customer is given a form for them to fill up to be signed by the professor concerned. If it is not available, an alternative date is suggested or they can give their alternative date based on their class			
3. Student processes LVR form and have it signed by the subject teacher with the date and time of use of the LVR and equipment needed.	schedule.			Faculty or Student Assistant
4. Submits signed Form to the personnel in- charge of the LVR.	The LVR incharge receives the signed LVR form, confirms and enters the schedule in	None	3 mins.	Faculty/Student Assistant Library Staff

the log book				
on the				
scheduled				
date and				
time; files the				
form.				
TOTAL	None	7	mins.	
	on the scheduled date and time; files the form.	on the scheduled date and time; files the form.	on the scheduled date and time; files the form.	on the scheduled date and time; files the form.

#### 90. Use of Internet

Library clienteles using the internet and other library databases are properly assisted and recorded.

Office or Division		Office	of the Uni	versity Librarian		
Classification		Simple	9			
Type of Transaction		G2C-G	overnmen	t to Citizen		
Who May Avail		All Un	dergraduat	te, Graduate Stude	ents, Faculty,	
		Emplo	Employee, Alumni and External Researchers			
CHECKLIST OF REQU	JIREMEN1	ΓS	WHERE TO SECURE			
1. Library Card			Office of	the University Libr	arian	
<ol><li>Faculty/Employe Card</li></ol>	e Identific	cation	MIS Offic	e		
3. Official Receipt			Cashiers' Office			
CLIENT STEPS	AGEN	ICY	FEES	PROCESSING	PERSON	
	ACTIO	ON	TO BE	TIME	RESPONSIBLE	
			PAID			
1. Student/Faculty			None	1 min.	Faculty/Student	
member or					Assistant	
other clienteles					Library Staff	
presents OR,						
library card/ID						
to the internet						
in-charge						
2.	Library	staff	10.00/h	5 mins.	Library Staff	
	receives	OR.	r.		Student Assistant	
		,				

	lib wa w			Fa acelto c
	library			Faculty
	card/ID; logs			
	and assigns			
	computer for			
	each			
	student/facul			
	ty. Assists			
	clienteles			
	when			
	needed.			
	Internet			
	searching or			
	typing of			
	research			
	activity ; use			
	of the CAD			
	or SPSS			
	(Amount to			
	be paid			
	would			
	depend on			
	the number			
	of hours use			
	in the			
	internet)			
	1			
	Note: Access			
	to the digital			
	resources of			
	the library is			
	free. (CHED			
	eLibrary,			
	Brittanica			
	Online, Open			
	Access)			
3.	Logs out	None	1 min.	Library Staff
	clientele/s;			
	returns			
	library			
	card/ID			

	TOTAL	None	7 mins.	

### **Office of Student Affairs and Services**

#### Main Campus External Services

### 91. Scholarship/Financial Assistance Program

Office or Division	Office	of Student Affairs and Services
Classification	Simple	2
Type of Transaction	G2C-G	overnment to Citizen
Who May Avail		
CHECKLIST OF REQUIREME	NTS	WHERE TO SECURE
For Merit Scholars		Scholarships and Grants Office
<ol> <li>Registration Form</li> </ol>		
2. Accomplished Personal	Data	
Form		
3. Class Schedule		
4. Memorandum of Agree	ment on	
the Scholarship Education	onal	
Benefits		
5. Certificate of Indigency		
6. Copy of Grades		
For those availing of the Grant		
Letter from the sponsor	ing	
Agency/Foundation/Org	anizati	
on/ Notice of Award		
2. Registration Form		
<ol><li>Print out of Grades from</li></ol>	the	
Office of the		
University/Registrar/ Hi	gh	
School Card		
4. Class Schedule		
5. Accomplished Personal	Data	
Form		
6. Memorandum of Agree		
the Scholarship Education	onal	

R۵	n	ef	Fi	tc
DC		<b>C</b>		כו

- Certificate of Enrolment and Grades certified correct by the Office of the University Registrar.
- 8. Certificate of Enrolment and Billings form certified correct by the Cashier's Office
- 9. Certificate of Indigency
- 10. Copy of Grades

CI	LIENT STEPS	AGENCY	FEES	PROCESSING	PERSON
		ACTION	то ве	TIME	RESPONSIBLE
			PAID		
1.	•	Orients	None	10 mins.	Scholarship
	probable slots	available			Coordinator/
	on scholarships	slots			OSAS Staff
	financial	scholarship/			
	assistance	financial			
	Inquires	assistance			
	probable slots	and provide			
	on scholarships	list of			
	financial	requirement			
	assistance				
2.	Submits all	Verifies the	None	5 mins.	Scholarship
	required	authenticity			Coordinator/
	documents to	and			OSAS Staff
	the Scholarship	completenes			
	Coordinator	s of			
		documents			
3.	Proceeds to the	Encodes the	None	15 mins.	Scholarship
	Scholarship	names of the			Coordinator/
	Office for	applicants			OSAS Staff
	interview/asses	and post in			
	sment/	the bulletin			
	consultation	board of			
		information			
		the qualified			
		applicants for			

		the scholarship and grants			
6 r 9	Request the qualified applicant to report to the Scholarship Office for confirmation	Informs and orients the applicant of his/her roles and responsibiliti es as grantee/scho lar	None	5 mins. /applicant	Scholarship Coordinator/ OSAS Staff
		TOTAL	None	35 mins.	

#### 92. Issuance and Validation of School ID

Office or Division	Office	Office of Student Affairs and Services			
Classification	Simple	Simple			
Type of Transaction	G2C-G	G2C-Government to Citizen			
Who May Avail	Stude	nts of ISAT	University		
CHECKLIST OF REQU	IREMENTS	WHERE TO SECURE			
New Students  1. Registration Form  Continuing Students  1. Registration Form  2. In case of ID loss of Loss should be seen presented  3. Receipt from the Office	n Affidavit of cured and	Office of	the Student Affairs	and Services	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	

	Presents Registration Form	Checks the Registration Form, validates and releases the School ID	None	10 minutes/studen t	Scholarship Coordinator/ OSAS Staff
2.	For Student ID replacement; Presents notarized Affidavit of Loss	Verify Affidavit of Loss and RF and instructs student for payment at cashier	None	10 minutes/studen t	Scholarship Coordinator/ OSAS Staff
3.	Present Affidavit of Loss at the OSAS/MIS Office with Registration Form and Receipt	OSAS/MIS verifies the receipts and replaces the school ID	None	15 minutes/studen t	OSAS Staff/MIS Staff
4.	Request for ID Validation, upon presenting the Registration Form at the Office of Student Affairs and Services	OSAS facilitates the ID validation and request student to log for updates/reco rds	None	7 minutes/studen t	OSAS Staff
5.	Request for ID protector and lace at the Office of Student Affairs and Services	Requests the student to log in the recording book releases the ID lace and protector	None	10 minutes/studen t	OSAS Staff

TOTAL	None	52 mins.	

#### 93. Issuance of Exit Clearance

Office or Division		Office of Student Affairs and Services					
Classification		Simple					
· ·			G2C-Government to Citizen; G2G-Government to Government				
Who May Avail		Studer	nts of ISAT	University			
CHECKLIST OF REQU	JIREMEN	TS		WHERE TO SE	CURE		
School ID, Cleara     requirements that     of Student Affairs     may necessitate	at the Dir	ector	Office of the Student Affairs and Services				
CLIENT STEPS	AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1. Presents clearance completely signed by the Cashier, Department Head and the Guidance and Counseling Center	Checks exit clearan signed differer offices especia the Gui Counse which t require are comple submit	ce by the nt illy by dance lor by the ments	None	3 minutes/client	OSAS Head & Staff		
2. Presents the exit clearance to OSAS	Verifies signs th		None	2 minutes	OSAS Head & Staff		

for signature	clearance			
	TOTAL	None	5 mins.	

### 94. Student Disciplinary Complaint Flowchart

O((; D;	•_•_		٥(ر:	- ( C) 1 1	Affician and Constant			
Office or Di	vision		Office	or Student	t Affairs and Service	25		
<b>Classification</b> S			Simple	Simple				
Type of Tra	nsaction		G2C-G	overnmen	t to Citizen			
Who May A	vail		Studer	Students of ISAT University				
CHECKL	IST OF REQU	IREMEN	TS		WHERE TO SE	CURE		
	School ID, Let Complaint	ter/Form	n of	Office of the Committee on Discipline				
CLIENT	T STEPS	AGEI ACTI	_	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
	Files a complaint	Provide "Compl Form"		None	10 minutes/client	Chairman/Secret ary of the Committee on Discipline		
(	Accomplish es the Complaint Form	Checks compla raised b student Recommended the case the pro- body	ints by the t. mends e to	None	10 minutes/client	Chairman/Secret ary of the Committee on Discipline		
ŀ	Complaint is heard and processed	Conven Board	es the	None	1 hour/case	Chairman/Secret ary of the Committee on Discipline		
		Hear, a and pro	-					

	the Case			
	Resolve the			
	case			
	Appeal			
4. Comply	Checks the	None	30	SR President
with the	appropriate		minutes/client	Chairman/Secret
disciplinary	sanction for			ary of the
measure	strict			Committee on
and	compliance			Discipline
commitmen				
t				
form/Agree				
ment Form				
to be				
accomplish				
ed				
	TOTAL	None	51 mins.	

### 95. Accreditation of Student Organization/Club

Office or Division	Office	of Student Affairs and Services
Classification	Simple	
Type of Transaction	G2C-G	overnment to Citizen
Who May Avail	Studer	nts of ISAT University
CHECKLIST OF REQUIREMEN	TS	WHERE TO SECURE
<ol> <li>Application for Accreditation of School Organizations</li> <li>Organizations Profile</li> <li>List of Officers, Members and Advisers</li> <li>Accomplishment Reports</li> <li>Calendar of Activities</li> <li>Constitution and By Laws</li> </ol>		ASCOs Coordinator Room

CLIENT STEPS	AGENCY	FEES	PROCESSING	PERSON	
	ACTION	TO BE	TIME	RESPONSIBLE	
		PAID			
Signifies     intentions to     form an     Organization or     a Club	Informs and orient the applicant of the requirements for accreditation	None	10 minutes/client	Coordinator of Students Clubs and Organizations	
2. Submits requirements for approval	Checks the requirements as to their validity and acceptability	None	15 minutes/club or organization	Coordinator of Students Clubs and Organizations	
3. Request for the certification for accreditation of the Organization/Cl ub	Issues the certification of accreditation	None	5 minutes/club or organization	Coordinator of Students Clubs and Organizations	
	TOTAL	None	30 mins.		

### 96. Retension of Student Organization/Club

Office or Division	Office	of Student Affairs and Services	
Classification	Simple	2	
Type of Transaction	G2C-Government to Citizen		
Who May Avail	Student Organizations Officers Who Where		
	Accredited but Accreditation Expired		
CHECKLIST OF REQUIREMEN	ITS	WHERE TO SECURE	
1. Application for		ASCOs Coordinator Room	
Accreditation of Scho	ol		
Organizations			
2. Organizations Profile			

- 3. List of Officers, Members and Advisers
- 4. Accomplishment Reports
- 5. Calendar of Activities
- 6. Constitution and By Laws

C	CLIENT STEPS	AGENCY	FEES	PROCESSING	PERSON
		ACTION	TO BE	TIME	RESPONSIBLE
			PAID		
1.	Presents	Checks	None	10 minutes/club	Coordinator of
	requirements	documents		or organization	Students Clubs
	for retention,	submitted by			and
	accomplishmen	the			Organizations
	t reports,	clubs/organiz			
	financial report	ations			
	and				
	assessment/eva				
	luation				
2.	Request for	Issues	None	10 minutes/club	Coordinator of
	certification of	certificate of		or organization	Students Clubs
	Retention	retention			and
					Organizations
		TOTAL	None	20 mins.	

# Office of the University Registrar and Admission

# Main Campus External Services

#### 97. Application for Admission

Applicants may apply for Admission to verify and assist if they are qualified to take the University Admission Test.

Office or Division	Office of the	Office of the University Registrar and Admission			
Classification	Simple Tran	Simple Transaction			
Type of Transaction	G2C- Govern	G2C- Government to Citizen; G2B-Government to Business			
Who May Avail		SENIOR HIGH SCHOOL GRADUATING STUDENTS, TRANSFE STUDENTS FROM EXTERNAL CAMPUSES AND OTHER SCHOOLS			
CHECKLIST OF REQUIREMENTS	;	WHERE TO SECURE			
SERVICES: Application for Admission		OURA, Stud	dent Services Bu	ilding, ISAT U	
Schedule: 8:00 am to 5:00 pm (Monday	y to Friday)			_	
<ul> <li>Schedule: 8:00 am to 5:00 pm (Monday to Friday)</li> <li>Requirements: <ol> <li>SF9 - SHS</li> <li>Transcript of Records for Evaluation (For Transferees)</li> <li>Certificate of Transfer Credentials (For Transferees)</li> <li>Photocopy of PSA Authenticated Live Birth</li> <li>Certificate of Good Moral Character</li> <li>Certification as graduating student</li> <li>Permit to Cross-Enroll (for Cross-enrolees only)</li> <li>Other necessary requirements set by the concerned program</li> </ol> </li> <li>Application for Admission, Official Receipt</li> </ul>					
Note: Admission Fees (Examination Fee-200.00 and					
Photo Fee-50.00) is being paid by Applicants for					
Graduate Education Programs, Evening Vocational					
Courses, Diploma in Teaching and Laboratory School.					
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
	ACTION	BE PAID	TIME	RESPONSIBLE	

1.	Submits accomplished	Evaluates	None	15 minutes	Admission
	Application Form for	accomplished			Officer/OURA
	Admission together with the	Admission			Staff
	required admission	Credentials			232
	credentials	Refers to	None		
		Cashier's Office			
		for payment of			
		fees. (if			
		applicable)			
2.	Pay Required Fees for	Receives	Examinati	3 minutes	Cashiers' Office
	Admission (if applicable)	Payment	on Fee-		Staff
			200.00		
			Photo		
			Fee-50.00		
3.	Presents Official Receipt(OR)	Checks OR	None	1 minute	OURA Staff
	(if applicable) and	payment if			
	Application Form for	applicable			
	Admission				
4.	Presents admission form for	Encodes	None	10 minutes	OURA Staff
	encoding of personal data	applicants			
	and follow the procedure.	personal data,			
		takes picture			
		and issues			
		admission			
		number.			
		Instructs	None	1 min.	OSAS Staff
		applicants to			
		proceed to			
		OSAS for			
		schedule of			
		examination			
		TOTAL	None	30 minutes	

#### 98. Confirmation of Enrollment

Students will start and end enrollment at the Dean's offices. Dean's office Staff will submit RF together with enrollment requirements to the Registrar for Confirmation of Enrollment.

Office or Division	Office of the University Registrar and Admission			
Classification	Simple Transaction			
Type of Transaction	G2C- Government to Citizen; G2B-Government to			
	Business			
Who May Avail	Old and New Students (High School Graduate,			

		-	EPT Passers, Cross	s-enrolees,
CHECKLIST OF REQUIREM		ete Students)  WHERE TO SECURE		
CHECKLIST OF REQUIREW	ILIVIO	OURA. Stu	dent Services Buil	
SERVICES: Confirmation of Enrollme	ent	00101, 310	derit services buil	Milig, 13/11 0
Schedule: 8:00 am to 5:00 pm (during period)	ng enrolment			
Requirements:				
<ol> <li>Incoming New Students (Original)</li> <li>Senior High School Card (Form 138-A) for New First Year students</li> <li>Transcript of Records (for Transferees)</li> <li>Certificate of Transfer Credential (for Transferees)</li> <li>Certification of Good Moral Character</li> <li>Certification of Rating (for ALS/PEPT Passers)</li> <li>police clearance (for EVC students only)</li> <li>PSA Birth Certificate</li> <li>Old Students (Original)</li> <li>Clearance</li> </ol>				
Processing Time: 15 - 20 minutes				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Dean's office Staff submits student registration form and other requirements to OURA for confirmation of enrollment	Receives students registration forms and other requirements from Dean's Offices. Reviews the	None None	5 minutes 5 minutes	Registrars' Staff  Registrars' Staff
	completeness of Registration Form and other enrollment requirements.			

Confirms	None	5 minutes	Registrars' Staff
students			
enrollment			
using valid			
Student			
Identification			
Number			
through the			
Registration			
System.			
TOTAL	None	15 minutes	

## 99. Adding and Dropping of Subjects enrolled

Student may add or drop the subject/subjects if found to have been taken/passed within the period of enrollment.

Office or Division		Office of the University Registrar and Admission				
Classification		Simple				
Type of Transaction				t to Citizen; G2B-0	Government to	
		Busine	ess			
Who May Avail		All offi	cially enrol	led students for t	he term.	
CHECKLIST OF REQUIRE	MENTS			WHERE TO SI	ECURE	
1. Adding and Dropping Form			OURA, Ground Floor Administration Building, ISAT University			
CLIENT STEPS	CLIENT STEPS AGEN		FEES TO	PROCESSING	PERSON	
	ACT	ION	BE PAID	TIME	RESPONSIBLE	
Submits adding and	Review	'S	None	5 minutes	OURA Staff	
dropping form	adding					
	droppin form	ng				
	submit	ted by				
student		•				
Inputs			None	5 minutes	OURA Staff	
	studen	t ID				
	numbe	r on				
	the					
	Registr	ation				

	System Enrollment template and edits electronic data as reflected in the Adding and Dropping Form.			
	Confirms the adding and dropping of subjects made and signs the Registrar's portion of the form in 4 copies. Retains Registrar's Copy and returns to student the duplicate copies. Informs student to proceed to Cashier's office.	None	2 minutes	OURA Staff
2. Submits to the Cashier's Office the Adding and Dropping form of subjects enrolled.	Signs the form and retains the Cashier's Copy. Returns to student the Dean's Copy and	None	5 minutes	Cashier/Assigned Staff

	Student's			
	Сору.			
3. Submits to the Dean's office copy of Adding and Dropping form for file.	Receives and files Dean's copy of Adding and Dropping form	None	1 minute	Deans' Office Clerk
	TOTAL	None	18 minutes	

#### 100. Completion of Incomplete (INC) marks

Students with Incomplete (Inc) Mark have to comply with the requirements of the course before the 1-year lapsed period.

Office or Division			Office of the University Registrar and Admission		
Classification			e Transac	tion	
Type of Transaction			G2C- Government to Citizen; G2B-Government to Business		
Who May Avail		All Stu	dents		
CHECKLIST OF REQUIREME	NTS			WHERE TO S	ECURE
Accomplished Completion of In     Mark Form	complete	te (INC) OURA, Student Services Building, ISAT U			Building, ISAT U
CLIENT STEPS	AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Requests for Completion of Incomplete(Inc) Mark Form	Issues Completion Form to student.		None	3 minutes	OURA Staff
Accomplishes the required     data and submits form to the     Dean concerned	Enters completion grade in the form and affix		None	3 minutes	Faculty Concerned

			<u> </u>
signature for			
validity.			
Forwards	None	3 minutes	Faculty
Form to	INOTIC	5 minutes	Concerned
			Concerned
Dean's office			
for signature			
Signs the	None	3 minutes	Dean/Assigned
form for			Staff
validity and			J. C.
forwards the			
same to the			
Registrar's			
Office.			
Receives the	None	3 minutes	University
accomplished			Registrar
form and			
examine the			
validity of			
signatures.			
signatures.			
Signs and	None	2 minutes	University
records the			Registrar
form in the			_
logbook and			
endorses the			
same to staff			
concerned.			
concerned.			
Encodes the	None	2 minutes	OURA Staff
approved			
completion			
grade in the			
Registration			
System.			
2,300			
TOTAL	None	19 minutes	

#### 101. Submission of Faculty Grade Sheets

Faculty Grade Sheet Is submitted to OURA 10 days after final examination of every semester. Registrar encoded the grades to the Registration System upon received.

Office or Division					ar and Admission
Classification		Complex Transaction			
Type of Transaction	(	G2C- Government to Citizen; G2B-Government to Business			
Who May Avail	1	Faculty	y Membe	ers (Permanent/I	Part
	1	time/S	ubstitut	e)	
CHECKLIST OF REQUIREME	NTS			WHERE TO S	SECURE
Accomplished Official Grade Shop	eets		OURA,	Student Services	Building, ISAT U
CLIENT STEPS	AGEN(		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Requests print out of official gradesheets at the Dean's Office and reflects students' grades.	Print outs the requested official grade sheets of the faculty concerned		None	within 10 days after the final examination	College Dean/Assigned Staff
Submits accomplished official grade sheets	Reviews, receives and records official grade sheets of the faculty concerned		None	5 minutes	OURA Staff
	Retains the original copy of grade sheets and returns to faculty the duplicate copies for file.		None	2 minutes	OURA Staff
3. Submits a copy of received and reviewed gradesheets to the Dean's Office	Encodes faculty grade sheets in the University Registration System		None	10 minutes (per Grade Sheet)	OURA Staff
	Verifies t encoded grades in Registrat	the	None	3 minutes	University Registrar

System			
versus the			
submitted			
hard copy of			
the faculty			
grade sheets			
TOTAL	0	20 minutes	

# 102. Request for Student Academic Records (TOR, Form 137-A, Re-issuance of Diploma/Proficiency Certificate)

Facilitates the preparation and release of the students' academic records upon submission of requirements and payment of fees.

Office or Division	Office of the University Registrar and Admission			
Classification	Complex Transaction			
Type of Transaction	G2C- Government to Citizen; G2B-Government to			
	Business			
Who May Avail	Active and Inactive Students, Alumni, other			
	authorized parties, general public			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Evaluation and Scholarship:  1. Semestral Clearance 2. Validated School ID or Registration For Employment, Board Examination, Dismit 1. Exit Clearance 2. School ID 3. 2x2 ID picture 4. Form 137-A / SF 10-SHS 5. OTR with remarks "Copy for: ISAT U" transferees) 6. Certificate of Transfer Credential 7. Certification of Good Moral Characte 8. Photocopy of PSA Authenticated Live Birth/Marriage Certificate 9. Authorization Letter (for authorized person)	issal (for			

- 10. Photocopy of any valid ID (if needed)
- 11. Affidavit of Loss/Damage (for 2nd issuance of Diploma, Certificate and CTC, if needed)
- 12. Letter of No Objection (for forwarded records to other schools)

Processing Time: (All schedules for release of requests depend on the volume of requests made and the availability of authorized signatories)

Transcript of Records/Form 137-A - 5 working days Re-issuance of diploma and certificates - 5 working days

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSI NG TIME	PERSON RESPONSIBLE
Fills up counter request form and submits the same at the request section	Provides Counter Request Form.	None	1 minute	OURA Staff
Secures priority number     (as necessary)	Calls out clients priority number.	None	1 minute	OURA Staff
3. Submits Counter Request Form	Receives Counter Request Form and retrieve hard file of client.	None	5 minutes	OURA Staff
	Checks requirements for the corresponding request of academic records. Requests other requirements as necessary.	None	3 minutes	OURA Staff
4. Pay required fees	Accepts payment and issues official receipt.	TOR- 30.00/page, Re-issuance of Diploma/Profic	5 minutes	Cashier

		l	I	
		iency -100.00,		
		Form 137-A-		
		30.00/page,		
		CTC-25.00+TOR		
		fee.		
			3 minutes	0
5. Presents official receipt of	Accepts official	None	3 minutes	OURA Staff
fees	receipt and			
	schedules			
	preparation of			
	documents.			
6. Secures claim stub for	Forwards request	None	5 working	Office
request and claims the	for academic		days	Encoder/Regi
same on scheduled date	records to			strar
of release.	encoders for			
	preparation/proce			
	ssing.			
	J			
7. Returns on scheduled	Release requested	None	5 minutes	OURA Staff
date of release and	academic records.			
presents claim stub.				
·				
	TOTAL	None	5 days, 23	
			minutes	

# 103. Request for Student Academic Records (Certifications, Authentication and Report Cards)

Facilitate the preparation and release of students' academic records upon submission of requirements and payment of fees

Office or Division	Office of the University Registrar and Admission			
Classification	Simple Transaction			
Type of Transaction	G2C- Government to Citizen; G2B-Government to Business			
Who May Avail	Active and Inactive Students, Alumni, other authorized parties, general public			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			

#### For Evaluation and Scholarship:

- 1. Semestral Clearance
- 2. Validated School ID or Registration Form

#### For Employment, Board Examination, Dismissal

- 1. Exit Clearance
- 2. School ID
- 3. Form 137-A
- 4. OTR with remarks "Copy for: ISAT U" (for transferees)
- 5. Certificate of Transfer Credential
- 6. Certification of Good Moral Character
- 7. Photocopy of PSA Authenticated Live Birth/Marriage Certificate
- 8. Authorization Letter (for authorized person)
- SPA or Notarized Authorization Letter (for authorized person requesting for CAV)
- 10. Photocopy of any valid ID
- 11. Affidavit of Loss/Damage (for 2nd issuance of Diploma, Certificate and CTC)

Processing Time: (All schedules for release of requests depend on the volume of requests made and the availability of authorized signatories)

Certifications - 20-30 minutes Certificate of Transfer Credential - 20-30 minutes OURA, Student Services Building, ISAT U

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSI NG TIME	PERSON RESPONSIBLE
Fills up counter request form and submits the same at the request section	Provides Counter Request Form.	None	1 minute	OURA Staff
2. Secures priority number	Calls out clients priority number.	None	1 minute	OURA Staff
3. Submit Counter Request Form	Receives Counter Request Form and retrieve hard file of	None	5 minutes	OURA Staff

	client.			
	Checks requirements for the corresponding request of academic records. Requests other requirements as necessary.	None	3 minutes	OURA Staff
4. Pays required fees	Accepts payment and issues official receipt.	Certification- 30.00/cert, Authenticati on-30.00/set, Report Card- 10.00/sem, New RF- 30.00/sem, CAV-30.00, CTC-25.00, Document Envelope - 30.00	5 minutes	Cashier
5. Presents official receipt of fees	Accepts official receipt	None	1 minute	OURA Staff
6. Secures claim stub for request and claims request in accomplished.	Forwards request for academic records to encoders for preparation/processing.	None	5 minutes	Office Encoder/Regist rar
7. Releases and presents claim stub.	Releases requested records.	None	1 minute	OURA Staff
	TOTAL	None	OURA Staff	

#### 104. Evaluation of Students Academic Records

Conducts the terminal individual evaluation of Students Academic Record to determine the scholastic standing of Shifters, Transferees and candidate for graduation.

Office or Division	Office of the University Registrar and Admission			gistrar and
Classification		Simple		
Type of Transaction			ernment to Citize ent to Business	en; G2B-
Who May Avail		Graduatir Active Stu	_	sferees, Shifters,
CHECKLIST OF REC	UIREMENTS		WHERE TO S	ECURE
1	Note: Active students are appraised every enrolment period by their department heads. Final evaluation is		OURA, Student Services Building, ISAT U	
CLIENT STEPS	AGENCY ACTION			PERSON RESPONSIBLE
	For Graduating St	udents	L	
Submits accomplished form	Provides Application forms	None	1 minute	College Dean/Assigned Staff
Fills-up the form and processes application for signature	Appraises student records and recommend for appropriate action.	None	5 minutes	Department Head/College Dean
3. Submits accomplished Application for Graduation Form	Receives the Form and evaluates student academic standing	None	5 minutes	OURA Staff
	Informs student of requirements/deficien cies	None	1 minute	OURA Staff

4. Complies lacking	Recommends list of	None	1 minute	University
requirements for	graduating students			Registrar
graduation	for the approval of			
	ACCO and			
	confirmation of the			
	BOR.			
	TOTAL	0	13 minutes.	
	For Transferees from o	ther Schoo	ls	
1. Presents Students Appraisal	Requests for payment	None	3 minutes	OURA Staff
for Credited Subjects Form	of Appraisal Fee			
2. Pays the Appraisal Fee	Receives payment for	None	5 minutes	Cashiers' Office
	Appraisal fee			
3. Presents Students Appraisal	Reviews student	None	10 minutes	Registrar I
for Credited subjects Form	academic records and			
together with the Official	the accomplished			
Receipt, Transcript of	Application for			
Records, and the Curricular	Accreditation of			
Structure (provided by the	subjects.			
Department Heads)				
4. Receives the approved Form	Approves the credited	None	5 minutes	University
and signs to conform with	subjects and advises			Registrar
the result of the credited	students the credited			
subjects	subjects during			
	enrollment.			
5. Furnishes the Department	Requests student to	None	1 minute	University
Head of approved form	furnish an approved			Registrar
	сору			
	TOTAL	None	24 minutes	
	For Shifters	<u> </u>		
1. Submits the approved	Reviews student	None	10 minutes	Person
Application to Shift	academic records and			Responsible
Course/Degree together	the accomplished			
with the Transcript of	Application for			
Records and Curricular	Accreditation of			
Structure of the course the				

student wishes to shift	Subjects			
2. Receives the approved Form and signs to conform with subject credited	Approves the credited subjects and advises students on what to do with the credited subjects during enrolment.	None	5 minutes	Registrar I
3. Furnishes the Department Head of he approved form	Requests student to furnish the Department Head an approved copy	None	1 minute	University Registrar
	TOTAL	0	16 minutes	

#### 105. Responds to agencies verification form/information

Agencies may request verification and authentication of Student Records online or on-site transaction to check on the veracity of students' academic records submitted.

Office or Division		Office o	Office of the University Registrar and		
		Admissi	on		
Classification		Simple Transaction			
Type of Transaction		G2C- G	overnment to Citizen	n; G2B-	
		Govern	ment to Business		
Who May Avail		All Stud	ents/ Graduates		
CHECKLIST OF REQUIREM	IENTS	WHERE TO SECURE			
Letter of Authorization from	the	OURA, Student Services Building, ISAT U			
Student/Graduates	_				
2. Academic Verification Form					
3. Students' Academic Records	like Official				
Transcript of Records or Dipl	oma signed by				
the University Registrar in In	k.				
Processing Time: 3 days					
CLIENT STEPS	AGENCY	FEES TO BE	PROCESSING	PERSON	
	ACTION	PAID	TIME	RESPONSIBLE	

1. Submits Academic Verification	Evaluates	None	3 days	University
Form together with Students	Student's			Registrar/Staff
Academic Records or Send	Academic			Assigned
Academic Verification Form	Records,			
together with Students	Accomplished			
Academic Records via email	Required			
address:	Forms and			
(registrar@isatu.edu.ph)	send reply to			
	requesting			
	agency.			
	TOTAL	0	3 days	

## 106. Reportorial Compliances

Compliance of Data or Information and other mandated reports requested by agencies through official communication or via email/web.

Office or Division		Office of	the University Regis	strar and
		Admissio	on	
Classification		Simple Transaction		
Type of Transaction		G2C- Gov	vernment to Citizen,	; G2B-
		Governm	nent to Business	
Who May Avail		Agency/I	ntercampus Offices	/University
		Systems		
CHECKLIST OF REQUIREN	IENTS	WHERE TO SECURE		
1. Memorandum/ Advisory/ Le	tter request/	OURA, Stude	ent Services Building	, ISAT U
Official Communication				
2. E-forms/ Hard copy of Forms	i			
3. Instructions and Guidelines				
Processing Time: Upon Request/ 1 d set deadline/ as need arises	ay before the			
CLIENT STEPS	AGENCY	FEES TO BE	PROCESSING	PERSON
	ACTION	PAID	TIME	RESPONSIBLE
1. Submits Memorandum/	Receives	None	Upon Request/ 1	University
Advisory/ Letter request/	Memorandum / Advisory/		day before the set deadline/ as	Registrar/

Official Communication	Letter request/		need arises	Staff Assigned
	Official			
	Communicatio			
	n			
	Analyzes and			
	Evaluates			
	Memorandum			
	/ Advisory/ Letter			
	request/			
	Official			
	Communicatio			
	n			
	Facilitates			
	approval of			
	Reports			
	requested.			
	Facilitates			
	approval of			
	Reports			
	requested.			
	Sends/Submits			
	Reports to			
	Requesting			
	Agency/Interc			
	ampus			
	Offices/Univer			
	sity System			
2. Acknowledges Receipt of	Files	None	1 min.	Assigned Staff
Complied Reports	Acknowledge			
	ment Receipts			
	TOTAL	0	3 days	

#### 107. Online Application for Admission for Baccalaureate Program

Applicants may apply for Admission to verify and assist if they are qualified to take the University Admission Test (UAT).

Office or Division	Office of the		egistrar and Ad	mission	
Classification	Simple Trans		Colocial alla Au	1111331011	
Type of Transaction			zen; G2B-Gover	nment to Business	
Who May Avail			iates/Graduatin		
			•	ses, Als, PEPT, and	
	Old Seconda	Old Secondary Curriculum Graduate			
CHECKLIST OF REQUIREMENT	S	w	HERE TO SECUI	RE	
SERVICES: Application for Admission		OURA, Stud	ent Services Bu	ilding, ISAT U	
Schedule of Online Application: 24 hor	urs (during				
admission period)					
Schedule for submission of Admission	•				
9:00 am to 4:00 pm (Monday to Friday	/)				
Requirements:	tor Poport Card				
<ol> <li>SF9-SHS(Grade 12, First Semes</li> <li>High School Card (Photocopy</li> </ol>	•				
Machine Copy)	with Certified				
2. Photocopy of Transcript of Rec	ords for				
Evaluation (For Transferees)	orus IUI				
3. Photocopy of Certificate of Tra	nsfer Credentials				
(For Transferees)					
4. Certification as graduating stud	dent (Photocopy				
with Certified Machine Copy)					
5. Diploma (for Old Curriculum gr	aduates)				
(Photocopy with Certified Mac	7 7 7				
6. Photocopy of Certification of R	ating (for				
ALS/PEPT Passers)					
7. "2x2" ID Photo					
8. Other necessary requirements	set by the				
concerned program					
CLIENT STEPS	AGENCY	FEES TO	PROCESSIN	PERSON	
	ACTION	BE PAID	G TIME	RESPONSIBLE	
1. Fills-out the Online	Emails the	None	5 minutes	Admission	
Application for University	receipt of			Officer/OURA	
Admission Test (UAT).	application with instructions			Staff	
Admission link:	regarding the				
https://applicants.isatu.edu.	next steps in the				

<u>ph</u> .	admission process.			
2. Submits the Admission Requirements.	Evaluates the Admission Requirements with the Information from the Applicants Processing System.	None	10 minutes	Admission Officer/OURA Staff
	Releases Admission Acknowledgme nt Receipt to applicants and confirms the Admission number.	None		Admission Officer/OURA Staff
	Submits the list of applicants to the Office of Student Affairs Services for scheduling of UAT.	None	5 minutes	MIS/EDP Staff
	Notice of schedule for UAT will be send through email/ via mobile number and will be posted in the ISAT University - Public Information Office Facebook Page.	None	5 minutes	OSAS Staff
	TOTAL	None	25 minutes	

### 108. Online Enrollment for Baccalaureate Program

Only Qualified Students who submitted their Enrollment Credentials can access the online pre-enrollment.

Office or Division	Office of the	Office of the University Registrar and Admission			
Classification	Simple Tran	saction			
Type of Transaction	G2C- Govern	nment to Citiz	zen; G2B-Gover	nment to Business	
Who May Avail		•	igh School Grad	duates, Transferees,	
	ALS/PEPT Pa	issers)			
CHECKLIST OF REQUIREMENT	rs	W	HERE TO SECU	RE	
SERVICES: Enrollment		OURA, Stud	ent Services Bu	ilding, ISAT U	
Schedule of Online Enrollment: 24 ho	urs (during				
enrollment period)					
Schedule for submission of Enrollmen	•				
9:00 am to 4:00 pm (Monday to Frida	y, auring				
admission period) Requirements:					
1. Original SF9-SHS Report (	Card / High				
School Card	,				
2. Photocopy of Transcript of	of Records (for				
Transferees)	`				
3. Original Certificate of Tra	nsfer Credential				
(for Transferees)					
4. Original Certification of G	ood Moral				
Character					
5. Original Certification of R	ating (for				
ALS/PEPT Passers)					
6. Photocopy of PSA Birth Co	ertificate				
Old Students (Original)					
1. Clearance					
CLIENT STEPS	AGENCY	FEES TO	PROCESSIN	PERSON	
	ACTION	BE PAID	G TIME	RESPONSIBLE	
<ol> <li>Qualified applicants posted</li> </ol>	Receives the	None	5 minutes	Registrar's Staff	
in the ISAT University Public	enrollment				
Information Office Facebook credentials and					
Page can submits the student of their					
Enrollment Credentials. (For					
First Year College Student	username and password to				
only).	access the				
	online pre-				
	enrollment.				

2. Fills-out the online pre- enrollment. Enrollment link is https://enrollment.isatu.edu .ph	Evaluates and reviews the completeness of the students pre-enrolled subjects.  Accept and prints the student pre-registration form.	None	10 minutes	Enrollment Committee Enrollment Committee
	Submits student pre-registration form to the Registrar's office for the confirmation of enrollment	None		Dean's Staff/ Enrollment Committee
	Reviews the completeness of pre-enrollment form and other enrollment credentials	None	5 minutes	Registrar's Staff
	Confirms student enrollment using a valid Student Identification Number through the Registration System and sends a confirmation email to the student through the system.	None	20	Registrar's Staff
	TOTAL	0	20 minutes	

### 109. Online Application for Admission for Advanced Education Program

Applicants may apply for Admission to verify and assist if they are qualified for Enrollment.

Office or Division	Office of the University Registrar and Admission			
Classification	Simple Tran	saction		
Type of Transaction	G2C- Govern	nment to Citi	zen; G2B-Gover	nment to Business
Who May Avail	Baccalaurea	te Graduates	and Transfer S	tudents
CHECKLIST OF REQUIREMENTS		w	HERE TO SECU	RE
SERVICES: Application for Admission		OURA, Stud	ent Services Bu	ilding, ISAT U
Schedule of Online Application: 24 ho	ours (during			
admission period)				
Requirements:	l ac DDE)			
Transcript of Records (Scanned     Original Cortificate of Transfer	•			
Original Certificate of Transfer  (CTC) (Seanned as RDE)	Credentials			
(CTC) (Scanned as PDF)	عاديد والدور والمعاورة			
Note: Graduate of ISAT U nee	a not to submit			
CTC	DDE)			
3. PSA Birth Certificate (Scanned	•			
, , , ,	4. PSA Marriage Contract (if applicable) (Scanned			
as PDF)				
5. "2x2" ID Photo (Scanned as JP)	•			
6. 2 Recommendation Letters fro				
Professor/Dean/Direct Supervi	isor (Scanned as			
PDF)				
Note: Admission Fees (Examination I				
Photo Fee-50.00) is being paid by the	Applicants for			
Graduate Education Program	1		T	
CLIENT STEPS	AGENCY	FEES TO	PROCESSIN	PERSON
1 Fill aut the Online	ACTION	BE PAID	G TIME	RESPONSIBLE
1. Fill-out the Online	Emails the receipt of	None	10 minutes	Admission Officer/OURA Staff
Application for Admission to	•			
	Advanced Education application with instructions			
	rogram. Admission link: regarding the			
https://bit.ly/ISATU- next steps in the				
AEPAdmission.	admission			
	process.			
	Reviews the	None		Admission Officer/OURA Staff
	applicant's			Officer/OURA Stall
	information.			

	Evaluate admission requirements uploaded in the Google form.	None		Admission Officer/OURA Staff
2. Pays the down payment for Admission Fees. Payment via Palawan Express Pera Padala.	Check the remittance from Palawan Express Pera Padala, issues an Official Receipt(OR) of Admission Fees, and submit it to the Registrar's Office.	Examinati on Fee- 200.00 Photo Fee-50.00	5 minutes	Cashier's Staff
	Receives OR and reviews the applicants if pays the Admission Fees. Receives OR and reviews the applicants if pays the Admission Fees.	None	5 minutes	Admission Officer/OURA Staff
	Submits the applicant's information to the Program Coordinator for evaluation.	None		Admission Officer/OURA Staff
	Evaluates and interview the applicants.	None	5 minutes	Program Coordinator/Admi ssion Committee
	Submits the list of applicants qualified to the Registrar's Office.	None		Program Coordinator/Admi ssion Committee

Encodes applicants' personal data to the Applicants Processing System.	None	5 minutes	Admission Officer/OURA Staff
Emails the applicants of the enrollment credentials.	None		Admission Officer/OURA Staff
TOTAL	0	30 minutes	

## 110. Online Enrollment for Advanced Education Program

Qualified Students can access the online pre-enrollment and shall submit the enrollment credentials to the Registrar

Office or Division	Office of the Univer	Office of the University Registrar and Admission				
Classification	Simple Transaction	Simple Transaction				
Type of Transaction	G2C- Government t	G2C- Government to Citizen; G2B-Government to Business				
Who May Avail	Old and New Stude	nts (Advanced Education Students)				
CHECKLIST OF REQUIREM	ENTS	WHERE TO SECURE				
SERVICES: Enrollment		OURA, Student Services Building, ISAT U				
Schedule of Online Enrollment: enrollment period)	24 hours (during					
Schedule for submission of Enro	ollment					
Requirements: 8:00 am to 5:00	pm (Monday to					
Friday)						
Requirements:						
Incoming New Students						
1. Photocopy of Transcript of Records						
2. Original Certificate of Transfer						
Credentials (CTC)						
Note: Graduate of ISAT U need not to submit CTC						
3. Photocopy of PSA Bi	rth Certificate					

4. Photocopy of PSA Marriage Contract (if applicable)

#### **Old Students (Original)**

1. Clearance

Processing Time: 20 - 25 minutes

Note: Down payment for tuition fees (minimum of 1500.00) is being paid by Applicants for

**Graduate Education Program** 

addate Education Pro	ografii			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Qualified applicants will received an emonstrate of their enrollment credentials (Incoming New Students). Students fill-out the online preenrollment. Enrollment link: https://enrollment.isatu.edu.ph	enrolled subjects.	None	5 minutes	Enrollment Committee / Program Coordinator
<ol> <li>Pays the down payment for Tuition Fee.</li> <li>Payment via</li> </ol>	Check the remittance from Palawan Express Pera Padala.	Down Payment- 1500.00	5 minutes	Cashier's Staff
Palawan Expres Pera Padala	Issues the Official Receipt to the student	None		Cashier's Staff
3. Submits the Official receipt t Enrollment Committee /	Encodes and prints the pre-registration subjects in the Registration System	None	5 minutes	Enrollment Committee / Program Coordinator
Program Coordinator	Submits student pre- registration form to the Registrar's office for the confirmation of enrollment	None		Enrollment Committee / Program Coordinator

4. Submits the Enrollment Credentials to Registrar's Office.	Evaluate the completeness for enrollment credentials	None	10 minutes	Registrar's Staff
	Reviews the completeness of pre-registration form with enrollment credentials	None		Registrar's Staff
	Confirms student enrollment using a valid Student Identification Number through the Registration System.	None		Registrar's Staff
	TOTAL	1500.00	25 minutes	

## 111. Online Set Appointment

Schedule an appointment to control the number client enter in the office.

Office or Division	Office of the Univer	Office of the University Registrar and Admission				
Classification	Simple Transaction					
Type of Transaction	G2C- Government t	o Citizen; G2I	B-Government t	o Business		
Who May Avail	Alumnus, Active Stu	mnus, Active Students, Graduate Students				
CHECKLIST OF REQUIR	EMENTS	WHERE TO SECURE				
SERVICES: Online Set Appoir	ntment	OURA, Stude	ent Services Bui	lding, ISAT U		
Schedule: 24 hours						
CLIENT STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON		
		BE PAID	TIME	RESPONSIBLE		
5. Fill-out the Online	Emails the schedule of	None	5 minutes	OURA Staff		
Set Appointment.	Appointment.					
Appointment link:						
https://bit.ly/ISAT						
U-OURA-						
APPOINTMENT.						
6. Checks the email	Entertain clients	None	5 minutes	OURA Staff		
	during the scheduled					
and instruction in	time for appointment.					
schedule of						
appointment.						
	TOTAL	0	10 minutes			

## College of Arts and Sciences

Main Campus
External Services

## 112. Signing of Student Clearance

1. Present clearance completely signed by the Department Head and other concerned together with other requirements.  2. Receives signed clearance.  2. Receives signed clearance.  2. Receives signed clearance.  3. Forward clearance and returns it to the student.  4. PAID  8. None 2 mins. Frontline Personnel/Adi     9. Staff (Barbi    5. Staff (Barbi    5. Staff (Barbi    5. Staff (Barbi    5. Staff (Barbi    6. Staff (Barbi    7. Staff (Barbi    8. Staff (Barbi    9. Staff (Barbi    9. Staff (Barbi    1. Staff (Barbi    9. Staff (Barbi    1. Staff (Barbi    9. Staff (Barbi    9						
Type of Transaction  G2C-Government to Citizen  Students  CHECKLIST OF REQUIREMENTS  CLIENT STEPS  AGENCY ACTION TO BE PAID  1. Present clearance completely signed by the Department Head and other concerned together with other requirements. Forward clearance to the Dean for signature.  2. Receives signed clearance.  Students  WHERE TO SECURE  PROCESSING RESPONSIBL  TIME PERSON RESPONSIBL  OND RESPONSIBL  Frontline Personnel/Adi . Staff (Barbi Saluba)  Dean (Alejo Bi Ph. D.)	Office or Division	•	Office of the Dean			
The Checklist of Requirements  2. Students' Semestral Clearance-1 copy  CLIENT STEPS  AGENCY ACTION  1. Present clearance completely signed by the Department Head and other concerned together with other requirements.  Forward clearance to the Dean for signature.  2. Receives signed clearance and returns it to the student.  Students  WHERE TO SECURE  Deans' Office  PROCESSING TIME RESPONSIBLE  PAID  PERSON RESPONSIBLE  None 2 mins. Frontline Personnel/Add . Staff (Barbi Saluba)  Dean (Alejo Bi Ph. D.)	Classification		Simple	?		
CHECKLIST OF REQUIREMENTS  2. Students' Semestral Clearance- 1 copy  CLIENT STEPS  AGENCY ACTION TO BE PAID  1. Present clearance completely signed by the Department Head and other concerned together with other requirements.  Forward clearance to the Dean for signature.  2. Receives signed clearance.  CHeck Completenes s of signatures and other requirements  Forward clearance to the Dean for signature.  Sign Clearance and returns it to the student.  Deans' Office  PROCESSING RESPONSIBL  Pall  Personnel/Ad  Staff (Barbi Saluba)  Dean (Alejo Bi Ph. D.)	Type of Transaction	(	G2C-G	overnmen	t to Citizen	
2. Students' Semestral Clearance- 1 copy  CLIENT STEPS  AGENCY ACTION TO BE PAID  1. Present clearance completely signed by the Department Head and other concerned together with other requirements. Forward clearance to the Dean for signature.  2. Receives signed clearance. Students' Semestral Clearance- 1 copy  AGENCY ACTION TO BE PAID  None 2 mins. Frontline Personnel/Adr . Staff (Barbi Saluba)  Forward clearance to the Dean for signature.  2. Receives signed clearance. Clearance and returns it to the student.	Who May Avail	!	Students			
CLIENT STEPS  AGENCY ACTION TO BE PAID  1. Present clearance completely signed by the Department Head and other concerned together with other requirements.  Forward clearance to the Dean for signature.  2. Receives signed clearance.  Sign clearance and returns it to the student.  FIGURE AGENCY ACTION TO BE PAID  PROCESSING TIME RESPONSIBL  Personnel/Adr Saluba.  Forntline Personnel/Adr Saluba)  Staff (Barbi Saluba)  Dean (Alejo Bi Ph. D.)	CHECKLIST OF REQU	JIREMENT	S		WHERE TO SI	ECURE
1. Present clearance completely signed by the Department Head and other concerned together with other requirements.  2. Receives signed clearance.  Saluba to the Dean for signature.  Sign Clearance and returns it to the student.		tral Cleara	nce-	Deans' Office		
completely signed by the Department Head and other concerned together with other requirements.  Forward clearance to the Dean for signature.  2. Receives signed clearance.  Sign clearance and returns it to the student.  Completenes s of signatures and other requirements Saluba)  Personnel/Adr . Staff (Barbi Saluba)  None 1 min.  Dean (Alejo Bi Ph. D.)	CLIENT STEPS			TO BE		PERSON RESPONSIBLE
clearance. clearance ph. D.) and returns it to the student.	completely signed by the Department Head and other concerned together with other	complete s of signature and othe requirem Forward clearance the Dean	es er nents e to	None	2 mins.	Personnel/Admin . Staff (Barbie
TOTAL Name 2 mins		clearance and retu to the	rns it	None	1 min.	Dean (Alejo Biton Ph. D.)
IUIAL None 3 mins.		TOTAL		None	3 mins.	

#### 113. Completion Forms

	<u>.</u>					
Office or Division		Office	e of the Dean			
Classification		Simple	е			
Type of Transaction		G2C-(	Governme	ent to Citizen		
Who May Avail		Stude	nts			
CHECKLIST OF REQ	UIREME	NTS		WHERE TO SE	CURE	
Completion For	m- 1 cop	у	Registra	rs' Office		
CLIENT STEPS	AGEN	ICY	FEES	PROCESSING	PERSON	
	ACTION		TO BE PAID	TIME	RESPONSIBLE	
Present proof of completion.	Check and verify entry.		None	2 mins.	Office Staff (Barbie Saluba)	
Get approved completion form.	Sign Completion Form.		None	1 min.	Dean (Alejo Biton Ph. D.)	
3. Submit copy of Completion form to the Registrar.	Retain copy for office, issues the approved Completion Form to the student.		None	2 mins.	Office Staff (Barbie Saluba)	
	TOTAL		None	4 mins.		

## 114. Approval of Request and Other Communications

Office or Division	Office of the Dean
Classification	Simple
Type of Transaction	G2C-Government to Citizen
Who May Avail	Students, Faculty, Community

CHECKLIST OF REQU	WHERE TO SECURE				
<ol> <li>Resolutions/         Requests/Communications- 1         copy</li> <li>Budget Proposals if necessary-         1 copy</li> </ol>		Requesting Party  Requesting Party			
CLIENT STEPS	AGENCY	FEES	PROCESSING	PERSON	
	ACTION	TO BE PAID	TIME	RESPONSIBLE	
1. Submit resolutions/activitie s/other communications for approval/endorsem ent/referral of the Dean.	Check documents if properly endorsed including the completenes s of supporting documents.	None	2 mins.	Office Staff (Barbie Saluba)	
2. Wait for the approved documents.	Submit documents to the Dean for approval/endorsement/referral.	None	5 mins.	Office Staff (Barbie Saluba)	
3. Receive approved documents.	Get file/ encode copy of the communicati on and release approved documents.	None	2 mins.	Office Staff (Barbie Saluba)	
In case of non-approval 4. Take note of the deficiency or get list of deficiency and other required documents.	Inform client of the deficiency of the documents for compliance or the reason for non-approval. Advise client	None	3 mins.	Office Staff (Barbie Saluba)	

to come back			
upon			
compliance.			
TOTAL	None	11 minutes	

### 115. Releasing of Equipment

Office or Division	C	Office of the Dean				
Classification	S	Simple				
Type of Transaction	G	G2C-Government to Citizen				
Who May Avail	S	Studen	ts, and Fa	culty		
CHECKLIST OF REQU	JIREMENTS	5		WHERE TO SE	CURE	
1. Identification Car	<sup>r</sup> d		Deans' O	ffice		
CLIENT STEPS	AGENO	CY	FEES	PROCESSING	PERSON	
	ACTIO	N	TO BE	TIME	RESPONSIBLE	
	, i.e.i.e.ii		PAID			
1. Present the ID Card.	Receive tl	he	None	1 min.	Office Staff	
	ID Card	i		(Barbie Saluba)		
	Check the					
	status of ID Card					
<ol><li>Fill up entries</li></ol>	Check th		None	1 min.	Office Staff	
of the	entries o				(Barbie Saluba)	
logbook.	the logbo	оок.				
3. Wait for the	Get the		None	3 mins.	Office Staff	
releasing of	equipme	ent.			(Barbie Saluba)	
the						
equipment.						
4. Get the	Check the		None	2 mins.	Office Staff	
equipment.	logbook.				(Barbie Saluba)	
	TOTAL		None	12 ins.		

#### 116. Returning of Equipment

To facilitate efficient and fast response and release of request through provision of needed documents and processes.

Office or Division		Office	of the Dea	ın	
Classification		Simple			
Type of Transaction		G2C-G	overnmen	t to Citizen	
Who May Avail		Studer	nts, and Fa	culty	
CHECKLIST OF REQU	IREMEN	TS		WHERE TO SE	CURE
Borrowed equipment students/faculty	by the		Requesting Party		
CLIENT STEPS	AGE	NCY	FEES	PROCESSING	PERSON
	ACT	ION	TO BE	TIME	RESPONSIBLE
			PAID		
1. Present the	Receive	•	None	5 mins.	Office Staff
borrowed	check t				(Barbie Saluba)
equipment.	returne	-			
	equipm Look fo				
	logboo				
2. Waits for the advice	Log the		None	2 mins.	Office Staff
of the staff.	equipm	ent.			(Barbie Saluba)
3. Sign in the logbook	Check t	ho.	None	2 mins.	Office Staff
to verify if the	entry o		None	2 1111113.	(Barbie Saluba)
borrowed	logboo				(Barble Saluba)
equipment has been					
returned.					
returned.					
4. Wait for the ID card.			None	1 min.	Office Staff
	Card				(Barbie Saluba)
	TOTAL		None	10 mins.	
			1		

#### 117. Request for Special Class

Office or Division	<b>Office</b>		ice of the Dean			
<b>Classification</b> Simple			2			
Type of Transaction		G2C-G	overnmen	t to Citizen		
Who May Avail		Studer	nts			
CHECKLIST OF REQU	IREMEN	TS		WHERE TO SE	ECURE	
Letter request fo     1 copy	r Special	Class-	Students			
2. Affidavit of Unde	rtaking- :	1 сору	Faculty			
CLIENT STEPS	AGE		FEES	PROCESSING	PERSON	
	ACTION		TO BE PAID	TIME	RESPONSIBLE	
Inquire for the subject to be requested.	Identify the subject/ course to be requested and the number of		None	5 mins.	Office Staff (Barbie Saluba)	
2. Make a letter- request for special class.	Receive and process the letter request.		None	5 mins.	Office Staff (Barbie Saluba)	
3. Wait for the approval of the special class and the designation of the teacher to handle the class.	Find suitable instructor to handle the requested special class.		None	20 mins.	Dean (Alejo Biton Ph. D)	
4. Proceed with the enrolment of the subject.	special	approved special class with rates of fees.		5 mins.	Office Staff (Barbie Saluba)	
			None	25 1111113.		

## 118. Issuance of Promissory Notes for Students' Balances

Office or Division	Office or Division Office			ın		
Classification	assification Simple					
Type of Transaction		G2C-Government to Citizen				
Who May Avail		Studer	nts			
CHECKLIST OF REQU	JIREMEN	TS	WHERE TO SECURE			
Statement of Acc	count		Cashiers'	Office		
2. Registration Forn	n		Registrar	s' Office		
3. Promissory Note			Requesti	ng Party		
4. ID Card			Students			
CLIENT STEPS	AGE	NCY	FEES	PROCESSING	PERSON	
	ACTI	ON	TO BE	TIME	RESPONSIBLE	
			PAID			
1. Submit Promissory	Validate	e	None	4 mins.	Office Staff	
Note.	reason	_			(Barbie Saluba)	
	request					
	promiss note.	sory				
Present Student	Check e	entry				
Account Balance/	of Prom	-				
Statement of	Note.					
Account,						
Registration Form,						
and letter from						
parents, if						
necessary.						
2. Wait for the	Check the		None	5 mins.	Dean (Alejo Biton	
endorsement of the	validity of the				Ph. D.)	
Promissory Note.	Promissory					
	Note. Approve/					
	note the					
	given					
	amount					
	the lett	er and				
	on the		1			

	Registration Form.			
3. Receive Promissory Note and Registration Form.	Get file copy of Promissory Note. Return Registration Form and releases approved Promissory Note.	None	3 mins.	Office Staff (Barbie Saluba)
	TOTAL	None	11 mins.	

## 119. Releasing of Student Records/Documents/Journals

Office or Division		Office	of the Dea	ın	
<b>Classification</b> Simple			2		
Type of Transaction		G2C-G	overnmen	t to Citizen	
Who May Avail		Studer	nts		
CHECKLIST OF REQU	IREMEN	TS		WHERE TO SE	CURE
1. ID Card	1. ID Card		Deans' Office		
CLIENT STEPS	AGE	NCY	FEES	PROCESSING	PERSON
	ACTION		TO BE	TIME	RESPONSIBLE
			PAID		
1. Inquire for the	Check i	f the	None	3 mins.	Office Staff
records/documents/	records	•			(Barbie Saluba)
journals are	docum	•			
available.	journal availab				
2. Fill up the logbook.	Check the		None	3 mins.	Office Staff
Present ID card.	entries on				(Barbie Saluba)
Fresent in Cara.	the logbook and ID card.				
3. Wait for the release	Check t		None	2 mins.	Office Staff

of the records/	documents/			(Barbie Saluba)
document/ journals.	journals if			
	properly			
	filed.			
	Remind the			
	borrower of			
	the due date.			
	Release the			
	records/			
	documents/			
	journals.			
4. Get the borrowed	Check the	None	2 mins.	Office Staff
records/ document/	logbook.			(Barbie Saluba)
journals.				
	TOTAL	None	10 mins.	

## 120. Returning the Records/Documents/Journals

Office or Division		Office	of the Dea	ın	
<b>Classification</b> Simple			imple		
Type of Transaction		G2C-G	P.C-Government to Citizen		
Who May Avail		Studer	dents		
CHECKLIST OF REQU	IREMEN	WHERE TO SECURE			CURE
1. ID Card			Deans' Office		
CLIENT STEPS	AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the Records/ Documents/ Journals borrowed.	Check and examine the returned records/ documents/ journals if proper filing.		None	3 mins.	Office Staff (Barbie Saluba)

2. Wait for the advice of the staff.	Log the returned records/ documents/ journals.	None	3 mins.	Office Staff (Barbie Saluba)
3. Sign in the logbook for the verification of returning records/ documents/ journals.	Check the entry of the logbook.	None	2 mins.	Office Staff (Barbie Saluba)
4. Wait for the release of the ID card.	Return the ID Card.	None	2 mins.	Office Staff (Barbie Saluba)
	TOTAL	None	10 mins.	

### 121. Request for Printing and Encoding

Office or Division		Office of the Dean				
Classification		Simple				
Type of Transaction		G2C-Government to Citizen				
Who May Avail S		Students and Faculty				
CHECKLIST OF REQUIREMENTS		TS	WHERE TO SECURE			
1. ID Card	1. ID Card			Deans' Office		
CLIENT STEPS	AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Request for printing and encoding.			None	3 mins.	Office Staff (Barbie Saluba)	
2. Wait for the advice of the college staff.	Look for logboot log the returned records	k and	None	3 mins.	Office Staff (Barbie Saluba)	

	documents/ journals.			
3. Sign in the logbook for the verification of returning records/documents/journals.	Check the logbook if it fills correctly.	None	2 mins.	Office Staff (Barbie Saluba)
4. Wait for the ID Card	Return the ID card.	None	2 mins.	Office Staff (Barbie Saluba)
	TOTAL	None	10 mins.	

## 122. Facilitating Requests of Faculty and Students

Office or Division		Office of the Dean				
Classification		Simple				
Type of Transaction		G2C- Government to Citizen				
Who May Avail		Faculty and Students				
CHECKLIST OF REC	UIRE	MENTS		WHERE TO SE	CURE	
1. Request Form-	-1 cop	У	Deans' C	Office		
CLIENT STEPS	Α	GENCY	FEES	PROCESSING	PERSON	
	Δ	CTION	то ве	TIME	RESPONSIBLE	
			PAID			
1. Log for the	Cł	neck the	None	1 min.	Office Staff	
request.	r	equest			(Barbie Saluba)	
2. Waits for the	C	Get the	None	3 mins.	Office Staff	
advice of the	L	ogbook			(Barbie Saluba)	
staff.						
3. Sign in the	Cł	neck the	None	2 mins.	Office Staff	
logbook for the	er	ntries of			(Barbie Saluba)	
verification of	lo	ogbook				
returning						
records/						
documents/						

journals.				
4. Wait for the ID card.	Return the ID card	None	2 mins.	Office Staff (Barbie Saluba)
	TOTAL	None	7 mins.	

# 123. Processing of Enrolment

Office or Division		Office of the Dean			
Classification		Simple			
Type of Transaction		G2C- Government to Citizen			
Who May Avail		Incoming Stud	ents		
CHECKLIST OF	REQUIR	EMENTS		WHERE TO SE	CURE
1. Form 137- 1	сору		Last scho	ool attended	
2. Certificate of		oral	Last scho	ool attended	
Character- 1	сору				
3. Certificate of	Live Birt	h/NSO- 1 copy	Philippin	e Statistics Autho	ority
4. Medical Exar	n Report				
			University Clinic		
CLIENT STEPS	AGE	NCY ACTION	FEES	PROCESSING	PERSON
				TIME	RESPONSIBLE
			PAID		
1. Present	Check a	nd get the	<b>PAID</b> None	5 mins.	Enrolment
Present     requirement for	Check a copy of	_		5 mins.	Enrolment Committee
	copy of	_		5 mins.	
requirement for	copy of require	the		5 mins.	
requirement for	copy of require	the ments for teness and		5 mins.	
requirement for	copy of require comple issue th	the ments for teness and		5 mins.	
requirement for	copy of require comple issue th registra	the ments for teness and e pre-		5 mins.	
requirement for	copy of require comple issue th registra qualifie	the ments for teness and e pre- tion form to		5 mins.	
requirement for	copy of require completissue the registra qualifie	the ments for teness and e pre- tion form to d enrolees.		5 mins.	
requirement for	copy of require completissue the registra qualifie	the ments for teness and e pretion form to d enrolees.		5 mins.	
requirement for enrolment.	copy of require completissue the registra qualifie.  Advice subjects  Check t	the ments for teness and e pretion form to d enrolees.	None		Committee

students.	accuracy.			
	Sign PRF to signify that it has been verified and checked.			
3. Present Pre- Registration Form for encoding of subjects.	Encode subject.  Print Registration Form.	None	7 mins.	Enrolment Committee
4. Wait for the advice of the enrolment committee.	Sign the Registration Form for the Dean.  Receive copy of the enrolment requirements/docum ents for the submission to the Registrar's office.  If requirements are complete confirm enrolment.  Retain copies of the RF for the distribution to the Dean's, Registrar's and Cashier's Office.  Distribute RF's copy for the Registrar and Cashier Office.	None	3 mins.	Enrolment
	TOTAL	None	17 mins.	

## 124. Processing of Enrolment (Old and Returning Students)

Office or Division	Office of the Dean

Classification		Simple			
Type of Transaction		G2C- Governm	ent to Citi	zen	
Who May Avail		Students			
CHECKLIST OF	REQUIR	EMENTS		WHERE TO SE	CURE
1. Clearance- 1	сору		Deans' O	ffice	
CLIENT STEPS	AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present clearance.	Check and get the copy of clearance and issue the Pre-Registration Form.  Advise students on subjects to enroll.		None	5 mins.	Enrolment Committee
2. Fill-up the Pre- registration Form for old students.	Check the Pre- registration Form for completeness and accuracy.  Sign PRF to signify that it has been verified and checked		None	2 mins.	Enrolment Committee
3. Present Pre- Registration Form for encoding of subjects.	Encode subject  Print Registration Form		None	7 mins.	Enrolment Committee
4. Wait for the advice of the enrolment committee.	Sign the Registration Form for the Dean  Receive copy of the enrolment requirements/docum ents for the submission to the		None	3 mins.	Enrolment Committee

Registrar's office.			
If requirements are			
complete confirm			
enrolment.			
Retain copies of the			
RF for the distribution			
to the Dean's,			
Registrar's and			
Cashier's Office.			
Distribute RF's copy			
for the Registrar and			
Cashier Office.			
TOTAL	None	17 mins.	

# 125. Processing of Adding/Changing/Dropping/Withdrawal of Subjects

Office or Division		Office of the Dean			
Classification		Simple			
Type of Transaction	I	G2C- Government to Citizen			
Who May Avail		Students			
CHECKLIST OF	REQUIR	EMENTS		WHERE TO SE	CURE
1. Registration	Form-1 c	ору	Deans' O	ffice	
2. Receipt- 1 co	рру		Cashiers'		
CLIENT STEPS	AGE	NCY ACTION	FEES	PROCESSING	PERSON
			TO BE	TIME	RESPONSIBLE
			PAID		
1. Present	Check t	he	None	2 mins.	Office Staff
Registration	Registra	ation Form and			(Barbie Saluba)
Form and	Receipt.				
Receipt.					
	Give the Adding/				
	Changii	ng/ Dropping/			
	Withdr	awal of			

	Subjects Form.			
	Advise to proceed at Department Head/ Section Chair for evaluation.			
2. Fill the Form of Adding/ Changing/ Dropping/ Withdrawal of Subjects.	Check the Subjects enrolled.  Advise the students for the subjects to be add/ change/ drop/ withdraw.  Sign the Form and proceed to the Dean's Office	None	7 mins.	Office Staff (Barbie Saluba)
3. Present the Adding/ Changing/ Dropping/ Withdrawal Form.	Check the Adding Form and sign it to the Dean.	None	2 mins.	Office Staff (Barbie Saluba)
4. Proceed to the Cashier office for the verification of subjects added/dropped / changing/withd raw.	Sign the Adding/ Changing/ Dropping/ Withdrawal Form.	None	2 mins.	Collecting Clerk
5. Submit Adding/ Changing/ Dropping/ Withdrawal Form to the Registrar Office for	Confirm Subjects added/ changed/ dropped/withdrawn	None	5 mins.	Registrar

confirmation.				
6. Return to the Dean's office and submit Dean's copy of Adding/ Changing/ Dropping/ Withdrawal Form.	Received Deans Copy of Adding/ Changing/ Dropping/ Withdrawal Form	None	1 min.	Office Staff (Barbie Saluba)
	TOTAL	None	19 mins.	

# College of Education

Main Campus External Services

### 126. Signing of Student Clearance

Office or Division		Office of the Dean			
Classification		Simple	9		
Type of Transaction		G2C-Government to Citizen			
Who May Avail		Students			
CHECKLIST OF REQU	IREMEN	TS		WHERE TO SE	CURE
Students' Semest     1 copy	tral Clear	rance- Deans' Office			
CLIENT STEPS	AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present clearance     completely signed     by the Department     Head and other     concerned together	Check comple s of signatu and oth	res	None	2 mins.	Frontline Personnel/Admin . Staff

with other	requirements			
requirements.				
	Forward			
	clearance to			
	the Dean for			
	signature.			
2. Receives signed	Sign	None	1 min.	Dean
clearance.	clearance			
	and returns it			
	to the			
	student.			
	TOTAL	None	3 mins.	

#### 127. Completion Forms

0.55		0.00			
Office or Division	Office or Division		e of the Dean		
<b>Classification</b> Simple			è		
Type of Transaction		G2C-G	overnmen	t to Citizen	
Who May Avail		Studer	nts		
CHECKLIST OF REQU	IREMEN	TS		WHERE TO SE	CURE
1. Completion Form	ı- 1 copy		Registrar	s' Office	
CLIENT STEPS	AGE	NCY	FEES	PROCESSING	PERSON
	ACT	ION	то ве	TIME	RESPONSIBLE
			PAID		
1. Present proof of	Check a	and	None	2 mins.	Office Staff
completion.	verify entry.				
•					
2. Get approved	Sign		None	1 min.	Dean
completion form.	Comple	etion			
	Form.				
3. Submit copy of	Retain		None	2 mins.	Office Staff
Completion form to	for office	•			
the Registrar.	issues the				
	approved				
	Completion				
	Form to the				
	studen	τ.	NI -	F .	
	TOTAL		None	5 mins.	
	]				

#### 128. Approval of Request and Other Communications

Office or Division	Office of the Dean
Classification	Simple
Type of Transaction	G2C-Government to Citizen
Who May Avail	Students, Faculty, Community

CHECKLIST OF REQU	WHERE TO SECURE			
<ol> <li>Resolutions/         Requests/Communications- 1         copy</li> <li>Budget Proposals if necessary-         1 copy</li> </ol>		Requestin	,	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit resolutions/activitie s/other communications for approval/endorsem ent/referral of the Dean.	Check documents if properly endorsed including the completenes s of supporting documents.	None	2 mins.	Office Staff
2. Wait for the approved documents.	Submit documents to the Dean for approval/endorsement/referral.	None	5 mins.	Office Staff
3. Receive approved documents.	Get file/ encode copy of the communicati on and release approved documents.	None	2 mins.	Office Staff
In case of non-approval 4. Take note of the deficiency or get list of deficiency and other required documents.	Inform client of the deficiency of the documents for compliance or the reason for non-	None	3 mins.	Office Staff

1	approval. Advise client to come back upon compliance.			
-	TOTAL	None	11 ins.	

#### 129. Releasing of Equipment

To facilitate efficient and fast response and release of request through provision of needed documents and processes.

Office or Division		Office	of the Dea	ın	
Classification		Simple	9		
Type of Transaction		G2C-G	overnmen	t to Citizen	
Who May Avail		Stude	nts, and Fa	culty	
CHECKLIST OF REQU	IREMEN	TS		WHERE TO SE	CURE
1. Identification Car	d		Deans' O	ffice	
CLIENT STEPS	AGE	NCY	FEES	PROCESSING	PERSON
	ACT	ION	TO BE	TIME	RESPONSIBLE
			PAID		
1. Present the ID Card.	Receive ID Card		None	1 min.	Office Staff
	Check t		_		
	status o				
	ID Card				2.55
2. Fill up entries of the	Check t entries	_	None	1 min.	Office Staff
logbook.	the logi				
3. Wait for the	Get the		None	3 mins.	Office Staff
releasing of the	equipm	ent.			
equipment.					
4. Get the equipment.	Check the		None	2 mins.	Office Staff
	logbool TOTAL	Κ.	None	12 ins.	
	1017(2		110110	12 1113.	

### 130. Returning of Equipment

To facilitate efficient and fast response and release of request through provision of needed documents and processes.

Γ						
Office or Division	Off	Office of the Dean				
Classification	Sim	Simple				
Type of Transaction	G2	C-Governmen	t to Citizen			
Who May Avail	Stu	dents, and Fa	culty			
CHECKLIST OF REQU	JIREMENTS		WHERE TO SE	CURE		
Borrowed equipres students/faculty	nent by the	Requesti	Requesting Party			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
Present the borrowed equipment.	Receive/ check the returned equipment. Look for the logbook		5 mins.	Office Staff		
Waits for the advice of the staff.	Log the equipment.	None	2 mins.	Office Staff		
3. Sign in the logbook to verify if the borrowed equipment has been returned.	Check the entry of the logbook.	None	2 mins.	Office Staff		
4. Wait for the ID card.	Return the Card	ID None	1 min.	Office Staff		
	TOTAL	None	10 mins.			

### 131. Request for Special Class

Office or Division	or Division Offic			ın	
Classification		Simple	2		
Type of Transaction	Type of Transaction		overnmen	t to Citizen	
Who May Avail		Students			
CHECKLIST OF REQU	IIREMEN	TS		WHERE TO SE	CURE
<ol> <li>Letter request fo</li> <li>1 copy</li> <li>Affidavit of Unde</li> </ol>	·		Students Faculty		
CLIENT STEPS	AGE	NCY	FEES	PROCESSING	PERSON
	ACT		то ве	TIME	RESPONSIBLE
	, action		PAID		
Inquire for the subject to be requested.	Identify the subject/ course to be requested and the number of students.		None	5 mins.	Office Staff
2. Make a letter- request for special class.	Receive and process the letter request.		None	5 mins.	Office Staff
3. Wait for the approval of the special class and the designation of the teacher to handle the class.	Find suitable instructor to handle the requested special class.		None	20 mins.	Dean
4. Proceed with the enrolment of the subject.	Post approved special class with rates of fees.		Special Class Subject Fee	5 mins.	Office Staff
	TOTAL		None	25 mins.	

#### 132. Issuance of Promissory Notes for Students' Balances

Office or Division	Office	Office of the Dean				
Classification	Simp	Simple				
Type of Transaction	G2C-	G2C-Government to Citizen				
Who May Avail	Stude	Students				
CHECKLIST OF REQ	UIREMENTS	WHERE TO SECURE				
2. Registration For	<ol> <li>Statement of Account</li> <li>Registration Form</li> <li>Promissory Note</li> <li>ID Card</li> </ol>			Cashiers' Office Registrars' Office Requesting Party Students		
CLIENT STEPS	AGENCY	FEES	PROCESSING	PERSON		
	ACTION	TO BE PAID	TIME	RESPONSIBLE		
1. Submit Promissory Note.	Validate reason for request for promissory note.	None	4 mins.	Office Staff		
Present Student Account Balance/ Statement of Account, Registration Form, and letter from parents, if	Check entry of Promissory Note.					

	necessary.				
2.	Wait for the endorsement of the Promissory Note.	Check the validity of the Promissory Note.  Approve/ note the given amounts on the letter and on the Registration Form.	None	5 mins.	Dean
3.	Receive Promissory Note and Registration Form.	Get file copy of Promissory Note.  Return Registration Form and releases approved Promissory Note.	None	3 mins.	Office Staff
		TOTAL	None	11 mins.	

### 133. Releasing of Student Records/Documents/Journals

Office or Division		Office of the Dean			
Classification		Simple			
Type of Transaction		G2C-Government to Citizen			
Who May Avail		Students			
CHECKLIST OF REQU	IREMEN	TS	WHERE TO SECURE		
1. ID Card	Card			Deans' Office	
CLIENT STEPS	AGENCY ACTION		FEES TO BE	PROCESSING TIME	PERSON RESPONSIBLE

		PAID		
Inquire for the records/documents/ journals are available.	Check if the records/ documents/ journals are available.	None	3 mins.	Office Staff
2. Fill up the logbook.	Check the entries on	None	3 mins.	Office Staff
Present ID card.	the logbook and ID card.			
3. Wait for the release of the records/ document/ journals.	Check the records/ documents/ journals if properly filed. Remind the borrower of the due date. Release the records/ documents/ journals.	None	2 mins.	Office Staff
4. Get the borrowed records/ document/ journals.	Check the logbook.	None	2 mins.	Office Staff
	TOTAL	None	10 mins.	

### 134. Returning the Records/Documents/Journals

Office or Division	Office of the Dean			
Classification	Simple			
Type of Transaction	G2C-Government to Citizen			
Who May Avail	Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		

1. ID Card	Deans' Office			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the Records/ Documents/ Journals borrowed.	Check and examine the returned records/ documents/ journals if proper filing.	None	3 mins.	Office Staff
2. Wait for the advice of the staff.	Log the returned records/ documents/ journals.	None	3 mins.	Office Staff
3. Sign in the logbook for the verification of returning records/ documents/ journals.	Check the entry of the logbook.	None	2 mins.	Office Staff
4. Wait for the release of the ID card.	Return the ID Card.	None	2 mins.	Office Staff
	TOTAL	None	10 mins.	

### 135. Request for Printing and Encoding

Office or Division	Office of the Dean
Classification	Simple
Type of Transaction	G2C-Government to Citizen
Who May Avail	Students and Faculty

CHECKLIST OF REQU	IIREMENTS	WHERE TO SECURE			
1. ID Card		Deans' O	Deans' Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Request for printing and encoding.		None	3 mins.	Office Staff	
2. Wait for the advice of the college staff.	Look for the logbook and log the returned records/documents/journals.	None	3 mins.	Office Staff	
3. Sign in the logbook for the verification of returning records/documents/journals.	Check the logbook if it fills correctly.	None	2 mins.	Office Staff	
4. Wait for the ID Card	Return the ID card.	None	2 mins.	Office Staff	
	TOTAL	None	11 mins.		

## 136. Facilitating Requests of Faculty and Students

Office or Division	Office of tl	ne Dean	
Classification	Simple		
Type of Transaction	G2C- Government to Citizen		
Who May Avail	Faculty and Students		
CHECKLIST OF REQUIRE	MENTS	WHERE TO SECURE	
1. Request Form-1 cop	У	Deans' Office	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log for the request.	Check the request	None	1 min.	Office Staff
2. Waits for the advice of the staff.	Get the Logbook	None	3 mins.	Office Staff
3. Sign in the logbook for the verification of returning records/ documents/ journals.	Check the entries of logbook	None	2 mins.	Office Staff
4. Wait for the ID card.	Return the ID card	None	2 mins.	Office Staff
	TOTAL	None	8 mins.	

### 137. Processing of Enrolment

Office or Division	Office of the D	Office of the Dean				
Classification	Simple	Simple				
Type of Transaction	G2C- Governm	G2C- Government to Citizen				
Who May Avail	Incoming Stud	Incoming Students				
CHECKLIST OF REC	QUIREMENTS	REMENTS WHERE TO SECURE				
1. Form 137- 1 copy	1	Last scho	ool attended			
2. Certificate of Goo	od Moral	Last scho	ool attended			
Character- 1 copy	/					
3. Certificate of Live	Philippin	e Statistics Autho	ority			
4. Medical Exam Re	4. Medical Exam Report					
		University Clinic				
CLIENT STEPS	AGENCY ACTION	FEES	PROCESSING	PERSON		

		TO BE PAID	TIME	RESPONSIBLE
Present     requirement for     enrolment.	Check and get the copy of the requirements for completeness and issue the preregistration form to qualified enrolees.  Advice students on	None	5 mins.	Enrolment Committee
	subjects to enroll.			
2.Fill-up the pre- registration form for new students.	Check the Pre- registration Form for completeness and accuracy.	None	2 mins.	Enrolment Committee
	Sign PRF to signify that it has been verified and checked.			
3.Present Pre- Registration	Encode subject.	None	7 mins.	Enrolment Committee
Form for encoding of subjects.	Print Registration Form.			
4.Wait for the advice of the enrolment	Sign the Registration Form for the Dean.	None	3 mins.	Enrolment Committee
committee.	Receive copy of the enrolment requirements/docum ents for the submission to the Registrar's office.			
	If requirements are complete confirm enrolment.			
	Retain copies of the RF for the distribution			

Re	o the Dean's, egistrar's and ashier's Office.			
for	istribute RF's copy or the Registrar and ashier Office.			
ТС	OTAL	None	17 mins.	

# 138. Processing of Enrolment (Old and Returning Students)

Office or Division		Office of the Dean					
Classification		Simple					
Turne of Turner ation							
Type of Transaction	1	G2C- Governm	C- Government to Citizen				
Who May Avail		Students					
CHECKLIST O	F REQUIR	EMENTS		WHERE TO SE	CURE		
1. Clearance- 1	. сору		Deans' C	Office			
CLIENT STEPS	AGE	NCY ACTION	FEES	PROCESSING	PERSON		
			TO BE PAID	TIME	RESPONSIB LE		
1. Present clearance.	Check and get the copy of clearance and issue the Pre-Registration Form.		None	5 mins.	Enrolment Committee		
		Advise students on subjects to enroll.					
2.Fill-up the Pre- registration Form for old students.	Check the Pre- registration Form for completeness and accuracy.		None	2 mins.	Enrolment Committee		
	that it h	F to signify nas been and checked					
3.Present Pre- Registration Form for	Encode	subject	None	7 mins.	Enrolment Committee		
encoding of subjects.	Print Re Form	egistration					
4.Wait for the advice of the	_	e Registration or the Dean	None	3 mins.	Enrolment Committee		

enrolment	Receive copy of the			
committee.	enrolment			
	requirements/docum			
	ents for the			
	submission to the			
	Registrar's office.			
	If requirements are			
	complete confirm			
	enrolment.			
	Retain copies of the			
	RF for the distribution			
	to the Dean's,			
	Registrar's and			
	Cashier's Office.			
	Casiller's Office.			
	Distribute RF's copy			
	for the Registrar and			
	Cashier Office.			
	TOTAL	None	17 mins.	
	TOTAL	140110	1/ 1111113.	

# 139. Processing of Adding/Changing/Dropping/Withdrawal of Subjects

Office or Division		Office of the Dean				
Classification		Simple				
Type of Transaction		G2C- Government to Citizen				
Who May Avail		Students				
CHECKLIST OF	REQUIR	REMENTS WHERE TO SECURE			CURE	
1. Registration Form-1 of		ору	Deans' O	ffice		
2. Receipt- 1 co	ру		Cashiers'	Office		
CLIENT STEPS	AGE	NCY ACTION	FEES	PROCESSING	PERSON	
			TO BE	TIME	RESPONSIBLE	
			PAID			
1.Present	Check t	he	None	2 mins.	Office Staff	
Registration	Registra	ation Form and				

Form and	Receipt.			(Barbie Saluba)
Receipt.	Give the Adding/ Changing/ Dropping/ Withdrawal of Subjects Form.  Advise to proceed at			
	Department Head/ Section Chair for evaluation.			
2.Fill the Form of Adding/ Changing/	Check the Subjects enrolled.	None	7 mins.	Office Staff (Barbie Saluba)
Dropping/ Withdrawal of Subjects.	Advise the students for the subjects to be add/ change/ drop/ withdraw.			
	Sign the Form and proceed to the Dean's Office			
3. Present the Adding/ Changing/ Dropping/ Withdrawal Form.	Check the Adding Form and sign it to the Dean.	None	2 mins.	Office Staff (Barbie Saluba)
4. Proceed to the Cashier office for the verification of subjects added/dropped / changing/withd raw.	Sign the Adding/ Changing/ Dropping/ Withdrawal Form.	None	2 mins.	Collecting Clerk
5. Submit Adding/ Changing/ Dropping/ Withdrawal Form to the Registrar Office for	Confirm Subjects added/ changed/ dropped/withdrawn	None	5 mins.	Registrar

confirmation.				
6.Return to the Dean's office and submit Dean's copy of Adding/ Changing/ Dropping/ Withdrawal Form.	Received Deans Copy of Adding/ Changing/ Dropping/ Withdrawal Form	None	1 min.	Office Staff (Barbie Saluba)
	TOTAL	None	19 mins.	

# College of Industrial Technology

Main Campus External Services

## 118. Signing of Student Clearance

Office or Division	Offic	Office of the Dean			
Classification	Simp	le			
Type of Transaction	G2C-	G2C-Government to Citizen			
Who May Avail	Stude	Students			
CHECKLIST OF REQU	IREMENTS	TS WHERE TO SECURE			
Students' Semest     1 copy	ral Clearance-	ance- Deans' Office			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Present clearance completely signed by the Department Head and other concerned together with other	Check completenes s of signatures and other requirements.	None	2 mins.	Frontline Personnel/Admin . Staff (Barbie Saluba)	

requirements.	Forward			
	clearance to			
	the Dean for			
	signature.			
2. Receives signed	Sign	None	1 min.	Dean
clearance.	clearance			(Rene L. Celda,
	and returns it			DIT)
	to the			
	student.			
	TOTAL	None	3 mins.	

#### 119. Completion Forms

Office or Division		Office	of the Dea	n	
Classification		Simple	2		
Type of Transaction		G2C-G	overnmen	t to Citizen	
Who May Avail		Students			
CHECKLIST OF REQU	JIREMEN <sup>1</sup>	NTS WHERE TO SECURE			CURE
1. Completion Form	n- 1 copy		Registrars' Office		
CLIENT STEPS	AGEN	VCY	FEES	PROCESSING	PERSON
	ACTI	ON	то ве	TIME	RESPONSIBLE
			PAID		
1. Present proof of	Check a	nd	None	2 mins.	Office Staff
completion.	verify e	ntry.			(April Rose
					Tibudan)
2. Get approved	Sign		None	1 min.	Dean
completion form.	Comple	tion			(Rene L. Celda,
	Form.				DIT)
3. Submit copy of	Retain o	сору	None	2 mins.	Office Staff
Completion form to	for offic	,			(April Rose
the Registrar.	issues tl	_			Tibudan)
		approved			
	Comple Form to				
	student				
	TOTAL	· <del>·</del>	None	4 minutes	

#### 120. Approval of Request and Other Communications

Office or Division	Office of the Dean
Classification	Simple
Type of Transaction	G2C-Government to Citizen

Who May Avail	Stude	nts, Faculty	, Community		
CHECKLIST OF REQU	JIREMENTS	WHERE TO SECURE			
<ol> <li>Resolutions/ Requests/Communications- 1 copy</li> <li>Budget Proposals if necessary- 1 copy</li> </ol>		Requesting Party  Requesting Party			
CLIENT STEPS	AGENCY	FEES	PROCESSING	PERSON	
CLIENT STETS	ACTION	TO BE PAID	TIME	RESPONSIBLE	
1. Submit resolutions/activitie s/other communications for approval/endorsem ent/referral of the Dean.	Check documents if properly endorsed including the completenes s of supporting documents.	None	2 mins.	Office Staff (April Rose Tibudan)	
2. Wait for the approved documents.	Submit documents to the Dean for approval/ endorsement / referral.	None	5 mins.	Office Staff (April Rose Tibudan)	
3. Receive approved documents.	Get file/ encode copy of the communicati on and release approved documents.	None	2 mins.	Office Staff (April Rose Tibudan)	
In case of non-approval 4. Take note of the deficiency or get list of deficiency and other required documents.	Inform client of the deficiency of the documents for compliance or the reason for non-	None	3 mins.	Office Staff (April Rose Tibudan)	

approval. Advise client to come back upon compliance.			
TOTAL	None	12 ins.	

### 130. Releasing of Equipment

Office or Division		Office of the Dean			
<b>Classification</b> Si			9		
Type of Transaction		G2C-G	overnmen	t to Citizen	
Who May Avail		Stude	nts, and Fa	culty	
CHECKLIST OF REQU	JIREMEN	TS		WHERE TO SE	CURE
1. Identification Ca	rd		Deans' O	ffice	
CLIENT STEPS	AGEI	NCY	FEES	PROCESSING	PERSON
	ACTI	ON	TO BE	TIME	RESPONSIBLE
			PAID		
1. Present the ID Card.	Receive	the	None	1 min.	Office Staff
	ID Card Check the				(April Rose
					Tibudan)
	status o				
2. Fill up entries of the	Check t		None	1 min.	Office Staff
logbook.	entries	on			(April Rose
	the logi	book.			Tibudan)
3. Wait for the	Get the		None	3 mins.	Office Staff
releasing of the	equipm	ent.			(April Rose
equipment.					Tibudan)
4.Get the equipment.	ne equipment. Check the		None	2 mins.	Office Staff
logbook		Κ.			(April Rose
					Tibudan)
	TOTAL		None	11 ins.	

### 131. Returning of Equipment

To facilitate efficient and fast response and release of request through provision of needed documents and processes.

Office or Division Office of the Dean					
Office or Division		Office	of the Dea	ın	
Classification		Simple	2		
Type of Transaction		G2C-G	overnmen	t to Citizen	
Who May Avail		Students, and Faculty			
CHECKLIST OF REQU	IREMENT	S		WHERE TO SE	CURE
Borrowed equipr     students/faculty	nent by th	ne	Requesting Party		
CLIENT STEPS	AGEN	ICY	FEES	PROCESSING	PERSON
	ACTIO	ON	TO BE	TIME	RESPONSIBLE
			PAID		
1. Present the	Receive/ check the		None	5 mins.	Office Staff
borrowed					(April Rose
equipment.	returned				Tibudan)
	equipme Look for				
	logbook				
2. Waits for the advice	Log the		None	2 mins.	Office Staff
of the staff.	equipme	ent.			(April Rose
					Tibudan)
3. Sign in the logbook	Check th	ne	None	2 mins.	Office Staff
to verify if the	entry of				(April Rose
borrowed	logbook	•			Tibudan)
equipment has been returned.					
4. Wait for the ID card.	Return t	he ID	None	1 min.	Office Staff
	Card				(April Rose
					Tibudan)
	TOTAL		None	9 ins.	

### **132.** Request for Special Class

		1			
Office or Division		Office	of the Dea	in	
Classification		Simple	2		
Type of Transaction		G2C-G	overnmen	t to Citizen	
Who May Avail		Studer	nts		
CHECKLIST OF REQU	IIREMEN	NTS WHERE TO SECURE			
Letter request fo     1 copy     Affidavit of Undo	·				
2. Affidavit of Unde			Faculty		,
CLIENT STEPS	AGENCY ACTION		TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Inquire for the subject to be requested.	Identify the subject/ course to be requested and the number of students.		None	5 mins.	Office Staff (April Rose Tibudan)
Make a letter- request for special class.	Receive and process the letter request.		None	5 mins.	Office Staff (April Rose Tibudan)
3. Wait for the approval of the special class and the designation of the teacher to handle the class.	Find suitable instructor to handle the requested special class.		None	20 mins.	Dean (Rene L. Celda, DIT)
4. Proceed with the enrolment of the subject.	Post approved special class with rates of fees.		Specia I Class Subjec t Fee	5 mins.	Office Staff (April Rose Tibudan)
	TOTAL	-	None	25 mins.	

### 133. Issuance of Promissory Notes for Students' Balances

Office or Division		Office	of the Dea	ın	
Classification		Simple	2		
Type of Transaction		G2C-G	overnmen	t to Citizen	
Who May Avail		Students			
CHECKLIST OF REQU	IIREMEN <sup>-</sup>	WHERE TO SECURE			
Statement of Acc	ount		Cashiers'	Office	
2. Registration Form	n		Registrar	s' Office	
3. Promissory Note			Requesti		
4. ID Card			Students	•	
		Students			
CLIENT STEPS	AGE	VCY	FEES	PROCESSING	PERSON
	ACTION		TO BE	TIME	RESPONSIBLE
			PAID		
1. Submit Promissory	Validate		None	4 mins.	Office Staff
Note.	reason				(April Rose
	request				Tibudan)
	promiss note.	sory			
Present Student	Check e	ntrv			
Account Balance/	of Prom	·=			
Statement of	Note.	•			
Account,					
Registration Form,					
and letter from					
parents, if					
necessary.					
0.14/11/6					
2. Wait for the	Check the validity of the		None	5 mins.	Dean (Para L. Calda
endorsement of the	Promiss				(Rene L. Celda,
Promissory Note.	Note.	,			DIT)
	Approve	e/			
	note the	e			

	given amounts on the letter and on the Registration Form.			
3. Receive Promissory	Get file copy	None	3 mins.	Office Staff
Note and	of Promissory			(April Rose
Registration Form.	Note.			Tibudan)
	Return			,
	Registration			
	Form and			
	releases			
	approved			
	Promissory			
	Note.			
	TOTAL	None	12 mins.	

### 134. Releasing of Student Records/Documents/Journals

Office or Division		Office of the Dean					
Classification		Simple					
Type of Transaction		G2C-G	overnmen	t to Citizen			
Who May Avail		Students					
CHECKLIST OF REQUIREMEN		TS	WHERE TO SECURE				
1. ID Card			Deans' Office				
CLIENT STEPS	CLIENT STEPS AGE		FEES	PROCESSING	PERSON		
	ACT	ION	TO BE	TIME	RESPONSIBLE		
	Acti	.014	PAID	111112	NESI GROIDEE		
Inquire for the records/documents/ journals are available.	Check if the records/ documents/ journals are available.		None	3 mins.	Office Staff (April Rose Tibudan)		
Fill up the logbook.  Present ID card.	Check the entries on		None	3 mins.	Office Staff (April Rose		
Present ib card.	the logbook and ID card.				Tibudan)		
3. Wait for the release of the records/document/journals.	records/		None	2 mins.	Office Staff (April Rose Tibudan))		
	Remino borrow the due Release records docume journal	er of e date. e the s/ ents/					
4. Get the borrowed records/ document/ journals.	Check the logbook.		None	2 mins.	Office Staff (April Rose Tibudan))		

TOTAL	None	10 mins.	

### 135. Returning the Records/Documents/Journals

			T				
Office or Division		Office of the Dean					
Classification			Simple	Simple			
Type of Transaction G2C-0			G2C-G	Government to Citizen			
Who May Avail Stude			Studer	nts			
CHECKL	IST OF REQU	IREMEN	TS		WHERE TO SE	ECURE	
1. ID Ca	ard			Deans' Office			
		AGE ACT	_	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Jouri	ords/ uments/	Check and examine the returned records/ documents/ journals if proper filing.		None	3 mins.	Office Staff (April Rose Tibudan)	
2. Wait advid staff	ce of the	Log the returned records/ documents/ journals.		None	3 mins.	Office Staff (April Rose Tibudan)	
verif retui reco	ook for the ication of rning rds/	Check the entry of the logbook.		None	2 mins.	Office Staff (April Rose Tibudan)	
4. Wait	for the	Return the ID		None	2 mins.	Office Staff	

release of the ID card.	Card.			(April Rose Tibudan)
	TOTAL	None	10 mins.	

#### 136. Request for Printing of Grade Sheets, Monitoring of Classes and Class records

To facilitate efficient and fast response and release of request through provision of needed documents and processes.

Office or Division		Office	ffice of the Dean			
<b>Classification</b> Simp			<u>,</u>			
Type of Transaction		G2C-G	overnmen	t to Citizen		
Who May Avail		Studer	nts and Fac	culty		
CHECKLIST OF REQU	JIREMEN'	TS	WHERE TO SECURE			
1. ID Card			Deans' O	ffice		
CLIENT STEPS	AGEI	VCY	FEES	PROCESSING	PERSON	
	ACTI	ON	TO BE	TIME	RESPONSIBLE	
			PAID			
1. Log for the request.	Check t	he	None	2 mins.	Office Staff	
	request	·. <b>.</b>			(April Rose	
					Tibudan)	
2. Waits for the	Office s	taff	None	3 mins.	Office Staff	
issuance of request.	prints t	he			(April Rose	
	request	•			Tibudan)	
3. Sign the request	Release	the	None	1 min.	Office Staff	
logbook.	print re	quest.			(April Rose	
					Tibudan)	
	TOTAL		None	5 mins.		

#### 137. Facilitating Requests of Faculty and Students

Office or Division	Office of the Dean
Classification	Simple
Type of Transaction	G2C- Government to Citizen

Who May Avail	Faculty an	ulty and Students					
CHECKLIST OF REC	QUIREMENTS		WHERE TO SE	CURE			
1. Request Form	-1 сору	Deans' Office					
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE			
1. Log for the request.	Check the request	None	1 min.	Office Staff (April Rose Tibudan)			
2. Waits for the advice of the staff.	Get the Logbook	None	3 mins.	Office Staff (April Rose Tibudan)			
3. Sign in the logbook for the verification of returning records/ documents/ journals.	Check the entries of logbook	None	2 mins.	Office Staff (April Rose Tibudan)			
4. Wait for the ID card.	Return the ID card	None	2 mins.	Office Staff (April Rose Tibudan)			
	TOTAL	None	11 mins.				

## 138. Processing of Enrolment

Office or Division	Office of the Dean			
Classification	Simple			
Type of Transaction	G2C- Government to Citizen			
Who May Avail	Incoming Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Form 137- 1 copy		Last school attended		

		I		
2. Certificate of	Last school attended			
Character- 1 copy				
3. Certificate of Live Birth/NSO- 1 copy		Philippin	e Statistics Autho	ority
4. Medical Exar	n Report			
		Universit	cy Clinic	
CLIENT STEPS	CLIENT STEPS AGENCY ACTION		PROCESSING	PERSON
		TO BE	TIME	RESPONSIBLE
		PAID		
				_
1. Present	Check and get the	None	5 mins.	Enrolment
requirement for	copy of the			Committee
enrolment.	requirements for			
	completeness and			
	issue the pre-			
	registration form to			
	qualified enrolees.			
	Advice students on			
	subjects to enroll.			
2 5'11 - 11	Charles Bar	NI	2	F l l
2. Fill-up the pre-	Check the Pre-	None	2 mins.	Enrolment
registration form for new	registration Form for			Committee
students.	completeness and			
students.	accuracy.			
	Sign PRF to signify			
	that it has been			
	verified and checked.			
3. Present Pre-	Encode subject.	None	7 mins.	Enrolment
Registration				Committee
Form for	Print Registration			
encoding of	Form.			
subjects.	0: "			
4. Wait for the	Sign the	None	3 mins.	Enrolment
advice of the	Registration Form			Committee
	for the Dean.			
Committee.	Receive copy of the	-		
enrolment committee.	Registration Form for the Dean.  Receive copy of the enrolment requirements/docum ents for the submission to the			Committee

Registrar's office.			
If requirements are			
complete confirm			
enrolment.			
Retain copies of the			
RF for the			
distribution to the			
Dean's, Registrar's			
and Cashier's			
Office.			
Distribute RF's copy			
for the Registrar and			
Cashier Office.			
TOTAL	None	17 mins.	

## 139. Processing of Enrolment (Old and Returning Students)

Office or Division		Office of the Dean				
Classification		Simple				
Type of Transaction		G2C- Government to Citizen				
Who May Avail		Students				
CHECKLIST OF	REQUIR	EMENTS	WHERE TO SECURE			
1. Clearance- 1	сору		Deans' Office			
CLIENT STEPS	AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Present clearance.	Check and get the copy of clearance and issue the Pre-Registration Form.  Advise students on subjects to enroll.		None	5 mins.	Enrolment Committee	

2. Fill-up the Pre- registration Form for old students.	Check the Pre- registration Form for completeness and accuracy.  Sign PRF to signify that it has been verified and checked	None	2 mins.	Enrolment Committee
3. Present Pre- Registration Form for encoding of subjects.	Print Registration Form	None	7 mins.	Enrolment Committee
4. Wait for the advice of the enrolment committee.	Sign the Registration Form for the Dean  Receive copy of the enrolment requirements/docum ents for the submission to the Registrar's office.  If requirements are complete confirm enrolment.  Retain copies of the RF for the distribution to the Dean's, Registrar's and Cashier's Office.  Distribute RF's copy for the Registrar and Cashier Office.	None	3 mins.	Enrolment
	TOTAL	None	17 mins.	

## 140. Processing of Adding/Changing/Dropping/Withdrawal of Subjects

		T					
Office or Division		Office of the D	ean				
Classification		Simple					
Type of Transaction	l	G2C- Governm	2C- Government to Citizen				
Who May Avail		Students					
CHECKLIST O	REQUIR	EMENTS	WHERE TO SECURE				
1. Registration	Form-1 c	ору	Deans' O	office			
2. Receipt- 1 co			Cashiers'	Office			
CLIENT STEPS	AGE	NCY ACTION	FEES	PROCESSING	PERSON		
			TO BE	TIME	RESPONSIBLE		
			PAID				
1. Present	Check t	he	None	2 mins.	Office Staff		
Registratio		ation Form and			(April Rose		
n Form and	Receipt				Tibudan)		
Receipt.	Cirro th	- A -l -l: /					
		e Adding/					
	Withdra	ng/ Dropping/ awal of					
	Subject						
	_						
		to proceed at					
		nent Head/ Chair for					
	evaluat						
	Cvaraat						
2. Fill the		he Subjects	None	7 mins.	Office Staff		
Form of	enrolle	d.			(April Rose		
Adding/	Advise	the students			Tibudan)		
Changing/ Dropping/	for the	subjects to be					
Withdrawal	add/ ch	ange/ drop/					
of Subjects.	withdra	w.					
	Sign the	Form and					
		d to the Dean's					
	Office						
3. Present the	Check t	he Adding	None	2 mins.	Office Staff		
Adding/		nd sign it to			(April Rose		
Changing/		-					

	Dropping/ Withdrawal Form.	the Dean.			Tibudan)
4.	Proceed to the Cashier office for the verification of subjects added/dro pped/ changing/w ithdraw.	Sign the Adding/ Changing/ Dropping/ Withdrawal Form.	None	2 mins.	Collecting Clerk
	Submit Adding/ Changing/ Dropping/ Withdrawal Form to the Registrar Office for confirmatio n.	Confirm Subjects added/ changed/ dropped/withdrawn	None	5 mins.	Registrar
	Return to the Dean's office and submit Dean's copy of Adding/ Changing/ Dropping/ Withdrawal Form.	Received Deans Copy of Adding/ Changing/ Dropping/ Withdrawal Form	None	1 min.	Office Staff (April Rose Tibudan)
		TOTAL	None	19 mins.	

#### **141.** Processing of Enrolment (Regular Evening and Graduate Program)

Office or Division		Office of the Dean					
Classification		Simple					
Type of Transaction	1	G2C- Governm	ernment to Citizen				
Who May Avail		Students	ts				
CHECKLIST O	F REQUIR	EMENTS		WHERE TO SE	CURE		
1. Clearance-1	сору		Deans' O	Office			
CLIENT STEPS	AGE	NCY ACTION	FEES	PROCESSING	PERSON		
			TO BE	TIME	RESPONSIBLE		
			PAID				
1. Present	Check requirements		None	5 mins.	Enrolment		
requirements	for completeness and				Committee		
for enrolment.	issue Pre-registration						
	Advise students on subjects to enroll.						
2. Fill-up the Pre-		he Pre-	None	2 mins.	Enrolment		
registration	_	tion Form for			Committee		
Form for old students.	<u> </u>	teness and					
students.	accurac	.y.					
	Sign PR	F to signify					
		nas been					
	verified	l and checked					
3. Payment of							
Tuition and							
Misc. Fees							
Secure a priority	Give pr	iority number	None	30 seconds	Security Guards		
number from the							
guard on duty							

Present priority number, on the counter where it will be served preregistration form and required amount of down payment to the collecting clerk in the counter where your number was called.  Proceed to the	Get the priority number, encode the ID number from the registration form in the Cash Management System, receive payment and issue Official Receipt.	Requir e downp ayment	5 mins.	Collecting Clerk
Dean's office.	Instruct student to proceed to the Dean's Office.	None	1 mm.	Collecting Officer
4. Present Pre- Registration Form for encoding of subjects.	Encode subject  Print Registration Form	None	7 mins.	Enrolment Committee
5. Wait for the advice of the enrolment committee.	Sign the Registration Form for the Dean  Receive copy of the enrolment requirements/docum ents for the submission to the Registrar's office.  If requirements are complete confirm enrolment.  Retain copies of the RF for the distribution to the Dean's, Registrar's and Cashier's Office.  Distribute RF's copy for the Registrar and	None	3 mins.	Enrolment Committee

Cashier Of	ice.		
TOTAL	None	23 mins.and 30 sec.	

## Office of the University President

#### **Internal Services**

# 142. Approval of Travels Abroad/ School Activities/Requests and Other Communications

The Office of the University President approves resolutions, activities, requests, and other communications for the growth and development of ISAT University community provided requests are supported with documents and duly signed by department heads and key officials for validation.

Office or Division	Office of the	Office of the University President				
Classification	Simple	Simple				
Type of Transaction	G2C- Gover	nment to Cit	izen			
Who May Avail	Faculty and	Employees	of ISAT U Commur	nity		
CHECKLIST OF RE	QUIREMENTS	REMENTS WHERE TO SECURE				
2. Recommend from the Defor Dean 3. Invitation (if 4. Proposals (if 5. MOA (if apple))	applicable)	•	it Head/Dean's Of ganization, ISAT U	-		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
Submits     resolutions,	Checks the documents	None	3 mins.	Office Staff		

requests and other communication s for approval of the President	including the completeness of the supporting documents and signatories			
2. Waits for the approved documents	Submits documents for approval/ endorsement or referral	None	5 mins.	Office Staff
3. Receives the approved documents	Gets file copy of the communication and releases approved copy of the documents	None	2 mins.	Office Staff
	TOTAL	None	10 mins.	

#### 143. Approval of Resolutions/Activities/Requests/Other Communications

To facilitate efficient and fast reponse and release of request through provision of needed documents and processes.

Office or Division	Administration Office			
Classification	Simple			
Type of Transaction	G2G- Government to Government			
Who May Avail	All Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Resolutions- 5 copies	ì	Requesting Party		
2. Requests- 5 copies				
3. Budget Proposals-5 copies				
4. Communications needing				

Campus Admir	istrator			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits resolutions/activit ies/ other communication	Checks documents if properly endorsed including the completeness of supporting documents.	Non e	2 mins.	Frontline Personnel/Admin . Staff
2. Waits for the approved documents	Have documents signed/initialed by Administrative Officer IV if it concerns budget proposal, submits documents to the Campus Administrator for Approval	Non e	16 mins.	Frontline Personnel/Admin . Staff, Administrative Officer IV, Campus Administrator
3. Receives approved documents	Gets file copy of the communication , records on log book and release approved documents	Non e	2 mins.	Frontline Personnel/Admin . Staff
In case of non- approval 4. Takes note of the	Informs client of the deficiency of	Non e	5 mins.	Frontline Personnel/Admin

deficiency or gets	the			. Staff
list of deficiencies	document/s or			
	the reason for			
	non-approval;			
	advises to			
	come back			
	upon			
	compliance			
	TOTAL	Non	20 mins.	
		е		

## **IIRGP-Administration Office**

# Main Campus Internal Services

#### 144. Reproduction (Photocopy/Rissograph) Services

To properly follow process of transaction and monitor actual usage of vehicle.

Office or Division		IIRGP-Administration Office			
Classification		Simple			
Type of Transaction		G2G- Government to Government			
Who May Avail		All Personnel			
CHECKLIST OF REQ	UIREMEN	NTS	WHERE TO SECURE		
1. Job Order Form	1. Job Order Form- 1 copy		Administration Office		
2. Copy of materia	2. Copy of material to be		Faculty, Employees (personal use, activities		
reproduced-1 c	ору		with bud	get)	
CLIENT STEPS	AGE	NCY	FEES	PROCESSING	PERSON
	ACT	ION	то ве	TIME	RESPONSIBLE
		PAID			
1. Presents	Evaluates/Asse		Photoc	3 mins.	Frontline
material/s for	s materials for		ору -		Personnel/Admin
reproduction	reprodu	ıction	P1.00/p		. Staff
	and info	rms	iece		

	client of total amount to be paidand checks availability of supplies	rissogra ph - P160.0 0/page /ream		
2. Accomplished Job Order form for reproduction	Require client to pay amount to the Cashier's Office			
	Check OR and have Job Order form approved by the Administrative Officer IV and forwards to personnel in charge of reproduction	None	15 mins.	Frontline Personnel/Admin . Staff
	For bulk transactions, informs client to return for the materials	None	3 days	Frontline Personnel/Admin . Staff, Administrative Officer IV
3. Receives reproduced materials	Logs completed tansaction in logbook and released reproduced materials	None	2 mins.	Frontline Personnel/Admin . Staff, Administrative Officer IV
	TOTAL	None	20 mins.	

# **Research Services Division**

# Main Campus Internal Services

#### 145. Faculty Research Process

To assist Faculty researchers in the conduct of approved research study/project/program.

Office or Division	Resear	ch Services	Division		
Classification	Simple	Simple			
Type of Transaction	G2G- 0	G2G- Government to Government			
Who May Avail	Faculty	ulty			
CHECKLIST OF REQ	UIREMENTS		WHERE TO SE	CURE	
1. Concept Paper-	2 copies	Quality F	orms are available	at the Research	
2. Request Form fo	or Faculty- 2	Services	Division & downloa	dable online	
copies					
3. Full Blown Prop	osal- 2 copies				
4. List of Approved	d Research				
Proposal for Fu	nding- 2 copies				
5. Milestone Form	ı- 2 copies				
6. Line Item Budge	et- 2 copies				
7. Researcher's Co	ontract- 2 copies				
8. Request for the	Release of				
Funds- 2 copies					
9. Quarterly Accor	mplishment				
Report- 2 copie	S				
10. Progress Report	t- 2 copies				
11. Terminal Repor	t- 2 copies				
CLIENT STEPS	AGENCY	FEES	PROCESSING	PERSON	
	ACTION	то ве	TIME	RESPONSIBLE	
		PAID			
1. Prepare and	Research	None	1 day	Research	
submit Concept	Center Chair			Cluster	
Paper to the	request for the			Coordinator/	
designated	conduct of In-			Center	
Research Cluster	House Review			Chairperson	
Coordinator &					
Center					

Chairperson				
2. Prepare presentation and copies of concept paper for the In- House Review	Conduct Research In- house Review	None	2 days	Research Personnel/ Director
3. Prepare Full blown proposal attached with the following accomplished forms: -Milestone Form -Line Item Budget	Conduct Management Review for the deliberation of proposals and prepare list of approved research proposals for funding	None	1 day	Science Research Assistant, Research Cluster Coordinator/ Center Chairperson & Research Director
4. Revise proposal, milestone & LIB (if applicable) and submit together with signed Research Contract	Process documents & Contract for approval	None	5 days	Science Research Assistant
5. Request for the release of funds (per milestone)  Note: Cash advance should be liquidated within the approved timeframe	Process the release of funds	None	3 days	Science Research Assistant
6. Submit Quarterly Accomplished Report at the end of the quarter & Progress Report at the end of every milestone	Monitor status of all on-going researches & request for report if needed	None	2 days	Science Research Assistant

7. Upon completion,	Generate	None	30 mins.	Science Research
the researcher	report and			Assistant
must submit 2	properly file			
copies of the	research			
terminal report	output			
and a hard copy of				
the research				
output				
Note: Failure to complete the research on time, the lead proponent must submit a justification letter and request for extension				
	TOTAL	None	14 days & 30 minutes	
			iiiiiutes	

#### 146. Faculty Evaluation

To measure and evaluate the teaching effectiveness of the Faculty.

Office or Division		Research Services Division			
Classification		Simple			
Type of Transaction		G2G- Government to Government			
Who May Avail		Faculty			
CHECKLIST OF REC	QUIREMEN	NTS WHERE TO SECURE			
CLIENT STEPS	AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Prepare reprodu NBC 461 Instrume Instructi	ce the L ent for	None	2-3 days	Statistician, Statistician Aide, Data Encoder

	Teaching effectiveness form			
2.	Request for the complete list of faculty from the HR office for evaluation	None	20 mins.	Statistician Aide, Data Encoder
3.	Prepare the schedule of faculty evaluation and submit to the respective deans for approval and for the information of the faculty	None	3 days	Data Encoder
4. In case the Faculty is unavailable on the scheduled time, the faculty must inform the Research office for alternative date of evaluation	Conduct the faculty teaching effectiveness evaluation on (30) students as a sample size out of the total number of students of the faculty on their respective faculty room schedule	None	40 working days	Statistician, Statistician Aide, Data Encoder
5.	Retrieve the instrument after the	None	2 days	Statistician, Statistician Aide, Data Encoder,

	respondent			Research
	has completed			Director
	the evaluation			
6.	Segrated, encode, process, tabulate, and	None	40 working days	Statistician, Statistician Aide, Data Encoder
	consolidate the results of the evaluation of each faculty member per college			
7.	Summarize the results and prepare for approval	None	2-3 days	Statistician, Statistician Aide, Data Encoder
8.	Release the results after verification and approval	None	As scheduled	Statistician, Statistician Aide, Data Encoder
	TOTAL	None	2-3 month approx.	

# Human Resources Management Services Unit Main Campus Internal Services

#### 147. Issuance of Service Record

Encoding, Printing, and Releasing of Service Records to Personnel

Office or Division	Human Resource Management Office
Classification	Simple
Type of Transaction	G2C- Government to Citizen

Who May Avail	Current	Current and previous employees of ISAT University			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
Verbal/Written Requ	Verbal/Written Request		HRMO I/Assigned Personnel, HR Office, ISAT University, La Paz, Iloilo City		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Request for     Service Record	Acknowledge Request	None	5 mins.	Requestor	
2. Prepare Service Record	Service Record Prepared	None	10 mins.	HRMO	
	Sign and process for signature of the signing Official.	None	10 mins.	HRMO/Assigned Personnel	
3. Release Service Record	Service Record Released	None	10 mins.	HRMO/Assigned Personnel	
	TOTAL	None	35 mins.		

#### 148. Issuance of Certification (Leave w/o Pay, Employment, Last Day of Service)

Processing the issuance and releasing of Certification

Office or Division	Human Resource Management Office				
Classification	Simple				
Type of Transaction	G2C- Government to Citizen				
Who May Avail	Employees of ISAT University				
CHECKLIST OF REQUIR	IREMENTS WHERE TO SECURE				
Verbal/Written Request	t HRMO I/ Assigned Personnel				
		HRM Office, ISAT University, La Paz, Iloilo City			

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request for certification	Acknowledged request	None	5 mins.	Requestor
2. Prepare certification	Certification prepared	None	10 mins.	HRMO
3. Sign Printed Certification by the Chief Administrative Officer or Administrative Officer V (HRMO III)	Certification signed	None	10 mins.	HRMO
4. Released Certification	Certification released	None	10 mins.	HRMO
	TOTAL	None	35 ins.	

#### 149. Issuance of Part-time Instructor Appointment

Processing of Part-time Instructors' Appointment

Office or Division		Human F	Resource Manage	ement Office
Classification		Simple		
Classification		Jilipie		
Type of Transaction		G2C- Gov	vernment to Citiz	zen
Who May Avail		Part-time	e Instructor	
CHECKLIST OF F	REQUIREMENTS		WHERE TO S	ECURE
1. Approved Sche	edule of Class			
2. Approved Reco	ommendation			
3. Request from I	Dean of College	College	e where respecti	ve part-time
4. Personal Data	Sheet (PDS)	instruc	tor belong (CAS,	CIT, CEA, COE),
5. Credentials (Di	ploma, Transcript of	ISAT U	niversity, La Paz,	Iloilo City
Records, and C	Certificates)			
6. Signature of th	e Appointee to the			
documents att	ached and the			
Appointment				
CLIENT STEPS	AGENCY ACTION	FEES	PROCESSING	PERSON
		ТО	TIME	RESPONSIBLE
		BE		
		PAID		
		1		
1. Submission of	Receive Part-time	None	5 mins.	Respective 
part-time	Instructor's			college
instructor	Schedule of Class			secretary
schedule of class	and other			
and other	supporting			
supporting	documents			
documents to HRMO	Forward Part-time	None	30 mins.	Secretary of
HRIVIO	Instructor's			Colleges
	Schedule of Classes			_
	and other			
	documents to the			
	HRM Office for			
	processing of			
	processing or			
	Appointment.			

Prepare	None	10 mins.	HRMO I/
Appointment based			Assigned
on the Individual			Personnel
loads stated in the			
Faculty Schedule of			
Classes submitted			
by their Secretary.			
Process	None	15 mins.	HRMO
Appointment for			I/Assigned
Signature of			Personnel
Accountant.			
Certify Appointment	None	15 mins.	Accountant III
for Signature of	None	15 111113.	/ ccoantaire iii
Accountant			
Accountant			
Process	None	1 day	University
Appointment for			President
Approval of the			
Appointing			
Authority/University			
President			
Notify Colleges of	None	1 day	HRMO
the Availability of			I/Assigned
the Appointment			Personnel
for Release			
Release	None	5 mins.	HRMO I
Appointment to			
Part-time Faculty			
TOTAL	None	2 days and 50	
		mins.	
I		ı	

#### 150. Issuance of Job-Hire Appointment

Processing of Job-Hire Appointment

Office or Division	Human Res	source Mana	gement Office			
Classification	Simple	Simple				
Type of Transaction	n G2C- Gove	rnment to Cit	tizen			
Who May Avail	Job Hire					
CHECKLIST OF RE	QUIREMENTS		WHERE TO SEC	URE		
1. Job Hire Personr	nel -Complete	HRMO c/o	Administrative Off	icer V/HRMO III		
Employment Red	•		Administrative Bld			
(Updated PDS, T	ranscript of	Iloilo City				
Record, Diploma	•					
Eligibility/Rating new)	Report for					
2. Wage Rate issue	d by the					
Administrative C	•					
III(new)						
3. Written recomm	endation for					
-	immediate supervisor (for					
renewal of appo						
4. Performance eva	·					
5. Approved Letter	• •					
the assigned offi	•					
renewal)						
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON		
	ACTION	BE PAID	TIME	RESPONSIBLE		
1. Submit	Receive	None	2 hours	HRMO/Assigned		
requirements	requirements,			Personnel		
for Issuance of	evaluate and					
Appointment.	issue Appointment					
	for renewal or					
	new					
	appointment.					
	Process	None	1 day	University		
	Appointment			President		
	for approval					
	of the					

	University President			
	Notify respective colleges for the availability of appointment	None	1 day	HRMO
2. Receive copy of his/her Appointment.	Release original appointment	None	1 hour	HRMO
	TOTAL	None	2 days and 3 hours	

#### 151. Issuance of Authority to Travel

Office or Division	Human Re	Human Resource Management Office				
Classification	Simple					
Type of Transaction	G2C- Gove	Government to Citizen				
Who May Avail	Employee	yees				
CHECKLIST OF RE	QUIREMENTS		WHERE TO SE	CURE		
(Personal or 0 2. Certification of Personal or C	<ol> <li>Approved Letter of Travel (Personal or Official)</li> <li>Certification of Travel either Personal or Official</li> <li>Request Letter</li> </ol>		National and Internal Affairs Office, 2nd Floor, Administrative Bldg., ISAT U, La Paz, Iloilo City			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
Submit letter     request for     authority to     travel outside of     the country.	Receive request to travel abroad of the personnel involved	None	10 mins.	HRMO I/Assigned Personnel		
	Prepare Authority to Travel	None	30 mins.	HRMO I/Assigned Personnel		
	Forward Authority to Travel to the President's Office	None	1 hour	HRMO I/Assigned Personnel		
	Act on the request for authority to travel abroad	None	1 day	University President		

of the personnel.			
If approved forward the same to the Office of the National and International Affairs of the University.	None	1 day	Secretary, Office of the University President.
Receive authority to travel abroad and release to personnel who requested it.	None	1 hour	National and International Affairs Office
TOTAL	None	2 days, 2 hours and 40 mins.	

# **Records Management Unit**

Main Campus
Internal Services

# 152. Preparation of Summary of Leave Credits for Terminal Benefits Claim of Permanent Personnel Who are Separated from Service (Retirement/Resignation/Death)

Office or Division	Records Management Office		
Classification	Complex		
Type of Transaction	G2C- Government to Citizen		
Who May Avail	All Permanent Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	

1.	Approved Retirement Letter for	HRMO/Personnel concerned
	Retiree	
2.	Approved Resignation Letter for	HRMO/Personnel concerned
	Resigned Personnel	
3.	Death Certificate for Deceased	
	Personnel	HRMO/Folks
4.	Service Record	
5.	Leave Cards	HRMO
6.	Special Orders	Records Office
		Records Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Start	Submit information of separation from service of permanent personnel. (Retirement/Resignatio n/Death)	None	7 days	HRMO
2. Check documents	Determine the first and last day of service of the personnel concerned based on Service Record. Synchronize Service Record with Leave Cards and Special Orders for Service Credits balance computation.	None		Records Officer
3. Prepare Summary of Leave Credits	Prepare the Summary of Leave Credits of the personnel concerned based on the leave cards and special orders from the first to the last day of service.	None		Records Officer

4. Printing of Summary of Leave Credits	Print Summary of Leave Credits Balance in triplicate for approval.			Records Officer
5. Attach	Attach photocopies of			Records
Supporting	leave cards from first			Officer/HRMO
Documents	to the last day of			
	service and Special			
	Orders to the Summary			
	of Leave Credits			
	Balance and Submit to			
	HRMO for processing			
	of Terminal Benefits			
	Pay.			
	TOTAL	None	7 days	

## **153.** Reporting of Personnel Attendance (Daily Time Records)

Office or Division		Records Management Office				
Classification		Highly Technical				
Type of Transacti	on	G2C- Govern	ment to Citize	en		
Who May Avail		All Permaner	nt Employees			
CHECKLIST (	OF REQUIRE	MENTS		WHERE TO SEC	JRE	
1. Daily Time	Records		Records Offi	ice		
2. Approved	Application	for Leave	Records Offi	ice		
3. Certifications on		Personnel co	oncerned			
Seminars/	Trainings/T	ravels				
Completed	d					
'						
CLIENT STEPS	AGENO	Y ACTION	FEES TO	PROCESSING	PERSON	
			BE PAID	TIME	RESPONSIBLE	
1. Start	Determine	e payroll date	None		Records	
of different classes of				Officer		
	personnel					

2. Upload DTR	Upload DTR of personnel every 16th and 1st day of the succeeding month	None	3 hours	MIS Personnel
3. Print DTR	Print specified number of DTR per class of personnel	None	3 hours	Records Office Clerk
4. Distribute Biometric DTR	Distribute Biometric DTR to different departments for signature of personnel and their supervisor	None	5 days	Records Office Clerk/Respecti ve Clerk of Departments or Offices
5. Retrieve DTR and Check attachments	Retrieve Biometric DTR within 5 days after distribution. Attach Form 6 and check if certification of seminars and travels completed are attached if personnel was on official travel.	None	1 day	Records Office Clerk/Respecti ve Clerk of Departments or Offices
6. Compute personnel absences, tardiness, undertime, personal pass slips	Compute personnel absences/tardiness/un dertime, personal pass slips, taking into consideration the approved Flexi schedule/faculty working hours submitted,	None	4 days	Records Officer
7. Prepare report	Prepare reports of personnel absences/tardiness/un dertime, personal pass slips without pay to be submitted to the University President furnish copies to the	None	1 day	Records Officer

8. Post data	Finance Division for appropriate action  Record absences, tardiness/undertime/p ersonal Pass Slips to individual personnel leave cards and deduct from the service credits	None	2 days	Records Officer
9. Segregate Biometric DTR	Segregate Biometric DTR according to category	None	1 day	Records Office Clerk
10. Submit report and file DTR	File DTR in alphabetical/chronolog ical order. Original copy to be retained in the Records Office and duplicates to be submitted to COA Office together with Form 6 and Certifications of Travel Completed.	None	2 days	Records Office Clerk
	TOTAL	None	16 days and 3 hours	

#### **154.** Processing for Application for Leave

Processing of Approval of Application for Leave (Form 6) of Faculty and Non-Teaching Personnel

Office or Division	Records Management Office
Classification	Simple
Type of Transaction	G2C- Government to Citizen
Who May Avail	All Permanent Employees

CHECKLIST OF REQUIREMENTS			WHERE TO SEC	URE	
by the per	<ol> <li>Application for Leave duly signed by the personnel applicant and the immediate supervisor</li> </ol>		Personnel concerned		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Start	Receive filled-up Application for Leave (Form 6) with recommendation of Immediate Supervisor.	None	3 days	Records Officer	
2. Post Leave Credits Balances	Post balances of Leave Credits/Service Credits of personnel concerned on the Leave Form.	None		Records Officer	
3. Classify application for Leave	Classify types of leave and post entry on leave card. Assign a number on the Application for leave in the logbook.	None		Records Officer	
4. Verify Form 6	Verify the entry on Form 6.	None		HRMO	
5. Process for Approval	Forward Form 6 to Head of Office for final approval	None		Records Officer	
6. Approval	Approve/Disapprove application for leave	None		University President	
7. File Application for Leave	Arrange alphabetically and file original copy of Form 6. Attach duplicate copy to DTR report submitted to COA	None		Records Officer	

TOTAL	None	3 days	

#### 155. Computation of Service Credits and Compensatory Overtime Credits

Computation of Service Credits for Faculty and Compensatory Overtime Credits for Non-Teaching Personnel

Office or Division		Records Management Office			
Classification		Complex			
Type of Transacti	on	G2C- Govern	nment to Citizen		
Who May Avail		All Permaner	nt Employees		
CHECKLIST (	OF REQUIRE	MENTS		WHERE TO SEC	<b>JRE</b>
Approved     Credits and     Overtime	d Compens		Personnel/C	Office concerned	
3. DTR	<ol> <li>Accomplishment Report</li> <li>DTR</li> <li>Summary of Service rendered</li> </ol>		Personnel/Office concerned Personnel/Office concerned/Records Office Personnel/Office concerned		
CLIENT STEPS	AGENO	Y ACTION	FEES TO	PROCESSING	PERSON
			BE PAID	TIME	RESPONSIBLE
1. Start	Receive ap request for Credits (S. Compensa Overtime (C.O.C.) for Special Or	r Service O) and atory Credits r issuance of	None	7 days	Records Officer
2. Check Completenes documents attached and compute number of days of Service Compute Credits/Compensatory number of days Compute Credits Compute Credits Compute Credits Compute Credits		None		Records Officer	

2 Droparo	Propago and submit	None		Records
3. Prepare	Prepare and submit	ivolle		
Special Order	Special Order for			Officer
and	Service Credits and			
Certificate of	certification of			
Compensator	Compensatory			
y Overtime	Overtime Credits to			
Credits	Chief Administrative			
	Officer, VP for			
	Administration and			
	Finance and Head of			
	Office for approval			
	11			
4. Post in Leave	Post approved Special	None		Records
Cards	Orders and			Officer
	Compensatory			
	Overtime Credits to			
	individual leave cards			
	of personnel			
	concerned			
5. File Service	File chronologically	None		Records
Credits and	supporting documents			Officer
Compensator	and Special			
y Overtime	Orders/Compensatory			
Credits	Overtime Credits for			
	future reference.			
	TOTAL	None	7 days	

#### 156. Updating 201 File

Updating of records: 201 files, Biometric DTR, Personnel Information, etc. (e.g. Change of Designation/Job Description; Change in Marital Status, etc.)

Office or Division	Records Management Office			
Classification	Simple			
Type of Transaction	G2C- Government to Citizen			
Who May Avail	All Permanent Employees			
CHECKLIST OF REQUIRE	MENTS	WHERE TO SECURE		

1. New reco filed in 20	rds/documents to be 1 File			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Start	Receive new records/supporting documents to update 201 file of Personnel concerned from HRMO.	None	1 day	Records Officer
2. Filing	File new records/ supporting documents in 201 file	None		Records Officer
	TOTAL	None	1 day	

#### 157. Filing of Records/Documents

Filing of Records/Documents

Office or Division Records Man		agement Offi	ce			
Classification		Simple				
Type of Transaction G2		G2C- Govern	G2C- Government to Citizen			
Who May Avail All Permaner		nt Employees				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE				
1. Records/Documents to be filed		Office/Personnel concerned				
2. Records Classification Schemo		Scheme	Records Office			
CLIENT STEPS	AGENCY ACTION		FEES TO	PROCESSING	PERSON	
			BE PAID	TIME	RESPONSIBLE	
1. Start	Receive approved		None	1 day	Records	
records/documents for				Officer		
filing from concerned						
	personnel					
2. Sort	Sort and c	lassify	None		Records	

documents	records/documents received according to the Records Classification Scheme adopted.			Officer
3. File documents	File records/documents in their respective file folders/cabinets.	None		Records Officer
	TOTAL	None	1 day	

#### 158. Retrieval of In-Active Records

Retrieval of In-Active Records

Office or Division	<b>Division</b> Records Man		agement Offi	ce			
Classification	<b>Classification</b> Sin		Simple				
Type of Transacti	on	G2C- Govern	ment to Citize	en			
Who May Avail		All Permaner	t Employees				
CHECKLIST (	OF REQUIRE	MENTS		WHERE TO SEC	URE		
Approved     retrieval o     Records o	f non-curre		Requesting personnel/office Records Office		:		
CLIENT STEPS	AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1. Start	Receive approved written request for retrieval of In-active records from concerned individual/office		None	3 days	Records Officer		
2. Retrieve documents	Check existence of record and retrieve from Non-Active Files or in the Organization's Archive.		None		Records Office		
3. Release Documents	Record released record in the Release Log Book and have it acknowledged "Received" by the requesting person for proper documentation.		None		Records Officer		
	TOTAL		None	3 days			

#### 159. Records Disposal

#### Disposal of Records

Office	Office or Division		Records Man	agement Offi	ce		
Classif	ication		Simple				
Туре о	of Transacti	on	G2C- Govern	ment to Citize	en		
Who N	May Avail						
(	CHECKLIST (	OF REQUIRE	MENTS		WHERE TO SECU	JRE	
1	NAP Guide	linos		NAP/Interne	<u></u>		
		etention and	d Disposal	Records Off			
	Schedule						
3.	Inventory	List of Reco	rds	Office conce	erned		
4.	Records or	n file		Records Off	ice		
CLIEN	NT STEPS	AGENO	Y ACTION	FEES TO	PROCESSING	PERSON	
				BE PAID	TIME	RESPONSIBLE	
	<u> </u>				20.1		
1.	Start	Inventory of records		None	20 days	Personnel in	
						Office	
						Concerned / Records	
						Officer	
						Officer	
2.	Segregat	Determine	e valueless	None		Personnel in	
	е	records an	nd those			Office	
	Valueles	which are	permanent			Concerned /	
	S	1	with archival			Records	
	Records	or Historic	al value)			Officer	
3.	Transfer	Transfer ir	n-active	None		Personnel in	
	to	records wi	ith archival			Office	
	Records	or historic	al value to			Concerned /	
	Center	Records Co	enters for			Records	
		storage accompanied				Officer	
		by invento	ory list.				
4.	Determi	Determine	retention			Personnel in	
	ne	and dispos	sal period of			Office	
	Retentio	records. R	ecords not			Concerned /	
	n Period	included ir	n the NAP			Records	
	and	General G	uidelines				

Disposal	must base their			Officer
steps	retention period on			
	the Records Disposal			
	Schedule approved by			
	the Agency and			
	Executive Director of			
	NAP			
	Disposal procedure			
	must be based on the			
	NAP General			
	Guidelines			
	TOTAL	None	20 days	

#### 160. Certification of Records

Certification as to the Authenticity of Documents

Office or Division Records		Managemer	nt Office		
<b>Classification</b> Sin		Simple			
Type of Transacti	on	G2C- Gov	vernment to	Citizen	
Who May Avail		All Perso	nnel		
CHECKLIST OF	REQUIREN	IENTS		WHERE TO SEC	URE
Original Document		Personnel/Office Concerned			
CLIENT STEPS	AGENCY ACTION		FEES TO	PROCESSING	PERSON
			BE PAID	TIME	RESPONSIBLE
1. Start	Present re	cord to	None	1 day	Records Officer
	be certifie	d and			
	the origina	al copy			
2. Checking of	Check authenticity		None		Records Officer
documents	of record based on				
	the original copy				
	presented				

3. Stamping and	Signify	None		Records Officer
Recording	authenticity by			
	stamping			
	"Certified			
	Photocopy" or			
	"Certified Machine			
	Copy" or "Certified			
	True Copy" on the			
	record presented			
	for certification.			
	Record			
	transactions in the			
	logbook			
	TOTAL	None	1 day	

#### 161. Computation of Proportional Vacation Pay

Computation of Proportional Vacation Pay of Permanent Faculty

Office or Division	n Records		Management Office			
Classification Simple						
Type of Transacti	on	G2C- Gov	vernment to	Citizen		
Who May Avail		All Perso	nnel			
	KLIST OF REMENTS		WHERE TO SECURE			
Memorandum     Leave Cards		Records Office (on file) Records Office				
CLIENT STEPS	AGENCY	ACTION	FEES TO	PROCESSING	PERSON	
			BE PAID	TIME	RESPONSIBLE	
1. Start	Check school calendar to determine the first and last day of the School Year. Determine the formula for computation of		None	7 days	Records Officer	

2. Update	the Proportional Vacation Pay. Check current rank	None	Records Officer
Records	and rate of the permanent faculty. Check current entry in the leave card and determine if there are leaves without pay.	None	Necords Officer
3. Compute Proportional Pay	Compute the proportional vacation pay according to the prescribed formula.	None	Records Officer
4. Print  Computation	Print in triplicate the Computation of Proportional Vacation Pay for the School Year of every permanent faculty.	None	Records Officer
5. Approve Computation	Submit Computation of Proportional Vacation Pay to the Chief Administative Officer for recommendation of the approval of the University President	None	Records Officer/Chief Administrative Officer/Univ. President

6. Release	Submit	None		Records Officer
Computation	Computation of			
of	Proportional			
Proportional	Vacation Pay to			
Pay	Finance Office for			
	appropriate action			
	(Payment). Retain			
	one (1) set for			
	Records Office file			
	and furnish one (1)			
	copy to the			
	personnel			
	concerned.			
	TOTAL	N.I.	<b>-</b> .	
	TOTAL	None	7 days	

# **Supply Office**

Main Campus
Internal Services

## 162. Issuance/Release of Supply, Materials and Equipment

Office or Division	Supply and Property Management Office			
Classification	Simple			
Type of Transaction G2C- Gov		2C- Government to Citizen		
Who May Avail	Faculty N	Members and Non Teaching Personeel of the		
	University			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Issue Slip (Ri     Ordinary supplies	S) for	Supply and Property Management Office		
<ol> <li>Property Acknowledgement Receipt</li> </ol>		Supply and Property Management Office		
3. Inventory Custodian Slip		Supply and Property Management Office		
4. Notice of Availability of		Supply and Property Management Office		
Supplies, materials a	nd			

Equipmen	t			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure RIS Form from SPMO Office	SPMO issue RIS Form	None	15 mins.	SPMO Personnel
2. Fill up and the Department Head sign approved	Stamp Received the RIS Form with date and time	None	15 mins.	
3. Submit Approved RIS to SPMO Office	SPMO Office Stamp Received the RIS Form, indicate date and time	None	15 mins.	SPMO Personnel
	Prepare supplies and materials for release	None	15 mins.	SPMO Personnel
	Prepare and issue a Notice of Availability of Supplies, Materials and Equipment for release to be acknowledgement of the End-user	None	One (1) day Maxium of Three (3) days	SPMO Personnel
	SPMO Prepare Notice of Availability of Supplies, Materials and Equipment for release to be acknowledgement	None	30 mins.	SPMO Personnel

of the End-user			
SPMO release	None	30 mins.	SPMO Personnel
materials to End-			
user			
Prepare RIS Form ,	None	2-3 hours	SPMO Personnel
PAR/ICS for receipt			
and signature of			
client			
TOTAL	None	3 days and 5	
		hours (max)	
	SPMO release supplies and materials to Enduser  Prepare RIS Form , PAR/ICS for receipt and signature of client	SPMO release supplies and materials to Enduser  Prepare RIS Form , PAR/ICS for receipt and signature of client	SPMO release supplies and materials to Enduser  Prepare RIS Form , PAR/ICS for receipt and signature of client  None 30 mins.  2-3 hours  A days and 5

# 163. Issuance/Release of Construction Materials to Requesting Officer

Office or Division	Supply and Property Management Office		
Classification	Simple		
Type of Transaction	G2G- Government to Government		
Who May Avail	Faculty Members and Non Teaching Personeel of the University		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Approved Job Request for     Repair, Maintenance and     Construction Form			
<ol><li>Program of works, bill of materials</li></ol>			
Requisition Issue Slip     Property Acknowledg	ement	Supply and Property Management Office Supply and Property Management Office	

#### Receipt/ICS

Notice of Availability of Supplies, materials and Equipment Supply and Property Management Office

CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
	ACTION	BE PAID	TIME	RESPONSIBLE
1. Submit approved Job Request for Repair, Maintenance and Construction Form to SPMO	SPMO Office Stamp Received the RIS Form, indicate date and time	None	15 mins.	SPMO Personnel
with attached Program of Works and Bill of Materials to Supply and Management Office	Prepare supplies and materials for release		2 days	SPMO Personnel
	Prepare and issue a Notice of Availability of Supplies, Materials and Equipment for release to be acknowledgem ent of the End-	None	15 mins.	SPMO Personnel

	user			
2. Sign to Acknowledge receipt of Notice of Availability of Supplies, Materials and Equipment for release	SPMO Prepare Notice of Availability of Supplies, Materials and Equipment for release to be acknowledgem ent of the End- user	None		SPMO Personnel
3. Pull out and receive supplies and materials issued by the SPMO Office	SPMO release supplies and materials to End-user  Prepare RIS Form , PAR/ICS for receipt and signature of client	None	4 hours	SPMO Personnel
	TOTAL	None	6 hours and 30 mins.	

#### **164.** Conduct of Physical Inventory of Accountable Officers

Supplies and materials issued to Accountable Officers should be checked as to availability from time to time to avoid wastage of the property of the government and to check on replaceable assets of the University.

Office or Division	e or Division Supply and Pro		operty Management Office				
Classification		Complex	mplex				
<b>Type of Transaction</b> G2G- Government		nent to 0	Government				
Who May Avail Faculty Memb		•	ers and	Non Teaching P	ersoneel of the		
CHECKLIST OF RE	QUIR	EMENTS		WHERE TO S	ECURE		
<ol> <li>Memorandum Order w/ Schedule of Inventory</li> <li>Updated Inventory Schedule</li> <li>Conduct of Physical count</li> <li>Request Form for Reschedule of Inventory</li> </ol>		Supply Office	and Property M	lanagement			
CLIENT STEPS	AGI	ENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1.	of Pl	pare Schedule hysival ntory	None	3 days	SPMO Personnel		
	Men Orde	ance of norandum er for the duct of sical Inventory		1 day	University President		
2. Prepare Items stated in PAR		duct of sical count	None	3 days	SPMO Personnel/End- user		
3. Fill up Request for Reschedule of date assignment			None	15 mins.	SPMO Personnel		
and submit to SPMO for recording	Ackr	ate Property nowledgement ort (PAR)	None	1 hour	SPMO Personnel		

4. Fill up Report of Lost, Stolen, damaged Item and submit to SPMO	Receipt and Prepare List of Items reported damaged, stole or lost	None	3 hours	End- User/SPMO Personnel
	Update Property Card	None	1 hour	SPMO Personnel
	Prepare Annual Report of Property, Plant and Equipment Inventory (PPE)	None	1 month	SPMO Personnel
	Submit Annual Report of Inventory to COA Office	None	1 hour	SPMO Personnel
	TOTAL	None	1 month, 7 days, 6 hours, and 15 mins.	

#### 165. Disposal of Unserviceable Materials and Equipment (Section 79 of PD 1445)

Unserviceable assets of the University should be disposed to avoid overcrowding of stock rooms.

Office or Division	Supply and Property Management Office			
Classification	Complex			
Type of Transaction	G2G- Government to Government			
Who May Avail	Faculty Members and Non Teaching Personeel of the University			
CHECKLIST OF REQUIRE	MENTS	WHERE TO SECURE		
Acknowledgement Reco	eipt-Return	Supply and Property Management		
Equipment and Semi-Expendable materials		Office		

<ol> <li>TWG Report</li> <li>Authroity from the</li> </ol>	4. Authroity from the COA to Dispose the unserviceable items		ond Property I Committee egional Office PROCESSIN G TIME	PERSON RESPONSIBLE
1. Fill up - Acknowledgement Receipt-Return Equipment and Semi-Expendable materials		Non e		
2. Submit - Acknowledgement Receipt-Return Equipment and Semi-Expendable materials together with the items to	Check return item and sign - Acknowledgemen t Receipt-Return Equipment and Semi-Expendable materials.	Non e	1 day	SPMO Personnel/End -user
SPMO	Prepare IIIRUP and Report of Waste Materials	Non e	2 days	SPMO Personnel
	Prepare communication for the TWG to conduct evaluation	Non e	1 hour	SPMO Personnel
	Conduct salvaging of usable parts	Non e	2 days	TWG
	Recommmend Disposal	Non e	3 days	TWG
	Conduct survey of prevailing price of	Non e	3 days	SPMO Personnel

scrap materials			
Secure authority	Non	3 months	SPMO
from the COA	е		Personnel/COA
Regional Office to			
dispose			
unserviceable			
items			
Prepare for Public	Non	1 month	SPMO
Auction & Award	е	COA Circular	Personnel/COA
the Contract to		86-264	
highest Bidder			
Disposal	Non	3 days	SPMO
	е		Personnel
TOTAL	Non	4 month, 14	
	е	days, 1 hour	

# Office of Instruction

# Main Campus Internal Services

#### 166. Distribution of Faculty Schedule/Class Program

Office or Division		Office of Instruction			
Classification		Simple			
Type of Transaction		G2G- Government to Government			
Who May Avail		Faculty			
CHECKLIST OF REQU	IREM	ENTS	WHERE TO SECURE		
1. Faculty Load- 1 c	ору		Office of Instruction, ISAT U, La Paz, Iloilo		
			City		
CLIENT STEPS	A	GENCY	FEES	PROCESSING	PERSON
	A	CTION	TO BE	TIME	RESPONSIBLE

		PAID		
		ואו		
1. Preparation faculty	Review the	None	10 mins.	Division Chair
loading	individual			
	faculty			
	loading			
2. Drafting of	Checking of	None	10 mins.	Scheduling
schedule	faculty			Committee
	schedule			
3. Encoding of faculty	Resolving	None	5 mins.	Office Staff/MIS
schedule	the conflict			Staff
	of schedule			
4. Printing of faculty	Preparing	None	5 mins.	Office of
schedule	for			Instruction
	distribution			
	TOTAL	None	30 mins.	

# 167. Submission of Test Questions and Table of Specification

Office or Division	Office of	Office of Instruction			
Classification	Simple	Simple			
Type of Transaction	G2G- Go	G2G- Government to Government			
Who May Avail	Faculty	Faculty			
CHECKLIST OF REQU	JIREMENTS	MENTS WHERE TO SECURE			
1. Table of Specific	ation-1 copy	Office of	ffice of Instruction, ISAT U, La Paz, Iloilo		
		City			
CLIENT STEPS	AGENCY	FEES	PROCESSING	PERSON	
	ACTION	TO BE	TIME	RESPONSIBLE	
		PAID			
1. Printing of Test	Review and	None	5 mins.	Division Chair	
Question and fill-	signed the				
up table of	test question				
	and table of				

specification	specification			
2. Fill-up the Transmittal of test questions and table of specification	Receive and record the test question for reproduction	None	5 mins.	Office Staff
3. Submit the test question and table of specification for signature	Receive and sign the test question and table of specification	None	5 mins.	Head, Office of Instruction
4. Reproduction of test questions	Distribution of test questions to the faculty	None	20 mins.	Office Staff
	TOTAL	None	35 mins.	

# 168. Signing of Faculty Clearance

Office or Division	Office o	Office of Instruction			
Classification	Simple	Simple			
Type of Transaction	G2G- Go	G2G- Government to Government			
Who May Avail	Faculty	Faculty			
CHECKLIST OF REQUI	REMENTS	IENTS WHERE TO SECURE			
1. Faculty Clearance-	3 copies	Office of Instruction			
2. Grade Sheets		Registrars' Office			
3. Class Record		MIS Off	ice		
4. IPCR		Office of Instruction			
CLIENT STEPS	AGENCY	AGENCY FEES PROCESSING PE			
	ACTION	ACTION TO BE TIME RESPONSIBL			
		PAID			

1. Present clearance	Check the	None	5 mins.	Office Staff
completely signed by	faculty			
the Department	clearance			
Head and other				
offices concerned				
2. Cubacit for signature	Daviannad	Nana	F	lland of
2. Submit for signature	Review and	None	5 mins.	Head of
	signed			Instruction
	faculty			
	clearance			
	_			
	TOTAL	None	10 mins.	

# **Medical Services Department**

# Main Campus Internal Services

#### 169. Consultation and Dispensing of the Over the Counter Medications

Office or Division		Medical Services Department			
Classification		Simple			
Type of Transaction		G2C- Government to Citizen			
Who May Avail		Faculty ar	nd Staff		
CHECKLIST OF REQU	IREME	NTS		WHERE TO S	ECURE
1. Employees' Identi	ificatio	n Card	Patient	concerned	
2. Medical Logbook			Medica	l Clinic	
3. Laboratory reques	st		Medica	l Clinic	
CLIENT STEPS	AG	SENCY	FEES	PROCESSING	PERSON
	A	CTION	то ве	TIME	RESPONSIBLE
			PAID		
1. Client present ID	Chec	ks the	None	2 mins.	Mr. Remy
	Ident	ification			Palomo/Mr.
	card				Reich Dexter
					Famocol
					(Medical Staff)
2. Fills up Medical	Chec	ks entry	None	1 min.	Medical Staff
Logbook	in the	е			
	logbo	ook and			
	refer	s clients			
	to the	e Nurse			
	Nurse	е	None	8 mins.	Mr. Remy
	check	ks-up			Palomo (Nurse
	client	t			II)

Dispenses over - the - counter medication	None	2 mins.	Mr. Remy Palomo (Nurse II)
Nurse requests laboratory and Blood Chemistry Test when needed	None	2 mins.	Mr. Remy Palomo (Nurse II)
TOTAL	None	15 mins.	

# Library Main Campus

# Internal Services

# 170. Lending of Books to Faculty

Office or Division		Library			
Classification		Simple			
Type of Transaction		G2C- Government to Citizen			
Who May Avail		Faculty			
CHECKLIST OF REQU	IIREM	ENTS	NTS WHERE TO SECURE		
1. Book Card			Library		
CLIENT STEPS	AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Students enters the book stacks and select book	statı	cks the us of the c and the ry card	None	2 mins.	Library Staff

2. Fills up the book card	Checks the entries on the book card	None	1 min.	Library Staff
3. Waits for the book	Attach the library card and the book card and release the book to the borrower	None	1 min.	Library Staff
4. Receives the book	Enters classification in the statistics for Library Utilization. Files the library Card	None	1 min.	Library Staff
	TOTAL	None	5 mins.	

# 171. Request for Listening and Viewing Room Utilization by Faculty

Office or Division	Library				
Classification	Simple	Simple			
Type of Transaction	G2C- Gov	G2C- Government to Citizen			
Who May Avail	Faculty	Faculty			
CHECKLIST OF REQUIRE	MENTS	WHERE TO SECURE			
1. Request for LVR Utili	ization	Library			
Form					
CLIENT STEPS	AGENCY	FEES	PROCESSING	PERSON	
	ACTION	TO BE	TIME	RESPONSIBLE	
		PAID			

1. Request for the	Verifies the	None	3 mins.	Library Staff
Reservation of the	avialbility of			
LVR	schedule			
2. Fills up the request	Check the	None	2 mins.	Library Staff
for LVR Utilization	entry			
3. Seek Approval from	Approves	None	10 mins.	Office of
the Office of	the booking			instruction Staff
Instruction				
4. Returns of the	Prepares the	None	As scheduled	Library Staff
scheduled time	LVR			
	TOTAL	None	10 mins.	

# Supply Main Campus Internal Services

## 172. Requisition and Issue Slip

Office or Division	Supply	Office		
Classification	Simple			
Type of Transaction	G2G- G	overnmen	t to Government	
Who May Avail				
CHECKLIST OF REQU	IREMENTS		WHERE TO S	ECURE
1. Requisition Slip		Supply	Officer	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request for Issuance     of Supplies and     Materials	Issue 3 copies of Requisition and Issue Slip	None	1 min.	Supply Office Staff
2. Fill up the 3 copies of Requisition and Issue Slip and sign	Check the supplies and materials requested	None	5 mins.	Supply Office Staff
3. Approval by the Head of the Department	Sign, request and Issue the Supplies and Materials needed	9	20 mins.	Supply Officer, Supply Office Staff
	TOTAL	None	26 minutes	

# **Guidance and Counseling Office**

# Main Campus Internal Services

## 173. Requisition and Issue Slip

Office or Division		Guidance and Counseling Office				
Classification		Simple				
Type of Transaction		G2G- Gov	ernment	to Government		
Who May Avail		Internal (I	Faculty a	nd Employees)		
CHECKLIST OF REQ	UIREM	ENTS		WHERE TO S	ECURE	
			Supply	Officer		
CLIENT STEPS	A	GENCY	FEES	PROCESSING	PERSON	
	A	CTION	TO BE PAID	TIME	RESPONSIBLE	
Approaches the     Guidance     Counselor for     counseling session	Welcomes and accommodates the counselee		None	5 mins.	Guidance Counselor	
2. Expresses the problem to the Guidance Counselor	Listens to the counselee about his/her personal concerns		None	30 mins.	Guidance Counselor	
3. Listens to the response of the Counselor	Synthesizes, clarifies and analyzes the problem of the counselee		None	25 mins.	Guidance Counselor	
4. Discerns and decides on the proper course of		ns, courages, prevents	None	25 mins.	Guidance Counselor	

action to be taken regarding the problem	the suggested alternatives or options toward the			
	solution to			
	his/her			
	problem			
5. Asks for the follow-	Gives the	None	5 mins.	Guidance
up schedule of	follow-up			Counselor
another counseling	counseling			
session	schedule			
	TOTAL	None	1 hour and 50	
			mins.	

# **Accounting Office**

# Main Campus Internal Services

#### 174. Availment of Cash Advance for Local Travel

Office	or Division	Accounting Office				
Classif	ication	Simple				
Type o	f Transaction	G2C- G	overnment to Citizen			
Who N	Aay Avail	Internal (Faculty and Employees)				
CI	HECKLIST OF REQUIREMEN	ITS	WHERE TO SECURE			
1.	<ol> <li>Duly Approved Office Order or Travel Order in accordance with Section 4 of EO 77 - 4 copies</li> </ol>		Administration Office			
2.	<ul><li>2. Duly Approved Itinerary of Travel</li><li>- 4 copies</li></ul>		Administration Office			
<ol> <li>Certification from the         Accountant that the previous cash advance has been     </li> </ol>		ous	Accounting Office			

-	liquidated & accounted for in the books - 4 copies			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit approved requirements to     Accounting Office	Prepare Obligation Request & Status	None	5 hours	Office Clerk
	Prepare Disbursement Voucher	None	5 hours	Office Clerk
	Budget Officer Signs on box B of ORS	None	5 hours	Budget Officer
	Admin Officer signs on box A of ORS and box A of Disbursement Voucher	None	5 hours	Admin Officer
	Accountant certifies as to availability of cash, check as to completeness of supporting documents, sign box C of the disbursement voucher	None	1 day	Accountant
	Checks, reviews and approve for payment on	None	16 hours	Campus Administrator

box D of Disbursement Voucher			
Assigns Obligation number	None	5 hours	Budget Officer
Assigns Disbursement Voucher	None	5 hours	Accountant
Transfer documents to Cashier's Office for check issuance	None	2 hours	Cashier
TOTAL	None	7 days	

#### 175. Availment of Cash Advance for International Travel

Office or Division	Accounting Office			
Classification	Simple			
Type of Transaction	G2C- Government to Citizen			
Who May Avail	Interna	l (Faculty and Employees)		
CHECKLIST OF REQUIREMEN	NTS WHERE TO SECURE			
1. Approved Travel Order/Of Order in accordance with 1 10 of EO 77 dtd March 15, 4 copies  - supported by the endorsement of Comission-en-Banc - Section VIII.B No. of CHED Adm. No. 04 - Board Resolution approving the and specifying the source of fund - Certificate of no pending administrative case	Section 2019 - of the Order travel	Office of the President		

- Re-entry Plan (REAP)
- certificate on the legitimacy of the meeting/conference/workshop
- List of other participants in the delegation, purpose/responsibilities of each participant during the travel
- Such purpose/responsibilities should result to clear outputs/outcomes to justify expenses to be incurred
- List of travels for the past five years
- Certificate on the necessity of foreign travel from the International Relations Vice Presidents or Director
  - 2. Duly approved Itinerary of Travel
  - Letter of Invitation of Host/Sponsoring Country/Agency/Organization
  - 4. For plane fare, quotations of three agencies or its equivalent
  - Flight itinerary issued by the airline/ticketing office/travel agency to be claimed
  - 6. Document to show the dollar to peso exchange rate at the date of the grant of cash advance
  - 7. In case of seminars/trainings:
    - Invitation addressed to the agency inviting participants (Issued by the foreign country)
    - Acceptance of nominees as participants (Issued by the foreign country)
    - Programme Agenda and Logistics Information
  - Certification from the
     Accountant that the previous cash advance has been liquidated and accounted for in the books
  - 9. Annex A Evaluation Form

**Administration Office** 

Administration Office

Airline/Ticketing Office

Airline/Ticketing Office

Website

**Inviting Agency** 

Accounting Office

CLIENT STEPS	AGENCY ACTION	Admini FEES TO BE PAID	stration Office PROCESSING TIME	PERSON RESPONSIBLE
Submit approved requirements to     Accounting Office.	Prepare Obligation Request & Status	None	5 hours	Clerk
	Prepare Disbursement Voucher	None	5 hours	Clerk
	Budget Officer Signs on box B of ORS	None	5 hours	Budget Officer
	Admin Officer signs on box A of ORS and box A of Disbursement Voucher	None	5 hours	Admin Officer
	Accountant certifies as to availability of cash, check as to completeness of supporting documents, signs box C of Disbursement Voucher	None	1 day	Accountant
	Checks, reviews and approve for	None	16 hours	Campus Administrator

payment on box D of Disbursement Voucher			
Assigns Obligation number	None	5 hours	Budget Officer
Assigns Disbursement Voucher	None	5 hours	Accountant
Transfer documents to Cashier's Office for check issuance	None	2 hours	Cashier
TOTAL	None	7 days	

# 176. Request for Reimbursement of Expenses

Office	or Division	Accour	iting Office
Classif	ication	Simple	
Туре	of Transaction	G2C- G	overnment to Citizen
Who N	May Avail	Interna	l (Faculty and Employees)
С	HECKLIST OF REQUIREMEN	TS	WHERE TO SECURE
1.	Request for Reimbursement		BAC Office
	Form - 3 copies		
2.	Approved Request for		Campus Administrator
	Reimbursement - 3 copies		
3.	Official Receipt - original a	nd 2	Service Provider
	photo copies		
4.	4. Reimbursement Expense Receipt		Administration Office
	- 3 copies		
5.	5. Acknowledgement Receipt of		BAC Office
	Equipment (if applicable) -	- 3	

copies				
6. Inspection and A	ccontanco	BAC Of	fico	
-	-	BAC OI	lice	
Report - 3 copies				
	<ul><li>7. Obligation Request - 3 copies</li><li>8. Disbursement Voucher - 3 copies</li></ul>		iting Office	
8. Disbursement Vo	oucher - 3 copies	Accoun	iting Office	
CLIENT STEPS	AGENCY	FEES	PROCESSING	PERSON
	ACTION	TO BE	TIME	RESPONSIBLE
		PAID		
1 Cubmit approved	Droporo	None	E hours	Clerk
1. Submit approved	Prepare	None	5 hours	Cierk
requirements to	Obligation			
Accounting Office	Request &			
	Status			
	Prepare	None	5 hours	Clerk
	Disbursement			
	Voucher			
	Budget Officer	None	5 hours	Budget Officer
	Signs on box B			
	of ORS			
	Admin Officer	None	5 hours	Admin Officer
	signs on box A			
	of ORS and box			
	A of			
	Disbursement			
	Voucher			
	Vouchei			
	Accountant	None	1 day	Accountant
	certifies as to			
	availability of			
cash, check as				
to				
completeness				
	of			
	supporting			
	documents,			
	signs box C of			
	Disbursement			
	Voucher			
	10001101			

Checks, reviews and approve for payment on box D of Disbursement Voucher	None	16 hours	Campus Administrator
Assigns Obligation number	None	5 hours	Budget Officer
Assigns Disbursement Voucher	None	5 hours	Accountant
Transfer documents to Cashier's Office for check issuance	None	2 hours	Cashier
TOTAL	None	7 days	

## 177. Request for Net Pay

Office or Division		Accounting Office			
Classification		Simple			
Type of Transaction		G2C- Government to Citizen			
Who May Avail		Faculty and Employees			
CHECKLIST OF REQUIREMENTS		NTS	WHERE TO SECURE		
Duly Approved F	Request F	orm -	Admini	stration Office	
1 сору					
CLIENT STEPS	AGENCY		FEES	PROCESSING	PERSON
	ACTION		TO BE	TIME	RESPONSIBLE
			PAID		

1. Submit approved	Prepare Net	None	1 day	Clerk
requirements to	Pay			
Accounting Office				
	Sign	None	1 day	Accountant
	Requested Net			
	Pay			
	TOTAL	None	2 days	

## 178. Payment of Utilities

Office or Division		Accoun	ting Offi	ce	
<b>Classification</b> Simple		Simple	nple		
Type of Transaction		G2C- G	overnme	nt to Citizen	
Who May Avail		Faculty	and Emp	oloyees	
CHECKLIST OF REQ	UIREMEN	ITS		WHERE TO S	ECURE
Statement of Action Service Prom		_	Admini	stration Office	
CLIENT STEPS	AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit approved     requirements to     Accounting Office	Prepare Obligation Request & Status		None	5 hours	Clerk
	Prepare Disbursement Voucher		None	5 hours	Clerk
	Budget Officer Signs on box B of ORS		None	5 hours	Budget Officer
	Admin Officer signs on box A of ORS and box A of Disbursement Voucher		None	5 hours	Admin Officer
	Accountant certifies as to availability of cash, check as to completeness		None	1 day	Accountant

of supporting documents, signs box C of Disbursement Voucher			
Checks, reviews and approve for payment on box D of Disbursement Voucher	None	16 hours	Campus Administrator
Assigns Obligation number	None	5 hours	Budget Officer
Assigns Disbursement Voucher	None	5 hours	Accountant
Transfer documents to Cashier's Office for check issuance	None	2 hours	Cashier
TOTAL	None	7 days	

# 179. Cash Advance for an Activity

Office or Division	Accounting Office			
Classification	Simple			
Type of Transaction	G2C- Government to Citizen			
Who May Avail	Faculty and Employees			
CHECKLIST OF REQUIREMEN	NTS WHERE TO SECURE			
Proposed Budget (If Applicable)		Person in charge of the activity		

		,		
- 4 copies				
<ol><li>Program of Expenditures - 4 copies</li></ol>		Person in charge of the activity		
3. Approved Resolution (if		Person in charge of the activity		
applicable) - 4 copies				
4. Program of Activities - 4 copies		Person in charge of the activity		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit approved     requirements to     Accounting Office	Prepare Obligation Request & Status	None	5 hours	Clerk
	Prepare Disbursement Voucher	None	5 hours	Clerk
	Budget Officer Signs on box B of ORS	None	5 hours	Budget Officer
	Admin Officer signs on box A of ORS and box A of Disbursement Voucher	None	5 hours	Admin Officer
	Accountant certifies as to availability of cash, check as to completeness of supporting documents, signs box C of Disbursement Voucher	None	1 day	Accountant

Checks, reviews and approve for payment on box D of Disbursement	None	16 hours	Campus Administrator
Voucher			
Assigns Obligation number	None	5 hours	Budget Officer
Assigns Disbursement Voucher	None	5 hours	Accountant
Transfer documents to Cashier's Office for check issuance	None	2 hours	Cashier
TOTAL	None	7 days	

# 180. Request for Reimbursement of Travelling Expenses

Office or Division Accou			iting Offi	ce		
Classification		Simple	2			
Type of Transaction	Type of Transaction G2C- G			ent to Citizen		
Who May Avail		All Pers	onnel or	n Travel		
CHECKLIST OF REQ	UIREMEN	TS	S WHERE TO SECURE			
<ol> <li>Approve Travel (</li> <li>Approved Itinera</li> </ol>		-	Admini	stration Office		
copies 3. Official Receipt (	if applicat	ole) -	Admini	stration Office		
original & 2 phot	• •	<b>,</b>	Service	Provider		
5. Certificate of Ap	original and 2 photocopies		Administration Office Service Provider			
7. Disbursement Voucher - 3 copies			Accounting Office Accounting Office			
CLIENT STEPS	AGE	NCY	FEES	PROCESSING	PERSON	
	ACTI	ON	TO BE PAID	TIME	RESPONSIBLE	
Submit approved     requirements to     Accounting Office	Prepare Obligation Request Status	on	None	5 hours	Clerk	
	Prepare Disburse Voucher	ement	None	5 hours	Clerk	
	Budget ( Signs on of ORS		None	5 hours	Budget Officer	
	Admin C signs on of ORS a A of	box A	None	5 hours	Admin Officer	

Disbursement			
Voucher			
Accountant certifies as to availability of cash, check as to completeness of supporting documents, signs box C of Disbursement Voucher	None	1 day	Accountant
Voucher			
Checks, reviews and approve for payment on box D of Disbursement Voucher	None	16 hours	Campus Administrator
Assigns Obligation number	None	5 hours	Budget Officer
Assigns Disbursement Voucher	None	5 hours	Accountant
Transfer documents to Cashier's Office for check issuance	None	2 hours	Cashier
TOTAL	None	7 days	

## 181. Liquidation of Cash Advance

Office or Division		Accounting Office			
Classification		Simple			
Type of Transaction		G2C- G	overnme	ent to Citizen	
Who May Avail		All Pers	onnel w	ith Cash Advance	S
CHECKLIST OF REQ	UIREMEN	TS	TS WHERE TO SECURE		
Official Receipt     photocopies	- original a	and 2	Service	Provider	
2. Reimbursement (RER)	Expense F	Receipt	Admini	stration Office	
<ol> <li>Certificate of Ap original and pho advance on trave</li> </ol>	tocopy ( fo		Service	Provider	
•	<ol> <li>Re-entry Plan for Cash Advance for Training - original &amp;</li> </ol>		Employee Concerned		
5. Narrative Report	5. Narrative Report for Seminar - original & photocopy		Employee concerned		
6. Pictures if applic	able		Employee concerned		
CLIENT STEPS	AGE	NCY	FEES	PROCESSING	PERSON
	ACT	ION	TO BE PAID	TIME	RESPONSIBLE
1. Submit approved requirements to complete of documents to submitte		teness ments	None	2 hours	Clerk
	Prepare Liquidat Report		None	1 day	Clerk
	TOTAL		None	3 days	

# **Finance Office**

Main Campus
Internal Services

## **182. Human Resource Development and Training Program**

Human resource development and training programs is the response to the organizational needs and manpower requirements of agencies and the need to train personnel in appropriate skills and attitudes.

Office or Division		Finance Ma	nageme	nt Services	
Classification		Complex			
Type of Transaction		G2C- Government to Citizen; G2B-Government to Business; G2G-Government to Government			
Who May Avail		All Personnel			
CHECKLIST OF RE	QUIREN	MENTS		WHERE TO S	ECURE
<ol> <li>Budget estimates approved by the Head of Agency</li> <li>Schedule of training approved by the Head of Agency</li> <li>Same requirements under procurement depending on the nature of expense and the mode of procurement adopted</li> </ol>		HRMO			
CLIENT STEPS	AGEN	CY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to budget staff for checking the completeness of required documents.	and ch	es, log in leck the nd DV with ete rting	None	30 mins.	Budget Staff
documents.	_	t Officer he ORS	None	2 hours	Budget Officer
	Budge obliga	t staff tes the ORS	None	3 hours	Budget Staff

Budget staff forward the documents to Accounting Clerk	None	1 hour	Budget Staff
Accounting Clerk journalize the accounting entries in Box B	None	30 mins.	Accounting Clerk
Accounting Clerk forward the documents to Accountant I if 50, 000 or less and Accountant III if more than 50, 000	None	30 mins.	Accounting Clerk
Accountants signs the DV in Box C	None	15 mins.	Accountant I or Accountant III
Accountants forward the documents to CAO for initial in DV	None	15 mins.	Accountant I or Accountant III
CAO initial the DV in BOX d	None	30 mins.	CAO
CAO forward the documents to VP for Finance or President	None	15 mins.	CAO
VP for Finance for President sign the DV in Box D for approval	None	5 hours	VP For Finance/ President
VP for Finance for President forward the approved	None	1 hour	VP For Finance/

documents to Accounting Office			President
Accounting Clerk assigns DV No.	None	1 hour	Accounting Clerk
Accounting Clerk forward the documents to Cashiers Office	None	1 hour	Accounting Clerk
Cashier prepare cheque/LDDAD- ADA	None	3 hours	Cashier
Cashier forward the documents to accounting for recording of cheque no.	None	1 hour and 30 mins.	Cashier
Accounting Clerk receives and record the cheque no.	None	30 mins.	Accounting Clerk
Accounting clerk forward the cheque to VP for Finance/President for signature	None	30 mins.	Accounting Clerk
VP for Finance/President signs the check	None	1 hour	VP For Finance/ President
VP for Finance/President forward the cheque to Cashiers Office	None	30 mins.	VP For Finance/ President

2. The payee receives	Contact the payee	None	4 hours	Cashier
the cheque and	for releasing of			
signs the DV.	cheque, signing of			
	DV			
	TOTAL	None	5 days and 10	
			mins.	

## 183. Shopping

Shopping is a method of procurement of goods whereby the procuring entity simply requests for the submission of price quotations for readily available off-the-shelf goods.

Office or Division Fin			Management Ser	vices	
Classification		Complex			
Go			G2C- Government to Citizen; G2B- Government to Business; G2G-Government to Government All Personnel		
CHECKLIST OF RE	QUIREMENTS		WHERE TO	SECURE	
Additional documentary requirements:  1. Price Quotations from at least three bonafide and reputable manufacturers/ suppliers/distributors  2. Abstract of canvass			Office		
CLIENT STEPS	AGENCY ACTION	ON FEES TO BE PAII	TIME	PERSON RESPONSIBLE	
1. Supply office submit the DV with complete documents to	g		Accounting Clerk Accounting		
accounting clerk	journalize the accounting			Clerk	

entries in Box B			
Accounting Clerk forward the documents to Accountant I if 50, 000 or less and Accountant III if more than 50, 000	None	30 mins.	Accounting Clerk
Accountant signs the DV in Box C	None	1 day	Accountant I or Accountant III
Accountants forward the documents to CAO for initial in DV	None	15 mins.	Accountant I or Accountant III
CAO verifies legality and necessity of transaction and initial the DV in BOX d	None	30 mins.	CAO
CAO forward the documents to VP for Finance or President	None	15 mins.	CAO
VP for Finance for President sign the DV in Box D for approval	None	6 hours	VP For Finance/ President
VP for Finance for President forward the approved documents to Accounting Office	None	1 hour	VP For Finance/ President

	Accounting Clerk assigns DV No.	None	1 hour	Accounting Clerk
	Accounting Clerk forward the documents to Cashiers Office	None	1 hour	Accounting Clerk
	Cashier prepare cheque/LDDAD- ADA	None	3 hours	Cashier
	Cashier forward the documents to accounting for recording of cheque no.	None	1 hour and 30 minutes	Cashier
	Accounting Clerk receives and record the cheque no.	None	30 mins.	Accounting Clerk
	Accounting clerk forward the cheque to VP for Finance/President for signature	None	30 mins.	Accounting Clerk
	VP for Finance/President signs the check	None	1 hour	VP For Finance/ President
	VP for Finance/President forward the cheque to Cashiers Office	None	30 mins.	VP For Finance/ President
2. The payee receives the cheque and signs the DV	Contact the payee for releasing of cheque/ signing of DV/ Issuance of	None	4 hours	Cashier

Official Receipts			
TOTAL	None	29 hours and 30 mins.	
		30 mins.	

## 184. Repeat Order

This is a method of procurement of goods from the previous winning bidder, whenever there is a need to replenish goods procured under a contract previously awarded through Competitive Bidding.

Office or Division		Finance Ma	nagement Service	es
Classification		Complex		
Type of Transaction		G2C- Government to Citizen; G2B-Government		
		to Business	; G2G-Governmen	t to Government
Who May Avail		All Personn	el	
CHECKLIST OF RE	QUIREMENTS		WHERE TO SE	CURE
Additional documenta  1. Copy of the original as basis for indicating that contract was as public bidding  2. Certification from Department / Contract was contract was as public bidding as public bidding that contract was as public bidding as public bidding the partment of the requirement original contract was as public bidding as public bidding the partment of the requirement original contract was as public bidding as public bidding the public bidding as public bidding the public bi	ginal contract or repeat order the original warded through om the Purchasing office that the mplied with all ots under the	BAC Office		
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
	ACTION	BE PAID	TIME	RESPONSIBLE
1. Supply office	Accounting clerk	None	30 mins.	Accounting Clerk
submit the DV	receives and log			
with complete	in the DV			
documents to				
accounting clerk	Accounting Clerk	None	30 mins.	Accounting Clerk
	journalize the			
	accounting			

entries in Box B			
Accounting Clerk forward the documents to Accountant I if 50, 000 or less and Accountant III if more than 50, 000	None	30 mins.	Accounting Clerk
Accountant signs the DV in Box C	None	1 day	Accountant I or Accountant III
Accountants forward the documents to CAO for initial in DV	None	15 mins.	Accountant I or Accountant III
CAO verifies legality and necessity of transaction and initial the DV in BOX d	None	30 mins.	CAO
CAO forward the documents to VP for Finance or President	None	15 mins.	CAO
VP for Finance for President sign the DV in Box D for approval	None	6 hours	VP For Finance/ President
VP for Finance for President forward the approved documents to	None	1 hour	VP For Finance/ President

	Accounting Office			
	Accounting Clerk assigns DV No.	None	1 hour	Accounting Clerk
	Accounting Clerk forward the documents to Cashiers' Office	None	1 hour	Accounting Clerk
	Cashier prepare cheque/LDDAD- ADA	None	3 hours	Cashier
	Cashier forward the documents to accounting for recording of cheque no.	None	1 hour and 30 minutes	Cashier
	Accounting Clerk receives and record the cheque no.	None	30 mins.	Accounting Clerk
	Accounting clerk forward the cheque to VP for Finance/Preside nt for signature	None	30 mins.	Accounting Clerk
	VP for Finance/Preside nt signs the check	None	1 hour	VP For Finance/ President
	VP for Finance/Preside nt forward the cheque to Cashiers Office	None	30 mins.	VP For Finance/ President
3. The payee	Contact the	None	4 hours	Cashier

receives the	payee for			
cheque and	releasing of			
signs the DV	cheque/ signing			
	of DV/ Issuance			
	of Official			
	Receipts			
	TOTAL	None	29 hours and	
			30 mins.	

## **185. Direct Contracting**

This is a method of procurement of goods whereby the supplier is simply asked to submit a price quotation or a pro-forma invoice together with the conditions of sale.

Office or Division	Finance Management Services
Classification	Complex
Type of Transaction	G2C- Government to Citizen; G2B-Government
	to Business; G2G-Government to Government
Who May Avail	All Personnel
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Additional documentary requirements:	BAC Office
Copy of letter to selected	
manufacturer/supplier/distribu	
tor to submit a price quotation	
and conditions of sale	
2. Certificate of Exclusive	
Distributorship	
3. Certificate from the agency	
authorized official that there	
are no sub-dealers selling at	
lower prices	
4. Certification of the BAC in case	
of procurement of critical plant	
components and/or to maintain	
certain standards	
5. Study/survey done to	
determine that there are no	

sub-dealers selling at lower prices and for which no suitable substitute can be obtained at more advantageous terms to the government

 Such other documents to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Supply office     submit the DV     with complete     documents to     accounting clerk	Accounting clerk receives and log in the DV	None	30 mins.	Accounting Clerk
accounting cierk	Accounting Clerk journalize the accounting entries in Box B	None	30 mins.	Accounting Clerk
	Accounting Clerk forward the documents to Accountant I if 50, 000 or less and Accountant III if more than 50, 000	None	30 mins.	Accounting Clerk
	Accountant signs the DV in Box C	None	1 day	Accountant I or Accountant III
	Accountants forward the	None	15 mins.	Accountant I or Accountant III

documents to CAO for initial in DV			
CAO verifies legality and necessity of transaction and initial the DV in BOX d	None	30 mins.	CAO
CAO forward the documents to VP for Finance or President	None	15 mins.	CAO
VP for Finance for President sign the DV in Box D for approval	None	6 hours	VP For Finance/ President
VP for Finance for President forward the approved documents to Accounting Office	None	1 hour	VP For Finance/ President
Accounting Clerk assigns DV No.	None	1 hour	Accounting Clerk
Accounting Clerk forward the documents to Cashiers' Office	None	1 hour	Accounting Clerk
Cashier prepare cheque/LDDAD	None	3 hours	Cashier

	-ADA			
	Cashier forward the documents to accounting for recording of cheque no.	None	1 hour and 30 minutes	Cashier
	Accounting Clerk receives and record the cheque no.	None	30 mins.	Accounting Clerk
	Accounting clerk forward the cheque to VP for Finance/Presid ent for signature	None	30 mins.	Accounting Clerk
	VP for Finance/Presid ent signs the check	None	1 hour	VP For Finance/ President
	VP for Finance/Presid ent forward the cheque to Cashiers Office	None	30 mins.	VP For Finance/ President
2.The payee receives the cheque and signs the DV	Contact the payee for releasing of cheque/ signing of DV/ Issuance of Official Receipts	None	4 hours	Cashier
	TOTAL	None	29 hours and 30	

	mins.	

## **186. Limited Source Bidding**

This is a method of procurement of goods and consulting services that involves direct invitation to bid from the list of pre-selected suppliers or consultants.

Office or Division		Finance N	lanagement Servic	es
Classification		Complex		
Type of Transaction		G2C- Government to Citizen; G2B-Government to Business; G2G-Government to Government		
Who May Avail		All Persor	inel	
CHECKLIST OF REC	UIREMENTS		WHERE TO SE	CURE
Additional documentar  1. Copy of direct i  2. Winning bidder	nvitation	BAC Office	ce	
proposal  3. Abstract of bids				
4. Documentary reunder Sections for goods, 23.1 infrastructure, for consultancy Revised IRR of F. Bid Security 6. Such other documentary reunder Sections for goods, 23.1	equirements 23.1 and 25.2(a) and 25.2(b) for 25.1 and 25.2(2) services, of the RA No. 9184			
procurement and necessary in the review and in the evaluation ther	e auditorial he technical			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Supply office     submit the DV     with complete     documents to     accounting clerk	Accounting clerk receives and log in the DV	None	30 mins.	Accounting Clerk
accounting cicin	Accounting	None	30 mins.	Accounting Clerk

Claule!a			
Clerk journalize			
the accounting			
entries in Box			
В			
Accounting	None	30 mins.	Accounting Clerk
Clerk forward			J
the documents			
to Accountant I			
if 50, 000 or			
less and			
Accountant III			
if more than			
50, 000			
Accountant	None	1 day	Accountant I or
signs the DV in		•	Accountant III
Box C			
Accountants	None	15 mins.	Accountant I or
forward the			Accountant III
documents to			
CAO for initial			
in DV			
CAO verifies	None	30 mins.	CAO
legality and			
necessity of			
transaction			
and initial the			
DV in BOX d			
CAO forward	None	15 mins.	CAO
the documents			
to VP for			
Finance or			
President			
VP for Finance	None	6 hours	VP For Finance/
for President			President
sign the DV in			
Box D for			
approval			

VP for Finance for President forward the approved documents to Accounting Office	None	1 hour	VP For Finance/ President
Accounting Clerk assigns DV No.	None	1 hour	Accounting Clerk
Accounting Clerk forward the documents to Cashiers' Office	None	1 hour	Accounting Clerk
Cashier prepare cheque/LDDAD -ADA	None	3 hours	Cashier
Cashier forward the documents to accounting for recording of cheque no.	None	1 hour and 30 minutes	Cashier
Accounting Clerk receives and record the cheque no.	None	30 mins.	Accounting Clerk
Accounting clerk forward the cheque to VP for Finance/President for signature	None	30 mins.	Accounting Clerk

	VP for Finance/Presid ent signs the check	None	1 hour	VP For Finance/ President
	VP for Finance/Presid ent forward the cheque to Cashiers Office	None	30 mins.	VP For Finance/ President
2. The payee receives the cheque and signs the DV	Contact the payee for releasing of cheque/ signing of DV/ Issuance of Official Receipts	None	4 hours	Cashier
	TOTAL	None	29 hours and 30 mins.	

## **187. Procurement through Alternative Modes**

Procurement of any branch, agency, department, bureau, office or instrumentality of the government shall be governed by RA No. 9184 and its Revised Implementing Rules and Regulations (IRR) and other issuances of the General Procurement Policy Board (GPPB).

Office or Division	Finance Management Services
Classification	Complex
Type of Transaction	G2C- Government to Citizen; G2B-Government to Business; G2G-Government to Government
Who May Avail	All Personnel
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Documents to be submitted within five working days from the execution of the contract as required under COA Circular No. 2009-001 date February 12, 2009:	

docum	office t the DV omplete nents to nting clerk	Accounting clerk receives and log in the DV  Accounting	None None	30 mins.	Accounting Clerk  Accounting Clerk
	NT STEPS	AGENCY ACTION	FEES TO BE	PROCESSING TIME	PERSON RESPONSIBLE
			BAC Office		
01 12. Sv	or barred  12. Sworn affidavit of the bidder that it is not related to HOPE		BAC Offic	ee	
m re 11. St	on the use of the alternative method of procurement, as recommended by the BAC  11. Statement of the prospective bidder that it is not blacklisted		BAC Office		
10. A <sub>l</sub>	pproval by the	representative	Supply O		
9. In	ispection & Ac	•	Supply O	_	
	urchase Reque	est delivery invoice	BAC Office Requesting		
	ward in PhilGE pproved procu	_	BAC Offic	e	
5. Pr	roof of posting	=	BAC Office		
se	erformance & ecurities AC Resolution	warranty	BAC Offic	ee	
Pl	<ol><li>Proof of posting of invitation in PhilGEPS</li></ol>		BAC Office		
О	urchase Order rder/Contract		BAC Offic	e	

Accounting Clerk forward the documents to Accountant I if 50, 000 or less and Accountant III if more than 50, 000	None	30 mins.	Accounting Clerk
Accountant signs the DV in Box C	None	1 day	Accountant I or Accountant III
Accountants forward the documents to CAO for initial in DV	None	15 mins.	Accountant I or Accountant III
CAO verifies legality and necessity of transaction and initial the DV in BOX d	None	30 mins.	CAO
CAO forward the documents to VP for Finance or President	None	15 mins.	CAO
VP for Finance for President sign the DV in Box D for approval	None	6 hours	VP For Finance/ President
VP for Finance for President forward the approved	None	1 hour	VP For Finance/ President

documents to Accounting Office			
Accounting Clerk assigns DV No.	None	1 hour	Accounting Clerk
Accounting Clerk forward the documents to Cashiers' Office	None	1 hour	Accounting Clerk
Cashier prepare cheque/LDDAD -ADA	None	3 hours	Cashier
Cashier forward the documents to accounting for recording of cheque no.	None	1 hour and 30 minutes	Cashier
Accounting Clerk receives and record the cheque no.	None	30 mins.	Accounting Clerk
Accounting clerk forward the cheque to VP for Finance/Presid ent for signature	None	30 mins.	Accounting Clerk
VP for Finance/Presid ent signs the check	None	1 hour	VP For Finance/ President

	VP for Finance/Presid ent forward the cheque to Cashiers Office	None	30 mins.	VP For Finance/ President
2. The payee receives the cheque and signs the DV	Contact the payee for releasing of cheque/ signing of DV/ Issuance of Official Receipts	None	4 hours	Cashier
	TOTAL	None	29 hours and 30 mins.	

## 188. Repair and Maintenance, Equipment, and Motor Vehicles

The inventory of supplies, materials and equipment spare parts to be procured out of available funds shall at no time exceed the nromal three-month requirement, subject to pertinent rules and regulations issued by competent authority.

Office or Division	Finance Management Services
Classification	Complex
Type of Transaction	G2C- Government to Citizen; G2B-Government
	to Business; G2G-Government to Government
Who May Avail	All P
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Additional documentary requirements	
Additional documents under	
Annexes L, N and O of COA	
Memorandum No. 2005-027 dated	
February 28, 2005.	
2. Post-inspection reports	
3. Warranty Certificate	Supply Office
4. Request for payment	
5. Bill/Invoices	Contractor/Supplier

- 6. Certificate of Acceptance
- 7. Pre-repair inspection reports
- 8. Such other documents to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof

Contractor/Supplier Requesting Unit Supply Office

CLIENT STEPS	AGENCY	FEES	PROCESSING	PERSON
32.2.1. 312. 3	ACTION	TO BE PAID	TIME	RESPONSIBLE
Supply office     submit the DV     with complete     documents to	Accounting clerk receives and log in the DV	None	30 mins.	Accounting Clerk
accounting clerk	Accounting Clerk journalize the accounting entries in Box B	None	30 mins.	Accounting Clerk
	Accounting Clerk forward the documents to Accountant I if 50, 000 or less and Accountant III if more than 50, 000	None	30 mins.	Accounting Clerk
	Accountant signs the DV in Box C	None	1 day	Accountant I or Accountant III
	Accountants forward the documents to CAO for initial in DV	None	15 mins.	Accountant I or Accountant III

CAO verifies legality and necessity of transaction and initial the DV in BOX d	None	30 mins.	CAO
CAO forward the documents to VP for Finance or President	None	15 mins.	CAO
VP for Finance for President sign the DV in Box D for approval	None	6 hours	VP For Finance/ President
VP for Finance for President forward the approved documents to Accounting Office	None	1 hour	VP For Finance/ President
Accounting Clerk assigns DV No.	None	1 hour	Accounting Clerk
Accounting Clerk forward the documents to Cashiers' Office	None	1 hour	Accounting Clerk
Cashier prepare cheque/LDDAD -ADA	None	3 hours	Cashier
Cashier forward the	None	1 hour and 30	Cashier

documents to accounting for recording of cheque no.  Accounting Clerk receives and record the cheque no.	None	minutes  30 mins.	Accounting Clerk
Accounting clerk forward the cheque to VP for Finance/Presid ent for signature	None	30 mins.	Accounting Clerk
VP for Finance/Presid ent signs the check	None	1 hour	VP For Finance/ President
VP for Finance/Presid ent forward the cheque to Cashiers Office	None	30 mins.	VP For Finance/ President
TOTAL	None	3 days and 55 mins.	

## 189. Other Expenditures (Utility/Telephone/Communication)

The amounts programmed, particularly for, but not limited to, petroleum, oil and lubricants as well as for water, illumination and power services, telephone and other communication services and rent requirements shall be disbursed solely for such items of expenditures.

Office or Division	Finance Management Services
Classification	Simple
Type of Transaction	G2B-Government to Business

Who May Avail		Authorized Officers, Drivers through Motor Pool Designated Staff		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
account/bill (fo purposes/reim 3. Certification th Number/ Mobi for official tran	Receipt or ted statement of post-audit oursement) at Account le Number is use			
CLIENT STEPS	AGENCY	FEES	PROCESSING	PERSON
	ACTION	TO BE PAID	TIME	RESPONSIBLE
1. Submit the required documents to budget staff for checking the completeness of required	Budget staff receives, log in and check the ORS and DV with complete supporting documents	None	30 mins.	Budget Staff
documents	Budget Officer signs the ORS	None	2 hours	Budget Officer
	Budget staff obligates the ORS	None	3 hours	Budget Staff
	Budget staff forward the documents to Accounting Clerk	None	1 hour	Budget Staff

Accounting Clerk journalize the accounting entries in Box B	None	30 mins.	Accounting Clerk
Accounting Clerk forward the documents to Accountant I if 50, 000 or less and Accountant III if more than 50, 000	None	30 mins.	Accounting Clerk
Accountants signs the DV in Box C	None	15 mins.	Accountant I or Accountant III
Accountants forward the documents to CAO for initial in DV	None	15 mins.	Accountant I or Accountant III
CAO verifies legality and necessity of transaction and initial the DV in BOX d	None	30 mins.	CAO
Documents forwarded to VP for Finance or President	None	15 mins.	CLERK (Admin. Services)
VP for Finance for President sign the DV in Box D for approval	None	5 hours	VP For Finance/ President

VP for Finance for President forward the approved documents to Accounting Office	None	1 hour	VP For Finance/ President
Accounting Clerk assigns DV No.	None	1 hour	Accounting Clerk
Accounting Clerk forward the documents to Cashiers Office	None	1 hour	Accounting Clerk
Cashier prepare cheque/LDDAD -ADA	None	3 hours	Cashier
Cashier forward the documents to accounting for recording of cheque no.	None	1 hour and 30 mins.	Cashier
Accounting Clerk receives and record the cheque no.	None	30 mins.	Accounting Clerk
Accounting clerk forward the cheque to VP for Finance/Presid ent for signature	None	30 mins.	Accounting Clerk

	VP for Finance/Presid ent signs the check	None	1 hour	VP For Finance/ President
	VP for Finance/Presid ent forward the cheque to Cashiers Office	None	30 mins.	VP For Finance/ President
2. The payee receives the cheque and signs the DV	Contact the payee for releasing of cheque, signing of DV	None	4 hours	Cashier
	TOTAL	None	27 hours and 45 mins.	

## 190. Collective Negotiation Agreement (CNA)

The guidelines on the grant of C N A incentives including the allocation of savings generated from cost-cutting measures as a result of the joint efforts of labor and management and the conditions for payment thereof are prescribed under DBM Budget Circular No. 2006-1 dated February 1, 2006.

Office or Division	Finance Management Services		
Classification	Complex		
Type of Transaction	G2G-Government to Government		
Who May Avail	All Permanent Employees		
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		
1. C N A Guidelines	DBM		
2. Cost-Cutting Measures	Head of Agency		
3. CSC Certificate of Accreditation	CSC		
4. Copy of C N A			

			IAID		
		ACTION	TO BE PAID	TIME	RESPONSIBLE
CL	IENT STEPS	AGENCY	FEES	PROCESSING	PERSON
	Requirements p	er PPA	Budget Office		
14	. Computation of		5	.cc·	
	number of pers		Budget O	ttice	
13	. Summary of sav	_			
	Incentive				
12		tled to the C N A	HRMO		
12	. Certification on	the number of	Duuget O	TITICC	
TT	. Hard copy of UF BFARs	vo-genierateu	Budget Office		
	10. BED No. 2		Planning Office		
quarters		Planning	Office		
9.	BAR 1 for the fire	rst three			
	have been submitted through URS		Financial Management Services		
8.		at all BFARs from			
			BOR Reso	olution/Referendur	n
7.	BOR Resolution	/Referendum	(FEFI)		
			(FEFI) FACULTY	AND EMPLOYEES F	ERATION INC.
	Granting of C N	A incentive	FACULTY AND EMPLOYEES FERATION INC.		
6.	Internal Guideli				
	the C N A Incen				
	Recommending		(FEFI)		
Э.	Committee on F	Resolution	FACULTY AND EMPLOYEES FERATION INC.		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to budget staff for checking the completeness of required documents	Budget staff receives, log in and check the ORS and DV with complete supporting documents	None	30 mins.	Budget Staff
uocuments	Budget Officer signs the ORS	None	2 hours	Budget Officer

Budget staff obligates the ORS	None	3 hours	Budget Staff
Budget staff forward the documents to Accounting Clerk	None	1 hour	Budget Staff
Accounting Clerk journalize the accounting entries in Box B	None	30 mins.	Accounting Clerk
Accounting Clerk forward the documents to Accountant I if 50, 000 or less and Accountant III if more than 50, 000	None	30 mins.	Accounting Clerk
Accountants signs the DV in Box C	None	15 mins.	Accountant I or Accountant III
Accountants forward the documents to CAO for initial in DV	None	15 mins.	Accountant I or Accountant III
CAO verifies legality and necessity of transaction and initial the DV in BOX d	None	30 mins.	CAO

Documents forwarded to VP for Finance or President	None	15 mins.	CLERK (Admin. Services)
VP for Finance for President sign the DV in Box D for approval	None	5 hours	VP For Finance/ President
VP for Finance for President forward the approved documents to Accounting Office	None	1 hour	VP For Finance/ President
Accounting Clerk assigns DV No.	None	1 hour	Accounting Clerk
Accounting Clerk forward the documents to Cashiers Office	None	1 hour	Accounting Clerk
Cashier prepare cheque/LDDAD -ADA	None	3 hours	Cashier
Cashier forward the documents to accounting for recording of cheque no.	None	1 hour and 30 mins.	Cashier
Accounting Clerk receives and record the	None	30 mins.	Accounting Clerk

	cheque no.			
	Accounting clerk forward the cheque to VP for Finance/Presid ent for signature	None	30 mins.	Accounting Clerk
	VP for Finance/Presid ent signs the check	None	1 hour	VP For Finance/ President
	VP for Finance/Presid ent forward the cheque to Cashiers Office	None	30 mins.	VP For Finance/ President
	Cashier forwards the approved ACIC to Land Bank of the Philippines	None	2 hours	Cashier
	LBP verifies the ACIC	None	1 day	LBP
	Encashment by the Cashier to LBP	None	3 hours	Cashier
2.The payee receives the cheque and signs the DV	Contact the payee for releasing of cheque, signing of DV	None	1 day	Cashier
	TOTAL	None	44 hours and 45 mins.	

## 191. Loyalty Cash Award/Incentive

A loyalty award is granted to all officials and employees, in the national and local governments, including those in the SUCs and GOCCs with original charter, who rendered ten years of continuous and satisfactory service in the government. The guidelines are provided under COA Resolution No. 2002-010 dated November 29, 2002 and of Loyalty Award under CSC Memorandum Circular No. 6, s. 2002 dated March 1, 2002.

Office or Division	Finance Management Services		
Classification	Simple		
Type of Transaction	G2G-Government to Government; G2C-		
	Government to Citizen		
Who May Avail	All Qualified Personnel		
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		
For Individual Claims			
- Service Record	HRMO		
- Certificate of non-payment	Previous Employer		
from previous office (for			
transferee)			
<ul> <li>Certification from the HRO</li> </ul>	HRMO		
that the claimant has not			
incurred more than 50 days			
authorized vacation leave			
without pay within the 5-			
year period, as the case			
may be			
2. For General Claim			
- Loyalty Cash			
Award/Incentive Payroll	Payroll Clerk		
- Payroll Prooflist (hard and			
soft copy)	Payroll Clerk		
- Letter to the Bank to credit			
employees' account their	Cashier		
salaries or other claims			
(LDDADP-ADA)			

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to budget staff for checking the completeness of required	Budget staff receives, log in and check the ORS and DV with complete supporting documents	None	30 mins.	Budget Staff
documents	Budget Officer signs the ORS	None	2 hours	Budget Officer
	Budget staff obligates the ORS	None	3 hours	Budget Staff
	Budget staff forward the documents to Accounting Clerk	None	1 hour	Budget Staff
	Accounting Clerk journalize the accounting entries in Box B	None	30 mins.	Accounting Clerk
	Accounting Clerk forward the documents to Accountant I if 50, 000 or less and Accountant III if more than 50, 000	None	30 mins.	Accounting Clerk
	Accountants signs the DV in	None	30 mins.	Accountant I or Accountant III

Box C			
Accountants forward the documents to CAO for initial in DV	None	15 mins.	Accountant I or Accountant III
CAO verifies legality and necessity of transaction and initial the DV in BOX d	None	30 mins.	CAO
Documents forwarded to VP for Finance or President	None	15 mins.	CLERK (Admin. Services)
VP for Finance for President sign the DV in Box D for approval	None	5 hours	VP For Finance/ President
VP for Finance for President forward the approved documents to Accounting Office	None	1 hour	VP For Finance/ President
Accounting Clerk assigns DV No.	None	1 hour	Accounting Clerk
Accounting Clerk forward the documents to Cashiers Office	None	1 hour	Accounting Clerk

	Cashier prepare cheque/LDDAD -ADA	None	3 hours	Cashier
	Cashier forward the documents to accounting for recording of cheque no.	None	1 hour and 30 mins.	Cashier
	Accounting Clerk receives and record the cheque no.	None	30 mins.	Accounting Clerk
	Accounting clerk forward the cheque to VP for Finance/Presid ent for signature	None	30 mins.	Accounting Clerk
	VP for Finance/Presid ent signs the check	None	1 hour	VP For Finance/ President
	VP for Finance/Presid ent forward the cheque to Cashiers Office	None	30 mins.	VP For Finance/ President
2.The payee receives the cheque and signs the DV	Contact the payee for releasing of cheque, signing of DV	None	4 hours	Cashier
	TOTAL	None	28 hours	

### 192. Monetization

Officials and employees in the career and non-career service, whether permanent, temporary, casual or coterminous, who have accumulated 15 days of vacation leave credits shall be allowed to monetize a minimum of 10 days.

Office or Division		Finance M	lanagement Service	es	
Classification	Classification		Simple		
Type of Transaction		G2G-Gov	ernment to Govern	ment; G2C-	
		Governme	ent to Citizen		
		- 11 - 115			
Who May Avail		All Qualiti	ed Personnel		
CHECKLIST OF REC	UIREMENTS		WHERE TO SE	CURE	
Approved leave	application (ten	HRMO			
days) with leave	e credit balance				
certified by the	Human				
Resource Office	2				
2. Request for lea	ve covering	HRMO			
more than ten	days duly				
approved by the	e Head of				
Agency					
3. For monetization	on of 50 percent	Requesti	ng Officer		
or more:					
<ul> <li>Clinical abst</li> </ul>	ract/medical				
procedures	to be				
undertaken	in case of				
health, med	lical and hospital				
needs					
- Barangay Ce	ertification in				
case of need	d for financial				
assistance b	rought about by				
calamaities,	calamaities, typhoons, fire,				
etc.					
CLIENT STEPS	AGENCY ACTION	FEES TO	PROCESSING TIME	PERSON	
		BE PAID		RESPONSIBLE	
1. Submit the	Budget staff	None	30 mins.	Budget Staff	
required	receives, log in				

da a	and short the			
documents to	and check the			
budget staff for	ORS and DV			
checking the	with complete			
completeness of	supporting			
required	documents			
documents	Budget Officer	None	2 hours	Budget Officer
	signs the ORS			20.0800 0001
	Budget staff	None	3 hours	Budget Staff
	obligates the			
	ORS			
	D. da at at aff	NI	4 1	ם יוייי כויינו
	Budget staff	None	1 hour	Budget Staff
	forward the			
	documents to			
	Accounting			
	Clerk			
	Accounting	None	30 mins.	Accounting Clerk
	Clerk journalize			
	the accounting			
	entries in Box			
	В			
	Accounting	None	30 mins.	Accounting Clerk
	Clerk forward			
	the documents			
	to Accountant I			
	if 50, 000 or			
	less and			
	Accountant III			
	if more than			
	50, 000			
	Accountants	None	30 mins.	Accountant I or
	signs the DV in			Accountant III
	Box C			
	Accountants	None	15 mins.	Accountant I or
	forward the			Accountant III
	documents to			
	CAO for initial			
	CAO IOI IIIILIAI			

in DV			
CAO verifies legality and necessity of transaction and initial the DV in BOX d	None	30 mins.	CAO
Documents forwarded to VP for Finance or President	None	15 mins.	CLERK (Admin. Services)
VP for Finance for President sign the DV in Box D for approval	None	5 hours	VP For Finance/ President
VP for Finance for President forward the approved documents to Accounting Office	None	1 hour	VP For Finance/ President
Accounting Clerk assigns DV No.	None	1 hour	Accounting Clerk
Accounting Clerk forward the documents to Cashiers Office	None	1 hour	Accounting Clerk
Cashier prepare cheque/LDDAD -ADA	None	3 hours	Cashier

	Cashier forward the documents to accounting for recording of cheque no.	None	1 hour and 30 mins.	Cashier
	Accounting Clerk receives and record the cheque no.	None	30 mins.	Accounting Clerk
	Accounting clerk forward the cheque to VP for Finance/Presid ent for signature	None	30 mins.	Accounting Clerk
	VP for Finance/Presid ent signs the check	None	1 hour	VP For Finance/ President
	VP for Finance/Presid ent forward the cheque to Cashiers Office	None	30 mins.	VP For Finance/ President
2.The payee receives the cheque and signs the DV	Contact the payee for releasing of cheque, signing of DV	None	4 hours	Cashier
	TOTAL	None	28 hours	

### **193. Terminal Leave Benefits**

The guidelines on terminal leave are provided under Rule XVI of the Omnibus Rules Implementing Book V of EO No. 292, as amended by CSC MC Nos. 41 s. 1998, 6 and 14 s. 1999.

Office	or Division	Finance Management Services		
Classif	fication	Simple		
Туре	of Transaction	G2G-Government to Government; G2C-		
		Government to Citizen		
Who I	May Avail	All Qualified Retiring Personnel and those to be		
		terminated from the Service		
CI	HECKLIST OF REQUIREMENTS	WHERE TO SECURE		
1.	Clearance from money,	HRMO		
	property and legal			
	accountability from the Central			
	Office and from Regional Office			
	of last assignment			
2.	Certified photocopy of			
	employees leave card as at last	HRMO		
	date of service duly audited by			
	the Personnel Division and			
	COA/Certificate of leave credits			
	issued by the Admin/Human			
	Resource Management Office			
	(HRMO)			
3.	Approved leave application			
4.	Complete service record	HRMO		
5.	Statement of Assets, Liabilities	HRMO		
	and Net Worth (SALN)	Requesting Officer		
6.	Certified photocopy of			
	appointment/Notice of Salary			
	Adjustment (NOSA) showing	HRMO		
	the highest salary received if			
	the salary under the last			
	appointment is not the highest			
7.	•			
	benefits duly signed/certified			
	by the accountant			

8. Applicant's aut	•	Accounti	ng Office	
financial obliga				
employer/agen	су			
9. Affidavit of app	9. Affidavit of applicant that there		ng Officer	
is no pending c				
investigation or				
against him/he 10. In case of resign	,			
_	er of resignation			
duly accepted b	_			
Agency	,			
Additional Requiremer	nts:	Requesti	ng Officer	
11. Death certificat by NSO	e authenticated	nequesti	ing Officer	
12. Marriage contr	act			
authenticated l				
13. Birth certificate	13. Birth certificate of all surviving		na Cuminal Logal III	nire
legal heirs auth	enticated by	Requesting Survival Legal Heirs		
NSO		Requesting Survival Legal Heirs		
<ul><li>14. Designation of</li><li>15. Waiver of right</li></ul>				
years old and a		Requesting Survival Legal Heirs		
years ora and a				
		Requesti	ng Survival Legal He	eirs
		=	ng Survival Legal H	
CLIENT STEPS	AGENCY	FEES	PROCESSING	PERSON
	ACTION	TO BE	TIME	RESPONSIBLE
		PAID		
1. Submit the	Budget staff	None	30 mins.	Budget Staff
required	receives, log in			
documents to	and check the ORS and DV			
budget staff for checking the	with complete			
completeness of	supporting			
required	documents			
documents	Dudget Office	N	2 h	Dudget Office
	Budget Officer	None	2 hours	Budget Officer

signs the ORS			
Budget staff obligates the ORS	None	3 hours	Budget Staff
Budget staff forward the documents to Accounting Clerk	None	1 hour	Budget Staff
Accounting Clerk journalize the accounting entries in Box B	None	30 mins.	Accounting Clerk
Accounting Clerk forward the documents to Accountant I if 50, 000 or less and Accountant III if more than 50, 000	None	30 mins.	Accounting Clerk
Accountants signs the DV in Box C	None	30 mins.	Accountant I or Accountant III
Accountants forward the documents to CAO for initial in DV	None	15 mins.	Accountant I or Accountant III
CAO verifies legality and necessity of transaction and initial the	None	30 mins.	CAO

DV in BOX d			
Documents forwarded to VP for Finance or President	None	15 mins.	CLERK (Admin. Services)
VP for Finance for President sign the DV in Box D for approval	None	5 hours	VP For Finance/ President
VP for Finance for President forward the approved documents to Accounting Office	None	1 hour	VP For Finance/ President
Accounting Clerk assigns DV No.	None	1 hour	Accounting Clerk
Accounting Clerk forward the documents to Cashiers Office	None	1 hour	Accounting Clerk
Cashier prepare cheque/LDDAD -ADA	None	3 hours	Cashier
Cashier forward the documents to accounting for recording of cheque no.	None	1 hour and 30 mins.	Cashier

	Accounting Clerk receives and record the cheque no.	None	30 mins.	Accounting Clerk
	Accounting clerk forward the cheque to VP for Finance/Presid ent for signature	None	30 mins.	Accounting Clerk
	VP for Finance/Presid ent signs the check	None	1 hour	VP For Finance/ President
	VP for Finance/Presid ent forward the cheque to Cashiers Office	None	30 mins.	VP For Finance/ President
2.The payee receives the cheque and signs the DV	Contact the payee for releasing of cheque, signing of DV	None	4 hours	Cashier
	TOTAL	None	28 hours	

### 194. Retirement Benefits

Appropriations authorized in the GAA to cover retirement gratuity benefit claims shall be released directly to the office and agencies concerned computed based on the provisions of applicable retirement laws, rules and regulations (Section 52 of FY 2012 GAA or pertinent provisions of the GAA for the year).

Office or Division	Finance Management Services
Classification	Simple

Type of Transaction		G2G-Government to Government; G2C-Government to Citizen		
Who N	Aay Avail	All Personnel Retiring under RA 1616 or take all retirement benefits		
Cŀ	ECKLIST OF REQUIREMENTS	WHERE TO SECURE		
1.	Updated Service record indicating the number of days on leave without pay and/or certification issued by the Human Resource Office (HRO) that the retiree did not incur any leave of absence without pay	HRMO		
2.	Retirement application	REQUESTING OFFICER HRMO		
	Statement of assets and liabilities Retirement Gratuity			
	Computation Affidavit of Undertaking for	REQUESTING OFFICER		
	authority to deduct accountabilities	REQUESTING OFFICER		
7.	Affidavit of applicant that there is no pending criminal investigation or prosecution against him/her (Anti-Graft RA No. 3019)			
in case	onal documentary requirements e of resignation: Employee's letter of resignation duly accepted by the Agency Head	REQUESTING OFFICER		
death	onal requirements in case of of claimant:  Death certificate authenticated	REQUESTING SURVIVAL LEGAL HEIRS		

by the Nationa (NSO)	l Statistics Office			
10. Marriage conti	` '		ING SURVIVAL LEG	AL HEIRS
authenticated				
11. Birth certificate legal heirs auth	_	REQUEST	ING SURVIVAL LEG	AL HEIRS
12. Designation of	next-of-kin	REQUEST	ING SURVIVAL LEG	AL HEIRS
13. Waiver of right		REQUEST	ING SURVIVAL LEG	AL HEIRS
years old and a	above			
14. Affidavit of two	o disinterested	REQUESTING SURVIVAL LEGAL HEIRS		
parties that the	parties that the deceased is			
survived by leg	survived by legitimate and			
illegitimate chi	ldren (if any),			
natural, adopt	ed or children of			
prior marriage				
CLIENT STEPS	AGENCY	FEES	PROCESSING	PERSON
	ACTION	TO BE	TIME	RESPONSIBLE
		PAID		
1. Submit the	Budget staff	None	30 mins.	Budget Staff
required	receives, log in			
documents to	and check the			
budget staff for	ORS and DV			
checking the	with complete			
completeness of	supporting			
required	documents			
documents				

	ACTION	PAID	THVIL	RESPONSIBLE
1. Submit the required documents to budget staff for checking the completeness of required documents	Budget staff receives, log in and check the ORS and DV with complete supporting documents	None	30 mins.	Budget Staff
documents	Budget Officer signs the ORS	None	2 hours	Budget Officer
	Budget staff obligates the ORS	None	3 hours	Budget Staff
	Budget staff forward the documents to Accounting Clerk	None	1 hour	Budget Staff
	Accounting	None	30 mins.	Accounting Clerk

Clerk journalize the accounting entries in Box B			
Accounting Clerk forward the documents to Accountant I if 50, 000 or less and Accountant III if more than 50, 000	None	30 mins.	Accounting Clerk
Accountants signs the DV in Box C	None	30 mins.	Accountant I or Accountant III
Accountants forward the documents to CAO for initial in DV	None	15 mins.	Accountant I or Accountant III
CAO verifies legality and necessity of transaction and initial the DV in BOX d	None	30 mins.	CAO
Documents forwarded to VP for Finance or President	None	15 mins.	CLERK (Admin. Services)
VP for Finance for President sign the DV in Box D for approval	None	5 hours	VP For Finance/ President

VP for Finance for President forward the approved documents to Accounting Office	None	1 hour	VP For Finance/ President
Accounting Clerk assigns DV No.	None	1 hour	Accounting Clerk
Accounting Clerk forward the documents to Cashiers Office	None	1 hour	Accounting Clerk
Cashier prepare cheque/LDDAD -ADA	None	3 hours	Cashier
Cashier forward the documents to accounting for recording of cheque no.	None	1 hour and 30 mins.	Cashier
Accounting Clerk receives and record the cheque no.	None	30 mins.	Accounting Clerk
Accounting clerk forward the cheque to VP for Finance/Presid ent for signature	None	30 mins.	Accounting Clerk

	VP for Finance/Presid ent signs the check	None	1 hour	VP For Finance/ President
	VP for Finance/Presid ent forward the cheque to Cashiers Office	None	30 mins.	VP For Finance/ President
2.The payee receives the cheque and signs the DV	Contact the payee for releasing of cheque, signing of DV	None	4 hours	Cashier
	TOTAL	None	28 hours	

# 195. Year End Bonus (YEB) and Cash Gift (CG)

The guidelines on the grant of YEB and CG are provided under Section 6 DBM Budget Circular No. 2016-4

Office or Division	Finance Management Services
Classification	Simple
Type of Transaction	G2G-Government to Government; G2C-
	Government to Citizen
Who May Avail	All Qualified Personnel
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Individual Claims	
Certification from head of	HRMO
Office that the employee is	
qualified to receive the YEB	
and CG benefits pursuant to	
DBM Budget Circular No. 2003-	
2 dated May 9, 2003	
General Claims:	

1. YEB and CG Pa	yroll	Payroll C	erk	
2. Payroll Registe	r (hard and soft	Payroll C	erk	
copy)				
3. Letter to Bank	to credit	Cashier		
employees acc	ount of their YEB			
and CG claims	(LDDAP-ADA)			
4. Deposit slips (I	Payroll Prooflist)			
	1			
CLIENT STEPS	AGENCY	FEES	PROCESSING	PERSON
	ACTION	TO BE	TIME	RESPONSIBLE

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to budget staff for checking the completeness of required	Budget staff receives, log in and check the ORS and DV with complete supporting documents	None	30 mins.	Budget Staff
documents	Budget Officer signs the ORS	None	2 hours	Budget Officer
	Budget staff obligates the ORS	None	3 hours	Budget Staff
	Budget staff forward the documents to Accounting Clerk	None	1 hour	Budget Staff
	Accounting Clerk journalize the accounting entries in Box B	None	30 mins.	Accounting Clerk
	Accounting Clerk forward the documents to Accountant I if 50, 000 or	None	30 mins.	Accounting Clerk

less and Accountant III if more than 50, 000  Accountants	None	30 mins.	Accountant I or
signs the DV in Box C			Accountant III
Accountants forward the documents to CAO for initial in DV	None	15 mins.	Accountant I or Accountant III
CAO verifies legality and necessity of transaction and initial the DV in BOX d	None	30 mins.	CAO
Documents forwarded to VP for Finance or President	None	15 mins.	CLERK (Admin. Services)
VP for Finance for President sign the DV in Box D for approval	None	5 hours	VP For Finance/ President
VP for Finance for President forward the approved documents to Accounting Office	None	1 hour	VP For Finance/ President
Accounting Clerk assigns	None	1 hour	Accounting Clerk

DV No.			
Accounting Clerk forward the documents to Cashiers Office	None	1 hour	Accounting Clerk
Cashier prepare cheque/LDDAD -ADA	None	3 hours	Cashier
Cashier forward the documents to accounting for recording of cheque no.	None	1 hour and 30 mins.	Cashier
Accounting Clerk receives and record the cheque no.	None	30 mins.	Accounting Clerk
Accounting clerk forward the cheque to VP for Finance/Presid ent for signature	None	30 mins.	Accounting Clerk
VP for Finance/Presid ent signs the check	None	1 hour	VP For Finance/ President
VP for Finance/Presid ent forward the cheque to Cashiers Office	None	30 mins.	VP For Finance/ President

2.The payee receives the cheque and signs the DV	Contact the payee for releasing of cheque, signing of DV	None	4 hours	Cashier
	TOTAL	None	28 hours	

### 196. Overtime Pay

Overtime work should be avoided by adequate planning of work activities. The updated guidelines and procedures on the rendition of overtime services are prescribed under the CSC and DBM Joint Circular No. 1 s. 2015 dated November 25, 2015.

Office or Division		Finance N	lanagement Servic	es
Classification		Simple		
Type of Transaction		G2G-Government to Government; G2C-Government to Citizen		
Who May Avail		ALL AUTHORIZED PERSONNEL WHO RENDERED OVERTIME SERVICE.		L WHO RENDERED
CHECKLIST OF REC	QUIREMENTS		WHERE TO SE	CURE
the employee at the control of second the control of second the control of the co	ertime work program rtime nt duly signed by	Requesting Unit  Requesting Unit  Requesting Unit		
approved DTR	T.	Requesti	ing Offic	
CLIENT STEPS	AGENCY ACTION	TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to budget staff for checking the completeness of required documents	Budget staff receives, log in and check the ORS and DV with complete supporting documents	None	30 mins.	Budget Staff
	Budget Officer signs the ORS	None	2 hours	Budget Officer
	Budget staff obligates the	None	3 hours	Budget Staff

ORS			
Budget staff forward the documents to Accounting Clerk	None	1 hour	Budget Staff
Accounting Clerk journalize the accounting entries in Box B	None	30 mins.	Accounting Clerk
Accounting Clerk forward the documents to Accountant I if 50, 000 or less and Accountant III if more than 50, 000	None	30 mins.	Accounting Clerk
Accountants signs the DV in Box C	None	30 mins.	Accountant I or Accountant III
Accountants forward the documents to CAO for initial in DV	None	15 mins.	Accountant I or Accountant III
CAO verifies legality and necessity of transaction and initial the DV in BOX d	None	30 mins.	CAO
Documents forwarded to VP for Finance	None	15 mins.	CLERK (Admin. Services)

or President			
VP for Finance for President sign the DV in Box D for approval	None	5 hours	VP For Finance/ President
VP for Finance for President forward the approved documents to Accounting Office	None	1 hour	VP For Finance/ President
Accounting Clerk assigns DV No.	None	1 hour	Accounting Clerk
Accounting Clerk forward the documents to Cashiers Office	None	1 hour	Accounting Clerk
Cashier prepare cheque/LDDAD -ADA	None	3 hours	Cashier
Cashier forward the documents to accounting for recording of cheque no.	None	1 hour and 30 mins.	Cashier
Accounting Clerk receives and record the cheque no.	None	30 mins.	Accounting Clerk

	Accounting clerk forward the cheque to VP for Finance/Presid ent for signature	None	30 mins.	Accounting Clerk
	VP for Finance/Presid ent signs the check	None	1 hour	VP For Finance/ President
	VP for Finance/Presid ent forward the cheque to Cashiers Office	None	30 mins.	VP For Finance/ President
2.The payee receives the cheque and signs the DV	Contact the payee for releasing of cheque, signing of DV	None	4 hours	Cashier
	TOTAL	None	28 hours	

### 197. Longevity Pay

Longevity Pay shall be given to an employee who has rendered at least three years of continuous satisfactory service to a particular position and which shall consist of step increments in accordance with the provisions of Joint CSC DBM Circular No. 1, s. 1990, dated March 29, 1990

Office or Division	Finance Management Services
Classification	Simple
Type of Transaction	G2G-Government to Government; G2C-Government to Citizen
Who May Avail	All Qualified Medical/Dental Personnel

CHECKLIST OF REC	QUIREMENTS		WHERE TO SE	CURE
1. Service Record 2. Certification iss Human Res. M the claimant ha more than 15 of	gt. Officer that as not incurred days of vacation	HRMO HRMO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to budget staff for checking the completeness of required	Budget staff receives, log in and check the ORS and DV with complete supporting documents	None	30 mins.	Budget Staff
documents	Budget Officer signs the ORS	None	2 hours	Budget Officer
	Budget staff obligates the ORS	None	3 hours	Budget Staff
	Budget staff forward the documents to Accounting Clerk	None	1 hour	Budget Staff
	Accounting Clerk journalize the accounting entries in Box B	None	30 mins.	Accounting Clerk
	Accounting Clerk forward the documents to Accountant I	None	30 mins.	Accounting Clerk

if 50, 000 or less and Accountant III if more than 50, 000 Accountants signs the DV in Box C	None	30 mins.	Accountant I or Accountant III
Accountants forward the documents to CAO for initial in DV	None	15 mins.	Accountant I or Accountant III
CAO verifies legality and necessity of transaction and initial the DV in BOX d	None	30 mins.	CAO
Documents forwarded to VP for Finance or President	None	15 mins.	CLERK (Admin. Services)
VP for Finance for President sign the DV in Box D for approval	None	5 hours	VP For Finance/ President
VP for Finance for President forward the approved documents to Accounting Office	None	1 hour	VP For Finance/ President
Accounting Clerk assigns	None	1 hour	Accounting Clerk

DV No.			
Accounting Clerk forward the documents to Cashiers Office	None	1 hour	Accounting Clerk
Cashier prepare cheque/LDDAD -ADA	None	3 hours	Cashier
Cashier forward the documents to accounting for recording of cheque no.	None	1 hour and 30 mins.	Cashier
Accounting Clerk receives and record the cheque no.	None	30 mins.	Accounting Clerk
Accounting clerk forward the cheque to VP for Finance/Presid ent for signature	None	30 mins.	Accounting Clerk
VP for Finance/Presid ent signs the check	None	1 hour	VP For Finance/ President
VP for Finance/Presid ent forward the cheque to Cashiers Office	None	30 mins.	VP For Finance/ President

2.The payee receives the cheque and signs the DV	Contact the payee for releasing of cheque, signing of DV	None	4 hours	Cashier
	TOTAL	None	28 hours	

## 198. Hazard Duty Pay

National government agencies which are not specifically authorized by law to grant Hazard Pay are allowed to use savings under Personal Services for payment thereof to officials and employees who are actually assigned to, and performing their duties in, strife-torn or embattled areas.

Office or Division		Finance Management Services		
Classification		Simple		
Type of Transaction		G2G-Gov	ernment to Govern	ment; G2C-
		Government to Citizen		
Who May Avail		All Qualified Medical/Dental Personnel		
CHECKLIST OF REC	UIREMENTS		WHERE TO SE	CURE
1. Approved DTR		Medical/	Dental Office	
2. No. of days exp	ose to	Medical/	Dental Office	
communicable	or infectious			
disease				
CLIENT STEPS	AGENCY	FEES PROCESSING PERSON		
	ACTION	TO BE	TIME	RESPONSIBLE
		PAID		
1. Submit the	Budget staff	None	30 mins.	Budget Staff
required	receives, log in			
documents to	and check the			
budget staff for	ORS and DV			
checking the	with complete			
completeness of	supporting			
required	documents			

documents	Budget Officer signs the ORS	None	2 hours	Budget Officer
	Budget staff obligates the ORS	None	3 hours	Budget Staff
	Budget staff forward the documents to Accounting Clerk	None	1 hour	Budget Staff
	Accounting Clerk journalize the accounting entries in Box B	None	30 mins.	Accounting Clerk
	Accounting Clerk forward the documents to Accountant I if 50, 000 or less and Accountant III if more than 50, 000	None	30 mins.	Accounting Clerk
	Accountants signs the DV in Box C	None	30 mins.	Accountant I or Accountant III
	Accountants forward the documents to CAO for initial in DV	None	15 mins.	Accountant I or Accountant III
	CAO verifies legality and necessity of transaction and initial the	None	30 mins.	CAO

DV in BOX d			
Documents forwarded to VP for Finance or President	None	15 mins.	CLERK (Admin. Services)
VP for Finance for President sign the DV in Box D for approval	None	5 hours	VP For Finance/ President
VP for Finance for President forward the approved documents to Accounting Office	None	1 hour	VP For Finance/ President
Accounting Clerk assigns DV No.	None	1 hour	Accounting Clerk
Accounting Clerk forward the documents to Cashiers Office	None	1 hour	Accounting Clerk
Cashier prepare cheque/LDDAD -ADA	None	3 hours	Cashier
Cashier forward the documents to accounting for recording of cheque no.	None	1 hour and 30 mins.	Cashier

	Accounting Clerk receives and record the cheque no.	None	30 mins.	Accounting Clerk
	Accounting clerk forward the cheque to VP for Finance/Presid ent for signature	None	30 mins.	Accounting Clerk
	VP for Finance/Presid ent signs the check	None	1 hour	VP For Finance/ President
	VP for Finance/Presid ent forward the cheque to Cashiers Office	None	30 mins.	VP For Finance/ President
2.The payee receives the cheque and signs the DV	Contact the payee for releasing of cheque, signing of DV	None	4 hours	Cashier
	TOTAL	None	28 hours	

## 199. Honoraria for Special Projects

Payment of honoraria to officials and employees assigned to special projects

Office or Division	Finance Management Services		
Classification	Simple		
Type of Transaction	G2G-Government to Government		
Who May Avail	ALL QUALIFIED PERSONNEL INVOLVED IN THE		

		SPECIAL P	ROJECT.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol> <li>Appointment designating members of the special project</li> <li>Approved request for payment</li> <li>Approved DTR</li> <li>Accomplishment Report</li> </ol>		Requesting Project Leader  Presidents' Office  Project Leader  Project Leader		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to budget staff for checking the completeness of required documents	Budget staff receives, log in and check the ORS and DV with complete supporting documents	None	30 mins.	Budget Staff
	Budget Officer signs the ORS	None	2 hours	Budget Officer
	Budget staff obligates the ORS	None	3 hours	Budget Staff
	Budget staff forward the documents to Accounting Clerk	None	1 hour	Budget Staff
	Accounting Clerk journalize the accounting entries in Box B	None	30 mins.	Accounting Clerk

Accounting Clerk forward the documents to Accountant I if 50, 000 or less and Accountant III if more than 50, 000	None	30 mins.	Accounting Clerk
Accountants signs the DV in Box C	None	30 mins.	Accountant I or Accountant III
Accountants forward the documents to CAO for initial in DV	None	15 mins.	Accountant I or Accountant III
CAO verifies legality and necessity of transaction and initial the DV in BOX d	None	30 mins.	CAO
Documents forwarded to VP for Finance or President	None	15 mins.	CLERK (Admin. Services)
VP for Finance for President sign the DV in Box D for approval	None	5 hours	VP For Finance/ President
VP for Finance for President forward the approved documents to	None	1 hour	VP For Finance/ President

Accounting Office			
Accounting Clerk assigns DV No.	None	1 hour	Accounting Clerk
Accounting Clerk forward the documents to Cashiers Office	None	1 hour	Accounting Clerk
Cashier prepare cheque/LDDAD -ADA	None	3 hours	Cashier
Cashier forward the documents to accounting for recording of cheque no.	None	1 hour and 30 mins.	Cashier
Accounting Clerk receives and record the cheque no.	None	30 mins.	Accounting Clerk
Accounting clerk forward the cheque to VP for Finance/Presid ent for signature	None	30 mins.	Accounting Clerk
VP for Finance/Presid ent signs the check	None	1 hour	VP For Finance/ President

	VP for	None	30 mins.	VP For Finance/
	Finance/Presid			President
	ent forward			
	the cheque to			
	Cashiers Office			
2.The payee receives the cheque and signs the DV	Contact the payee for releasing of cheque, signing of DV	None	4 hours	Cashier
	TOTAL	None	28 hours	

# 200. Honoraria of Teaching Personnel (DepEd, TESDA, SUCS, and other educational Institutions)

The payment of honoraria to teaching personnel engaged in actual classroom teaching whose teaching load is outside of the regular office hours or in excess of the required load is prescribed under Section 3 of Administrative Order No. 103 dated August 31, 2004

Office or Division		Finance M	lanagement Service	es
Classification		Simple		
Type of Transaction		G2G-Government to Government		
Who May Avail		ALL FACU	LTY/TEACHING PER	SONNEL WITH
		OVERLOA	D OR TEACHING OU	JTSIDE OFFICIAL
		TIME		
CHECKLIST OF REC	QUIREMENTS	WHERE TO SECURE		
Schedule of cla	sses that the	MIS		
	s of the regular			
load or outside				
office hours	and regular			
2. Appointment		HRMO		
3. Approved DTR		Requesti	ng Teaching Person	nel
CLIENT STEPS	AGENCY	FEES PROCESSING PERSON		
	ACTION	то ве	TIME	RESPONSIBLE
		PAID		

1. Submit the required documents to budget staff for checking the completeness of required	Budget staff receives, log in and check the ORS and DV with complete supporting documents	None	30 mins.	Budget Staff
documents	Budget Officer signs the ORS	None	2 hours	Budget Officer
	Budget staff obligates the ORS	None	3 hours	Budget Staff
	Budget staff forward the documents to Accounting Clerk	None	1 hour	Budget Staff
	Accounting Clerk journalize the accounting entries in Box B	None	30 mins.	Accounting Clerk
	Accounting Clerk forward the documents to Accountant I if 50, 000 or less and Accountant III if more than 50, 000	None	30 mins.	Accounting Clerk
	Accountants signs the DV in Box C	None	30 mins.	Accountant I or Accountant III
	Accountants forward the documents to	None	15 mins.	Accountant I or Accountant III

CAO for initial in DV			
CAO verifies legality and necessity of transaction and initial the DV in BOX d	None	30 mins.	CAO
Documents forwarded to VP for Finance or President	None	15 mins.	CLERK (Admin. Services)
VP for Finance for President sign the DV in Box D for approval	None	5 hours	VP For Finance/ President
VP for Finance for President forward the approved documents to Accounting Office	None	1 hour	VP For Finance/ President
Accounting Clerk assigns DV No.	None	1 hour	Accounting Clerk
Accounting Clerk forward the documents to Cashiers Office	None	1 hour	Accounting Clerk
Cashier prepare cheque/LDDAD -ADA	None	3 hours	Cashier

	Cashier forward the documents to accounting for recording of cheque no.  Accounting	None	1 hour and 30 mins.	Cashier  Accounting Clerk
	Clerk receives and record the cheque no.			
	Accounting clerk forward the cheque to VP for Finance/Presid ent for signature	None	30 mins.	Accounting Clerk
	VP for Finance/Presid ent signs the check	None	1 hour	VP For Finance/ President
	VP for Finance/Presid ent forward the cheque to Cashiers Office	None	30 mins.	VP For Finance/ President
2.The payee receives the cheque and signs the DV	Contact the payee for releasing of cheque, signing of DV	None	4 hours	Cashier
	TOTAL	None	28 hours	

#### 201. Honoraria of Government Personnel involved in Government Procurement

Government personnel performing activities or discharging duties in addition to, or over and above their regular functions may be granted honoraria. The guidelines in the grant of honoraria to government personnel involved in government procurement are prescribed under DBM Budget Circular No. 2004-5A dated March 23, 2004 as amended by DBM Budget Circular No. 2007-3 dated November 29, 2007.

Office or Division		Finance M	lanagement Servic	es	
Classification		Simple			
Type of Transaction	G2G-Government to Govern		nment		
Who May Avail		ALL MEM	BERS OF BAC PRESE	ENT DURING	
		DELIBERA	TIONS, TWG AND E	BAC SECRETARIAT	
		NOT ASSI	GNED IN PROCUREI	MENT OFFICE	
CHECKLIST OF REC	QUIREMENTS		WHERE TO SE	CURE	
designating the composition ar	Office Order creating and designating the BAC composition and authorizing the members to collect		the University Pres	ident	
2. Minutes of BAC	Meeting	BAC Office			
3. Notice of awar	<ol> <li>Notice of award to the winning bidder of procurement activity</li> </ol>		BAC Office		
4. Certification th procurement in competitive bid	nvolves dding	BAC Office	ce		
	<ol> <li>Attendance Sheet listing names of attendees to the BAC meeting</li> </ol>		ce		
CLIENT STEPS	AGENCY	FEES	PROCESSING	PERSON	
	ACTION	TO BE PAID	TIME	RESPONSIBLE	
Submit the required	Budget staff receives, log in	None	30 mins.	Budget Staff	

da a	and short the			
documents to	and check the			
budget staff for	ORS and DV			
checking the	with complete			
completeness of	supporting			
required	documents			
documents	Budget Officer	None	2 hours	Budget Officer
	signs the ORS			20.0800 200.
	Budget staff	None	3 hours	Budget Staff
	obligates the			
	ORS			
	D. do at at all	NI	4 1	ם יוייי כויינו
	Budget staff	None	1 hour	Budget Staff
	forward the			
	documents to			
	Accounting			
	Clerk			
	Accounting	None	30 mins.	Accounting Clerk
	Clerk journalize			
	the accounting			
	entries in Box			
	В			
	Accounting	None	30 mins.	Accounting Clerk
	Clerk forward			
	the documents			
	to Accountant I			
	if 50, 000 or			
	less and			
	Accountant III			
	if more than			
	50, 000			
	Accountants	None	30 mins.	Accountant I or
	signs the DV in			Accountant III
	Box C			
	Accountants	None	15 mins.	Accountant I or
	forward the			Accountant III
	documents to			
	CAO for initial			
	CAO IOI IIIILIAI			

in DV			
CAO verifies legality and necessity of transaction and initial the DV in BOX d	None	30 mins.	CAO
Documents forwarded to VP for Finance or President	None	15 mins.	CLERK (Admin. Services)
VP for Finance for President sign the DV in Box D for approval	None	5 hours	VP For Finance/ President
VP for Finance for President forward the approved documents to Accounting Office	None	1 hour	VP For Finance/ President
Accounting Clerk assigns DV No.	None	1 hour	Accounting Clerk
Accounting Clerk forward the documents to Cashiers Office	None	1 hour	Accounting Clerk
Cashier prepare cheque/LDDAD -ADA	None	3 hours	Cashier

	Cashier forward the documents to accounting for recording of cheque no.	None	1 hour and 30 mins.	Cashier
	Accounting Clerk receives and record the cheque no.	None	30 mins.	Accounting Clerk
	Accounting clerk forward the cheque to VP for Finance/Presid ent for signature	None	30 mins.	Accounting Clerk
	VP for Finance/Presid ent signs the check	None	1 hour	VP For Finance/ President
	VP for Finance/Presid ent forward the cheque to Cashiers Office	None	30 mins.	VP For Finance/ President
2.The payee receives the cheque and signs the DV	Contact the payee for releasing of cheque, signing of DV	None	4 hours	Cashier
	TOTAL	None	28 hours	

# **202.** Special Counsel Allowance

Lawyer personnel, including those designated to assume the duties of a legal officer and those in the legal staff of departments, bureas, offices or agencies of the national government deputized by the Officer of the Solicitor General (OSG).

Office or Division		Finance Management Services		
Classification		Simple		
Type of Transaction		G2G-Gov	ernment to Goverr	nment
Who May Avail		Special Counsel		
CHECKLIST OF REC	QUIREMENTS		WHERE TO SE	CURE
<ol> <li>Office         Order/Designation/Letter of         the OSG deputizing the         claimant to appear in court as         special counsel</li> <li>Certificate of Appearance         issued by the Office of the Clerk         of Court, if applicable</li> <li>Certification that the cases to         be attended by the lawyer         personnel are directly related         to the nature/function of the         particular office represented</li> </ol>		Office of the University President  Office of the University President  Office of the University President		sident
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to budget staff for checking the completeness of required documents	Budget staff receives, log in and check the ORS and DV with complete supporting documents  Budget Officer	None	30 mins.	Budget Staff  Budget Officer
	Budget staff obligates the	None	3 hours	Budget Staff

ORS			
Budget staff forward the documents to Accounting Clerk	None	1 hour	Budget Staff
Accounting Clerk journalize the accounting entries in Box B	None	30 mins.	Accounting Clerk
Accounting Clerk forward the documents to Accountant I if 50, 000 or less and Accountant III if more than 50, 000	None	30 mins.	Accounting Clerk
Accountants signs the DV in Box C	None	30 mins.	Accountant I or Accountant III
Accountants forward the documents to CAO for initial in DV	None	15 mins.	Accountant I or Accountant III
CAO verifies legality and necessity of transaction and initial the DV in BOX d	None	30 mins.	CAO
Documents forwarded to VP for Finance	None	15 mins.	CLERK (Admin. Services)

or President			
VP for Finance for President sign the DV in Box D for approval	None	5 hours	VP For Finance/ President
VP for Finance for President forward the approved documents to Accounting Office	None	1 hour	VP For Finance/ President
Accounting Clerk assigns DV No.	None	1 hour	Accounting Clerk
Accounting Clerk forward the documents to Cashiers Office	None	1 hour	Accounting Clerk
Cashier prepare cheque/LDDAD -ADA	None	3 hours	Cashier
Cashier forward the documents to accounting for recording of cheque no.	None	1 hour and 30 mins.	Cashier
Accounting Clerk receives and record the cheque no.	None	30 mins.	Accounting Clerk

	Accounting clerk forward the cheque to VP for Finance/Presid ent for signature	None	30 mins.	Accounting Clerk
	VP for Finance/Presid ent signs the check	None	1 hour	VP For Finance/ President
	VP for Finance/Presid ent forward the cheque to Cashiers Office	None	30 mins.	VP For Finance/ President
2.The payee receives the cheque and signs the DV	Contact the payee for releasing of cheque, signing of DV	None	4 hours	Cashier
	TOTAL	None	28 hours	

### 203. Productivity Enhancement Incentive Allowance (PEI)

The PEI is given to government personnel in recognition of the government employees' productivity and performance.

Office or Division	Finance Management Services
Classification	Simple
Type of Transaction	G2G-Government to Government
Who May Avail	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Individual Claims:  1. Certification that the	HRMO

performance ratings for the two semesters given to the personnel of the concerned division/office is at least satisfactory

#### **General Claims**

- 1. PIB Payroll
- 2. List of personnel who were suspended either preventively or as a penalty as a result of an administrative charge within the year for which PIB is paid, regardless of the duration (except if the penalty meted out is only a reprimand)
- 3. List of personnel dismissed within the year
- List of personnel Absent
   Without Official Leave (AWOL)
- 5. Certification that the performance ratings for the two semesters given to the personnel of the concerned division/office is at least satisfactory
- 6. Payroll Register (hard and soft copy)
- 7. Letter to the Bank to credit emplyees' account of their PIB claims
- 8. Validated deposit slips

Payroll Clerk HRMO

**HRMO** 

**HRMO** 

**HRMO** 

Payroll Clerk

Cashier

CLIENT STEPS	AGENCY	FEES	PROCESSING	PERSON
	ACTION	TO BE	TIME	RESPONSIBLE
		PAID		
1. Submit the	Budget staff	None	30 mins.	Budget Staff
required	receives, log in			
documents to	and check the			

la al a a t a t a t t f a	ODC and DV			
budget staff for	ORS and DV			
checking the	with complete			
completeness of	supporting			
required	documents			
documents	Budget Officer	None	2 hours	Budget Officer
	signs the ORS		21.00.0	Baager omice.
	Signs the Ons			
	Budget staff	None	3 hours	Budget Staff
	obligates the			
	ORS			
	Budget staff	None	1 hour	Budget Staff
	forward the			
	documents to			
	Accounting			
	Clerk			
	Accounting	None	30 mins.	Accounting Clerk
	Clerk journalize			
	the accounting			
	entries in Box			
	В			
	Accounting	None	30 mins.	Accounting Clerk
	Clerk forward			
	the documents			
	to Accountant I			
	if 50, 000 or			
	less and			
	Accountant III			
	if more than			
	50, 000			
	Accountants	None	30 mins.	Accountant I or
	signs the DV in			Accountant III
	Box C			
	Accountants	None	15 mins.	Accountant I or
	forward the			Accountant III
	documents to			
	CAO for initial			
	in DV			

CAO verifies legality and necessity of transaction and initial the DV in BOX d	None	30 mins.	CAO
Documents forwarded to VP for Finance or President	None	15 mins.	CLERK (Admin. Services)
VP for Finance for President sign the DV in Box D for approval	None	5 hours	VP For Finance/ President
VP for Finance for President forward the approved documents to Accounting Office	None	1 hour	VP For Finance/ President
Accounting Clerk assigns DV No.	None	1 hour	Accounting Clerk
Accounting Clerk forward the documents to Cashiers Office	None	1 hour	Accounting Clerk
Cashier prepare cheque/LDDAD -ADA	None	3 hours	Cashier
Cashier forward the documents to	None	1 hour and 30 mins.	Cashier

	accounting for			
	recording of			
	cheque no.			
	Accounting Clerk receives	None	30 mins.	Accounting Clerk
	and record the			
	cheque no.			
	Accounting clerk forward the cheque to VP for Finance/Presid ent for signature	None	30 mins.	Accounting Clerk
	VP for Finance/Presid ent signs the check	None	1 hour	VP For Finance/ President
	VP for Finance/Presid ent forward the cheque to Cashiers Office	None	30 mins.	VP For Finance/ President
2.The payee receives the cheque and signs the DV	Contact the payee for releasing of cheque, signing of DV	None	4 hours	Cashier
	TOTAL	None	28 hours	

#### 204. Subsistence, Laundry, and Quarters Allowances

Public health workers (PHWs) and selected other sectors are allowed under existing laws and regulations to receive laundry and subsistence allowances. Officials and employees who, by virtue of their positions, are entitled to quarters privileges as authorized by law shall be provided free quarters within their office premises.

Office or Division		Finance Management Services		
Classification		Simple		
Type of Transaction		G2G-Gov	ernment to Goverr	nment; G2C-
		Governm	ent to Citizen	
Who May Avail		Medical and Dental Personnel		
CHECKLIST OF REC	QUIREMENTS		WHERE TO SE	CURE
Payroll of pers	onnel entitled to	Payroll C	lerk	
claim subsister	nce, laundry and			
quarters allow	ance			
2. Approved DTR		Requesti	ng Officer	
3. Authority to co	ollect (for initial	HRMO		
claim)				
CLIENT STEPS	AGENCY ACTION	FEES TO	PROCESSING TIME	PERSON
		BE PAID		RESPONSIBLE
1. Submit the	Budget staff	None	30 mins.	Budget Staff
required	receives, log in			
documents to	and check the			
budget staff for	ORS and DV			
checking the	with complete			
completeness of	supporting			
required	documents			
documents	Budget Officer	None	2 hours	Budget Officer
	signs the ORS			2 4 4 5 1 1 1 2 1
	Budget staff	None	3 hours	Budget Staff
	obligates the			
	ORS			
	Budget staff	None	1 hour	Budget Staff
	forward the			
	documents to			
	Accounting			
	Clerk			
	Accounting	None	30 mins.	Accounting Clerk
	Clerk journalize	None	30 1111113.	Accounting cierk
	Cici k journalize			

the accounting entries in Box B			
Accounting Clerk forward the documents to Accountant I if 50, 000 or less and Accountant III if more than 50, 000	None	30 mins.	Accounting Clerk
Accountants signs the DV in Box C	None	30 mins.	Accountant I or Accountant III
Accountants forward the documents to CAO for initial in DV	None	15 mins.	Accountant I or Accountant III
CAO verifies legality and necessity of transaction and initial the DV in BOX d	None	30 mins.	CAO
Documents forwarded to VP for Finance or President	None	15 mins.	CLERK (Admin. Services)
VP for Finance for President sign the DV in Box D for approval	None	5 hours	VP For Finance/ President
VP for Finance for President	None	1 hour	VP For Finance/

forward the approved documents to Accounting Office			President
Accounting Clerk assigns DV No.	None	1 hour	Accounting Clerk
Accounting Clerk forward the documents to Cashiers Office	None	1 hour	Accounting Clerk
Cashier prepare cheque/LDDAD -ADA	None	3 hours	Cashier
Cashier forward the documents to accounting for recording of cheque no.	None	1 hour and 30 mins.	Cashier
Accounting Clerk receives and record the cheque no.	None	30 mins.	Accounting Clerk
Accounting clerk forward the cheque to VP for Finance/Presid ent for signature	None	30 mins.	Accounting Clerk
VP for Finance/Presid ent signs the	None	1 hour	VP For Finance/ President

	check			
	VP for	None	30 mins.	VP For Finance/
	Finance/Presid			President
	ent forward			
	the cheque to			
	Cashiers Office			
2 The management in a	Cantacttle	Nana	4 1	Cashian
2.The payee receives the cheque and	Contact the	None	4 hours	Cashier
signs the DV	payee for			
3.8.13 1.16 2 7	releasing of			
	cheque,			
	signing of DV			
	TOTAL	None	28 hours	
	TOTAL	None	20 110013	

## 205. Clothing/Uniform Allowance

Government personnel who are expected to render at least six months of service in a particular year including leaves of absence with pay.

Office or Division		Finance N	lanagement Service	es
Classification		Simple		
Type of Transactio	n	G2G-Gov	ernment to Goverr	iment
Who May Avail		All Qualifi	ed Personnel	
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE		
appointmer  2. Certificate of new employ  3. Certificate of from previot transferees  4. Certification	the copy of approved of of new employees of Assumption of yees of non-payment us agency, for an of entitlement of of approved the company of	HRMO, 2 <sup>nd</sup> Flr., Administration Bldg.		
Payroll	Payroll		lerk	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Submit the required documents to budget staff for checking the completeness of required documents	Budget staff receives, log in and check the ORS and DV with complete supporting documents	None	30 mins.	Budget Staff
documents	Budget Officer signs the ORS	None	2 hours	Budget Officer
	Budget staff obligates the ORS	None	3 hours	Budget Staff
	Budget staff forward the documents to Accounting Clerk	None	1 hour	Budget Staff
	Accounting Clerk journalize the accounting entries in Box B	None	30 mins.	Accounting Clerk
	Accounting Clerk forward the documents to Accountant I if 50, 000 or less and Accountant III if more than 50, 000	None	30 mins.	Accounting Clerk
	Accountants signs the DV in Box C	None	30 mins.	Accountant I or Accountant III
	Accountants forward the documents to	None	15 mins.	Accountant I or Accountant III

CAO for initial in DV			
CAO verifies legality and necessity of transaction and initial the DV in BOX d	None	30 mins.	CAO
Documents forwarded to VP for Finance or President	None	15 mins.	CLERK (Admin. Services)
VP for Finance for President sign the DV in Box D for approval	None	5 hours	VP For Finance/ President
VP for Finance for President forward the approved documents to Accounting Office	None	1 hour	VP For Finance/ President
Accounting Clerk assigns DV No.	None	1 hour	Accounting Clerk
Accounting Clerk forward the documents to Cashiers Office	None	1 hour	Accounting Clerk
Cashier prepare cheque/LDDAD -ADA	None	3 hours	Cashier

	Cashier forward the documents to accounting for recording of cheque no.	None	1 hour and 30 mins.	Cashier
	Accounting Clerk receives and record the cheque no.	None	30 mins.	Accounting Clerk
	Accounting clerk forward the cheque to VP for Finance/Presid ent for signature	None	30 mins.	Accounting Clerk
	VP for Finance/Presid ent signs the check	None	1 hour	VP For Finance/ President
	VP for Finance/Presid ent forward the cheque to Cashiers Office	None	30 mins.	VP For Finance/ President
2.The payee receives the cheque and signs the DV	Contact the payee for releasing of cheque, signing of DV	None	4 hours	Cashier
	TOTAL	None	28 hours	

# 206. Representation and Transportation Allowance (RATA)

The officials/employees who, in the actual performance of their respective functions, are entitled to RATA are defined under Section 45 of FY 2012 GAA. Transportation allowances shall not be granted to officials who are presently using government vehicles.

Office or Division	Finance Management Services
Classification	Simple
Type of Transaction	G2G-Government to Government
Who May Avail	All Officers with RATA
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Individual Claims:  1. Copy of Office Order/Appointment (1st payment)	HRMO
Certificate of Assumption (1st payment)	HRMO
<ol> <li>Certification that the official/employee did not use government vehicle and is not assigned any government vehicle</li> </ol>	HRMO
4. Properly filled-up approved DTR (if on travel attach the travel order and certificate of appearance; if on-leave attach the approved application for leave)	Requesting Officer
For General Claims:  1. RATA Payroll  2. Payroll Register (hard and soft copy)  3. Letter to the Bank to credit employees' account of their RATA claims, if applicable (LDDAP-ADA)  4. Validated deposit slips, if	Payroll Clerk Payroll Clerk Cashier

applicable				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to budget staff for checking the completeness of required	Budget staff receives, log in and check the ORS and DV with complete supporting documents	N/A	30 mins.	Budget Staff
documents	Budget Officer signs the ORS	N/A	2 hours	Budget Officer
	Budget staff obligates the ORS	N/A	3 hours	Budget Staff
	Budget staff forward the documents to Accounting Clerk	N/A	1 hour	Budget Staff
	Accounting Clerk journalize the accounting entries in Box B	N/A	30 mins.	Accounting Clerk
	Accounting Clerk forward the documents to Accountant I if 50, 000 or less and Accountant III if more than 50, 000	N/A	30 mins.	Accounting Clerk
	Accountants signs the DV in	N/A	30 mins.	Accountant I or Accountant III

Box C			
Accountants forward the documents to CAO for initial in DV	N/A	15 mins.	Accountant I or Accountant III
CAO initial the DV in BOX d	N/A	30 mins.	CAO
Documents forwarded to VP for Finance or President	N/A	15 mins.	CLERK (Admin. Services)
VP for Finance for President sign the DV in Box D for approval	N/A	5 hours	VP For Finance/ President
VP for Finance for President forward the approved documents to Accounting Office	N/A	1 hour	VP For Finance/ President
Accounting Clerk assigns DV No.	N/A	1 hour	Accounting Clerk
Accounting Clerk forward the documents to Cashiers Office	N/A	1 hour	Accounting Clerk
Cashier prepare cheque/LDDAP	N/A	3 hours	Cashier

	-ADA			
	Cashier forward the documents to accounting for recording of cheque no.	N/A	1 hour and 30 mins.	Cashier
	Accounting Clerk receives and record the cheque no./LDDAP	N/A	30 mins.	Accounting Clerk
	Accounting clerk forward the cheque to VP for Finance/Presid ent for signature	N/A	30 mins.	Accounting Clerk
	VP for Finance/Presid ent signs the check/LDDAP- ADA	N/A	1 hour	VP For Finance/ President
	VP for Finance/Presid ent forward the cheque/LDDAP -ADA to Cashiers Office	N/A	30 mins.	VP For Finance/ President
2.The payee receives the cheque and signs the DV	Contact the payee for releasing of cheque, signing of DV	N/A	4 hours	Cashier

TOTAL	None	28 hours	

#### 207. Maternity Leave

Female and regular employees in the government service who have rendered an aggregate of 2 or more years service shall, in addition to the vacation and sick leave granted them, be entitled to maternity leave of 105 days with full pay with an option to extend for additional 30 days without pay and granting an additional 15 days for solo mothers.

Office or Division		Finance M	lanagement Service	es
Classification		Simple		
Type of Transaction		G2G-Government to Government		ment
Who May Avail		All Female	e Employees on Ma	ternity Leave
CHECKLIST OF REC	UIREMENTS		WHERE TO SE	CURE
Certified true contains application for     Certified true contains.	leave	HRMO		
leave clearance  3. Medical certific		HRMO		
maternity leave		Physician	ı	
Additional Requiremer 4. Medical certific employee is ph work	ate that the ysically fit to	Physician		
<ol><li>Certificate of as</li><li>Approved DTR</li></ol>	ssumption	HRMO Requesti	ng Officer	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to budget staff for checking the completeness of required	Budget staff receives, log in and check the ORS and DV with complete supporting documents	_		Budget Staff

documents	Budget Officer signs the ORS	None	2 hours	Budget Officer
	Budget staff obligates the ORS	None	3 hours	Budget Staff
	Budget staff forward the documents to Accounting Clerk	None	1 hour	Budget Staff
	Accounting Clerk journalize the accounting entries in Box B	None	30 mins.	Accounting Clerk
	Accounting Clerk forward the documents to Accountant I if 50, 000 or less and Accountant III if more than 50, 000	None	30 mins.	Accounting Clerk
	Accountants signs the DV in Box C	None	30 mins.	Accountant I or Accountant III
	Accountants forward the documents to CAO for initial in DV	None	15 mins.	Accountant I or Accountant III
	CAO verifies legality and necessity of transaction and initial the	None	30 mins.	CAO

DV in BOX d			
Documents forwarded to VP for Finance or President	None	15 mins.	CLERK (Admin. Services)
VP for Finance for President sign the DV in Box D for approval	None	5 hours	VP For Finance/ President
VP for Finance for President forward the approved documents to Accounting Office	None	1 hour	VP For Finance/ President
Accounting Clerk assigns DV No.	None	1 hour	Accounting Clerk
Accounting Clerk forward the documents to Cashiers Office	None	1 hour	Accounting Clerk
Cashier prepare cheque/LDDAD -ADA	None	3 hours	Cashier
Cashier forward the documents to accounting for recording of cheque no.	None	1 hour and 30 mins.	Cashier

	Accounting	None	30 mins.	Accounting Clerk
	Clerk receives			
	and record the			
	cheque no.			
	Accounting	None	30 mins.	Accounting Clerk
	clerk forward			
	the cheque to			
	VP for			
	Finance/Presid			
	ent for			
	signature			
	VP for	None	1 hour	VP For Finance/
	Finance/Presid			President
	ent signs the			
	check			
	VP for	None	30 mins.	VP For Finance/
	Finance/Presid			President
	ent forward			
	the cheque to			
	Cashiers Office			
2.The payee receives	Contact the	None	4 hours	Cashier
the cheque and	payee for			
signs the DV	releasing of			
	cheque,			
	signing of DV			
	TOTAL	None	28 hours	

#### 208. Salary of Casual/Contractual Personnel

When authorized to, and within limits of their respective appropriations, agencies may hire casual and contractual personnel as part of the agency.

Office or Division	Finance Management Services
Classification	Simple
Type of Transaction	G2G-Government to Government; G2C-Government to Citizen

Who May Avail		All Casual	and Contractual Pe	ersonnel
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. For accredited a CSC (for first class - Certified true pertinent contract/apporder  2. For other agency claim)  - Certified compertinent contract/apporder market	agencies by the aim) ue copy of the pointment/job	HRMO		
the CSC 3. Approved DTR		Requesting Officer		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to budget staff for checking the completeness of required	Budget staff receives, log in and check the ORS and DV with complete supporting documents	None	30 mins.	Budget Staff
documents	Budget Officer signs the ORS	None	2 hours	Budget Officer
	Budget staff obligates the ORS	None	3 hours	Budget Staff
	Budget staff forward the documents to Accounting Clerk	None	1 hour	Budget Staff
	Accounting	None	30 mins.	Accounting Clerk

Clerk journalize the accounting entries in Box B			
Accounting Clerk forward the documents to Accountant I if 50, 000 or less and Accountant III if more than 50, 000	None	30 mins.	Accounting Clerk
Accountants signs the DV in Box C	None	30 mins.	Accountant I or Accountant III
Accountants forward the documents to CAO for initial in DV	None	15 mins.	Accountant I or Accountant III
CAO verifies legality and necessity of transaction and initial the DV in BOX d	None	30 mins.	CAO
Documents forwarded to VP for Finance or President	None	15 mins.	CLERK (Admin. Services)
VP for Finance for President sign the DV in Box D for approval	None	5 hours	VP For Finance/ President

VP for Finance for President forward the approved documents to Accounting Office	None	1 hour	VP For Finance/ President
Accounting Clerk assigns DV No.	None	1 hour	Accounting Clerk
Accounting Clerk forward the documents to Cashiers Office	None	1 hour	Accounting Clerk
Cashier prepare cheque/LDDAD -ADA	None	3 hours	Cashier
Cashier forward the documents to accounting for recording of cheque no.	None	1 hour and 30 mins.	Cashier
Accounting Clerk receives and record the cheque no.	None	30 mins.	Accounting Clerk
Accounting clerk forward the cheque to VP for Finance/Presid ent for signature	None	30 mins.	Accounting Clerk

	VP for Finance/Presid ent signs the check	None	1 hour	VP For Finance/ President
	VP for Finance/Presid ent forward the cheque to Cashiers Office	None	30 mins.	VP For Finance/ President
2.The payee receives the cheque and signs the DV	Contact the payee for releasing of cheque, signing of DV	None	4 hours	Cashier
	TOTAL	None	28 hours	

# 209. First Salary, Salary (if deleted from payroll), Salary Differentials due to Promotion and/or Step Increment, Last Salary, Salary due to heirs of Deceased Employee, General Claims through the Automated Teller Machine (ATM)

The personnel benefits costs of government officials and employees shall be charged against the funds from which their salaries are paid. All authorized supplemental or additional compensation, fringe benefits and other personal services costs of officials and employees whose salaries are drawn from special accounts or special funds shall similarly be charged against the corresponding fund from which their basic salaries are drawn.

Office or Division	Finance Management Services	
Classification	Simple	
Type of Transaction	G2G-Government to Government	
Who May Avail		
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
First Salary:		
<ol> <li>Certified true copy of duly</li> </ol>	HRMO	
approved Appointment,		
Assignment Order, if applicable		

2. Certified true copy of Oath of	
Office	LUDA 40
3. Certificate of Assumption	HRMO
4. Statement of Assets, Liabilities	LUDANO
and Net Worth	HRMO
<ul><li>5. Approved DTR</li><li>6. Bureau of Internal Revenue</li></ul>	REQUESTING OFFICER
	DEOLIECTING OFFICER
(BIR) withholding certificates	REQUESTING OFFICER REQUESTING OFFICER
(Forms 1902 and 2305) 7. Payroll Information on New	REQUESTING OFFICER
Employee (PINE) (for agencies	
with computerized payroll	REQUESTING OFFICER
systems)	REQUESTING OFFICER
8. Authority from the claimant	
and identification documents, if	
claimed by person other than	REQUESTING OFFICER
the payee	Magazarina arriazin
Additional Requirements for	
transferees (from one government	
office to another)  9. Clearance from money,	
property and legal	
accountabilities from the	PREVIOUS EMPLOYER
previous office	
10. Certified true copy of pre-	
audited disbursement voucher	
of last salary from previous	PREVIOUS EMPLOYER
agency and/or Certification by	
the Chief Accountant of last	
salary received from previous	
office duty verify by the	
assigned auditor thereat	
11. BIR Form 2316 (Certificate of	
Compensation Payment/Tax	
Withheld)	222.40.40.20.20.20.20.20.20.20.20.20.20.20.20.20
12. Certificate of Available Leave	PREVIOUS EMPLOYER
Credits	
13. Service Record	DREVIOUS EMPLOYER
Salary (if deleted in payroll)	PREVIOUS EMPLOYER
Approved DTR	DREVIOUS EMPLOYER
	PREVIOUS EMPLOYER

- 2. Notice of Assumption
- Approved Application for Leave, Clearances, and Medical Certificate, if on sick leave for five days or more

Requesting Officer HRMO HRMO

Salary Differentials due to promotion and/or Step Increment

- Certified true copy of approved appointment in case of promotion or Notice of Salary Adjustment in case of step increment/salary increase
- 2. Certification of Assumption
- 3. Approved DTR or certification that the employee has not incurred leave without pay

HRMO HRMO

**HRMO** 

#### **Last Salary**

- Clearance from money, property and legal accountabilities
- 2. Approved DTR

**Requesting Officer** 

**Requesting Officer** 

Salary due to Heirs of Deceased Employees

- Same requirements as those for last salary
- 2. Additional requirements:
  - Death Certificate

     authenticated by National

     Statistics Office (NSO)
  - Marriage Contract authenticated by NSO, if applicable
  - Birth Certificates of surviving legal heirs authenticated by NSO
  - Designation of next-of-kin
  - Waiver of right children 18 years old and above

REQUESTING SURVIVAL LEGAL HEIRS

REQUESTING SURVIVAL LEGAL HEIRS

General Claims through the Automated

### Teller Machine (ATM)

- 1. Salary Payroll
- 2. Payroll Register (hard and soft copy)
- 3. Letter to the Bank to credit employees' account of their salaries or other claims
- 4. Validated deposit slips

4. Validated depo	sit slips			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to budget staff for checking the completeness of required documents	Budget staff receives, log in and check the ORS and DV with complete supporting documents	None	30 mins.	Budget Staff
	Budget Officer signs the ORS	None	2 hours	Budget Officer
	Budget staff obligates the ORS	None	3 hours	Budget Staff
	Budget staff forward the documents to Accounting Clerk	None	1 hour	Budget Staff
	Accounting Clerk journalize the accounting entries in Box B	None	30 mins.	Accounting Clerk
	Accounting Clerk forward the documents to Accountant I if 50, 000 or	None	30 mins.	Accounting Clerk

less and Accountant III if more than 50, 000 Accountants	None	30 mins.	Accountant I or
signs the DV in Box C	None	30 111113.	Accountant III
Accountants forward the documents to CAO for initial in DV	None	15 mins.	Accountant I or Accountant III
CAO verifies legality and necessity of transaction and initial the DV in BOX d	None	30 mins.	CAO
Documents forwarded to VP for Finance or President	None	15 mins.	CLERK (Admin. Services)
VP for Finance for President sign the DV in Box D for approval	None	5 hours	VP For Finance/ President
VP for Finance for President forward the approved documents to Accounting Office	None	1 hour	VP For Finance/ President
Accounting Clerk assigns	None	1 hour	Accounting Clerk

DV No.			
Accounting Clerk forward the documents to Cashiers Office	None	1 hour	Accounting Clerk
Cashier prepare cheque/LDDAD -ADA	None	3 hours	Cashier
Cashier forward the documents to accounting for recording of cheque no.	None	1 hour and 30 mins.	Cashier
Accounting Clerk receives and record the cheque no.	None	30 mins.	Accounting Clerk
Accounting clerk forward the cheque to VP for Finance/Presid ent for signature	None	30 mins.	Accounting Clerk
VP for Finance/Presid ent signs the check	None	1 hour	VP For Finance/ President
VP for Finance/Presid ent forward the cheque to Cashiers Office	None	30 mins.	VP For Finance/ President

2.The payee receives the cheque and signs the DV	Contact the payee for releasing of cheque, signing of DV	None	4 hours	Cashier
	TOTAL	None	28 hours	

### 210. Liquidation of Travelling Allowances-Foreign

The accountable officer shall liquidate cash advances within the regulamentary period.

Office	or Division	Finance Management Services		
Classif	ication	Simple		
Туре с	of Transaction	G2G-Government to Government; G2C-Government to Citizen		
Who N	Aay Avail	All Personnel who travelled outside of the Philippines		
Cŀ	ECKLIST OF REQUIREMENTS	WHERE TO SECURE		
1.	Liquidation Report wth duly signed (box A,B & C)	Requesting Unit		
2.	Revised Itinerary of Travel/Itinerary of Travel	Requesting Unit		
3.	Paper/electronic plane tickets, boarding pass, boat or bus tickets			
4.	Certificate of appearance/attendance for training/ seminar/ participation	Host Agency		
5.	Reimbursement of representation expenses: (Section XIV): a.) Approval of the CHED Chairperson; b.) Justifications; c.)Presentation of bills and receipt subject to threshold			
6.	For reimbursement of actual accommodation expenses in			

excess of the accommodation component of the DSA (Section XII.e.):a.) certification by the CHED Chairperson/SUC President as absolutely necessary in the performance of an assignment;b.) presentation of bills and receipts (not to exceed 30% of the lodging component)

- 7. Narrative report on trip undertake/Report on Participation
- 8. OR in case of refund of excess cash advance computed at the prevailing bank rate at the day of the refund

9. Certificate of Travel Completed

**Requesting Unit** 

Cashier Requesting Unit

CLIENT STEPS	AGENCY ACTION	FEES TO	PROCESSING TIME	PERSON
		BE PAID		RESPONSIBLE
Submit the     required     documents to     accounting staff	Accounting Clerk receives and check the supporting	None	30 mins.	Accounting Clerk
for checking the completeness of required documents	Accoutning Clerk forwarded to Accountant III for signature at Box C.	None	1 hour	Accountant III
	Accountant III forwarded to COA	None	1 hour	Accountant III
	TOTAL	None	2 hours and 30 mins.	

### 211. Travelling Allowances-Foreign

Traveling allowances granted shall be treated and accounted for as cash advances.

Office or Division	Finance Management Services
Classification	Complex
Type of Transaction	G2G-Government to Government; G2C-
	Government to Citizen
Who May Avail	All Personnel who travelled outside of the
	Philippines
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Approved travel Order/Office	HRMO
Order in accordance with	
Section 10 of EO 77 dtd March	
15, 2019	
- supported by the	
edorsement of the	
Commission-en-Banc,	
Section VIII.B.No.6 of CHED	
dm. Order No. 04	
- Board Resolution approving	Board Secretary
the travel and specifying the	,
source of fund	
<ul> <li>certificate of no pending</li> </ul>	
administrative case	
- re-entry action plan (REAP)	
<ul> <li>certificate on the legitimacy</li> </ul>	Requesting Unit
of the meeting/	
conference/ workshop	
<ul> <li>list of other participants in</li> </ul>	
the delegation,	
purpose/responsibilities of	Requesting Unit
each participant during the	
travel. Such	
purpose/responsibilities	
should result to clear	
outputs/outcomes to justify	
expenses to be incurred	
<ul> <li>List of travels for the past 5</li> </ul>	

			1		
	years	· · · · · · · · · · · ·			
		on the necessity			
	_	ravel from the	Requesti	ng Unit	
		al Relations Vice			
	President or		Requesti	ng Unit	
2.	Duly approved	ltineray of			
	Travel	_			
3.	Letter of Invitat	-			
	Host/Sponsorin	_			
	Country/Agency	_	Requesti	ng Unit	
4.	For plane fare,	•			
	three travel age	encies or its	Host Age	ncy	
	equivalent				
5.	Flight itinerary	•			
	airline/ticketing	g office/travel			
	agency		Requesti	ng Unit	
6.	Copy of the UN				
	DSA for the cou	•			
	destination for	the	Requesti	ng Unit	
	computation of	the DSA to be			
	claimed				
7.		now the dollar to			
		rate at the date			
	of grant of cash				
8.		nars/trainings: a)			
	Invitation addre				
	agency inviting	•	Bank		
	•	oreign country);			
	b)Acceptance o				
	participants (Iss	•			
	foreign country		Host Age	ncy	
	Agenda and Log	gistics			
	Information				
9.	Certificate from				
	•	us cash advance			
	has been liquid				
	accounted for i				
10	. Annex A Evalua	tion Form	See trave	el order below	
С	LIENT STEPS	AGENCY ACTION	FEES TO	PROCESSING TIME	PERSON
			BE PAID		RESPONSIBLE

1. Submit the required documents to budget staff for checking the completeness of required documents	Budget staff receives, log in and check the ORS and DV with complete supporting documents	None	30 mins.	Budget Staff
	Budget Officer signs the ORS	None	2 hours	Budget Officer
	Budget staff obligates the ORS	None	3 hours	Budget Staff
	Budget staff forward the documents to Accounting Clerk	None	1 hour	Budget Staff
	Accounting Clerk journalize the accounting entries in Box B	None	30 mins.	Accounting Clerk
	Accounting Clerk forward the documents to Accountant I if 50, 000 or less and Accountant III if more than 50, 000	None	30 mins.	Accounting Clerk
	Accountants signs the DV in Box C	None	3 hours	Accountant I or Accountant III
	Accountants forward the	None	15 mins.	Accountant I or

documents to CAO for initial in DV			Accountant III
CAO verifies legality and necessity of transaction and initial the DV in BOX d	None	30 mins.	CAO
Documents forwarded to VP for Finance or President	None	15 mins.	CLERK (Admin. Services)
VP for Finance/Presid ent sign the DV in Box D for approval	None	5 hours	VP For Finance/ President
VP for Finance /President forward the approved documents to Accounting Office	None	1 hour	VP For Finance/ President
Accounting Clerk assigns DV No.	None	1 hour	Accounting Clerk
Accounting Clerk forward the documents to Cashiers Office	None	1 hour	Accounting Clerk
Cashier prepare cheque/LDDAD	None	3 hours	Cashier

	-ADA			
	Cashier forward the documents to accounting for recording of cheque no.	None	1 hour and 30 mins.	Cashier
	Accounting Clerk receives and record the cheque no.	None	30 mins.	Accounting Clerk
	Accounting clerk forward the cheque to VP for Finance/Presid ent for signature	None	30 mins.	Accounting Clerk
	VP for Finance/Presid ent signs the check	None	2 hours	VP For Finance/ President
	VP for Finance/Presid ent forward the cheque to Cashiers Office	None	30 mins.	VP For Finance/ President
2. The payee receives the cheque and signs the DV.	Contact the payee for releasing of cheque, signing of DV.	None	4 hours	Cashier
	TOTAL	None	31 hours and 30 mins.	

### 212. Liquidation of Travel Expenses-Local

The accountable officer shall liquidate cash advances within the regulamentary period.

Office or Division		Finance Management Services		
Classif	ication	Simple		
Туре	of Transaction	G2G-Government to Government		
Who I	May Avail	All Personnel who travelled within the Philippines		
CH	HECKLIST OF REQUIREMENTS	WHERE TO SECURE		
1.	Liquidation Report wth duly signed (box A,B & C)	Requesting Unit		
2.	Revised Itinerary of Travel/Itinerary of Travel	Requesting Unit		
3.	Copy of previously approval Itinerary of Travel (Cash Advance)	Cashier (Mrs. Mylene A. Cababasay)		
4.	Copy of DV upon Cash Advance	Cashier (Mrs. Mylene A. Cababasay)		
5.	Supporting Document such as Official Receipts, Boarding Pass, Transportation Tickets, Terminal Fees, Taxi Fare, etc	Requesting Unit		
6.	Copy of Plane Tickets with breakdown of airfare (base fare, taxes, service charge, etc.)			
7.	Certificate of Expenses Not Requiring Receipts for expenses P300.00 or less-COA Circular 2017-001 *Taxi fare not	Requesting Unit		
8.	included Duly approve Certificate of Appearance/Attendance	Requesting Unit		
9.	Certificate of Participation/Completion			
10	. Duly approved certificate of Travel Completed	Host Agency		
11	. Certificate by the Head of Agency as to the absolute	Host Agency		
	necessity of the expenses	Requesting Unit		

together with t	he			
corresponding	bills/receipts for	Presidents' Office		
travel expenses in excess of				
authorized trav	el rates per			
Section 5.d of E	0 77.			
12. Travel Narrative	e Report - within			
one (1) calenda	r month after			
return to perma	anent official			
station in accor	dance with Sec.			
23.a of EO 77		Requesti	ng Unit	
13. Official Rreceip	t - in case of			
refund of exces	s cash advance	Cashier (	Mrs. Mylene A. Cab	pabasay
CLIENT STEPS	AGENCY ACTION	FEES TO	PROCESSING TIME	PERSON
		BE PAID		RESPONSIBLE
1. Submit the	Accounting	None	30 mins.	Accounting Clerk
required	Clerk receives			
documents to	and check the			
accounting staff	supporting			
for checking the	documents			
completeness of	G. G. G. T. T. G. T. G.			
required	Accounting	None	1 hour	Accountant III
documents	Clerk			
accaments	forwarded to			
	Accountant III			
	for signature at			
	Box C.			
	Accountant III	None	1 hour	Accountant III
	forwarded to			
	COA			
	TOTAL	None	2 hours and 30	
			mins.	

### 213. Liquidation of Travelling Expenses-Local (reimbursement if applicable)

Reimbursement of excess expenses of the travel allowance.

Office or Division	Finance Management Services		
Classification	Simple		

Туре о	f Transaction	G2G-Government to Government		
Who N	/lay Avail	All Personnel who travelled within the Philippines		
CH	IECKLIST OF REQUIREMENTS	WHERE TO SECURE		
1.	Liquidation Report wth duly	Requesting Unit		
	signed (box A,B & C)			
2.	Revised Itinerary of	Requesting Unit		
	Travel/Itinerary of Travel			
3.	Copy of previously approval	Cashier		
	Itinerary of Travel (Cash			
	Advance)			
	Copy of DV upon Cash Advance	Cashier		
5.	Supporting Document such as			
	Official Receipts, Boarding Pass,	Requesting Unit		
	Transportation Tickets,			
	Terminal Fees, Taxi Fare, etc			
6.	Copy of Plane Tickets with			
	breakdown of airfare (base			
	fare, taxes, service charge, etc.)			
7.	Certificate of Expenses Not	Requesting Unit		
	Requiring Receipts for expenses			
	P300.00 or less-COA Circular			
	2017-001 *Taxi fare not			
	included	Requesting Unit		
8.	Duly approve Certificate of			
	Appearance/Attendance			
9.	Certificate of			
40	Participation/Completion			
10.	Duly approved certificate of	Host Agency		
11	Travel Completed	Host Assess		
11.	Certificate by the Head of	Host Agency		
	Agency as to the absolute	Poguesting Unit		
	necessity of the expenses	Requesting Unit		
	together with the	Presidents' Office		
	corresponding bills/receipts for travel expenses in excess of	riesidents Office		
	•			
	authorized travel rates per Section 5.d of EO 77.			
12				
12.	Travel Narrative Report - within			

one (1) calenda	one (1) calendar month after			
return to perma	return to permanent official			
station in accor	dance with Sec.			
23.a of EO 77	23.a of EO 77		Requesting Unit	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to accounting staff for checking the	Accounting Clerk receives and check the supporting documents	None	30 mins.	Accountant Clerk
completeness of required documents	Return to Requesting Unit for OBRS and DV for Reimbursemen t	None		Requesting Unit
	TOTAL	None	30 mins.	

### **214.** Travelling Allowances-Local

Traveling allowances granted shall be treated and accounted for as cash advances.

Office or Division	Finance Management Services		
Classification	Simple		
Type of Transaction	G2G-Government to Government		
Who May Avail	All Personnel who travelled outside of the		
	Philippines		
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		
CHECKEIST OF REQUIREMENTS	WHERE TO SECORE		
Approved travel Order/Office	HRMO		
Order in accordance with			
Section 10 of EO 77 dtd March			
15, 2019			
2. Duly approved Itineray of	Requesting Unit		
Travel			

Certificate from the accountant that the previous cash advance has been liquidated and accounted for in the books		See below Travel Order		
4. Invitation from				
Oragnization or		Host Age	ncv	
Oraginization of	Agency	1103t Age	·	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to budget staff for checking the completeness of required documents	Budget staff receives, log in and check the ORS and DV with complete supporting documents	None	30 mins.	Budget Staff
documents	Budget Officer signs the ORS	None	2 hours	Budget Officer
	Budget staff obligates the ORS	None	3 hours	Budget Staff
	Budget staff forward the documents to Accounting Clerk	None	1 hour	Budget Staff
	Accounting Clerk journalize the accounting entries in Box B	None	30 mins.	Accounting Clerk
	Accounting Clerk forward the documents to Accountant I if 50, 000 or less and	None	30 mins.	Accounting Clerk

Accountant III if more than 50, 000			
Accountants signs the DV in Box C	None	15 mins.	Accountant I or Accountant III
Accountants forward the documents to CAO for initial in DV	None	15 mins.	Accountant I or Accountant III
CAO verifies legality and necessity of transaction and initial the DV in BOX d	None	30 mins.	CAO
Documents forwarded to VP for Finance or President	None	15 mins.	CLERK (Admin. Services)
VP for Finance/Presid ent sign the DV in Box D for approval	None	5 hours	VP For Finance/ President
VP for Finance /President forward the approved documents to Accounting Office	None	1 hour	VP For Finance/ President
Accounting Clerk assigns DV No.	None	1 hour	Accounting Clerk

	Accounting Clerk forward the documents to Cashiers Office	None	1 hour	Accounting Clerk
	Cashier prepare cheque/LDDAD -ADA	None	3 hours	Cashier
	Cashier forward the documents to accounting for recording of cheque no.	None	1 hour and 30 mins.	Cashier
	Accounting Clerk receives and record the cheque no.	None	30 mins.	Accounting Clerk
	Accounting clerk forward the cheque to VP for Finance/Presid ent for signature	None	30 mins.	Accounting Clerk
	VP for Finance/Presid ent signs the check	None	1 hours	VP For Finance/ President
	VP for Finance/Presid ent forward the cheque to Cashiers Office	None	30 mins.	VP For Finance/ President
3. The payee receives the	Contact the payee for	None	4 hours	Cashier

cheque and signs	releasing of			
the DV.	cheque,			
	cheque, signing of DV.			
	TOTAL	None	27 hours and 45	
			mins.	

### 215. Petty Cash Fund, Field/Activity Current Operating Expenses

The PCF to be set up shall be sufficient for the recurring petty operating expenses of the agency.

Office	Office or Division			Finance Management Services		
Classif	Classification			Simple		
Туре с	Type of Transaction		G2G-Gov	ernment to Govern	ment	
Who N	Who May Avail		Petty Cas	n Custodian		
CHECKLIST OF REQUIREMENTS			WHERE TO SE	CURE		
1.	Authority of the	accountable	Presiden	ts' Office		
	officer issued by	y the Head of				
	Agency or his d	uly authorized				
	representative	indicating the				
	maximum acco	untability and				
	purpose of cash	advance (for				
	initial cash adva	ince)				
2.	Approved appli	cation for bond				
	and/or Fidelity	Bond for the	Cash Office			
	year for cash ac	countability of				
	P2,000.00 or m	ore				
3.	Approved estim	nates of petty				
	expenses.					
4.	Report on Paid		Requesting Officer			
	Vouchers (Appe	•				
5.	Petty Cash Fund	d Record	Requesting Officer			
	(Appendix 50)					
6.	Petty Cash Fund	d Register	Requesting Officer			
	(Appendix 51)					
7.	Approved reque	est for	Requesting Officer			
	replenishment			0.00		
		Requesting Officer				
CLIENT STEPS AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1 Cl-	mit tha	Dudget staff	None	20 m:ma	Dudget Stoff	
	mit the	Budget staff	None	30 mins.	Budget Staff	
	uired uments to	receives, log in and check the				
budget staff for ORS and DV						

checking the	with complete			
completeness of	supporting			
required	documents			
documents	dodamento			
a comments	Budget Officer	None	2 hours	Budget Officer
	signs the ORS			
	Budget staff	None	3 hours	Budget Staff
	obligates the			
	ORS			
	Budget staff	None	1 hour	Budget Staff
	forward the			
	documents to			
	Accounting			
	Clerk			
	Accounting	None	30 mins.	Accounting Clerk
	Clerk journalize			Tribute dimension of the control
	the accounting			
	entries in Box			
	В			
	Accounting	None	30 mins.	Accounting Clerk
	Clerk forward			
	the documents			
	to Accountant I			
	if 50, 000 or			
	less and			
	Accountant III			
	if more than			
	50, 000			
	A	NI	45	A
	Accountants	None	15 mins.	Accountant I or
	signs the DV in			Accountant III
	Box C			
	Accountants	None	15 mins.	Accountant I or
	forward the			Accountant III
	documents to			
	CAO for initial			
	in DV			

CAO verifies legality and necessity of transaction and initial the DV in BOX d	None	30 mins.	CAO
Documents forwarded to VP for Finance or President	None	15 mins.	CLERK (Admin. Services)
VP for Finance/Presid ent sign the DV in Box D for approval	None	5 hours	VP For Finance/ President
VP for Finance /President forward the approved documents to Accounting Office	None	1 hour	VP For Finance/ President
Accounting Clerk assigns DV No.	None	1 hour	Accounting Clerk
Accounting Clerk forward the documents to Cashiers Office	None	1 hour	Accounting Clerk
Cashier prepare cheque/LDDAD -ADA	None	3 hours	Cashier
Cashier forward the documents to	None	1 hour and 30 mins.	Cashier

	accounting for recording of cheque no.			
	Accounting Clerk receives and record the cheque no.	None	30 mins.	Accounting Clerk
	Accounting clerk forward the cheque to VP for Finance/Presid ent for signature	None	30 mins.	Accounting Clerk
	VP for Finance/Presid ent signs the check	None	1 hours	VP For Finance/ President
	VP for Finance/Presid ent forward the cheque to Cashiers Office	None	30 mins.	VP For Finance/ President
4. The payee receives the cheque and signs the DV.	Contact the payee for releasing of cheque, signing of DV.	None	4 hours	Cashier
	TOTAL	None	27 hours and 45 mins.	

## 216. Payroll Funds for Salaries, Wages, Allowances, Honoraria, and other Similar Expenses

The cash advance for payroll fund shall be equal to the net amount of the payroll for the pay period

Office or Division		Finance Management Services				
Classification		Complex				
Type of Transaction			G2G-Government to Government; G2B-Government to Business; G2C-Government to Citizen			
Who May Avail		All Persor	nnel of ISAT U			
CHECKLIST OF REC	QUIREMENTS		WHERE TO SE	CURE		
Approved cont     payment)	racts (initial	Requesti	ng Unit			
Approved payr payees indicati		Requesti	ng Unit			
3. Approval/autho basis to pay an allowance/sala	payments 3. Approval/authority or legal basis to pay any allowance/salaries/wages/			Presidents' Office		
4. Daily time reco	fringe benefits  4. Daily time record (DTR)  approved by the supervisor		Requesting Unit			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1. Submit the required documents to budget staff for checking the completeness of required documents	required receives, log in and check the budget staff for checking the completeness of receives, log in and check the ORS and DV with complete supporting	None	30 mins.	Budget Staff		
documents	Budget Officer signs the ORS	None	2 hours	Budget Officer		
	Budget staff obligates the ORS	None	3 hours	Budget Staff		
	Budget staff forward the documents to	None	1 hour	Budget Staff		

Accounting Clerk			
Accounting Clerk journalize the accounting entries in Box B	None	30 mins.	Accounting Clerk
Accounting Clerk forward the documents to Accountant I if 50, 000 or less and Accountant III if more than 50, 000	None	30 mins.	Accounting Clerk
Accountants signs the DV in Box C	None	15 mins.	Accountant I or Accountant III
Accountants forward the documents to CAO for initial in DV	None	15 mins.	Accountant I or Accountant III
CAO verifies legality and necessity of transaction and initial the DV in BOX d	None	30 mins.	CAO
Documents forwarded to VP for Finance or President	None	15 mins.	CLERK (Admin. Services)
VP for Finance/Presid ent sign the DV	None	5 hours	VP For Finance/ President

in Box D for approval			
VP for Finance /President forward the approved documents to Accounting Office	None	1 hour	VP For Finance/ President
Accounting Clerk assigns DV No.	None	1 hour	Accounting Clerk
Accounting Clerk forward the documents to Cashiers Office	None	1 hour	Accounting Clerk
Cashier prepare cheque/LDDAD -ADA	None	3 hours	Cashier
Cashier forward the documents to accounting for recording of cheque no.	None	1 hour and 30 mins.	Cashier
Accounting Clerk receives and record the cheque no.	None	30 mins.	Accounting Clerk
Accounting clerk forward the cheque to VP for Finance/Presid ent for	None	30 mins.	Accounting Clerk

	signature			
	VP for Finance/Presid ent signs the check	None	1 hours	VP For Finance/ President
	VP for Finance/Presid ent forward the cheque to Cashiers Office	None	30 mins.	VP For Finance/ President
	Encashment of cashier to the bank	None	1 day	Cashier
2.The payee receives the cheque and signs the DV.	Contact the payee for releasing of cheque, signing of DV.	None	1 day	Cashier
	TOTAL	None	31 hours and 45 mins.	

### Office of the University Registrar

## Main Campus Internal Services

### 217. Submission of Faculty Grade Sheets

Faculty Grade Sheet Is submitted to OURA 10 days after final examination of every semester. Registrar encoded the grades to the Registration System upon received.

Office or Division		Office	of the Uni	versity Registrar		
Classification		Simple				
Type of Transaction		G2C- Government to Citizen; G2B-Government to Business				
Who May Avail		Faculty Members (Permanent/Part time/Substitute)				
CHECKLIST OF REQU	JIREME	NTS		WHERE TO	SECURE	
Accomplished (     Sheets	Official	Grade	OURA, Ground Floor Administration Building, ISATU			
CLIENT STEPS	AGE	NCY	FEES	PROCESSING	PERSON	
	АСТ	ION	TO BE PAID	TIME	RESPONSIBLE	
1. Requests print out of official gradesheets at the Dean's Office and reflects students' grades.	Print of the reque official grade sheets the fa- conce	sted I s of culty	None	within 10 days after the final examination	College Dean/Assigned Staff	
2. Submits accomplished official grade sheets	Review receive record official grade sheets the factorial control of the factorial receives a second received and the factorial receives a second received received receives a second received r	es and ds I	None	5 mins.	Registrar/Assigned Staff	

	concerned			
	Retains the original copy of grade sheets and returns to faculty the duplicate copies for file.	None	2 mins.	Registrar/Assigned Staff
3. Submits a copy of received and reviewed gradesheets to the Dean's Office	Encodes faculty grade sheets in the University Registration System	None	10 minutes (per Grade Sheet)	Registrar's Staff
	Verifies the encoded grades in the Registration System versus the submitted hard copy of the faculty grade sheets	None	3 minutes (per Grade Sheet)	University Registrar
	TOTAL	None	20 mins.	

# Office of the Planning Development and Auxiliary Services Main Campus

### **Internal Services**

## 218. Certify that expense is necessary, lawful and incurred under the direct supervision of the certifying official.

The transaction is certified for its necessity and legality.

Office or Division	Office of Services	Office of the Planning Development and Auxiliary Services			
Classification	Simple	Simple			
Type of Transaction	G2C- Gov Business	G2C- Government to Citizen; G2B-Government to Business			
Who May Avail	All Emplo	yees of	ISAT Univers	ity	
CHECKLIST OF R	REQUIREMENTS		WHERE	TO SECURE	
(for Simple Re 2. Accomplished (for Simple Re 3. Approved Req Slip (For Simpl 63) 4. Approved Job Repair QF BAC 5. Approved Plar (if applicable) 6. Approved Bill applicable) 7. Approved Prog applicable) 8. Approved Core	Job Request Form pair QF-PD-01) Work Order Form pair QF-PD-12) puisition and Issue le Repair - Appendix Request(for Major C-08) as and Specifications of Quantities (if	Planni		nent and Auxiliary	
Repair QF-PD- 9. Certificate of 0	Completion (For				
Major Repairs	,		Γ		
CLIENT STEPS	AGENCY ACTION	FEES TO BE	PROCESSIN	PERSON RESPONSIBLE	

		PAID	G TIME	
1. Fill Out Job	Evaluate Job	Non	.01	Supervising Engineer
Request Form	Request	е		
Duly signed by	Approve/Disapprov	Non	.05	Director, PDAS
the Requesting Client and	e Job Request	e		,
his/her Direct	Janua Marila Ordan	Nan	01	Companision Funciones
Supervisor.	Issue Work Order to the Head of	Non e	.01	Supervising Engineer
·	Maintenance for	C		
	Approved Job			
	Request (For			
	Simple Repair);			
	Prepares Plans,			
	Program of Works			
	and Bill of			
	Quantities (For Major Repairs)			
	Wajor Repairs			
	Request for the	Non	.05	Head, Maintenance
	issuance of	е		Personnel
	supplies and			
	materials (for Simple Repair)			
	Simple Repair)			
	Perform	Non	2	Maintenance
	repair/corrective	е		Personnel
	maintenance			
	Evaluate Work	Non	.01	Maintenance
	Performance	е		Personnel/Requesti
				ng Client
	TOTAL	Non	2.85	
		е		

# College of Arts and Sciences Main Campus

Internal Services

### 219. Processing Payments for Overload

Office	or Division		Office of the Dean					
Classif	ication		Simple	ole				
Туре	of Transaction		G2C- Gove	ernment to Citizen				
Who I	May Avail		Faculty					
CH	IECKLIST OF REC	QUIRE	MENTS		WHERE TO SE	CURE		
4.	Schedule of Cla MIS- 1 copy	asses,	ETU from	MIS/EDP				
CL	IENT STEPS	<b>P</b>	AGENCY	FEES	PROCESSING	PERSON		
		4	ACTION	TO BE PAID	TIME	RESPONSIBLE		
1.	Present ETU and schedule of classes.	do	heck the ocuments esented.	None	1 min.	Office Staff (Barbie Saluba)		
2.	Wait for the advice of the staff.	Check the veracity of documents presented.		None	2 mins.	Office Staff (Barbie Saluba)		
3.	Sign logbook.	doc HR f	Submit uments to or issuance of oointment.	None	2 mins.	Office Staff (Barbie Saluba		
		TOTA	AL	None	5 mins.			

## College of Industrial Technology

Main Campus
Internal Services

### 220. Processing Payments for Overload

Office or Division		Office of the Dean					
Office of Division		Office of the	ic bean				
Classification		Simple					
Type of Transaction		G2C- Gove	G2C- Government to Citizen				
Who May Avail		Faculty	culty				
CHECKLIST OF REC	QUIRE	MENTS		WHERE TO SE	CURE		
5. Schedule of Cla	asses,	ETU from	MIS/EDP				
MIS- 1 copy							
CLIENT STEPS	AGE	NCY ACTION	FEES TO	PROCESSING	PERSON		
			BE PAID	TIME	RESPONSIBLE		
1. Present ETU and	Cl	heck the	None	1 min.	Office Staff		
schedule of	documents				(April Rose		
classes.	pr	esented.			Tibudan)		
2. Wait for the	Cl	heck the	None	2 mins.	Office Staff		
advice of the	ve	eracity of			(April Rose		
staff.	do	cuments			Tibudan)		
	pr	esented.					
3. Sign logbook.	:	Submit	None	2 mins.	Office Staff		
	doc	uments to			(April Rose		
	HR f	or issuance			Tibudan)		
		of					
	арр	ointment.					
	TOTA	λL	None	5 mins.			

### Administration

### Miag-ao Campus External Services

### 1. Approval of Resolutions/Activities/Requests/Other Communications

To facilitate efficient and fast response and release of requests through provision of needed documents and processes.

Office or Division		Administration Office			
Classification		Simple			
Type of Transaction		G2G- Government to Government			
Who May Avail Stud			dents and Student Organizations		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1. Resolutions (5 copies)					
2. Requests (5 copies)			Respective organizations/agencies		
3. Budget Proposals (5 copies)					
4. Communications needing					
approval/to be noted of the					
Campus Admini	copies)				
CLIENT STEPS	AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits	Checks		None	2 mins.	Frontline
resolutions/activiti	documents if				Personnel/
es/ other	properly				Admin Staff
communications	endorsed				
including		g the			
	completeness of supporting				
	docume	ents.			
2. Waits for the	Have		None	16 mins.	Frontline
approved	documents				Personnel/Admin
documents	signed/i	signed/initialled			. Staff,
	by				Administrative
	Adminis	trative			Officer IV,
	Officer IV if it				Campus

	concerns budget proposal, submits documents to the Campus Administrator for Approval			Administrator
3. Receives approved documents	Gets file copy of the communication, records on log book and release approved documents	None	2 mins.	Frontline Personnel/ Admin Staff
In case of non- approval  Takes note of the deficiency or gets list of dificiencies	Informs client of the deficiency of the document/s or the reason for non- approval; advises to come back upon compliance	None	5 mins.	Frontline Personnel/Admin Staff
	TOTAL	None	20 mins.	

#### 2. Permit to Use Facilities

To facilitate smooth and fast approval of permit to use facilities and assure safety of facilities.

Office or Division	Administration Office
Classification	Simple
Type of Transaction	G2C- Government to Citizen; G2G- Government to Government; G2B-Government to Business
Who May Avail	Students, Student Organizations, Other Stakeholders, NGOs, CSOs, LGUs

CHECKLIST OF RE	QUIREMENTS		WHERE TO SE	CURE
<ol> <li>Request to U         Form (3 copi         <ol> <li>Communicate approved accopies)</li> </ol> </li> <li>Communicate approved report of Facilities (4)</li> </ol>	tion of tivities (2 tion of tion of quests for Use	Administra	ation Office, Miag	-ao Campus
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Consults with the frontline personnel/Adm in. Staff the availability of facilities intended to use  2. Accomplishes required documents needed to support issuance of permit if	Checks availability of facility to be used and block date and time in the logbook  Checks supporting documents and issues Permit to Use Facility	None	3 mins. 5 mins.	Frontline Personnel/ Admin Staff  Frontline Personnel/ Admin Staff
3. Fills up permit to use facilities	Checks entry of permit and make sure that it is signed by a faculty-in- charge of the ativity and have it signed by the	None	15 mins.	Frontline Personnel/Admin. Staff, Administrative Officer IV, Campus Administrator

	Administrative Officer and approved by the Campus Administrator			
4. Gets 2 copies of the approved permit and gives 1 copy to the security guard on duty.	Enters transaction in the logbook and release permit	None	2 mins.	Frontline Personnel/ Admin Staff
	TOTAL	None	25 ins.	

## 3. Reproduction (Photocopy/Rissograph) Services

To deliver accurate request of copies requested for reproduction on needed time.

Office or Division	Administ	Administration Office				
Classification	Simple	Simple				
Type of Transaction	G2C- Gov	G2C- Government to Citizen				
Who May Avail	Students,	Student (	Organizations			
CHECKLIST OF REQUIF	REMENTS		WHERE TO S	ECURE		
2. Copy of the materia	Job Order Form (1 copy) Copy of the material to be reproduced (1 copy)		Administration Office, Miag-ao Campus			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
Presents material/s     for reproduction	Evaluates materials and checks availability of supplies	None	3 mins.	Frontline Personnel/Admin Staff		
2. Accomplished Job Order form for	Have Job Order form approved by	None	15 mins.	Frontline Personnel/Admin		

reproduction	the Administrativ e Officer IV and forwards to personnel in charge of reproduction			Staff
	For bulk transactions, informs client to return for the materials or schedules reproduction of material in cases of examination period	None	3 days	Frontline Personnel/Admin Staff
3. Receives reproduced materials	Logs completed transaction in logbook and released reproduced materials	None	2 mins.	Frontline Personnel/Admin Staff
	TOTAL	None	20 ins.	

## 4. Request for Use of Vehicle and Preparation of Trip Ticket

To properly follow process of transaction and monitor actual usage of vehicle.

Office or Division	Administration Office
Classification	Simple
Type of Transaction	G2C- Government to Citizen; G2G-Government to Government

Who May Avail	Stude	dents, Student Organizations			
CHECKLIST OF REQU	IREMENTS	WHERE TO SECURE			
1. Request for use of copies) 2. Approved invitation/community to Travel of a necessary (2 copies) 3. Trip Ticket (3 copies)	unication/Auth activity if es)	Administration Office, Miag-ao Campus  Requesting agency/organizations/party  Administration Office, Miag-ao Campus			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Consults with frontline personnel/Admin. Staff the availability of vehicle	Checks availability of vehicle and driver on date requested and inform client of its availability	None	3 mins.	Frontline Personnel/Admin Staff	
2. Presents approved invitation/communi cation/Authority to Travel if necessary	Checks supporting documents and issues Request for Use of Vehicle form	None	2 mins.	Frontline Personnel/Admin Staff	
3. Accomplishes required form	Have request signed by the campus Administrato r or the authorized representativ e	None	10 mins.	Frontline Personnel/Admin. Staff, Administrative Officer IV, Campus Administrator	

	<del></del>	·	<del></del>	
	nce	None	10 mins.	Frontline
	approved,		<b>!</b>	Personnel/Admin.
	prepares Trip		<b>!</b>	Staff,
1	Ticket and		<b>!</b>	Administrative
1	have it		<b>!</b>	Officer IV,
	approved by		<b>!</b>	Campus
	the Campus		<b>!</b>	Administrator
1	Administrato		<b>!</b>	
	r or the		!	
	authorized		!	
	representativ		!	
	e		1	
			<u> </u>	
	Once	None	3 mins.	Frontline
	approved,		,	Personnel/Admin
	stamps		!	Staff
1	control		<b>!</b>	
1	number and		<b>!</b>	
1	records on		<b>!</b>	
	logbook			
4. Driver receives	Releases	None	2 mins.	Frontline
Permit to Use	Permit to Use		,	Personnel/Admin
vehicle and Trip	Vehicle and		!	Staff
Ticket and submits 1	Trip Tikcet to		,	
copy of each to the	the driver - 2		!	
security guard on	copies (1 for		,	
duty	the driver, 1		,	
,	for the		,	
	security		!	
	guard on		,	
	duty)		,	
	TOTAL	None	30 mins.	
			<u> </u>	

#### 5. Request for Service Records and Certification (COE, LWOP, etc)

To provide up-to-date service record as per requested by client.

Office or Division	Administration Office
Classification	Simple

Type of Transaction	n G2C- Gove	vernment to Citizen			
Who May Avail	Graduates	s, Retirees, Parents, Relatives, Authorized			
	Represent	atives/Atty. In Fact			
CHECKLIST OF DE	CHIDENAENTS	1	WILEDE TO SE	CLIDE	
CHECKLIST OF RE	QUIKEMENTS		WHERE TO SE	CURE	
1. Request For	m (1 copy)				
2. Letter of Re	quest if	Administra	ation Office, Miag-	-ao Campus	
necessary (1					
3. Special Pow	·				
necessary (1	L copy)				
CLIENT STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON	
		BE PAID	TIME	RESPONSIBLE	
1. Fills-up request	Checks	None	2 mins.	Frontline	
form stating	request form			Personnel/Admin	
the purpose of	and have it			Staff	
the request	approved by				
	the				
	Administrative				
	Officer IV				
	Prepares and	None	10 mins.	Frontline	
	prints			Personnel/Admin.	
	requested			Staff,	
	document/s			Administrative	
	and have it			Officer IV,	
	approved by			Campus	
	the			Administrator	
	Administrative				
	Officer IV or				
	Campus				
	administrator				
2. Receives	Have	None	3 mins.	Frontline	
requested	documents			Personnel/Admin	
documents	received by			Staff	
	the personnel				
	and releases				
	said document				
	TOTAL	None	15 ins.		
			255.		

509 FMC52020

#### 6. Rental of Facilities

To inform clients of the processes, documents needed and fees required in order to transact for use of facilities.

Office or Division	III	RGP-Administra	ation Office		
Classification	Si	Simple			
Type of Transaction			nt to Citizen; G2G-G B-Government to E		
Who May Avail		Community, LGUs, NGOs, CSOs, other Agencies/Organizations and Private Individuals			
CHECKLIST OF REQU	IREMENTS		WHERE TO SEC	URE	
<ol> <li>Request to Use Form (3 copies</li> <li>Communication approved active copies)</li> <li>Communication approved Requesting</li> <li>of facilities</li> </ol>	) ns of ities (2 n of		Administration Office, Miag-ao Campus  Respective requesting party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Consults with the frontline personnel/Admin . Staff the availability of faculties intended to use	Checks availability of facility to be used and block date and time in the logbook	court P3,000.00	3 mins.	Frontline Personnel/ Admin Staff	

	<u> </u>	D400 00 /		
		P100.00/		
		long table		
		P50.00/ro		
		und table		
2 Assamplishes	Checks	None	5 mins.	Frontline
2. Accomplishes		None	5 1111115.	
required	supporting			Personnel/Admin
documents	documents			Staff
needed to	and issues			
support issuance	Permit to			
of permit if	Use Facility			
necessary				
3. Fills up permit to	Checks	None	15 mins.	Frontline
use facilities	entry of	None	15 1111113.	Personnel/Admin.
use racinties	permit and			Staff,
	make sure			Administrative
	that it is			Officer IV,
	signed by a			Campus
	faculty-in-			Administrator
	charge of			
	the ativity			
	and have it			
	signed by			
	the			
	Administrati			
	ve Officer			
	and			
	approved			
	by the			
	Campus			
	Administrat			
	or			
4. Gets 2 copies of	Enters	None	2 mins.	Frontline
the approved	transaction			Personnel/Admin
permit and gives	in the			Staff
1 copy to the	logbook			
security guard on	and release			
duty.	permit			

TOTAL	25 ins.	

#### 7. Reproduction (Photocopy/Rissograph) Services

To deliver accurate request of copies requested and fees required for reproduction on needed time.

Office or Division		IIRGD-Adm	ninistration Of	fice			
Office of Division		mor Auli	miisti ationi Ol	1100			
Classification		Simple					
Type of Transaction	1	G2C- Gove	ernment to Cit	izen; G2G-Gov	ernment to		
		Governme	nent				
Who May Avail		Ctudonto	Ctudont Organ	aizations (norse	anal usas activities		
Who May Avail			_		onal use; activities		
		_	dget), Community, LGUs, NGOs, other s/Organizations				
		Agencies	Organizacions				
CHECKLIST OF R	EQUIRE	MENTS		WHERE TO SE	CURE		
1. Job Order Fo	orm (1 d	сору)					
<ol><li>Original mat</li></ol>	terial to	be	Administrati	on Office, Mia	g-ao Campus		
reproduced	(1 copy	')					
CLIENT STEPS	AGEN	CY ACTION	FEES TO BE	PROCESSING	PERSON		
			PAID	TIME	RESPONSIBLE		
1. Presents	Evalua	ates/Asses	None	3 mins.	Frontline		
material/s for		ials for	IVOITE	3 111113.	Personnel/Admin		
reproduction		duction			Staff		
		ıforms					
	client	of total					
	amou	nt to be					
	paid a	nd checks					
	availa	bility of					
	suppli	es					
2. Accomplished	Requi	re client	Photocopy				
Job Order form	to pay	amount	- P1.00/				
for	to the	Cashier's	piece				
reproduction	Office						
			rissograph				
			- P160.00/				
			page/				
			ream				
	Check	OR and		15 mins.	Frontline		
	have J	lob Order			Personnel/Admin		

	form approved by the Administrative Officer IV and forwards to personnel in charge of reproduction		Staff
	For bulk transactions, informs client to return for the materials	3 days	Frontline Personnel/Admin Staff
3. Receives reproduced materials	Logs completed transaction in logbook and released reproduced materials	2 mins.	Frontline Personnel/Admin Staff
	TOTAL	20 mins.	

# Office of Instruction

Miag-ao Campus External Services

#### 8. Approval of Changing, Adding, and Dropping of Subjects

To provide clients process for changing, adding, and dropping of subjects and the fees required.

Office or Division	Office of Instruction
Classification	Simple
Type of Transaction	G2C- Government to Citizen
Who May Avail	Students

CHECKLIST OF REC	QUIREMENTS	WHERE TO SECURE			
<ol> <li>Registration Form (1 copy)</li> <li>Changing, Adding, and Dropping Form (4 copies)</li> </ol>		Registrars' Office, Miag-ao Campus			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Pays amount     for changing,     adding, and     dropping form	Receives payment and issues receipt	Php. 10.00	5 mins.	Office Staff	
2. Presents Official receipt to the Registrar Staff	Issues changing, adding, and dropping form	None	5 mins.	Registrar Staff	
3. Presents proof of changing, adding, and dropping of subjects	Checks and verify entry	None	3 mins.	Head of Instruction	
4. Gets approved changing, adding, and dropping form	Signs changing, adding, and dropping form, retains a copy for College file and inform to student to submit copy to the Registrar	None	5 mins.	Head of Instruction	
5. Submits copy of changing, adding, and dropping form	Receives copy and updates student	None	2 mins.	Accounting Staff	

records			
TOTAL	Php. 10.00	20 mins.	

## 9. Signing of Students' Clearance

To monitor accountability of students.

Office or Division	Office of	of Instr	ruction			
Classification	C:man ml =					
Classification	Simple	Simple				
Type of Transaction	G2C- G	overnr	rnment to Citizen			
Who May Avail	Studen	ts				
CHECKLIST OF RE	QUIREMENTS	,		WHERE TO SEC	URE	
1. Registration	Form (1 copy	)				
2. Student Clea	rance (1 copy	/) O	office of Ins	truction, Miag-ao	Campus	
CLIENT STEPS	AGENCY ACTIO	ON F	FEES TO BE PROCESSING PERSON PAID TIME RESPONSIBLE			
1. Present clearance completely signed by the Department Head and other offices concerned together with the other requirements by checking students record.	Checks completene of signature and other requiremen	S	None	5 mins.	Office Staff	
2. Receives signed clearance.	Signs clearance ar returns it to the student		None	2 mins.	Head of Instruction	
	TOTAL		None	7 mins.		

## **10.**Approval of Completion Form

O((; D; -; -;		O((, (, 1)					
Office or Division		Office of Ir	istruction				
Classification		Simple					
Type of Transaction	Type of Transaction		ernment to Citizen				
Who May Avail		Students					
CHECKLIST OF RE	QUIR	EMENTS	WHERE TO SECURE				
1. Completion	Form	(3 copies)	Registrars' C	Office, Miag-ao Ca	mpus		
CLIENT STEPS		AGENCY	FEES TO BE	PROCESSING	PERSON		
		ACTION	PAID	TIME	RESPONSIBLE		
1. Presents proof	Che	cks and	None	3 mins.	Office Staff		
of completion	verify entry						
2. Submits	Head of		None	3 mins.	Office Staff		
completion		ruction					
form to the	_	is the set					
Head of		ompletion					
Instruction	for	n					
3. Submit the	Reg	istrar gets	None	3 mins.	Office Staff		
completion	the copy of						
grade to the	con	npletion					
Registrars'	gra	de					
Office							
4. Release student	Stu	dent will	None	2 mins.	Office of		
copy of	rec	eive their			Instruction		
Completion	con	npletion					
	gra	de from					
	_	Head of					
	Inst	ruction					
	TOT	TAL	None	11 mins.			

# **Medical Services**

## Miag-ao Campus External Services

## 11. Issues Referral Slip to Rural Health Physician and Specialist

Office or Division	Medical Se	ervices Depar	tment		
Classification	Simple				
Type of Transaction	G2C- Gove	ernment to Ci	tizen; G2G- Govern	ment to	
	Governme	ent; G2B- Gov	ernment to Busine	SS	
Who May Avail	Students,	, Non-Teaching and Teaching Personnel			
CHECKLIST OF REC	QUIREMENTS		WHERE TO SECU	JRE	
1. Employees/S		Concerned	Individual		
2. Laboratory a Chemistry	and Blood	Concerned	Individual		
3. Medical Logi	book	Medical Clinic			
4. Referral Slip		Medical Clinic			
CLIENT STEPS	AGENCY	FEES TO BE	PROCESSING TIME	PERSON	
	ACTION	PAID		RESPONSIBLE	
1. Patient fills-up	Checks entry	None	2 mins.	Medical Staff	
in the logbook	in the				
	logbook and				
	refers patient				
	to the Nurse				
2. Patient	Nurse	None	5 mins.	Nurse II	
presents	evaluates the				
Laboratory or	laboratory				
Blood	results				
Chemistry					
result	Nurse issues	None	3 mins.	Nurse II	
	referral slip				
	to Rural				
	Health				
	Physician or				

Specialist			
TOTAL	None	10 mins.	

# 12. Issues Referral Slip for Enrolment, OJT, and ROTC Training

Medical Se	Medical Services Department				
Simple	Simple				
G2C- Gove	rnment to Cit	zizen; G2G- Gover	nment to		
Governme	nt; G2B- Gove	ernment to Busin	ess		
Students	Students				
JIREMENTS	EMENTS WHERE TO SECURE				
rm	Registrars' C	Office			
ication Card	Students				
ok	Medical Clinic				
	Medical Clinic				
AGENCY		PROCESSING	PERSON		
ACTION	PAID	TIME	RESPONSIBLE		
Checks ID and	None	2 mins.	Nurse		
Registration			II/Medical Staff		
Form					
Checks entry	None	1 min.	Medical Staff		
n the					
Logbook					
Pofors client	None	2 min	Medical Staff		
		۷ ۱۱۱۱۱۱۰	ivicultal Stall		
to the nuise					
Releases	None	10 mins.	Nurse		
referral slip			II/Medical Staff		
for					
Laboratory					
	Simple  G2C- Gove Governme Students  JIREMENTS  rm ication Card ok  AGENCY ACTION  Checks ID and Registration Form  Checks entry n the Logbook  Refers client to the Nurse  Releases referral slip for	Simple  G2C- Government to Cit Government; G2B- Gove  Students  JIREMENTS  TM Registrars' Control Students  Medical Clin M	Simple  G2C- Government to Citizen; G2G- Gover Government; G2B- Government to Busin  Students  WHERE TO SEC  TM		

testing			
TOTAL	None	15 mins.	

# Guidance Office Miag-ao Campus External Services

## 13.Testing

Office or Division	0	Guidance and Co	ounseling Office		
Classification	<b>Classification</b> Sim		Simple		
Type of Transaction	(	G2G- Governme	nt to Government		
Who May Avail	S	Students			
CHECKLIST OF REQ	UIREMENTS		WHERE TO SEC	URE	
1. Senior High Sc	hool Report	Senior High	School Graduated f	rom	
Card (1 copy)		Guidance O	ffice		
2. Examination S	chedule				
Record (1 cop	y)				
CLIENT STEPS	AGENCY	FEES TO BE	PROCESSING TIME	PERSON	
	ACTION	PAID		RESPONSIBLE	
1. Submit the	Welcomes	None	3 mins.	Guidance	
required	and			Counselor/Psych	
documents	accomodate	es		ometrician	
2. Wait for the	Sets the date	e, None	2 mins.	Guidance	
schedule	time and			Counselor/	
	place of			Psychometrician	
	testing				
3. Takes the test	Listens to th	e None	30- minutes to 2	Guidance	
	counselee		hours	Counselor/	
	about his/he	er	depending on		

	personal concerns		the kind of Test taken	Psychometrician
4. Submits the answer sheets	Receives and secure the materials	None	25 mins.	Guidance Counselor/ Psychometrician
5. Wait for the result	Checks and determines the score	None	25 mins.	Guidance Counselor/ Psychometrician
6. Asks for final result and interpretation	Gives the final result	None	5 mins.	Guidance Counselor
	TOTAL	None	1hour and 50 min and above depending on the kind of test taken	

## 14.Request for Excuse Slip

Office or Division	Gui		Guidance and Counseling Office		
Classification	<b>Classification</b> Sim		Simple		
Type of Transaction		G20	G2G- Government to Government		
Who May Avail					
CHECKLIST OF REQUIREMENTS		6	WHERE TO SECURE		
<ol> <li>Absent Data Form (1 copy)</li> <li>Medical Certificate/or certifications (1 copy)</li> </ol>		)	Guidance O	ffice, Medical Docto	or, Lawyer
CLIENT STEPS	AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicants approaches the Guidance Center Personnel for signature	Welcomes and Accommodes the clier	dat	None	3 mins.	Alumni

2. Log in visitors logbook	Assist the client for signature	None	1 mins.	Guidance Office Personnel
3. Applicants was given Tracking and Exit Interview Form	Gives Tracking and Exit Interview Form to the client	None	1 min.	Guidance Office Personnel
4. Applicants fills up the form and Submit to the Guidance Center Personnel	Verifies and checks the completenes s of the document	None	5 mins.	Alumni
5. Guidance Center Personnel signs the Exit Clearance	Signs and release clearance	None	2 mins.	Guidance Office Personnel
	TOTAL	None	12 mins.	

## **15.Personal Data Inventory Profile**

Office or Division	Gui	Guidance and Counseling Office		
Classification	Sim	Simple		
Type of Transaction	G20	G2G- Government to Government		
Who May Avail	Stu	Students		
CHECKLIST OF REQUIREMENTS			WHERE TO SEC	JRE
Personal Data Invention  Form (1 copy)	Personal Data Inventory  Form (1 copy)		ffice	
2. 2x2 ID Picture (1cop	y)	Student		
3. White Long Folder (1 copy)		Student		
	GENCY CTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Students get	Accommodat	None	2 mins.	Guidance Office
Personal Data	es and			Personnel
Inventory form	provides the			
from Guidance	Personal			
Center Personnel	Data			
	Inventory			
	Form			
2. Student fills up	Verifies and	None	5 mins.	Student
Personal Data	Checks the			000.0.10
Inventory Form	form			
and attached ID				
Picture				
1 10001 0				
3. Submit the	Files the	None	1 min.	Student
complete	document			
document				
	TOTAL	None	8 mins.	

## **16.** Request for Clearance (Graduates)

Office or Division	Gui		idance and Co	ounseling Office	
<b>Classification</b> Sim		ple			
Type of Transaction		G20	G2G- Government to Government		
Who May Avail	Alu		mni		
CHECKLIST OF REQ	UIREMENTS	6		WHERE TO SEC	URE
<ol> <li>Tracking of Graduates Form (1 copy)</li> <li>Exit Interview Form (1 copy)</li> </ol>		Guidance O			
CLIENT STEPS	AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicants approaches the Guidance Center Personnel for	Welcomes and accommod es the clier	lat	None	3 mins.	Alumni

signature				
2. Log in visitors logbook	Assist the client for signature	None	1 min.	Guidance Office Personnel
3. Applicants was given Tracking and Exit Interview Form	Gives Tracking and Exit Interview Form to the client	None	1 min.	Guidance Office Personnel
4. Applicants fills up the form and Submit to the Guidance Center Personnel	Verifies and checks the completenes s of the document	None	5 mins.	Alumni
5. Guidance Center Personnel signs the Exit Clearance	Signs and releases clearance	None	2 mins.	Guidance Office Personnel
	TOTAL	None	12 mins.	

## 17. Request for Semestral Clearance (Students)

Office or Division	Gu	Guidance and Counseling Office		
Classification	Sir	Simple		
Type of Transaction	G2	2G- Government to Government		
Who May Avail	St	udents		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol> <li>Tracking Graduates Form (1 copy)</li> </ol>		Guidance O	Guidance Office	
2. Exit Interview Form (1 copy)		Guidance O	ffice	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Applicants approaches the Guidance Center Personnel for signature	Welcomes and Accommodat es the client	None	3 mins.	Students
2. Log in visitors logbook	Assist the client for signature	None	1 min.	Guidance Office Personnel
3. Applicants was given Tracking and Exit Interview Form	Gives Tracking and Exit Interview Form to the client	None	1 min.	Guidance Office Personnel
4. Applicants fills up the form and Submit to the Guidance Center Personnel	Verifies and checks the completenes s of the document	None	5 mins.	Students
5. Guidance Center Personnel signs the Exit Clearance	Signs and releases clearance	None	2 mins.	Guidance Office Personnel
	TOTAL	None	12 mins.	

# Student Internship Program

Miag-ao Campus External Services

#### 18. Request for Endorsement Letter

Office or Division	Student Internship Program
Classification	Simple
Type of Transaction	G2G- Government to Government; G2C-Government

		to (	Citizen			
Who May Avail		Stu	itudents			
-			uents			
CHECKLIST OF REQ	UIREMENTS	•		WHERE TO SEC	URE	
1. Registration Fo	orm		Students			
CLIENT STEPS	AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Approaches SIP     Secretary and ask     for Request Form	Gives requi	est	None	1 mins.	SIP Secretary; SIP Coordinator	
2. Fill up the request and submit it to the SIP Secretary	Receives request for check and verify and make endoresem nt letter.		None	5 mins.		
3. Waits for the issuance of endorsement letter duly signed by the OJT Coordinator	SIP Secreta presents endorseme letter to th SIP Coordinato for signing	ent e	None	5 mins.		
4. Receives endorsement letter	Orients the trainees th procedure endorsing letter to th company	e in	None	1 min.		
5. Sign the Document	Gives the document		None	1 min.		
6. Distribution List	Distribution List	n	None			
	TOTAL		None	13 mins.		

## 19. Request for SIP Document

Office or Division		Guidance and Counseling Office			
Classification		Sim	ple		
Type of Transaction		G2G- Government to Government			
Who May Avail		Students			
CHECKLIST OF REQ	UIREMENTS	;		WHERE TO SEC	URE
None			Not applical	ole	
CLIENT STEPS	AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approaches SIP Secretary and ask for SIP documents, presents registration form officially enrolled	Verify and check attendance sheet in the Orientation seminar. Gives the S documents	e n SIP	None	3 mins.	SIP Secretary/ SIP Coordinator
2. Receive SIP documents	Orients the trainees the procedure the signing documents	e in of	None	2 mins.	
3. Sign the document Distribution List	Gives the document		None	2 mins.	
	TOTAL		None	7 mins.	

## 20. Request for SIP Logbook

Office or Division	Student Internship Program

Classification	Sin	nple			
Type of Transaction	G2	2G- Government to Government			
Who May Avail	Stu	udents			
CHECKLIST OF REQ	UIREMENTS	WHERE TO SECURE			
<ol> <li>SIP Registration</li> <li>SIP Agreemen</li> <li>SIP Center Date</li> <li>Degree Plan</li> <li>Medical Certife</li> <li>Police Clearan</li> </ol>	t ta Sheet iicate	Students			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Approaches SIP Secretary and ask for SIP Logbook, presents SIP documents	Verify and check the SIP documents	None	3 mins.	SIP Secretary/SIP Coordinator	
Receives SIP     document	Gives SIP Logbook	None	1 mins		
3. Signed to the document; distribution list	Gives the document; distribution list	None	2 mins.		
	TOTAL	None	6 mins.		

# Library Services Miag-ao Campus External Services

# 21. Lending of Books to Students

Office or Division	Library

Classification		Sim	ple		
Type of Transaction		G20	C- Governmei	nt to Citizen	
Who May Avail		Stu	dents		
-	LUDENAENTE			WILLIAM TO SEC	IDE
CHECKLIST OF REQ	UIKEWIEN 13			WHERE TO SEC	UKE
1. Library Card			MIS		
<ol> <li>Book Card</li> <li>Due Slip</li> </ol>			Library Library		
	T		,		
CLIENT STEPS	AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Students enters     the book stacks     and select book	Checks the status of th book and th library card	ie he	None	2 mins.	Library Staff
2. Fills up the book card	Checks the entries on the book		None	1 min.	Library Staff
3. Waits for the book	Attach the library card and the book to the borrower	ok ps	None	1 min.	Library Staff
4. Receives the book	Enters classification in the statistics for Library Utilization. Files the library Card	or	None	1 min.	Library Staff
	TOTAL		None	5 mins.	

## 22. Returning of Books by Students

Office or Division	L	ibrary			
Classification	S	Simple			
Type of Transaction	G	2C- Governme	nt to Citizen		
Who May Avail	C	Students			
Who May Avail	3	tudents			
CHECKLIST OF REQ	UIREMENTS		WHERE TO SEC	URE	
Borrowed Boo	ıks	Students			
2. Due Slip					
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Present the	Receives	None	1 mins.	Library Staff	
borrowed books	book and	None	1111113.	Library Starr	
	examen the				
	due slip				
2. Waits the advise	Retrieves for	None	2 mins.	Library Staff	
of the srevice	the record of		2 111113.	Library Starr	
provider	students and				
	checks on th	e			
	entry on the				
	book card				
	with the				
	book				
	returned				
3. Pays in case of	Receives	Php.	1 min.	Library Staff	
penalty	overdue	1/hour			
	payment				
4. Waits for the	Returns the	None	1 min.	Library Staff	
library card. Signs	library card				
on the log book					
for overdue fines					
	TOTAL	None	5 mins.		

531 FMC52020

## 23. Validation and Release of the Library Card

Office or Division		Library				
Classification		Simple				
Type of Transaction		G20	G- Governme	nt to Government		
Who May Avail						
CHECKLIST OF REC	UIREMENTS	WHERE TO SECURE				
1. Library Card			MIS			
2. Registration F	orm		Registrars' (	Office		
CLIENT STEPS	AGENCY		FEES TO BE	PROCESSING TIME	PERSON	
	ACTION		PAID		RESPONSIBLE	
Presents     registration form     and library card	Verifies the library card and the registration form		None	1 mins.	Library Staff	
2. Waits for the library card	Provide validation sticker. Returns/rel ase the library card		None	1 min.	Library Staff	
3. Receives the library card	Stamps and initials' registration form		None	1 min.	Library Staff	
4. Waits for the registration form	Returns the registration form		None	1 min.	Library Staff	
	TOTAL		None	4 mins.		

#### 24. Issuance of Permit To Research in Other Libraries

Office or Division		Libı	rary		
Classification		Simple			
Classification		3111	ibie		
Type of Transaction		G20	G- Governme	nt to Government	
Who May Avail					
CHECKLIST OF REC	UIREMENTS	TS WHERE TO SECURE			URE
1. Library Card			MIS		
2. Research Perr	mit Form		Library		
CLIENT STEPS	AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Presents library card	Checks on library card if properly validated		None	None 1 mins.	Library Staff
2. Provide information of research	Enters the name and needed information on the research permit form		None	5 mins.	Library Staff
3. Waits for the permit	Records on the log-bog of communicati on. Issue the re3saerch permit		None	3 mins.	Library Staff
4. Receives the research permit and signs on the log book of communication	File a copy research permit	of	None	1 min.	Library Staff

TOTAL	None	10 mins.	

## Cashier's Office Services

## Miag-ao Campus External Services

## 25. Receiving Payments for Tuition and Other Fees

Office or Division		Cashiers' Office				
Classification		Complex				
Type of Transaction		G2C- Government to Citizen				
Who May Avail		Students				
CHECKLIST OF REQU	IREMENTS	WHERE TO SECURE				
1. Registration F	orm	Cashiers' Office				
2. Request Form						
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1. Present assessed	Verify	None	7 mins.	Cashier Staff		
RF or Request	assessm					
Form for	ent entry					
payment	of Fees					
	due and					
	inform					
	student					
	of the					
	amount					
	to be					
	paid					
2. Pay required	Receive	Per request	7 mins.	Cashier Staff		
amount	payment					
	and					
	count					

	the money; Enter amount in the			
	O.R			
3. Received RF or Request Form and OR	Return Registrat ion Form/ Request Form and Release O.R	None	4 mins.	Cashier Staff
	TOTAL		18 mins.	

#### 26. Receiving Payments for the Other Income/IGPs

Office or Division		Cashier's Office				
Classification		Complex				
Type of Transaction		G2C- Government to Citizen				
Who May Avail		Students				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE			
1. Job Order Form/IGP Form		Cahiers' Office				
CLIENT STEPS	AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Present Job Order Form/ IGP Form indicating amount to be paid	Check Job Order Form/ IGP Form as to the amount to be paid		None	7 mins.	Cashier Staff	
2. Pay required amount	Receive payment and count the money; Enter amount in the O.R		Per request	7 mins.	Cashier Staff	
3. Receive Job Order/ IGP Form and OR	Return Job Order Form/ IGP Form and release O.R		None	4 mins.	Cashier Staff	
	TOTAL		None	18 mins.		

## 27. Receiving Payments for Check Receipts (Donation, Scholarship Grants)

Office or Division	Cahiers' Office	
Classification	Complex	

Type of Transaction		G- Governme Business	nt to Government'	G2B- Government	
Who May Avail					
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
1. Check		Cashiers' Office			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Present check     indicating     amount to be     donated or to be     granted	Check as to legibility of the check and the amount to be given	None	7 mins.	Cashier Staff	
2. Give the check	Issue O.R indicating the donor's name and the amount donated	None	7 mins.	Cashier Staff	
3. Receive OR	Release OR	None	4 mins.	Cashier Staff	
	TOTAL	None	18 mins.		

# 28. Releasing of Checks to Client/Supplier

Office or Division	Cashiers' Office	
Classification	Complex	
Type of Transaction	G2G- Government to Government; G2C- Government	
	to Citizen; G2B-Government to Business	
Who May Avail		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Check		Cashiers' Office
2. Charge Invoice		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Supplier presents     charge invoice	Check if cheque is ready for payment	None	5 mins.	Cashier
2. Issue Official Receipt	Receive and Review O.R., then release the check	None	5 mins.	Cashier
3. Receive cheque; sign Disbursement Voucher and Check Issued Logbook	Check if Disbursemen t Voucher and logbook were signed	None	5 mins.	Cashier
	TOTAL	None	15 mins.	

# Office of the Student Affairs and Services

Miag-ao Campus External Services

## 29. Scholarship/Financial Assistance Program

Office or Division	Office of the Student Affairs and Services		
Classification	Simple		
Type of Transaction	G2C- Government to Citizen		
Who May Avail			
CHECKLIST OF REQUIREMENTS	S	WHERE TO SECURE	
For Merit Scholars:		Scholarships and Grants Office	
<ol> <li>Registration Form</li> </ol>			
2. Accomplished Personal Data			
Form			
3. Class Schedule			

- 4. Memorandum of Agreement on the Scholarship Educational Benefits
- 5. Certificate of Indigency
- 6. Copy of Grades

#### For those availing of the Grant

- Letter from the Sponsoring Agency/Foundation/Organiz ation/Notice of Award
- 2. Registration Form
- Print out of Grades from the Office of the University Registrar/High School Report Card
- 4. Class Schedule
- Accomplished Personal Data Form
- 6. Memorandum of Agreement on the Scholarship Benefits
- Certificate of Enrolment and Grades certified correct by the Office of the University Registrar
- 8. Certificate of Enrolment and Billings certified correct by the Cashiers' Office
- 9. Certificate of Indigency
- 10. Copy of Grades

AGENCY	FEES TO BE	PROCESSING TIME	PERSON
ACTION	PAID		RESPONSIBLE
Orients	None	10 mins.	Scholarship
			Coordinator/OSA S Staff
slots/financia			2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
l assistance			
requirement			
	ACTION  Orients available scholarship slots/financia l assistance and provide list of	ACTION PAID  Orients None available scholarship slots/financia l assistance and provide list of	ACTION PAID  Orients None 10 mins. available scholarship slots/financia l assistance and provide list of

2.	Submits all	Verifies the	None	5 mins.	Scholarship
	required	authenticity			Coordinator/OSA
	documents to the	and			S Staff
	Scholarship	completenes			
	Coordinator	s of			
		documents			
3.	Proceeds to the	Encodes the	None	15 mins.	Scholarship
	Scholarship	names of the			Coordinator/OSA
	Office for	applicants			S Staff
	interview/assess	and posts in			
	ment/consultatio	the bulletin			
	n	board of			
		information			
		the qualified			
		applicants for			
		the			
		scholarship			
		and grants			
4.	Request the	Informs and	None	5 mins.	Scholarship
	qualified	orient the			Coordinator/OSA
	applicants to	applicant on			S Staff
	report to the	his/her roles			
	Scholarship	and			
	Office for	responsibiliti			
	confirmation	es as			
		grantee/scho			
		lar			
		TOTAL	None	35 mins.	

### 30. Issuance and Validation of School ID

Office or Division	Office of the Student Affairs and Services
Classification	Simple
Type of Transaction	G2C- Government to Citizen
Who May Avail	

CHECKLIST OF REQUIREMENTS			WHERE TO SEC	URE
New Students:  1. Registration Form  Continuing Students:  1. Registration Form  2. In Case of ID loss, Affidavit of Loss should be secured and presented  3. Receipt from the Cashier's Office		MIS Office Office of the	e Student Affairs an	nd Services
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presents Registration Form	Checks the registration form, validates and releases the school ID	None	10 mins.	Scholarship Coordinator/OSA S Staff
2. For Student ID replacement , present notarized affidavit of loss	Verify affidavit of Loss and RF and instructs students for payment at the cashier	None	10 mins.	Scholarship Coordinator/OSA S Staff
3. Present Affidavit of Loss at the OSAS/MIS Office with Registration Form and Receipt	OSAS/MIS verifies the receipts and replaces the school ID	None	15 mins.	OSAS Staff/MIS Staff
4. Request for ID  Validation, upon presenting the Registration Form at the Office of Student Affairs and	OSAS facilitates the ID validation and request student to log for updates/reco	None	7 mins.	OSAS Staff

Services	rds			
5. Request for ID protector and lace at the Office of Student Affairs and Services	Requests the student to log in the recording book releases the ID lace and protector	None	10 mins.	OSAS Staff
	TOTAL	None	52 mins.	

# **31. Issuance of Exit Clearance**

Office or Division Offi		ice of Studen	t Affairs and Service	es	
<b>Classification</b> Sim		ıple			
Type of Transaction				nt to Government;	G2C- Government
		10 (	Citizen		
Who May Avail					
CHECKLIST OF REQ	UIREMENTS	•		WHERE TO SEC	URE
School ID, Clearance and     other requirements that the     Director of Student Affairs     and Services may necessitate		Guidance ar	nd Counseling Cent	er	
CLIENT STEPS	AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presents clearance completely signed by the Cashier, Department Head and the Guidance and Counseling	Checks the exit clearance signed by t different offices especially the Guidan Counselor	the by nce	None	3 mins.	OSAS Head & Staff

Center	which the requirements			
	are completely			
	submitted			
2. Presents the exit clearance to OSAS for signature	Verifies and signs the exit clearance	None	2 mins.	OSAS Head & Staff
	TOTAL	None	5 mins.	

### 32. Student Disciplinary Complaint Flowchart

Office or Division Office		Office of Student Affairs and Services			
<b>Classification</b> S		Sim	ıple		
Type of Transaction		G20	C- Governmer	nt to Citizen	
Who May Avail		Stu	dents		
CHECKLIST OF REQ	UIREMENTS	S		WHERE TO SEC	URE
School ID/Letter/Form of     Complaint		Office of the Committee on Discipline			
CLIENT STEPS	AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Files a complaint	Provides tl "Complain Form"	_	None	10 mins.	Chairman/Secret ary of the Committee on Discipline
2. Accomplishes the Complaint Form	Checks the complaints raised by the student. Recommends the case to the proper		None	10 mins.	Chairman/Secret ary of the Committee on Discipline

	body			
3. Complaint is heard and processed	Convenes the board	None	1 hour/case	Chairman/Secret ary of the Committee on Discipline
	Hear, analyze, and process the case	None		
	Resolve the Case	None		
	Appeal	None		
4. Comply with the disciplinary measure and commitment form/Agreement Form to be accomplished	Checks the appropriate sanction for strict compliance	None	30 mins./client	SR President Chairman/Secret ary of the Committee on Discipline
	TOTAL	None	1 hour and 50 mins.	

# 33. Accreditation of Student Organizations/Clubs

Office or Division	Office of Student Affairs and Services		
Classification	Simple		
Type of Transaction	G2C- Government to Citizen		
Who May Avail			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		
Application for Accreditat	tion Cashiers' Office		
of School Organizations			
<ol><li>Profile of the Organization</li></ol>	on		
3. Lists of Officers, Members	rs		

		,		
and Advisers				
4. Accomplishme	ent Reports			
5. Calendar of Ad	ctivities			
6. Constitution a	nd By Laws			
CLIENT STEPS	AGENCY	FEES TO BE	PROCESSING TIME	PERSON
CELEIVI STELLS	ACTION	PAID	TROCESSING TIME	RESPONSIBLE
1. Signifies	Informs and	None	10 mins.	Coordinator of
intentions to	orient the			Students Clubs
form an	applicant of			and
Organization or	the			Organizations
a Club	requirements			
	for			
	accreditation			
2. Submits	Checks the	None	15 mins.	Coordinator of
requirements for	requirements			Students Clubs
approval	as to their			and
	validity and			Organizations
	acceptability			_
3. Request for the	Issues the	None	5 mins.	Coordinator of
certification for	certification			Students Clubs
accreditation of	of			and
the	accreditation			Organizations
Organization/Clu				
b				
	TOTAL	None	30 mins.	

## 34. Retention of Student Organizations/Clubs

Office or Division	Office of Student Affairs and Services				
Classification	Simple				
Type of Transaction	G2C- Government to Citizen				
Who May Avail	Student Organizations Officers who were accredited				
CHECKLIST OF REQUIREMENTS	S WHERE TO SECURE				

<ol> <li>Application for of School Organizations</li> <li>Organizations</li> <li>List of Officers and Advisers</li> <li>Accomplishment</li> <li>Calendar of Accomption and Accomplishment</li> </ol>	enizations Profile , Members, ent Reports ctivities	ASCOs Coor	dinator Room	
CLIENT STEPS	AGENCY	FEES TO BE	PROCESSING TIME	PERSON
	ACTION	PAID		RESPONSIBLE
1. Presents requirements for retention, accomplishment reports, financial report and assessment/eval uation	Checks documents submitted by the clubs/organiz ations	None	10 mins.	Coordinator of Students Clubs and Organizations
2. Request for certification of Retention	Issues certificate of retention	None	10 mins.	Coordinator of Students Clubs and Organizations
	TOTAL	None	20 mins.	

# Administration

Miag-ao Campus Internal Services

35. Approval of Resolutions/Activities/Requests/Other Communications

To facilitate efficient and fast response and release of request through provision of needed documents and processes.

Office or Division	Administration Office
Classification	Simple
Type of Transaction	G2G- Government to Government

Who May Avail	All	Personnel		
CHECKLIST OF REQ	UIREMENTS		WHERE TO SEC	URE
<ol> <li>Resolutions (5</li> <li>Requests (5 cc</li> <li>Budget Propos</li> <li>Communication</li> <li>approval/to be Campus Admit copies)</li> </ol>	opies) sals (5 copies) ons needing e noted of the	Faculty		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits resolutions/activi ties/ other communications	Checks documents if properly endorsed including the completenes s of supporting documents.	None	2 mins.	Frontline Personnel/Admin . Staff
2. Waits for the approved documents	Have documents signed/initial ed by Administrativ e Officer IV if it concerns budget proposal, submits documents to the Campus Administrato r for Approval	None	16 mins.	Frontline Personnel/Admin . Staff, Administrative Officer IV, Campus Administrator
3. Receives	Gets file copy	None	2 mins.	Frontline

approved documents	of the communicati on, records on log book and release approved			Personnel/Admin . Staff
	documents			
In case of non- approval  Takes note of the deficiency or gets list of deficiencies	Informs client of the deficiency of the document/s or the reason for non- approval; advises to come back	None	5 mins.	Frontline Personnel/Admin . Staff
	upon compliance	None	25 mins.	

### **36.** Permit to Use Facilities

To facilitate smooth and fast approval of permit to use facilities and assure safety of facilities.

Office or Division	Administration Office		
Classification	Simple		
Type of Transaction	G2G- Government to Government		
Who May Avail	All Stakeholders, Personnel and Students		
CHECKLIST OF REQUIREMENTS	S WHERE TO SECURE		
Request to Use Facilities     Form	Administration Office		
<ol><li>Communication of Approvactivities</li></ol>	ved Requesting Party		
3. Communication of Approx Request for Use of Faciliti	,		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Consults with the frontline personnel/Admin . Staff the availability of facilties intended to use	Checks availability of facilily to be used and block date and time in the logbook	None	3 mins.	Frontline Personnel/Admin . Staff
2. Accomplishes required documents needed to support issuance of permit if necessary	Checks supporting documents and issues Permit to Use Facility	None	5 mins.	Frontline Personnel/Admin Staff
3. Fills up permit to use facilities	Checks entry of permit and make sure that it is signed by a faculty-in- charge of the ativity and have it signed by the Administrativ e Officer and approved by the Campus Administrato r	None	15 mins.	Frontline Personnel/Admin . Staff, Administrative Officer IV, Campus Administrator
4. Gets 2 copies of the approved permit and gives 1 copy to the security guard on duty.	Enters transaction in the logbook and release permit	None	2 mins.	Frontline Personnel

TOTAL	None	25 mins.	

### 37. Reproduction (Photocopy/Rissograph) Services

To deliver accurate request of copies requested for reproduction on needed time.

Г - <b></b> -						
Office or Division Ac		Adr	Administration Office			
Classification		Simple				
Type of Transaction		G2G- Government to Government				
Who May Avail		All	Personnel			
CHECKLIST OF REC	UIREMENTS	6		WHERE TO SEC	URE	
1. Job Order For	m (1 copy)		Administrat	ion Office		
2. Copy of mater	rials to be		Faculty, Emp	oloyees		
reproduced (1	Сору)					
CLIENT STEPS	AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Presents material/s for reproduction	Evaluates materials a checks availability supplies		None	3 mins.	Frontline Personnel/Admin Staff	
2. Accomplished Job Order form for reproduction	Have Job Order form approved the Administra e Officer IV and forwar to personn in charge of reproducti	oy ativ / rds nel of	None	15 mins.	Frontline Personnel/Admin Staff	
	For bulk transaction informs clid to return for the materia	ent or	None	3 days	Frontline Personnel/Admin Staff	

	or schedules reproduction of material in cases of examination period			
3. Receives reproduced materials	Logs completed transaction in logbook and released reproduced materials	None	2 mins.	Frontline Personnel/Admin . Staff, Administrative Officer IV, Campus Administrator
	TOTAL	None	23 mins.	

### 38. Request for Service Record and Certification (e.g. COE, LWOP, others)

To provide up to date service record as per requested by client.

Office or Division	Office or Division A		Administration Office		
Classification		Simple			
Type of Transaction		G2G- Government to Government			
Who May Avail		All	Personnel		
CHECKLIST OF REC	UIREMENTS	ı		WHERE TO SEC	URE
<ol> <li>Letter of Request (3 copies)</li> <li>Request Form (3 copies)</li> </ol>		5)	Faculty, Emp	oloyees	
	(5 55 p. 55)	Administration Office			
CLIENT STEPS	AGENCY ACTION				
Fills-up request     form stating the     purpose of the     request	Checks request form and have it approved by the Administrativ		None	2 mins.	Frontline Personnel/Admin Staff

	e Officer IV			
	Prepares and	None	10 mins.	Frontline
	prints			Personnel/Admin
	requested			. Staff,
	document/s			Administrative
	and have it			Officer IV,
	approved by			Campus
	the			Administrator
	Administrativ			
	e Officer IV			
	or Campus			
	administrator			
2. Receives	Have	None	3 mins.	Frontline
requested	documents			Personnel/Admin
documents	received by			Staff
	the			
	personnel			
	and releases			
	said			
	document			
	TOTAL	None	15 mins.	

### 39. Request for Use of Vehicle and Preparation of Trip Ticket

To properly follow process of transaction and monitor actual usage of vehicle.

Office or Division	Adn	Administration Office		
Classification	Sim	ple		
Type of Transaction	G20	G- Government to Government		
Who May Avail	Faculty, Employees			
CHECKLIST OF REQUIREMENTS	S	WHERE TO SECURE		
CHECKLIST OF REQUIREMENTS     1. Request for Use of Vehicle copies)		Administration Office		

if necessary  3. Trip Ticket		Administrat	ion Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Consults with frontline personnel/Admin . Staff the availability of vehicle	Checks availability of vehicle and driver on date requested and inform client of its availability	None	3 mins.	Frontline Personnel/Admin Staff
2. Presents approved invitation/comm unication/Author ity to Travel if necessary	Checks supporting documents and issues Request for Use of Vehicle form	None	2 mins.	Frontline Personnel/Admin Staff
3. Accomplishes required form	Have request signed by the campus Administrato r or the authorized representativ e	None	10 mins.	Frontline Personnel/Admin . Staff, Administrative Officer IV, Campus Administrator
	Once approved, prepares Trip Ticket and have it approved by the Campus Administrato r or the authorized	None	10 mins.	Frontline Personnel/Admin . Staff, Administrative Officer IV, Campus Administrator

	representativ e			
	Once approved, stamps control number and records on logbook	None	3 mins.	Frontline Personnel/Admin Staff
4. Driver receives Permit to Use vehicle and Trip Ticket and submits 1 copy of each to the security guard on duty.	Releases Permit to Use Vehicle and Trip Tikcet to the driver - 2 copies (1 for the driver, 1 for the security guard on duty)	None	2 mins.	Frontline Personnel/Admin Staff
	TOTAL	None	30 minutes	

### 40. Reproduction (Photocopy/Rissograph) Services

To facilitate efficient and fast response and release of request through provision of needed documents and processes

Office or Division	IIRGP-Administration Office		
Classification	Simple		
Type of Transaction	G2G- Government to Government		
Who May Avail	All Personnel		
CHECKLIST OF REQUIREMENTS	S WHERE TO SECURE		
1. Job Order Form (1 copy)	Administration Office		
2. Copy of material to be reproduced (1 copy)	Faculty, Employees (personal use; activities with budget)		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presents material/s for reproduction	Evaluates/As ses materials for reproduction and informs client of total amount to be paidand checks availability of supplies	Photocopy - P1.00/piec e rissograph - P160.00/p age/ream	3 mins.	Frontline Personnel/Admin Staff
2. Accomplished Job Order form for reproduction	Require client to pay amount to the Cashier's Office Check OR	None	15 mins.	Frontline
	and have Job Order form approved by the Administrativ e Officer IV and forwards to personnel in charge of reproduction			Personnel/Admin Staff
	For bulk transactions, informs client to return for the materials	None	3 days	Frontline Personnel/Admin . Staff, Administrative Officer IV
3. Receives reproduced materials	Logs completed tansaction in logbook and	None	2 mins.	Frontline Personnel/Admin . Staff, Administrative

released			Officer IV,
reproduced			Campus
materials			Administrator
TOTAL	None	23 minutes	

# Dental Clinic Miag-ao Campus Internal Services

## 41. Oral Examination/Consultation

Office or Division	De	Dental Clinic		
Classification	Si	Simple		
Type of Transaction	G	2G- Governme	nt to Government	
Who May Avail	St	udents, Non-To	eaching and Teachi	ng Personnel
CHECKLIST OF REQU	UIREMENTS		WHERE TO SEC	JRE
1. School/Employ	ee ID	MIS Office		
2. Dental Examina	ation Chart (1	Dental Clinic	c, Miag-ao Campus	
сору)				
3. Dental Health F	Record Form	Dental Clinic	c, Miag-ao Campus	
(2 copies)				
4. Prescription Fo	orm (2 copies)	Dental Clinic	c, Miag-ao Campus	
CLIENT STEPS	AGENCY	FEES TO BE	PROCESSING TIME	PERSON
	ACTION	PAID		RESPONSIBLE
1. Present School ID	Check proper	None	2 mins.	Dentist
/ Request slip	identification			
(for dental				
Certificate)				
2. Fill-up Patients'	Provide	None	5 mins.	Dentist
Dental Health	patients			
Record/Dental	Dental Health	ı		
Examination	Record/Exam			

Chart	ination Chart			
3. Consultation/Ora I Examination	Perform oral examination Diagnose and treatment plan Prescribe & dispense medicines	None	15 mins.	Dentist
4. Sign at the logbook and dental treatment record	Check the logbook and keep records	None	3 mins.	Dentist
	TOTAL	None	25 minutes	

### **42.** Tooth Extraction

Office or Division	De	Dental Clinic		
Classification	Si	Simple		
Type of Transaction	G	G2G- Government to Government		
Who May Avail	St	udents, Non-T	eaching and Teachi	ng Personnel
CHECKLIST OF REQ	UIREMENTS		WHERE TO SEC	URE
1. School/Employ	yee ID	MIS Office		
2. Dental Examin copies)	2. Dental Examination Chart (2		c, Miag-ao Campus	
3. Parent/Guardi	ent/Guardian Consent m (2 copies)		Dental Clinic, Miag-ao Campus	
4. Prescription Fo	orm (2 copies)	pies) Dental Clinic, Miag-ao Campus		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present School ID	Check proper identification Check Schedule date & time		6 mins.	Dentist

2. Fill-up Patients' Dental Health Record	Present parent consent form  Provide patients Dental Health Record	None	5 mins.	Dentist
3. Oral Examination, Patients' Assesment & Treatment	Diagnose and treatment plan Perform tooth extraction Prescribe & dispense medicines Post-Operative Instructions	None	1 hour and 15 mins.	Dentist
4. Sign at the logbook and dental treatment record	Check the logbook and keep records	None	3 mins.	
	TOTAL	None	1 hour and 27 minutes	

### 43. Oral Prophylaxis

Office or Division	Dental Clinic		
Classification	Simple		
Type of Transaction	G2G- Government to Government		
Who May Avail	Students, Non-Teaching and Teaching Personnel		
CHECKLIST OF REQUIREMENTS	S WHERE TO SECURE		
1. School ID	MIS Office		
2. Dental Health Form Recor	rd Dental Clinic, Miag-ao Campus		
(2 copies)			

3. Prescription F	orm (2 copies)	Dental Clinic	c, Miag-ao Campus	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present School ID	Check proper identification , Check Schedule and Date	None	4 mins.	Dentist
2. Fill-up Patients'  Dental Health  Record	Provide patients Dental Health Record	None	5 mins.	Dentist
3. Oral Examination, Patients' Assesment & Treatment	Diagnose and treatment plan Perform oral prophylaxis Prescribe & dispense medicines	None	40 mins.	Dentist
4. Sign at the logbook and dental treatment record	Check the logbook and keep records	None	3 mins.	Dentist
	TOTAL	None	52 mins.	

## 44. Prescribing and Dispensing of Medicines

Office or Division	Dental Clinic		
Classification	Simple		
Type of Transaction	G2G- Government to Government		
Who May Avail	Students, Non-Teaching and Teaching Personnel		
CHECKLIST OF REQUIREMENTS	6 WHERE TO SECURE		

1. School/Emplo	yee ID	MIS Office				
2. Dental Examir	nation Chart (2	Dental Clinic, Miag-ao Campus				
copies)						
3. Prescription F	orm (2 copies)	Dental Clini	c, Miag-ao Campus			
OUT STERS	ACENCY	FFFC TO DE	DD 055551110 TILAT	DEDCON		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
	ACTION	FAID		RESPONSIBLE		
1. Present School ID	Check proper	None	2 mins.	Dentist		
	identification					
2 Fill up Deticate!	Duestide	Nana	F mains	Dontist		
2. Fill-up Patients'	Provide	None	5 mins.	Dentist		
Dental Health	patients					
Record	Dental Health					
	Record					
3. Oral Examination	Perform oral	None	13 mins.	Dentist		
	examination					
	Diagnose and					
	treatment					
	plan					
	Prescribe &					
	dispense					
	medicines					
4. Signs at the	Check the	None	3 mins.	Dentist		
logbook and	logbook and					
dental treatment	keep records					
record						
	TOTAL	None	23 mins.			
	IOIAL	INOTIC	23 1111113.			

## 45. Issuance of Dental Certificate and Referral Slip

Office or Division	Dental Clinic
Classification	Simple
Type of Transaction	G2G- Government to Government
Who May Avail	Students

CHECKLIST OF REQ	UIREMENTS		WHERE TO SECU	JRE
School ID     Dental Examin	ation Chart (1	MIS Office Dental Clinic, Miag-ao Campus		
copy) 3. Dental Certific 4. Referral Slip (2	, , ,	Dental Clinic	c, Miag-ao Campus	
		Dental Clinic	c, Miag-ao Campus	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present School ID	Check proper identification Check Request Slip (for oral examination)	None	4 mins.	Dentist
2. Fill-up Patients' Dental Health Record	Provide patients Dental Examination Chart	None	5 mins.	Dentist
3. Oral Examination	Perform oral examination Issuance of dental certificate/re ferral slip	None	10 mins.	Dentist
4. Sign at the logbook and dental treatment record	Check the logbook and keep the records	None	3 mins.	Dentist
	TOTAL	None	22 mins.	

# Medical Services Miag-ao Campus Internal Services

### 46. Consultation and Dispensing of the Over-the-Counter Medications

Office or Division		Medical Services Department				
Classification		Simple				
Type of Transaction	)	G2C- Gove	rnment to Cit	izen		
Who May Avail		Non-Teach	ching and Teaching Personnel			
-	OL IID		-			
CHECKLIST OF RE	QUIK	EIVIENTS		WHERE TO SEC	UKE	
1. Employees' Card	ldent	ification	Non-Teachir	ng and Teaching P	ersonnel	
2. Medical Logi	book		Medical Clin	ic		
3. Laboratory r	eque	st	Medical Clin	ic		
CLIENT STEPS	AGE	NCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Client presents	Checks the Identification Card		None	2 mins.	Medical Staff	
2. Fill-up Medical Logbook	al Checks entry in the logbook and refers clients to the Nurse		None	1 min.	Medical Staff	
		se checks- client	None	8 mins.	Nurse II	
	Dispenses over-the- counter medications  Nurse requests laboratory and blood chemistry test when needed		None	2 mins.	Nurse II	
			None	2 mins.	Nurse II	

TOTAL	None	15 minutes	

## Office of Instruction

### Miag-ao Campus Internal Services

### 47. Distribution of Faculty Schedule/Class Program

Office or Division	Office of I	Office of Instruction				
Classification	Simple	Simple				
Type of Transaction	n G2C- Gove	overnment to Citizen				
Who May Avail	Faculty	Faculty				
CHECKLIST OF RE	QUIREMENTS		WHERE TO SECU	JRE		
1. Faculty Load	d (1 copy)	Office of Instruction, Miag-ao Campus				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1. Preparation faculty loading	Review the individual faculty loading	None	10 mins.	Division Chair		
2. Drafting of Schedule	Checking of Faculty schedule	None	10 mins.	Scheduling Committee		
3. Encoding of faculty schedule	Resolving the conflict of schedule	None	5 mins.	Office Staff/MIS		
4. Printing of Faculty Schedule	Preparing for distribution	None	5 mins.	Office of Instruction		
	TOTAL	None	30 mins			

### 48. Submission of Test Questions and Table of Specification

Office or Division		Office of Instruction					
Classification		Simple	е				
Type of Transaction	n	G2C- Gove	ernment to Citizen				
Who May Avail		Faculty					
CHECKLIST OF RE	QUIRE	MENTS		WHERE TO SECU	JRE		
1. Table of Spe	ecificat	tion (1					
сору)			Office of Ins	truction, Miag-ao (	Campus		
CLIENT STEPS	AGEN	ICY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1. Printing of Test Questions and fill-up Table of Specifications	Review and signed the test question and table of specification		None	5 mins.	Division Chair		
2. Fill-up the Transmittal of Test Questions and Table of Specifications	Receive and record the test question for reproduction		None	5 mins.	Office Staff		
3. Submit the test questions and table of specification for signature	Receive and sign the test questions and table of specification		None	5 mins.	Head, Office of Instruction		
4. Reproduction of test questions	of te ques	ibution st itions to aculty	None	20 mins.	Office Staff		
	TOTA	AL	None	35 mins.			

### 49. Signing of Faculty Clearance

Office or Division	Office of I	Office of Instruction			
Office of Division	Office of 1	iisti uction			
Classification	Simple				
Type of Transaction	G2G- Gov	overnment to Government			
Who May Avail	Faculty				
CHECKLIST OF REC	QUIREMENTS		WHERE TO SECU	JRE	
Faculty Clea     copies	rance (3	Office of Ins	truction		
2. Grade Sheet	s (3 copies)	Registrars' C	Office		
3. Class Record	l (3 copies)	MIS Office			
4. IPCR (1 copy	4. IPCR (1 copy)		Office of Instruction		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PROCESSING TIME PERSON PAID RESPONSI			
1. Present	Check the	None	5 mins.	Office Staff	
clearance	Faculty				
completely	Clearance				
signed by the					
Department					
Head and other					
offices					
concerned					
2. Submit for	Review and	None	5 mins.	Head of	
signature	signed			Instruction	
	faculty				
	clearance				
	TOTAL	None	10 mins.		

# **Guidance Office**

Miag-ao Campus Internal Services

# 50. Counseling Service (Individual-Walk-In)

Office or Division	Guidance and Counseling Office

Classification	S	Simple		
Type of Transaction G2G- Government to Government				
Who May Avail Students				
CHECKLIST OF REQUIREMENTS WHERE TO SECURE			JRE	
None		Not applical	ble	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approaches the Guidance Counselor for counseling session	Welcomes and accommoda es the counselee	None	5 mins.	Guidance Counselor
2. Expresses the problem to the Guidance Counselor	Listens to the counselee about his/he personal concerns		30 mins.	Guidance Counselor
3. Listens to the counselee about his/her personal concerns	Synthesizes, clarifies and analyzes the problem of the counselee		25 mins.	Guidance Counselor
4. Discerns and decides on the proper course of action to be taken regarding the problem	Affirms, encourages, or prevents the suggested alternatives or options toward the solution to his/her problem	None	25 mins.	Guidance Counselor

5. Asks for the	Gives the	None	5 mins.	Guidance
follow-up	follow-up			Counselor
schedule of	counseling			
another	schedule			
counseling				
session				
	TOTAL	None	1 hour and 30	
			mins.	

# 51. Counseling Service (Referred)

Office or Division		Guidance and Co	ounselling Office		
Classification	:	Simple			
Type of Transaction		G2G- Governme	nt to Government		
Who May Avail		Non-Teaching and Teaching Personnel, Students			
CHECKLIST OF REC	EQUIREMENTS WHERE TO SECURE		URE		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Approaches the Guidance Counsellor for counselling session	Welcomes the counselee	None	3 mins.	Guidance Counsellor	
2. Presents the call slip Where the time and date of sessions are indicated	Accommoda es the counselee	at None	2 mins.	Guidance Counsellor	
3. Expresses the problem to the Guidance Counsellor	Listens to the counselee about his/he personal concerns		30 mins.	Guidance Counsellor	

4. Listens to the response of the Counsellor	Synthesizes, clarifies and analyzes the problem of the counselee	None	25 mins.	Guidance Counsellor
5. Discerns and decides on the proper course of action to be taken regarding the problem	Affirms, encourages, or prevents the suggested alternatives or options toward the solution to his/her problem	None	25 mins.	Guidance Counsellor
6. Asks for the follow-up schedule of another counselling session if applicable	Gives the follow-up counselling schedule	None	5 mins.	Guidance Counsellor
	TOTAL	None	1 hour and 30 mins.	

# **Library Services**

### Miag-ao Campus Internal Services

## **52.Lending of Books to Faculty**

Office or Division		Libi	rary Service		
Classification		Simple			
Type of Transaction		G20	G- Governme	nt to Government	
Who May Avail		Fac	ulty		
CHECKLIST OF REQUIREMENTS		•		WHERE TO SEC	URE
1. Book Card			Library		
CLIENT STEPS	AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Faculty enters     the book stacks     and select book	Checks the status of the book and the library care	ne he	None	2 mins.	Library Staff
2. Fills up the book card	Checks the entries on the book card	•	None	1 min.	Library Staff
3. Waits for the books	Attach the library card and the bo card and release the book to the borrower	d ok	None	1 min.	Library Staff
4. Receives the book	Enters classification in the statistics for Library		None	1 min.	Library Staff

Utilization. Files the library Card			
TOTAL	None	5 minutes	

### 53. Request for Listening and Viewing Room Utilization by Faculty

Office or Division	1:1					
Office of Division		Library				
Classification		Simple				
Type of Transaction G		G2G- Government to Government				
Who May Avail						
CHECKLIST OF REC	QUIREMENTS	WHERE TO SECURE				
1. Request for L	/R Utilization	Library				
Form						
CLIENT STEPS	AGENCY	FEES TO BE	PROCESSING TIME	PERSON		
	ACTION	PAID		RESPONSIBLE		
1. Request for the	Verifies the	None	3 min.	Library Staff		
Reservation of	availability of					
the LVR	schedule					
2. Fills up the	Check the	None	2 mins.	Library Staff		
request for LVR	entry					
Utilization						
3. Seek approval	Approves the	None	10 mins.	Office of		
from the Office	booking			Instruction Staff		
of Instruction						
4. Return of the	Prepares the	None	As scheduled	Library Staff		
scheduled time	LVR					
	TOTAL	None	10 minutes			

Supply Office Miag-ao Campus Internal Services

### 54. Requisition and Issue Slip

Office or Division	Supply Office

Classification	C:	mple			
Classification	311	ilipie			
Type of Transaction G2		2G- Governme	nt to Government		
Who May Avail					
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
1. Requisition Sl	ip	Supply Offic	Supply Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Request for     Issuance of     Supplies and     Materials	Issue 3 copies of Requisition and Issue Slip	None	1 min.	Supply Office Staff	
2. Fill up the 3 copies of Requisition and Issue Slip and sign	Check the supplies and materials requested	None	5 mins.	Supply Office Staff	
3. Approval by the Head of the Department	Sign, request and Issue the Supplies and Materials needed		20 mins.	Supply Officer, Supply Office Staff	
	TOTAL	None	26 minutes		

# **Accounting Office**

Miag-ao Campus Internal Services

### 55. Availment of Cash Advance for Local Travel

Office or Division	Accounting Office
Classification	Simple
Type of Transaction	G2C- Government to Citizen

Who May Avail				
CHECKLIST OF REQ	UIREMENTS	WHERE TO SECURE		
Duly approved office order     or Travel Order in     accordance with Section 4 of     EO 77 (4 copies)		Administrat	ion Office	
2. Duly approved Travel (4 copie	Itinerary of	Administrat	ion Office	
3. Certification fr Accountant the previous cash been liquidate accounted for (4 copies)	at the advance has d and	Accounting	Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit approved     requirements to     Accounting Office	Prepare Obligation Request & Status	None	5 hours	Clerk
	Prepare disbursement voucher	None	5 hours	Clerk
	Budget Officer Signs on box B of ORS	None	5 hours	Budget Officer
	Admin Officer signs on box A of ORS and box A of Disbursemen t Voucher	None	5 hours	Admin Officer

Accountant	None	1 day	Accountant
certifies as to			
availability of cash, check			
as to			
completenes			
s of			
supporting			
documents ,			
sign box C of			
the			
disbursement			
voucher			
Checks,	None	16 hours	Campus
reviews and			Administrator
approve for			
payment on			
box D of			
Disbursemen			
t Voucher			
Assigns	None	5 hours	Budget Officer
Obligation			
number			
Assigns	None	5 hours	Accountant
Disbursemen			
t Voucher			
Transfer	None	2 hours	Accountant
documents			
to Cashier's			
Office for			
check			
issuance			
TOTAL	None	6 days	

#### 56. Availment of Cash Advance for International Travel

Office or Division	Accounting Office

Classification	Simple
Type of Transaction	G2C- Government to Citizen
Who May Avail	
CHECKLIST OF REQUIREMENT	S WHERE TO SECURE
1. Approved Travel Order/Office Order in accordance with Section 2 of EO 77 dated March 15, 2019 (4 copies - Supported by the endorsement of the Commission-en-banc - Section VIII B CHED Admin Order No. 4 - Board Resolution approving the travel a specifying the source fund - Certificate of no pend administrative case - Re-entry Plan (REAP) - Certificate of legitima of the meeting/conference/ kshop - List of other participal in the delegation, purpose/responsibilit of each participant during the travel	and of ing cy wor ints
- Such purpose/responsibilit should result to clear outputs/outcomes to justify expenses to be incurred	
- List of travels for the property five years	past

- Certificate on the necessity of foreign travel from the International Relations Vice Presidents or Director
- 2. Duly approved Itinerary of Travel
- Letter of Invitation of Host/Sponsoring Country/Agency/Organization
- 4. For plane fare, quotations of three travel agencies or its equivalent
- Flight itinerary issued by the airline/ticketing office/ travel agency to be claimed
- Document to show the dollar to peso exchange rate at the date of the grant of cash advance
- 7. In case of trainings/seminars:
  - Invitation addressed to the Agency inviting the participants (issued by the foreign country)
  - Acceptance of nominees as participants (issued by the foreign country)
  - Program agenda and logistics information
- 8. Certification from the Accountant that the previous cash advance has been liquidated and accounted for in the books
- 9. Annex A Evaluation Form

CLIENT STEPS AGENCY FEES TO BE PROCESSING TIME PERSON

	ACTION	PAID		RESPONSIBLE
Submit approved     requirements to     Accounting Office	Prepare Obligation Request and Status	None	5 hours	Clerk
	Prepare Disbursemen t Voucher	None	5 hours	Clerk
	Budget Officer Signs on box B of ORS	None	5 hours	Budget Officer
	Admin Officer signs on box A of ORS and box A of Disbursemen t Voucher	None	5 hours	Admin Officer
	Accountant certifies as to availability of cash, check as to completenes s of supporting documents, signs box C of Disbursemen t Voucher	None	1 day	Accountant
	Checks, reviews and approve for payment on box D of Disbursemen	None	16 hours	Campus Administrator

t Voucher			
Assigns	None	5 hours	Budget Officer
Obligation			
number			
Assigns	None	5 hours	Accountant
Disbursemen			
t Voucher			
Transfer	None	2 hours	Cashier
documents	None	2 110013	Casillei
to cashier's			
office for			
check			
issuance			
TOTAL	None	7 days or 56	
		hours	

# 57. Request for Reimbursement

Office	or Division	Acc	ounting Office
Classif	<b>Classification</b> Sim		ple
Туре	of Transaction	G20	C- Government to Citizen
Who N	May Avail		
CHE	CKLIST OF REQUIREMENTS	•	WHERE TO SECURE
1.	Request for Reimbursemen	nt	BAC Office
	For (3 copies)		
2.	Approved Request for		
	Reimbursement (3 copies)		Campus Administrator
3.	Official Receipts (original a	ind	
	2 copies)		Service Provider
4.	Reimbursement Expense		
	Receipt (3 copies)		Administration Office
5.	Acknowledgement Receipt	t	
	of Equipment (if applicable	9-	BAC Office
	3 copies)		
6.	Inspection and Acceptance	5	

Report (3 copi	oc)	BAC Office		
7. Obligation Rec	-	BAC Office		
copies)	quest (3			
8. Disbursement	Vouchor (2	Accounting	Office	
	voucher (5	Accounting	Office	
copies)		Assounting	Office	
		Accounting	Office	
CLIENT STEPS	AGENCY	FEES TO BE	PROCESSING TIME	PERSON
	ACTION	PAID		RESPONSIBLE
Submit approved	Prepare	None	5 hours	Clerk
requirements to	Obligation			
Accounting Office	Requests and			
	Status			
	Prepare	None	5 hours	Clerk
	Disbursemen			
	t			
	Pudgot	None	5 hours	Pudgot Officer
	Budget Officer Signs	None	5 110013	Budget Officer
	Officer Signs on box B of			
	ORS			
	Admin	None	5 hours	Admin Officer
	Officer signs			
	on box A of			
	ORS and box			
	A of			
	Disbursemen			
	t Voucher			
	Accountant	None	1 day	Accountant
	certifies as to			
	availability of			
	cash, check			
	as to			
	completenes			
	s of			
	supporting			
	documents,			
	signs box C of			
	Disbursemen			

t Voucher			
Checks, reviews and approve for payment on box D of Disbursemen t Voucher	None	16 hours	Campus Administrator
Assigns Obligation Number	None	5 hours	Budget Officer
Assigns Disbursemen t Voucher	None	5 hours	Accountant
Transfer documents to Cashier's Office for check issuance	None	2 hours	Cashier
TOTAL	None	7 days or 56 hours	

# 58. Request for Net Pay

Office or Division	Ac	Accounting Office				
Classification	Sir	Simple				
Type of Transaction	G2	G2C- Government to Citizen				
Who May Avail						
CHECKLIST OF REQ	UIREMENTS	WHERE TO SECURE				
1. Duly approved (1 copy)	request form	Admin Office				
CLIENT STEPS	AGENCY	FEES TO BE	PROCESSING TIME	PERSON		

	ACTION	PAID		RESPONSIBLE
Submit approved     requirements to     Accounting Office	Prepare Net Pay	None	1 day	Clerk
/tecounting office	Sign requested Net Pay	None	1 day	Accountant
	TOTAL	None	2 days or 16 hours	

# 59. Payment of Utilities

Office or Division	,	Acco	ounting Offic	e	
Classification	9	Simple			
Type of Transaction	(	G2C- Government to Citizen			
Who May Avail					
CHECKLIST OF REQ	UIREMENTS			WHERE TO SEC	URE
Statement of Account or     Billing from Service Provide     - 4 copies			Admin Office		
CLIENT STEPS	AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit approved requirements to Accounting Office	Prepare Obligation Request & Status		None	5 hours	Clerk
	Prepare Disbursemen t Voucher  Budget Officer Signs on box B of ORS		None	5 hours	Clerk
			None	5 hours	Budget Officer
	Admin Officer signs on box A of ORS and box A of Disburseme t Voucher	×	None	5 hours	Admin Officer
	Accountant certifies as t availability cash, check as to	to of	None	1 day	Accountant

			T 1
completenes			
s of			
supporting			
documents,			
signs box C of			
Disbursemen			
t Voucher			
Checks,	None	16 hours	Campus
reviews and			Administrator
approve for			
payment on			
box D of			
Disbursemen			
t Voucher			
Assigns	None	5 hours	Budget Officer
Obligation			
number			
Assigns	None	5 hours	Accountant
Disbursemen			
t Voucher			
Transfer	None	2 hours	Cashier
documents			
to Cashier's			
Office for			
check			
issuance			
TOTAL	None	7 days or 56	
		hours	

# 60. Payment of RATA

Office or Division	Accounting Office
Classification	Simple
Type of Transaction	G2C- Government to Citizen
Who May Avail	All Qualified To Receive RATA

CHECKLIST OF REQ	UIREMENTS		WHERE TO SEC	URE
<ol> <li>Certificate or evidence of service rendered or approved Daily Time Record (3 copies)</li> <li>Certification that the official/employee did not use government vehicle and is not assigned any government vehicle (3 copies)</li> </ol>		Admin Offic		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit approved     requirements to     Accounting Office	Prepare Obligation Request & Status	None	5 hours	Clerk
	Prepare Disbursemen t Voucher	None	5 hours	Clerk
	Budget Officer Signs on box B of ORS	None	5 hours	Budget Officer
	Admin Officer signs on box A of ORS and box A of Disbursemen t Voucher	None	5 hours	Admin Officer
	Accountant certifies as to availability of cash, check	None	1 day	Accountant

1	ı	1	1
as to completenes s of			
supporting			
documents,			
signs box C of			
Disbursemen			
t Voucher			
Checks,	None	16 hours	Campus
reviews and			Administrator
approve for			
payment on			
box D of			
Disbursemen			
t Voucher			
Assigns Obligation number	None	5 hours	Budget Officer
Assigns Disbursemen t Voucher	None	5 hours	Accountant
Transfer documents to Cashier's Office for check issuance	None	2 hours	Cashier
TOTAL	None	7 days or 56 hours	

#### 61. Cash Advance for An Activity

Office or Division	Accounting Office			
Classification	Simple			
Type of Transaction	G2C- Government to Citizen			
Who May Avail				

CHECKLIST OF REQ	UIREMENTS	WHERE TO SECURE		URE	
•	Proposed Budget (if     applicable-4 copies)		Person in charge of the activity		
Program of Expenditures (4 copies)		Person in ch	arge of the activity		
3. Approved Res	•	Person in ch	arge of the activity		
4. Program of Accopies)	tivities (4	Person in ch	arge of the activity		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Submit approved     requirements to     Accounting Office	Prepare Obligation Request & Status	None	5 hours	Clerk	
	Prepare Disbursemen t Voucher	None	5 hours	Clerk	
	Budget Officer Signs on box B of ORS	None	5 hours	Budget Officer	
	Admin Officer signs on box A of ORS and box A of Disbursemen t Voucher	None	5 hours	Admin Officer	
	Accountant certifies as to availability of cash, check as to completenes s of supporting	None	1 day	Accountant	

docume signs bot Disburse t Vouche	x C of emen		
Checks, reviews approve payment box D of Disburse t Vouche	for t on emen	16 hours	Campus Administrator
Assigns Obligation	None on	5 hours	Budget Officer
Assigns Disburse t Vouche		5 hours	Accountant
Transfer docume to Cashie Office for check issuance	nts er's or	2 hours	Cashier
TOTAL	None	7 days or 56 hours	

#### **62.** Request for Reimbursement of Travelling Expenses

Office or Division	A	ccounting Offic	e		
Classification	Si	mple			
Type of Transaction	of Transaction G2C- Government to Citizen				
Who May Avail	Al	ll Personnel on	Travel		
CHECKLIST OF REQU	JIREMENTS		WHERE TO SEC	URE	
Approved Trave copies)	el Order ( 3	Administrat	ion Office		
<ol><li>Approved Itiner</li><li>(3 copies)</li></ol>	rary of Travel	Administrat	ion Office		
<ol> <li>Official Receipt applicable)-orig photocopies</li> </ol>	•	Service Prov	vider		
4. Appendix 47		Administrat			
5. Certificate of Ap (original and 2 p	•	Service Prov	vider		
6. Obligation Requ		Accounting	Accounting Office		
7. Disbursement V	oucher (3	Accounting	Accounting Office		
copies)					
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE	
requirements to Accounting Office	Prepare Obligation Request & Status	None	5 hours	Clerk	
Prepare Disbursemen t Voucher		None	5 hours	Clerk	
Budget Officer Signs on box B of ORS		None	5 hours	Budget Officer	
,	Admin	None	5 hours	Admin Officer	

Officer signs on box A of ORS and box A of Disbursemen t Voucher			
Accountant certifies as to availability of cash, check as to completenes s of supporting documents, signs box C of Disbursemen t Voucher	None	1 day	Accountant
Checks, reviews and approve for payment on box D of Disbursemen t Voucher	None	16 hours	Campus Administrator
Assigns Obligation number	None	5 hours	Budget Officer
Assigns Disbursemen t Voucher	None	5 hours	Accountant
Transfer documents to Cashier's Office for check issuance	None	2 hours	Cashier

TOTAL	None	7 days or 56	
		hours	

# **63.Liquidation of Cash Advances**

Office or Division		Accounting Office			
Classification		Simple			
Type of Transaction		G2C- Governme	G2C- Government to Citizen		
Who May Avail					
CHECKLIST OF REQ	UIREMENTS		WHERE TO SEC	URE	
Official Receipt (comphotocopies)	original and 2	Service Pro	vider		
2. Reimbursement E	Expense	Administra	tion Office		
3. Certificate of App (original and 2 ph		Service Pro	vider		
4. Re-entry Plan for	Re-entry Plan for Cash Advance for Training (original and		Employee Concerned		
5. Narrative Report (original and pho		Employee (	Employee Concerned		
6. Pictures if applica	ble	Employee (	Employee Concerned		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Submit approved requirements to Accounting Office	Check the completene s of documents submitted		2 days	Clerk	
	Prepare Liquidation Report	None	1 day	Clerk	
	TOTAL	None	3 days		

# **Campus Administrator Office**

#### Barotac Nuevo Campus External Services

#### 1. Approval of Requests for Activities, Programs, Projects

This service covers the approval of request for activities, programs, and other communications.

Office or Division		Office of the Campus Administrator			
Classification		Simple			
Type of Transaction				nt to Citizen; G2B- (	
		bus	111655, 020-0	overnment to Gove	erninent
Who May Avail					
CHECKLIST OF REC	UIREMENTS	•		WHERE TO SEC	URE
1. Communication	on duly signe	d			
by the concer	ned personn	el			
(3 copies)					
CLIENT STEPS	AGENCY		FEES TO BE	PROCESSING TIME	PERSON
	ACTION		PAID		RESPONSIBLE
1. Submits request	Receives ar	nd	None	5 mins.	Campus
duly signed by	forward the	e			Administrator's
the one who	documents				Secretary
requested, and	to the				
other heads of	Campus				
offices.	Administra	to			
Log-in at the	r.				
transaction					
logbook.					
2. Wait for approval	Review all		None	10 mins.	Campus
of request.	entries on				Administrator's
	the reques	t			Secretary
	and sign th	ie			Campus
	request.				Administrator
3. Receives	Gets file co	ру	None	5 mins.	Campus
approved	of the				Administrator's

requests and signs at the transaction logbook.	communicati ons, records on log book and releases approved documents.			Secretary Campus Administrator
In case of non-approval  Takes note of the deficiency or get list of deficiency.	Informs client of the deficiency of the documents for compliance or the reason for non- approval. Gives advice to come back upon compliance.	None	5 minutes	Campus Administrator's Secretary
	TOTAL	None	25 minutes	

# Cashiers' Office Barotac Nuevo Campus External Services

#### 2. Receive Payment/Remittance (Collection)

This service covers the receipt of payment for school and other miscellaneous fees of students, requests for academic records, purchase of bid documents remittances from income generating projects and return of excess cash advance.

Office or Division	Cashiers' Office
Classification	Simple, Complex
Type of Transaction	G2C- Government to Citizen; G2B- Government to Business; G2G-Government to Government
Who May Avail	Students, Parents, Guardians, Benefactors, IGP

CHECKLIST OF REQ	UIREMENTS		WHERE TO SEC	ECURE		
<ol> <li>Counter Request Form</li> <li>Request for Payment Form</li> <li>Daily Cash Sales</li> <li>IIRGP Billing Form</li> <li>Sales Report</li> <li>Billing Form</li> <li>Liquidation Report</li> </ol>		Registrar's Office Cashiers' Office  Canteen Staff IIRGP Coordinator IGP Manager BAC Office Accounting Office				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
Get priority     number at the     counter and wait     for the number     to be called.	Provide priority number	None	1 min.	Collecting Officer/Cashier		
2. Present the priority number	Before informing the student/clien t, IGP					
Student Academic Records	Check counter request form	As per amount indicated by the registrar in the Counter Request Form	30 minutes - 1 hour	Cashier/Collectin g Officer		
Payment of School and Other Fees	Get the priority number and check the filled out form. Search thru:	Fees/ payment according to balances reflected in the system				

		(for new	
		students)	
	MIS for the	or ledger	
	students	(for old	
	detailed	students)	
	account	students)	
	balances (for SY 2016-2017		
	onward)		
	onwaray		
	Old System		
	for the		
	students		
	detailed		
	account		
	balances (for SY 2011-		
	2015)		
	2013)		
	Ledgers for		
	old students		
	(SY 2009-		
	2010 and		
IIRGP	beyond) Scan and	As per	
lingr	check	presented	
		report or	
	accomplished	· ·	
	reports/billin	approved	
	g	billing	
		from IIRGP	
BID Documents	Check signed	As per	
	BAC billing	billing	
	form	form from	
		BAC Office	
Excess Cash	Make sure	As per	
Advance	liquidation	approved	
	report is	liquidation	
	signed by	report	
	correspondin	from	
	g signatories	Accountin	
	g signaturies		
		g Office	

3. Hand over	Check and	None	3 mins.	Cashier/Collectin
payment to the	count the			g Officer
cashier/	received			
collecting clerk.	cash.			
4. Wait for the	Issue Official	None	15 mins.	Cashier/Collectin
Official Receipt/s.	Receipt/s			g Officer
	Give back the			
	counter			
	request form			
	if requesting			
	for academic			
	records.			
	TOTAL	None	1 hour	

#### 3. Request for Student Account Balance

This service covers the issuance of account balances or statement of account of requesting student or parents.

Office or Division		Cashiers' Office			
Classification	Simple, Complex				
Type of Transaction		G2C- Government to Citizen			
Who May Avail		Student	s, Parent	s, Guardians, Bene	factors
CHECKLIST OF I	REQUIREMEN	ITS		WHERE TO SE	CURE
For Student: Student ID or RF For Guardian/Parent: any valid ID  CLIENT STEPS AGENCY ACTION			FEES	PROCESSING TIME	PERSON
			TO BE PAID		RESPONSIBLE
1. Get priority  number at the  counter and  wait for the  number to be	Provide pric number	ority	None	1 min.	Collecting Clerk/Cashier

	called.				
2.	Present priority number and fill out the form properly.	Get the priority number and check /assist the client in filling out the form.	None	5 mins.	Cashier/Collectin g Clerk
3.	Wait for the filled out form with corresponding amount of student's account balance or date of release for Statement of Account.	A. In inquiring Balance:  Search MIS for the students detailed account balances (for SY 2016-2017 to present)  Search Old System for the students detailed account balances (SY 2011-2016)  Search ledgers for the students detailed account balances (SY 2010 and beyond)  Filled out the form with corresponding amount.  B. If requested for a Statement of Account (SOA)  Filled out the form with corresponding amount and write the date to claim the SOA.  Give the form back to client and advise	None	8 minutes	Cashier/Collectin g Clerk

	to claim the requested SOA on date specified on the form.			
	Prepare the Statement of Account.			
4. Return on scheduled date of release and present the form	Release requested Statement of Account.	None	3 mins.	Cashier/Collectin g Clerk
	TOTAL	None	15 mins.	

#### 4. Cash Disbursement

This service covers cash disbursement of scholarship grant, salaries of student labours or job hires, allowances and other cash disbursements under the name of University's Cashier.

Office or Division		Cashiers' Office			
Classification		Simple, Complex			
Type of Transaction		G2C- Government to Citizen			
Who May Avail		Students/Parents/Guardian, Faculty & Staff, Job Hires			& Staff, Job Hires
CHECKLIST OF F	REQUIREMEN	ITS	TS WHERE TO SECURE		
Valid ID with     Authorization     parent/guard	n Letter (for		Provided by Students		
CLIENT STEPS	AGENCY A	CTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get priority number at the counter and wait for the number to be	Provide prid number.	ority	None	1 min.	Cashier

called.				
2. Present priority number, ID and authorization letter (if authorized person to claim).	Get priority number; check the ID and authorization letter. Check the name in the payroll.	None	2 mins.	Cashier
3. Sign the payroll.	Verify signature in the payroll and ID represented, count the cash and disburse.	None	5 mins.	Cashier
4. Count the received cash received and get the ID.	Return ID presented.	None	3 mins.	Cashier
	TOTAL	None	11 minutes	

#### 5. Releasing of Checks

This service covers cash disbursement of scholarship grants, salaries of student labours and job-hires, allowances and other cash disbursements under the name of University's Cashier.

Office or Division		Cashiers' Office				
Classification		Simple, Complex				
Type of Transaction		G2C- Government to Citizen; G2B- Government to Business				
Who May Avail		Suppliers/ Service Provider, Faculty & Staff, Student			& Staff, Student	
CHECKLIST OF I	CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1. Valid ID with	picture		Provided by Students			
CLIENT STEPS	AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Get priority     number at the	Provide priority		None	1 min.	Cashier/Clerk	

counter and wait for the number to be called.	number.			
2. Present priority number and company or any valid ID.	Check the ID. Check logbook for checks ready for release.	None	5 mins.	Cashier/Clerk
3. For supplier/ service provider  Issue official receipt	Receive and review official receipt. Release check to supplier/ service provider.	None	15 mins.	Cashier/Clerk
4. Receive check and sign the disbursement voucher and logbook.	Make sure logbook and DV are properly signed.	None	5 mins.	Cashier/Clerk
	TOTAL	None	26 minutes	

# Registrars' Office

# Barotac Nuevo Campus External Services

# 6. Application for Admission

Office or Division	Registrars' Office			
Classification	Simple			
Type of Transaction	G2C- Government to Citizen			
Who May Avail	SHS Graduating Students, Transfer Students from Other Schools			
CHECKLIST OF REQUIREMENTS	S WHERE TO SECURE			
High School Card (Form 13     A)	38- Previous High School Institution			

2. Certification o	f Good Moral	Previous Hig	gh School Institutio	n	
Character					
<ol><li>Transcript of F</li></ol>	Records for	Previous Hig	Previous High School Institution		
Evaluation (fo	r Transferees)				
4. Certificate of	Transfer				
Credentials ( f	or Transferees)	Previous Hig	gh School Institutio	n	
5. Photocopy of	NSO/PSA				
Authenticated	l Live Birth	Philippine S	tatistics Office		
CLIENT STEPS	AGENCY	FEES TO BE	PROCESSING TIME	PERSON	
	ACTION	PAID		RESPONSIBLE	
1. Submit	Evaluate	None	10 mins.	Campus	
Admission/Crede	Admission			Registrar/	
ntials	Credentials			Admission Officer	
2. Presents	Encodes data	None	10 mins.	MIS Staff	
Application for	of student,				
Admission Form	takes picture				
	and issues				
	admission				
	number				
3. Presents	Issues Test	None	5 mins.	OSAS Staff	
	Permit to the	None	5 mins.	USAS Staff	
completed					
Application for Admission Form.	Applicant				
Autilission Form.					
4. Returns on	Enters	None	5 mins.	OSAS Staff	
scheduled date	applicants				
of examination.	name on the				
	official list of				
	examinees				
	for entrance				
	examination.				
	TOTAL	None	30 minutes		

#### 7. Enrolment

Office or Division	Registrars' Office
Classification	Simple

Type of Transaction	Type of Transaction G2C- Government to Citizen				
Who May Avail		Old and New Students (High School Graduate, ransferees and Graduate Students)			
CHECKLIST OF REQU	IREMENTS	WHERE TO SECURE			
Incoming New Students  1. High School Card A)  2. Certification of C Character  3. Transcript of Red Evaluation (for T 4. Certificate of Tra Credentials (for 5. Photocopy of NS Authenticated Li	Good Moral  cords for  ransferees) ansfer Transferees) SO/PSA	Previous High School Institution  Previous High School Institution  Previous High School Institution  Previous High School Institution  Previous High School Institution			
Old Students: 1. Clearance					
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
required credentials to the Program Chair/ Enrolment committee.	Accommodates the enrolees, verifies required credentials and issue Pre-Registration Form.	None	15 mins.	Program Chair/Enrolment Committee	
Registration a Form and F presents it to the Program Chair/ E Enrolment a Committee.	Verifies the accomplished Pre-Registration Form and affixes signature on t.	None	20 mins.	Program Chair/Enrolment Committee	

3 Dragged to OCAC	Varifica tha	None	1	OCVC C+-tt
3. Proceeds to OSAS for certification as to scholarship	Verifies the scholarship of enrolee and affix type of scholarship.	None	15 mins.	OSAS Staff
4. Proceeds to NSTP Office for NSTP Registration (For Freshmen)	Registers the enrollee to chosen NSTP  Component (CWTS/LTS/R OTC)	None	15 mins.	NSTP Coordinator
5. Presents the Pre- Registration Form to the Enrolment Committee for printing of Registration Form	Prints the Registration Form of the enrollee and affix signature on it.	None	10 mins.	Enrolment Committee
6. Proceeds to OSAS for ID Validation.	Accommodat es the enrollees and validates school ID.	None	10 mins.	OSAS Staff
7. Proceeds to Library for library card validation.	Accommodat es the enrollees and validates Library Card.	None	10 mins.	Librarian/Library Assistant
8. Proceeds to  Medical/Dental  Clinic.	Accommodat es the enrollees and issues medical/dent al slip.	None	15 mins.	PHN/Dentist
9. Proceeds to the Office of Campus Administrator for signature of the	Affixes signature to the Registration Form.	None	15 mins.	Campus Administrator/Se cretary

Registration Form.				
10. Proceeds to Registrar's Office for confirmation of enrolment.	Accommodat es the enrolees and confirms enrolment by affixing "ENROLLED" to the RF. Issues to the student the "Student's Copy"	None	10 mins.	Campus Registrar/Registr ars' Staff
	Retains the Registrar's Copy for file.			
11. Furnishes the Office of the Program Chair of the confirmed student Registration Form.	Informs student to furnish Dean's office of the official Student Registration Form.	None	5 mins.	Campus Registrar/Registr ars' Staff
	TOTAL	None	2 hours and 30 mins.	

# 8. Request for Student Academic Records (TOR, Form 137-A, Diploma, Certifications, and Certificates)

Office or Division	Registrars' Office			
Classification	Simple			
Type of Transaction	G2C- Government to Citizen			
Who May Avail	Active Students, Alumni, Other Authorized Parties, General Public			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Evaluation and Scholarship: 1. Semestral Clearance	Office of Instruction			

2.	Validated Scho	ool ID or	OSAS		
	Registration Fo	orm			
For Em	iployment, Boa	rd			
	nation, Dismissa				
1. Exit Clearance		Office of Ins			
2.	School ID		Student/Gra	aduate	
3.	2x2 ID picture		Student/Graduate		
4.	Form 137-A		Previous Hig	gh School Institution	n
5.	OTR with rema	arks "Copy for			
	ISAT U" for tra	nsferees			
6.	Certificate of 7	Transfer			
	Credentials				
7.	Photocopy of	NSO/PSA	Philippine S	tatistics Authority	
	Authenticated	Live			
	Birth/Marriage Contract				
8.	8. Affidavit of Loss/Damage for		Lawyer/Hall of Justice		
	2 <sup>nd</sup> Issuance of Certification				
	of Good Mora	l Character,			
	Diploma, Certi	ficate, and			
	CTC)		_		
9.	Authorization	Letter (for	Student/Gra	aduate	
	authorized per	rson)			
10.	SPA or Notariz	ed			
	Authorization	Letter (for	Lawyer		
	authorized rep	•			
11.	Photocopy of	any valid ID	Authorized	Person/Representa	tive
CL	IENT STEPS	AGENCY	FEES TO BE	PROCESSING TIME	PERSON
		ACTION	PAID		RESPONSIBLE
1. Fills	up counter	Provides	None	5 mins.	Registrars' Staff
	uest form and	Counter			
1	submit the same Request				
at the request Form					
	ion.				
	mit Counter	Receives	None	10 mins.	Registrars' Staff
Req	uest Form	counter			
		request form			

and retrieve hard file of

605

	client.			
	Checks requirements for the request of academic records. Requests other requirements as necessitates.	None	10 mins.	Registrars' Staff
3. Pay required fees	Accepts payment and issues official receipt	TOR- Php. 30.00/pag e  Certificati on-Php. 30.00/cert .  Diploma- Php. 100.00  Re- issuance of Diploma/C ertPhp. 100.00  Form 137- A- Php. 30.00/pag e  Authentic	10 mins.	Cashier

5. Secures claim stub for request	request.  Forwards request for	None	5 working days	Campus Registrar/Registr ar's Staff
stub for request and claims request on	request for academic records to	None	5 WOLKING Gays	
request on scheduled date	encoders for			
•				
and claims request on	academic records to			
		None	5 working days	
receipt of fees	official receipt and schedules	None	J IIIIII3.	negistiais stail
4. Presents official	Accepts	None	5 mins.	Registrars' Staff
		TOR fee- Php. 30.00		
		25.00		
		CTC-Php.		
		CAV- Php.30.00		
		30.00/sem		
		Php.		
		New RF-		
		Card-Php. 10.00/sem		
		Report		
		ation-Php. 30.00/set		

# 9. Appraisal of Credited Subjects and Grades

Office or Division		Reg	gistrars' Office	2	
Classification		Sim	ıple		
Towns of Tuesday stick		G2C- Government to Citizen			
Type of Transaction		G2C- Government to Citizen			
Who May Avail		Students, Parents, Guardian, Benefactors			actors
CHECKLIST OF REQ	UIREMENTS	WHERE TO SECURE			URE
Official Receip	t		Cashier		
CLIENT STEPS	AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fills up legibly the Request Form and presents to the Registrar's staff the TOR for appraisal.	Affix amou to be paid the Reques Form Instruct students to proceed to Cashiers' Office	in st	None	10 mins.	Registrars' Staff
2. Pays amount for Appraisal Form.	Receives payment a issues receipt.	nd	Php. 30.00/pag e	10 mins.	Cashiers
3. Presents Official Receipt to the Head of Instruction.	Issues Appraisal Form and record in the logbook.	he	None	5 mins.	Head of Instruction
4. Submits the Degree Plan and other documents for appraisal together with the Official receipt in the Registrar's Office.	Retrieves student permanent file folder.	t	None	20 mins.	Campus Registrar/Registr ars' Staff
onice.	Scrutinizes				

	encoded grades in the Degree Plan.  Reviews and evaluates completenes s of entries.  Verifies as to the			
	correctness of records and grades.			
5. Affixes signature in the outgoing logbook.	Signs documents  Stamps/Seals /Records documents in the outgoing logbook.	None	5 mins.	Registrars' Staff
6. Receives the requested document.	Releases records the client.	None	5 mins.	Registrars' Staff
	TOTAL	None	55 mins.	

# Office of Instruction Barotac Nuevo Campus External Services

#### 10. Recommending Approval of Requests for Activities, Programs and Projects

All activities relating to the Academic endeavor of students are coursed through the Office of Instruction for consultation and endorsement to higher authorities for approval.

Office or Division	Office of Instruction
Classification	Simple

Type of Transaction		G2C-	Governmer	nt to Citizen		
Who May Avail		Facu	aculty, Staff, Students, and Community			
CHECKLIST OF REC	UIREMENTS			WHERE TO SEC	URE	
Communications duly signed     by the concerned personne     (3 copies)			,			
CLIENT STEPS	AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Presents request duly signed by the one who requested, and other heads of offices.	Receives the request.	he	None	5 mins.	Head of Instruction	
<ol><li>Wait for approval of request</li></ol>	Review all entries on the request and sign the request		None	10 mins.	Head of Instruction	
3. Receives signed requests and proceed to the Campus Administrato r for approval.	Return the request to the requesting personnel and instruct to proceed the Campus Administrator for approval.	et to s	None	5 mins.	Head of Instruction Campus Administrator's Secretary Campus Administrator	
	TOTAL		None	20 mins.		

## **Budget and Accounting Office**

### **Barotac Nuevo Campus**

### **External Services**

## 11. Payment of Goods and Services

Processing of Payment of Goods and Services availed through Shopping, Small Value and Direct Contract Mode of Procurement

Office or Division	Buc	dget and Acco	unting		
Classification	Cor	Complex			
Type of Transaction	G2I	B- Governme	nt to Business		
Who May Avail	Cre	ditor			
CHECKLIST OF REQ	UIREMENTS		WHERE TO SEC	URE	
and 1 machine 2. Inspection and Report for goo Certificate of J	e supporting original copies e copy) If Acceptance ods and ob Acceptance original copies e copy) If Copy ods and e copy ods and e copy of a copy of	BAC Office Supply Office	e		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	

1. Submit Purchase Order/Job Order together with its supporting documents for Obligation.	Scan and analyze the submitted documents as to validity and completenes s.	None	30 mins.	Accounting Clerk
2. Prepare Obligation Request and Status.	Head of Requesting Office signs in the ORS under Box A certifying that the appropriatio n/allotment is necessary, lawful and under his/her direct supervision and that the supporting documents are valid, proper and legal. Budget Officer signs under Box B certifying as to the availability of the Allotment. Budget records and assigns	None	30 mins.	Accounting Clerk, Head of Requesting Office and Budget Officer

	obligation number.			
3. Endorse the obligated transaction to Supply Office.	Check the documents to be endorsed to supplier for confomity and for submission to COA thereafter.	None	10 mins.	Accounting Clerk, Head, Accounting Unit, Casual Clerk, Supply Officer
4. Prepare Disbursemen t Voucher	Checks the Charge Invoice/Billin g Statement coincides with the Purchase Order as to amount and Delivery Receipt as to number of items.	None	30 mins.	Accounting Clerk
5. Record the transaction and assign number in the Disbursemen t Voucher.	Head of Requesting Office certifies that the expenses is necessary, lawful and incurred under his/her direct supervision. Head,	None	30 mins.	Head of Requesting Office, Head, Accounting Unit, and Campus Administrator

Disbursemen t Voucher to the Cashier's	the endorsed Disbursemen t Voucher in	None	J IIIII15.	Head, Accounting Unit, Cashier
6. Endorse the	claimed is proper. Campus Administrato r approves the transaction as per Disbursemen t Voucher for payment. Reconciles	None	5 mins.	Accounting Clerk,
	the certain transaction, that it is subject to Authority to Debit Account (when applicable) and that the supporting documents are complete and amount			
	Accounting Unit checks the computation and the accounting entries. He/She certifies that there is cash available for			

Office.	the			
	Accounting's			
	Logbook as			
	to number			
	and amount.			
	TOTAL	None	2 hours and 15	
			mins.	

## 12. Payment of Goods and Services

Processing of Payment Goods and Services to Contractors Procured through Bidding

Office	or Division	Budget and Accounting			
Classif	ication	Highly Technical			
Туре	of Transaction	G2B- Government to Business			
Who I	May Avail	Creditor			
СНЕ	ECKLIST OF REQUIREMENTS	WHERE TO SECURE			
	Contract of Agreement with complete supporting documents (1 original copy and 2 machine copies)  Letter of Request for the				
2.	billing as per Accomplishment Report (3 copies)	Contractor			
3.	Pictures as proof for the tasks accomplished for the given period (minimum of pictures)				
4.	Agency Progress Accomplishment (3 original copies)	al Contractor			
5.	Statement of Time Elapsed and Work Accomplishment (3 original copies)				
6.	Contractors' Affidavit (2 original copies)				

			T		
7.	Surety Bond fo	or Advance	Contractor		
	Payment upon requesting of 15% mobilization (1 original				
	15% mobilizat	ion (1 original	Contractor		
	and 2 machine	e copies)			
8.	Special Power	of Attorney			
	for Contractors' Authorized				
	Representativ	e			
9.	Certificate of 0	Completion	Contractor		
	and Certificate	e of			
	Acceptance fo	r the			
	completed pro	oject (3 copies)	BAC Office,	Contractor	
CLI	ENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
		ACTION	BE PAID	TIME	RESPONSIBLE
1	Submit	Scan and	None	60 mins.	Accounting Clerk
	Contract of	analyze the	None	00 1111113.	/teeduring elerk
	Agreement	submitted			
	together	documents			
	with its	as to validity			
	supporting	and			
	documents	completenes			
	for	S.			
	Obligation.	3.			
	_				
2.	Prepare	Head of	None	60 mins.	Accounting Clerk,
	Obligation	Requesting			Head of
	Request and	Office signs			Requesting Office
	Status.	in the ORS			and Budget
		under Box A			Officer
		certifying			
		that the			
		appropriatio			
		n/allotment			
		is necessary,			
		lawful and			
		under his/her			
		direct			
		supervision			
		and that the	[		
		supporting			

documents

	are valid, proper and legal. Budget Officer signs under Box B certifying as to the availability of the Allotment. Budget records and assigns obligation number.			
3. Endorse the obligated transaction to Supply Office.	Check the documents to be endorsed to supplier for confomity and for submission to COA thereafter.	None	20 mins.	Accounting Clerk, Head, Accounting Unit, Casual Clerk, Supply Officer
4. Prepare Disbursemen t Voucher	Reviews supporting documents.	None	20 mins.	Accounting Clerk
5. Record the transaction and assign number in the Disbursemen t Voucher.	Head of Requesting Office certifies that the expenses is necessary, lawful and incurred under his/her direct	None	60 mins.	Head of Requesting Office, Head, Accounting Unit, and Campus Administrator

supervision.		
Head,		
Accounting		
Unit checks		
the		
computation		
and the		
accounting		
entries.		
He/She		
certifies that		
there is cash		
available for		
the certain		
transaction,		
that it is		
subject to		
Authority to		
Debit		
Account		
(when		
applicable)		
and that the		
supporting		
documents		
are complete		
and amount		
claimed is		
proper.		
Campus		
Administrato		
r approves		
the		
transaction		
as per		
Disbursemen		
t Voucher for		
payment.		

	6.	Endorse the	Reconciles	None	5 mins.	Accounting Clerk,
		Disbursemen	the endorsed			Head, Accounting
		t Voucher to	Disbursemen			Unit, Cashier
		the Cashier's	t Voucher in			
		Office.	the			
			Accounting's			
			Logbook as			
			to number			
			and amount.			
-						
			TOTAL	None	3 hours and 45	
					mins.	

## **Campus Administrator Office**

## **Barotac Nuevo Campus**

#### **Internal Services**

## Requests for Use of University Vehicle To provide transportation to clients (faculty, staff, students).

Office or Division			Office of the Campus Administrator			
Classification			Simple			
Type of Transaction			G2C- Government to Citizen			
Who May Avail Fa			Faculty, Staff, Students			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE			
<ol> <li>Form for Request to Use for Vehicle (4 copies)</li> <li>Trip Ticket (3 copies)</li> </ol>			Office of Campus Administrator Office of Campus Administrator			
CLIENT STEPS AGENCY ACTION			FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
<ol> <li>Asks for the availability of the vehicle</li> </ol>	Check availability of vehicle and inform clien to secure		None	5 mins.	Campus Administrator's Secretary	

	request form for the vehicle			
2. Accomplishe s and sign request form for use of vehicle.	Check the request form if signed by the requesting personnel and forward to the Campus Administrato r for approval.	None	7 mins.	Campus Administrator's Secretary Campus Administrator
	Once approved, prepare Trip Ticket and forward to Campus Administrato r for signature.	None	5 mins.	Campus Administrator's Secretary Campus Administrator
	Record transaction and inform the driver of the scheduled trip.	None	3 mins.	Campus Administrator's Secretary Driver
	TOTAL	None	20 mins.	

**Library Services** 

**Barotac Nuevo Campus** 

**Internal Services** 

## 2. Lending of Books for Overnight Use

Reading books are one of the many sources of information for students, thus the University Library's main function is to lend books to students.

Office or Division	L	ibrary		
Classification	S	Simple		
Type of Transaction	(	G2C- Governme	nt to Citizen; G2G-	Government to
	C	Government		
Who May Avail	F	aculty, Student	s, Staff	
CHECKLIST OF REC	QUIREMENTS		WHERE TO SEC	URE
			,	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presents library card	Receives & checks validity of library card (Students).	None	2 mins.	Librarian
2. Wait while book card is being checked.	Check the book card if the title of the book, author and accession number coincides with the book.	None	5 mins.	Librarian
3. Wait while encoding is being done.	Encode the book to library system.	None	5 mins.	Librarian

4. Wait for the printout of receipt.	Print receipt of due date for overnight use (for Students).	None		Librarian
	Receives book cards of books borrowed and encode in the library system then enter in the printed list of borrowed books (for Faculty).	None	5 mins.	Librarian
5. Wait until borrowed book is lend out.	Release books.	None	3 mins.	Librarian
	TOTAL	None	20 mins.	

# 3. Lending of Books for Room Use and Photocopying Reading books are one of the many sources of information for students, thus the University Library's main function is to lend books to students.

Office or Division	Library			
Classification	Simple			
Type of Transaction	G2C- Government to Citizen			
Who May Avail	Faculty, Students, Staff			
CHECKLIST OF REQUIREMENTS	5	WHERE TO SECURE		
Library Borrowers Card		Library		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presents library card	Receives & checks validity of library card (Students).	None	2 mins.	Librarian
2. Wait while book card is being checked.	Check the book card if the title of the book, author and accession number coincides with the book.	None	5 mins.	Librarian
3. Wait while encoding is being done.	Encode the book to library system.	None	5 mins.	Librarian
4. Wait for the printout of receipt.	Print receipt of due date for overnight use (for Students).	None		Librarian
	Receives book cards of books borrowed and encode in the library system then enter in the printed list of borrowed books (for	None	5 mins.	Librarian

	Faculty).			
5. Wait until borrowed book is lend out.	Release books.	None	3 mins.	Librarian
	TOTAL	None	20 mins.	

## 4. Accepting Returned Books

Reading books are one of the many sources of information for students, thus the University Library's main function is to lend books to students for them to return on specific dates required.

Office or Division	Li	brary		
Classification	Simple			
Type of Transaction	G	2C- Governme	nt to Citizen	
Who May Avail	Fa	aculty, Student	s, Staff	
CHECKLIST OF REQ	UIREMENTS		WHERE TO SEC	URE
1. Books Borrow	ed			
2. Due Date Rece	eipt			
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
	ACTION	BE PAID	TIME	RESPONSIBLE
1. Present due date receipt.	Receives book/s returned locate the library card with the book card on the borrower's box. For Faculty: Receives book/s returned		2 mins.	Librarian

	locate the book card on the borrower's box.			
2. Wait while book card is being checked.	Check if the name appears on the receipt and the book title, author and accession number coincide with the book card and borrower's card.	None	5 mins.	Librarian
3. Wait while decoding of books from the database is being done.	Locate the name of the borrower on the book return section of the library system database. Decode the book/s from the database.	2.00/book / day	10 mins.	Librarian
	Charge penalty if the book was returned after 10 A.M of the next day	1.00/ Hour /book		Librarian

	(overnight).  Charge penalty if the was returned after an hour (reserve books/photo copying)			Librarian
4. Wait until the library borrower's card is returned.	Return the library card to the student.	None	3 mins.	Librarian
returneu.	Return the book card on the book/s pocket and return it to the shelf/shelves.			
	TOTAL	None	20 mins.	

#### 5. Research Assistance

One of the functions of a Librarian is to assist students and researches to look for references in their research activities.

Office or Division	L	Library		
Classification	S	Simple		
Type of Transaction	(	G2C- Government to Citizen		
Who May Avail	F	Faculty, Students, Staff		
CHECKLIST OF REQ	UIREMENTS		WHERE TO SEC	URE
1. Library Card				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

Ask for the availability of books/topics needed.	Looks for books or possible sources needed.	None	2 mins.	Librarian
	Instructs the client on the location of material needed.	None		Librarian
2. Checks on the materials presented.	Provides other references.	None	10 mins.	Librarian
3. Presents Library Card.	Checks the library card and lends the material needed.	None	5 mins.	Librarian
4. Returns borrowed material.	Receives and checks the material returned and return the library card.	None	3 mins.	Librarian
	TOTAL	None	20 mins.	

## 6. Issuance of Library Card

In order to see to it that books borrowed are returned and to monitor the users of the University Library Identification Cards such as a Library is being issued.

Office or Division	Library
Classification	Simple
Type of Transaction	G2C- Government to Citizen

Who May Avail	Firs	t Year Studer	nts, Transferees		
CHECKLIST OF REC	UIREMENTS	WHERE TO SECURE			
1. Registration F	orm	Registrar			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Present Registration Form	Receives RF, checks authenticity and accuracy of student's data in the library card.	None	5 mins.	Librarian	
2. Receives Library Card	Issues library card to students and signed the Logbook for release.	None	10 mins.	Librarian	
	Stamps RF as proof of validation of Library Card	None		Librarian	
	Release Library Card	None		Librarian	
	TOTAL	None	15 mins.		

## 7. Validation of Library Card

In order to see to it that books borrowed are returned and to monitor the users of University Library Identification Cards such as a Library Card is being issued. Such card is being validated every academic year.

Office or Division	Library				
Classification	Simple				
Type of Transaction	G2C- Government to Citizen				
Who May Avail	Officially enrolled Students				
CHECKLIST OF REQUIREMENTS	S WHERE TO SECURE				

1.	Registration Fo	orm	Registrar			
CLI	ENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1.	Present Registration Form	Receives RF, checks authenticity and accuracy of student's data in the library card.	None	5 mins.	Librarian	
2.	Gives Library Card to the Librarian for validation.	Checks the Library Card for accuracy of personal information printed against the Registration Form.	None	10 mins.	Librarian	
		Attaches validation sticker on the library card of the student enrolled during the term and retrieve name of student form the official list of enrollees and indicate the date of validation.	None		Librarian	

3. Receives	Stamps RF as	None	5 mins.	Librarian
validated	proof of			
Library Card	validation of			
	Library Card			
	Release	None		Librarian
	Library Card			
	TOTAL	None	20 mins.	

## **Office of Student Affairs and Services**

## **Barotac Nuevo Campus**

### **Internal Services**

## 8. Signing of Clearance

Office	or Division		Office of Student Affairs and Services			
Classif	ication		Sim	nple		
Туре	of Transaction		G2C- Government to Citizen			
Who I	May Avail		Students, Parents and Guardians			
CHE	CKLIST OF REQ	UIREMENTS	S	WHERE TO SECURE		
1.	Clearance		Office of Instruction			
CLI	ENT STEPS	AGENC	Y	FEES TO	PROCESSING	PERSON
		ACTION	J	BE PAID	TIME	RESPONSIBLE
1.	Presents clearance and School ID	Signs Clearance		None	3 mins.	OSAS Staff/Head
2.	Receives school ID and signed clearance	Releases school ID a signed clearance	and	None	2 mins.	OSAS Staff/Head

TOTAL	None	5 mins.

## 9. Application for Scholarship Grants

Office	or Division		Off	ice of Studen	t Affairs and Servio	ces
Classif	fication		Sim	ple		
Туре	of Transaction		G20	C- Governmei	nt to Citizen	
Who I	May Avail		Qua	Qualified Students		
СНЕ	CKLIST OF REC	UIREMENTS	•	WHERE TO SECURE		
1.	Scholarship Ap	oplication Fo	rm	Office of Stu	udent Affairs and S	ervices
CLI	ENT STEPS	AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Inquires about availability of scholarship slots.	Inform of the available scholarship slots and the correspondin g qualification		None	2 mins.	OSAS Staff/Scholarship Director
2.	Signifies intention to apply for a scholarship grant	Issues application form and explain details.	1	None	3 mins.	OSAS Staff/Scholarship Director
3.	Fills up the scholarship form and submits it to the Coordinator.	Verifies the entries of the Scholarship Form, conducts interview with the applicant, and inform	the	None	20 mins.	OSAS Staff/Scholarship Director

him/her of			
other			
requirements			
to be			
submitted			
TOTAL	None	25 mins.	

## 10. Accreditation of Student Clubs and Organizations

Office or Division	(	Office of Student Affairs and Services			
Classification	5	Simple			
Type of Transaction	(	G2C- Governme	nt to Citizen		
Who May Avail	9	Students, and Student Leaders			
CHECKLIST OF REC	QUIREMENTS		WHERE TO SEC	CURE	
Updated Con     Laws     List of Officer	•	Office of Clu	Office of Clubs and Organizations Concerned		
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
	ACTION	BE PAID	TIME	RESPONSIBLE	
<ol> <li>Signifies         intention to         form an         Organization         or a Club.</li> </ol>	Informs applicant of requisites for accreditatio	or	5 mins.	Coordinator of Student Clubs and Organizations	
2. Submits requirement s such as Constitution & By-Laws and List of Members	Checks the requirement as to their validity and acceptability		10 mins.	Coordinator of Student Clubs and Organizations	
3. Inquiries regarding	Issues the Certification	None	20 mins.	Coordinator of Student Clubs	

accreditation	of			and
of the	Accreditation			Organizations
Organization or Club				
0. 0.00				
	TOTAL	None	35 mins.	

## 11. Retention of Student Clubs and Organizations

Office or Division		Office of Student Affairs and Services			
Classification		Simple			
Type of Transaction		G2C- Governme	ent to Citizen		
Who May Avail		Students, and Student Leaders			
CHECKLIST OF REC	QUIREMENTS	WHERE TO SECURE			
1. Updated Cons	stitution and	Office of C	ubs and Organization	ons Concerned	
By-laws, Acco	mplishment	_			
Report					
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
	ACTION	BE PAID	TIME	RESPONSIBLE	
Presents     requirement	Checks documents	None	10 mins.	Coordinator of Student Clubs	
s for	submitted b	by		and	
Retention	the	,		Organizations	
or a Club	Club/Organ	niz			
	ation				
2. Asks for	Issues	None	20 mins.	Coordinator of	
Certification	certificate o	of		Students	
of Retention	retention				
	TOTAL	None	30 mins.		

#### **Medical Services**

## **Barotac Nuevo Campus**

## **Internal Services**

## 12. Medical Consultations and Dispensing of Medicines

Office	or Division	N	Medical Clinic				
Classif	ication	Si	mple				
Туре о	f Transaction	G	2C- Governme	nt to Citizen			
Who N	/lay Avail	Fa	Faculty, Staff, Students and Community				
CHE	CKLIST OF REQ	UIREMENTS		WHERE TO SEC	CURE		
1.	School ID		Office of Stu	udents Affairs			
2.	Government I	ssued ID					
CLI	ENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON		
		ACTION	BE PAID	TIME	RESPONSIBLE		
1.	Present School/Gove rnment Issued ID	Check proper identification card		1 min.	University Nurse		
2.	Fill-out patient's information chart or retrieve old record	Provide and ask patient to fill-out information chart & medical health questionnair e.	None	3 mins.	University Nurse		
3.	Get ready for	Get vital signs:	None	10 mins.	University Nurse		

consultation.				
	Diagnose and			
	Treatment			
	Dispensing			
	medicines			
4. Sign at the	Keep records	None	1 min.	University Nurse
log sheet.				
	TOTAL	None	15 mins.	

## 13. Referral/Certifications/Excuse Slips

Office or Division	N	Medical Clinc			
Classification	S	imple			
Type of Transaction	G	G2C- Government to Citizen			
Who May Avail	F	Faculty, Staff, Students and Community			
CHECKLIST OF REQ	UIREMENTS		WHERE TO SEC	URE	
1. School ID		Office of Stu	udent Affairs		
2. Government I	ssued ID				
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
	ACTION	BE PAID	TIME	RESPONSIBLE	
1. Present School ID/Governm ent-issued ID	Check prope identification card		1 min.	University Nurse	
2. Fill-out patient's information chart or retrieve old record	Provide and ask patient to fill-out information chart & dental health questionnair e.	1	5 mins.	University Nurse	

3.	Get ready	History	None	20 mins.	University Nurse
	for	taking:			
	consultation				
		Vital signs			
		measuremen			
		t; Blood			
		pressure;			
		Pulse rate;			
		respiration			
		rate; referral			
		for			
		complicated			
		or special			
		cases and			
		medically			
		compromised			
		patients			
4.	Sign at the	Issue	None	4 mins.	University Nurse
	log sheet	referral/excu			
		se letter			
		TOTAL	None	20 mins	
		TOTAL	None	30 mins.	

## 14. Vital Signs Monitoring

Office or Division	С	Office of Student Affairs and Services			
Classification	S	Simple			
Type of Transaction	G	G2C- Government to Citizen			
Who May Avail	F	Faculty, Staff, Students, and Community			
CHECKLIST OF REQ	UIREMENTS		WHERE TO SECURE		
1. School ID		Office of Stu	idents Affairs		
2. Government Is	ssued ID				
CLIENT STEPS	AGENCY	CY FEES TO PROCESSING PERSON			
	ACTION	BE PAID	TIME	RESPONSIBLE	

1.	Present	Check proper	None	2 mins.	University Nurse
	School	identification	None	2 111113.	omversity marse
	ID/Governm	card			
	ent-issued ID				
2.	Fill-out	Provide and	None	5 mins.	University Nurse
	patient's	ask patient to			
	information	fill-out			
	chart or	information			
	retrieve old	chart &			
	record	dental health			
		questionnair			
		e.			
3.	Get ready	History	None	10 mins.	University Nurse
	for vital	taking:			,
	signs and	Vital signs			
	measuremen	measuremen			
	t	t; blood			
		pressure;			
		pulse rate;			
		respiration			
		rate;			
		informing the			
		patient of the			
		result			
4.	Sign at the	Keep records	None	3 mins.	University Nurse
	log sheet				
		TOTAL	None	20 mins.	

## 15. Minor Eye Treatment

Office or Division	Medical Clinic
Classification	Simple
Type of Transaction	G2C- Government to Citizen
Who May Avail	Faculty, Staff, Students, and Community

CHECKLIST OF REQ	CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
School ID     Government Is			Office of Students Affairs			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1. Present School ID/Governm ent-issued ID	Check proper identification card	None	2 mins.	University Nurse		
2. Fill-out patient's information chart or retrieve old record	Provide and ask patient to fill-out information chart & dental health questionnair e	None	5 mins.	University Nurse		
3. Present affected eye.	Flushing of mineral water to affected eye. Relaying the results to the patients. Referral of special cases/accom pany patient to the hospital/eye specialist	None	25 mins.	University Nurse		
4. Sign at the log sheet	Keep record	None	3 mins.	University Nurse		
	TOTAL	None	35 mins.			

## 16. Inhalation

Office or Division		Medical Clinic		
Office of Division	l N	viedicai Cililic		
Classification	S	imple		
Type of Transaction	G	G2C- Governme	nt to Citizen	
Who May Avail	F	aculty, Staff, St	udents, and Comm	unity
CHECKLIST OF REC	UIREMENTS	WHERE TO SECURE		
1. School ID		Office of Stu	udents Affairs	
2. Government I	ssued ID	omec or sec	adents / tildins	
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
	ACTION	BE PAID	TIME	RESPONSIBLE
1. Present School ID/Governm ent-issued ID	Check prope identification card		2 mins.	University Nurse
2. Fill-out patient's information chart or retrieve old record	Provide and ask patient t fill-out information chart & dental healtl questionnair e.	h	5 mins.	University Nurse
3. Submit for inhalation	History taking: Vital signs measurement; blood pressure; pulse rate; respiration rate; administer pulmo-aide inhalation; medicine	None	30 mins.	University Nurse

	dispensing			
4. Sign at the log sheet	Keep records.	None	3 mins.	University Nurse
	TOTAL	None	40 mins.	

### **Dental Services**

## **Barotac Nuevo Campus**

## **Internal Services**

## 17. Oral/Dental Examination

Office (	or Division		Dental Clinic			
Classifi	cation		Sim	ple		
Type o	f Transaction		G2C- Government to Citizen			
Who N	lay Avail		Faculty, Staff, Students, and Community			
CHE	CKLIST OF REQ	UIREMENTS	S		WHERE TO SEC	URE
1.	School ID			Office of Stu	idents Affairs	
2.	Government Is	ssued ID				
CLIE	ENT STEPS	AGENC	Y	FEES TO	PROCESSING	PERSON
		ACTION	J	BE PAID	TIME	RESPONSIBLE
1.	Present	Check pro	per	None	1 mins.	University
	School	identificat	ion			Dentist
	ID/Governm	card				
	ent-issued ID					
2.	Fill-out	Provide an	nd	None	5 mins.	University
	patient's	ask patien	t to			Dentist
	information	fill-out				
	chart or	information				
	retrieve old	chart &				
	record	dental hea	lth			
		questionna	air			

	e.			
3. Get ready for oral/dental check up	Perform oral/dental check- up.	None	10 mins.	University Dentist
4. Sign at the log sheet	Keep records	None	1 min.	University Dentist
	TOTAL	None	17 mins.	

## 18. Oral Prophylaxis

Office or Division		Dental Clinic			
Classification	:	Simple	<u>,</u>		
Type of Transaction		G2C- Government to Citizen			
Who May Avail		Faculty, Staff, Students, and Community			unity
CHECKLIST OF REQ	UIREMENTS			WHERE TO SEC	URE
1. School ID		0	ffice of Stu	idents Affairs	
2. Government Is	ssued ID				
CLIENT STEPS	AGENCY		FEES TO	PROCESSING	PERSON
	ACTION	ı	BE PAID	TIME	RESPONSIBLE
1. Present	Check prope	er	None	1 mins.	University
School	identificatio	on			Dentist
ID/Governm	card				
ent-issued ID					
2. Fill-out	Provide and	t	None	5 mins.	University
patient's	ask patient	to			Dentist
information	fill-out				
chart or	information	n			
retrieve old	chart &				
record	dental healt				
	questionnai	ir			
	e.				
	<u> </u>				

3.	Get ready	Perform	None	30 mins.	University
	for	oral/dental			Dentist
	oral/dental	check-up.			
	check- up	Perform oral			
	and	prophylaxis			
	prophylaxis /	/scaling.			
	scaling				
4.	Sign at the	Keep records	None	1 min.	University
4.	J	Reep records	None	1111111.	,
	log sheet				Dentist
		TOTAL	None	36 mins.	

### 19. Tooth Extraction

Office or Division		Dental Clinic			
Classification		Simple			
Type of Transaction	(	G2C- Government to Citizen			
Who May Avail	1	Faculty, Staff, Students, and Community			
CHECKLIST OF REC	UIREMENTS		WHERE TO SECURE		
1. School ID		Office of Stu	Office of Students Affairs		
2. Government Issued ID					
CLIENT STEPS AGENCY		FEES TO	PROCESSING	PERSON	
	ACTION	BE PAID	TIME	RESPONSIBLE	
1. Present	Check prope	er None	1 mins.	University	
School	identificatio	on		Dentist	
ID/Governm	card				
ent-issued ID					
2. Fill-out	Provide and	l None	5 mins.	University	
patient's	ask patient	to		Dentist	
information	fill-out				
chart or	information	ı			
retrieve old	chart &				
	dental healt	th			

record	questionnair e.			
3. Get ready for oral/dental check- up and prophylaxis / scaling	Perform oral/dental exam. Diagnose and treatment plan. Perform tooth extraction. Prescribing and dispensing of medicines. Post operative instructions	None	30 mins.	University Dentist
4. Sign at the log sheet	Keep records	None	1 min.	University Dentist
	TOTAL	None	37 mins.	

## 20. Referral/Certifications/Excuse Slips

Office or Division		Dental Clinic			
Classification	Si	Simple			
Type of Transaction	G	G2C- Government to Citizen			
Who May Avail	Fa	culty, Staff, Students, and Community			
CHECKLIST OF REQ	UIREMENTS		WHERE TO SECURE		
1. School ID		Office of Stu	Office of Students Affairs		
2. Government Is	ssued ID				
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
	ACTION	BE PAID	TIME	RESPONSIBLE	

1.	Present School ID/Governm ent-issued ID	Check proper identification card	None	2 mins.	University Dentist
2.	Fill-out patient's information chart or retrieve old record	Provide and ask patient to fill-out information chart & dental health questionnair e.	None	5 mins.	University Dentist
3.	Get ready for consultation	Perform oral/dental exam. Diagnose and treatment plan. Perform tooth extraction. Prescribing and dispensing of medicines. Post operative instructions	None	20 mins.	University Dentist
4.	Sign at the log sheet	Issue of Excuse Slip/Certificat ion/ Referral.	None	3 mins.	University Dentist
		TOTAL	None	30 mins.	

## 21. Consultation, Prescribing and Dispensing

Office or Division		Dental Clinic			
Classification	5	Simple			
Type of Transaction	(	G2C- Governme	nt to Citizen		
Who May Avail	F	aculty, Staff, St	udents, and Comm	unity	
CHECKLIST OF REC	UIREMENTS	WHERE TO SECURE			
School ID     Government Issued ID		Office of Students Affairs			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Present School ID/Governm ent-issued ID	Check prope identificatio card		2 mins.	University Dentist	
2. Fill-out patient's information chart or retrieve old record	Provide and ask patient the fill-out information chart & dental healt questionnaire.	to h	5 mins.	University Dentist	
3. Get ready for consultation.	Perform Oral/Dental Exam Diagnose an treatment plan. Prescribe an dispense medicines to patients	nd nd	10 mins.	University Dentist	
4. Sign at the log sheet	Keep record	s None	3 mins.	University Dentist	

TOTAL	None	19 mins.	

## 22. Restorative Fillings

Office or Division	D	Dental Clinic				
Classification	Si	imple				
Type of Transaction	G	2C- Governme	nt to Citizen			
Who May Avail	F	Faculty, Staff, Students, and Community				
CHECKLIST OF REC	UIREMENTS	S WHERE TO SECURE				
School ID     Government I	ssued ID	Office of Students Affairs				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1. Present School ID/Governm ent-issued ID	Check proper identification card		2 mins.	University Dentist		
2. Fill-out patient's information chart or retrieve old record	Provide and ask patient to fill-out information chart & dental health questionnair e.	n	5 mins.	University Dentits		
3. Get ready for consultation	Perform oral/dental exam. Diagnose and treatment plan. Perform restorative	None	1 hour	University Dentist		

	filling.			
4. Sign at log sheet.	Keep records	None	3 mins.	University Dentist
	TOTAL	None	1 hour and 10 mins.	

## **Registrar Services**

#### **Barotac Nuevo Campus**

#### **Internal Services**

# 23. Approval of Changing, Adding and Dropping of Subjects

Office	or Division		Registrars' Office			
Classif	ication		Simple			
Туре	of Transaction		G2C- Government to Citizen			
Who N	/lay Avail		All	Officially Enro	olled Students	
СНЕ	CKLIST OF REQ	UIREMENTS	6		WHERE TO SEC	URE
1.	Adding and Dr (4 copies)	opping Forn	n	Office of the Registrar and Admission		
CLI	ENT STEPS	AGENCY	1	FEES TO	PROCESSING	PERSON
		ACTION	I	BE PAID	TIME	RESPONSIBLE
1.	Submits	Reviews fo	rm	None	5 mins.	Campus
	adding and	presented	by			Registrar/Registr
	dropping form.	students.				ar's Staff
		Inputs		None	10 mins.	Campus
		student ID				Registrar/Registr
		number or	1			ar's Staff
		the				
		Registration				
		System				
		Enrolment				
		template a	nd			
		edits				

	electronic data as reflected in the Adding and Dropping Form.			
	Confirms the Adding and Dropping of Subjects made and signs the Registrar's portion of the Form in 4 copies. Retains Registrar's Copy and returns to students the duplicate copies. Informs students to proceed to Cashier's Office.	None	5 mins.	Campus Registrar/Registr ar's Staff
2. Submits to the Cashier's Office the adding and dropping form of subjects enrolled.	Signs the form and retains the Cashier's Copy. Returns to students the Dean's Copy and Students' Copy.	None	5 mins.	Cashier

Receives and	None	5 mins.	Assigned Staff
files Dean's			
copy of			
Adding and			
Dropping			
Form.			
TOTAL	None	30 mins.	
	files Dean's copy of Adding and Dropping Form.	files Dean's copy of Adding and Dropping Form.	files Dean's copy of Adding and Dropping Form.

# 24. Completion of Incomplete (INC) Mark

Office	or Division		Registrars' Office			
Classif	ication		Sim	nple		
Туре	of Transaction		G20	C- Governme	nt to Citizen	
Who I	May Avail		All	Students		
CHE	CKLIST OF REQ	UIREMENTS	6		WHERE TO SEC	CURE
1.	Accomplished			Office of the	e Registrar and Adı	mission
	Completion of	INC Mark				
CLI	ENT STEPS	AGENC	<b>′</b>	FEES TO	PROCESSING	PERSON
		ACTION	I	BE PAID	TIME	RESPONSIBLE
1.	Request for	Issues		None	3 mins.	Campus
	Completion	Completio	n			Registrar/Registr
	of INC Mark	Form to				ar's Staff
	Form.	student.				
2.	Accomplishe	Enters		None	5 mins.	Campus
	s the	completio	n			Registrar/Registr
	required	grade in th	ie			ar's Staff
	data and	form and				
	submits	affix				
	form to the	signature f	or			
	Head of	validity.				
	Instruction.	Forwards		None	5 mins.	Campus
		form to HO	וכ	140110	5 1111113.	Registrar/Registr
		office for	- •			ar's Staff
		311100 101				a. 5 Stair

signature.			
Signs the form for validity and forwards the same to the Registrar's Office.	None	5 mins.	Campus Registrar/Registr ar's Staff
Receives the accomplished form and examine the validity of signatures.	None	5 mins.	Campus Registrar/Registr ar's Staff
Signs and records the form in a log book and endorses the same to staff concerned.	None	2 mins.	Campus Registrar/Registr ar's Staff
Encodes the completion grade reflected in the accomplished and validated form.	None	5 mins.	Campus Registrar/Registr ar's Staff
TOTAL	None	20 mins.	

# 25. Submission of Faculty Grade Sheets

Office or Division	Registrars' Office
Classification	Simple
Type of Transaction	G2C- Government to Citizen

Who May Avail	F	aculty Member	aculty Members (Permanent/Part-Time/Substitue)				
CHECKLIST OF REC	QUIREMENTS		WHERE TO SECURE				
Accomplished     Sheets	d Official Grade	Office of the Registrar and Admission					
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE			
1. Requests print-out of official grade sheets and reflect students' grades.	Print-out the requested official grade sheets of the faculty concerned		5 mins.	Department Head			
2. Submits accomplishe d official grade sheets.	Reviews, receives and records official grade sheets of the faculty concerned.		5 mins.	Campus Registrar/Registr ar's Staff			
3. Records the reviewed official grade sheets.	Retains the original copy of grade sheets and returns to the faculty the duplicate copies for file.		5 mins.	Campus Registrar/Registr ar's Staff			
	TOTAL	None	15 mins.				

## **Supply Office**

## **Barotac Nuevo Campus**

#### **Internal Services**

## 26. Releasing of Supplies

Office or Division		Registrars' Office					
<b>Classification</b> Sin			Simple				
Type of Transaction G2			overnmer	nt to Citizen			
Who May Avail		Faculty	, Staff, an	d Students			
CHECKLIST OF REQ	UIREMENTS			WHERE TO SEC	URE		
Requisition an  (RIS)	d Issue Slip	Su	pply Offic	e			
2. Inventory Cust	todian Slip	Su	Supply Office				
3. Property Ackn Receipt (PAR)	3. Property Acknowledgement		Supply Office				
CLIENT STEPS	CLIENT STEPS AGENCY ACTION		EES TO E PAID	PROCESSING TIME	PERSON RESPONSIBLE		
	Accomplish RIS/ICS/PAF form		None	15 mins.	Supply Officer/Clerk		
	Approval of RIS/ICS/PAF form by the End-User of Head of Agency	R	None	10 mins.	End-User		
	Check supplies/ed pment as to quantity	ηui	None	10 mins.	Supply Officer/Clerk/End -User		
	Signing of Release		None	3 mins.	End-User		
Accept released	Releasing		None	30 mins.	Supply		

supplies/equipment				Officer/Clerk/End -User
	TOTAL	None	1 hour and 8 mins.	

#### **Guidance and Counseling**

#### **Barotac Nuevo Campus**

#### **Internal Services**

#### 27. Counseling Service (Individual and Group- By Appointment)

A guidance service that assists individuals in dealing with personal, educational, or career issues through the help and expertise of a Guidance Counselor with specialized skills. This allows an individual in accessing the service through scheduling without difficulty.

Office or Division Gu			Gui	uidance and Counseling		
Classific	<b>Classification</b> Sim			ple		
Type of	f Transaction		G20	C- Governmer	nt to Citizen	
Who M	lay Avail		Fac	ulty, Staff, an	d Students	
CHEC	CKLIST OF REQ	UIREMENTS	S		WHERE TO SEC	URE
1.	Identification	Card		Office of Stu	ident Affairs and Se	ervices/Guidance
2.	Registration Fo	orm		Office		
3.	Filled-up Cons	ent Form				
4.	Individual Cun	nulative				
	Record					
CLIE	NT STEPS	AGENC	Y	FEES TO	PROCESSING	PERSON
		ACTION	J	BE PAID	TIME	RESPONSIBLE
1.	Approaches	Welcomes	5	None	5 mins.	Guidance
	the	and				Counselor
	Guidance	accommo	dat			
	Counselor to	es the				
set an counselee						
	appointment	and set th	e			
	for	schedule f	or			
	counseling	counseling	3			

	or presents				
	the Call Slip				
	Form and				
	logs-in				
	important				
	information				
	in the				
	Counseling				
	logbook.				
2	Comes for	Explains the	None	5 mins.	Guidance
2.	Initial	client	None	3 1111113.	Counselor
	interview	Consent			Codriscion
	and Fills up	Form before			
	Client	counseling			
	Consent	proper will			
	Form	commence.			
		Conducts	None	30 mins.	Guidance
		initial			Counselor
		Interview to			
		assess			
		problems and			
		needs of the			
		client.			
		Establishes			
		rapport with			
		the			
		counselee			
3.	Expresses	Listens	None	Approximately 1	Guidance
	his/her	attentively to		hour	Counselor
	concerns to	the concerns			
	the	of the			
	counselor	counselee			
		and fills up			
		the Student			
		Counseling			
		Form			
4	Listens to	Analyzes,	None	Approximately	Guidance
	the response	synthesizes	140110	30	Gardanee
	c . coponic	37			

	1	T	T	
of the counsellor	and summarizes the issues, concerns or problems of the counselee. Presents counseling goals		minutes/client depending on the intensity of the case	Counselor
5. Discerns or decides on the proper course of action to be taken regarding the issues raised	Affirms, encourages, discourages or suggests alternatives or options towards the solution of his/her concerns or problems.	None	15 mins./client	Guidance Counselor
6. Requests for follow-up schedule of another counseling session as the need arises	Provides the follow-up counseling schedule as needed  Records the counseling process for follow-up and evidence-practice based research.	None	3 mins.	Guidance Counselor
7. Comes for follow up session	Helps client implement counseling	None	1 hour/client	Guidance Counselor

	goals			
8. If counseling goal is not achieved, comes for another follow up counseling	If counseling goal is not achieved repeat the process from step 4.  If counseling goal is achieved, counseling session is terminated.	Not applicable	Not applicable	Not applicable
	TOTAL	None	3 hours and 30 mins.	

## 28. Counseling Service (Individual and Group-Walk-in)

A guidance service that assists individuals in dealing with personal, educational, or career issues through the help and expertise of a Guidanc Counselor with specialized skills.

Office or Division G		Guidance and Counseling			
Classification	S	imple			
Type of Transaction	G	32C- Governme	nt to Citizen		
Who May Avail	F	aculty, Staff, an	d Students		
CHECKLIST OF REQ	UIREMENTS		WHERE TO SECURE		
1. Individual Cun	nulative	Office of Stu	Office of Student Affairs and Services/Guidance		
Record		Office	Office		
2. Student Couns	seling Form				
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
ACTION		BE PAID	TIME	RESPONSIBLE	
1. Approaches	Welcomes	None	5 mins.	Guidance	
the	and			Counselor	
Guidance	accommodat	t			

			-		1
	Counselor to set an appointment for counseling or presents the Call Slip Form and logs-in important information in the Counseling logbook.	es the counselee and set the schedule for counseling			
2.	Comes for Initial interview and Fills up Client Consent Form	Explains the client Consent Form before counseling proper will commence.	None	5 mins.	Guidance Counselor
		Conducts initial Interview to assess problems and needs of the client.  Establishes rapport with the counselee	None	30 mins.	Guidance Counselor
3.	Expresses his/her concerns to the counselor	Listens attentively to the concerns of the counselee and fills up	None	1 hour/client	Guidance Counselor

		the Student Counseling Form			
4.	Listens to the response of the counsellor	Analyzes, synthesizes and summarizes the issues, concerns or problems of the counselee. Presents counseling goals	None	Approx.30 min./client depending on the intensity of the case	Guidance Counselor
5.	Discerns or decides on the proper course of action to be taken regarding the issues raised	Affirms, encourages, discourages or suggests alternatives or options towards the solution of his/her concerns or problems.	None	15 mins./client	Guidance Counselor
6.	Requests for follow-up schedule of another counseling session as the need arises	Provides the follow-up counseling schedule as needed  Records the counseling process for follow-up and evidence-practice	None	3 mins.	Guidance Counselor

7. Comes for	based research.	None	1 hour/client	Guidance
follow up session	Helps client implement counseling goals	None	1 hour/client	Counselor
8. If counseling goal is not achieved, comes for another follow up counseling	If counseling goal is not achieved repeat the process from step 4.  If counseling goal is achieved, counseling session is terminated.	Not applicable	Not applicable	Not applicable
	TOTAL	None	3 hours and 30 mins.	

# **29. Consultation Service (Individual and Group, Career, Academic, Personal, Family Issues**A service that enables individual to share concerns with the Guidance counsellor and at the same time allows them to help other students through referral system.

CHECKLIST OF REQUIREMENT	WHERE TO SECURE			
Who May Avail	Faculty, Staff, and Students			
Type of Transaction	G2C- Government to Citizen			
Classification	Simple			
Office or Division	Guidance and Counseling			

#### For Students:

- 1. Registration Form (RF)
- 2. Identification Card (IC)

For Guardians and Authorized Persons:

1. Identification Card (IC)

#### For Faculty and Staff

 Filled-up referral for Guidance and Counseling Form (for referral purposes) Office of Student Affairs and Services/Guidance Office

CLI	ENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Approaches the Guidance Counselor to set an appointment for counseling or presents the Call Slip Form and logs-in important information in the Counseling logbook.	Welcomes and accommodat es the counselee and set the schedule for counseling	None	5 mins.	Guidance Counselor
2.	States the issue to be consulted.	Listens attentively to the concerns of the client	None	30 mins.	Guidance Counselor
3.	Listens and interacts to the response of the Guidance	Clarifies and analyzes the issue being consulted	None	30 mins.	Guidance Counselor

Counselor				
4. Decides on the course of action to be done.	Provides intervention to the issue and setting schedule for follow-up	None	5 mins.	Guidance Counselor
	TOTAL	None	1 hour and 10 mins.	

## **30.** Request for Absence Data Form

Students may request absence data for monitoring of the class attendance.

Office or Division	gistrars' Office	è				
Classification	<b>Classification</b> Sim			nple		
Type of Transaction	G20	C- Governmer	nt to Citizen			
Who May Avail	Stu	dents				
CHECKLIST OF REQUIREME	NTS		WHERE TO SEC	URE		
Excuse Letter-signed b	y the	Office of Stu	ıdent Affairs and Se	ervices		
Parent/Guardian with	•					
following data stated i						
Absence Data Form						
a. Current Date, Secti	on					
and Signature						
b. Dates of Absence of	of the					
Student						
c. Reason for Absenc	e					
d. Name, Year, Cours	e					
2. Medical Certificate-sig	ned by	School/Clini	c/Hospital			
the attending Licensed						
Physician						
CLIENT STEPS AGE	NCY	FEES TO	PROCESSING	PERSON		
АСТ	ION	BE PAID	TIME	RESPONSIBLE		
1. Presents the Examin	es the	None	3 mins.	Guidance		
Excuse authen	ticity			Counselor		
Letter signed of the o	excuse					

by parents/guar dian or Medical Certificate signed by attending physician	Letter or medical Certificate			
Decides on the course of action to be done	Provides intervention to the issue and setting schedule for follow-up	None	5 mins.	Guidance Counselor
Fills up the Excuse Slip and attaches the Excuse Letter or Medical Certificate	Checks and verifies the reasons stated	None	5 mins.	Guidance Counselor
Gets the Excuse Slip and logs-in important information in the Absence Data Form logbook.	Signs the Excuse Slip after counseling	None	5 mins.	Guidance Counselor
Presents the Excuse Slip with signature of teachers concerned	Follows-up the student involved	None	3 mins.	Guidance Counselor
Gives a photocopy	Receives the photocopy of	None	1 min.	Guidance

of the	the Excuse			Counselor
Excuse Slip	Slip and keep			
	it for future			
	reference.			
	TOTAL	None	22 mins.	

#### **31. Orientation Service**

A service given to the students that will inform them of the different school services available for them in school.

Office or Division		Guidance and Counseling					
Classif	fication		Sim	ıple			
Туре	Type of Transaction G			C- Governme	nt to Citizen		
Who I	May Avail		Stu	dents			
СНІ	ECKLIST OF REQ	UIREMENTS	<u> </u>		WHERE TO SEC	CURE	
1. Attendance Sheet				Office of Student Affairs and Services/ Guidance Office			
CLI	ENT STEPS	AGENCY	Y	FEES TO	PROCESSING	PERSON	
		ACTION	ı	BE PAID	TIME	RESPONSIBLE	
	Come on the scheduled date of the program	Registers a freshmen and Transferee	es	None	5 mins.	OSAS Staff	
2.	Attend and participate in the Orientation Program	Orient the students we the difference services of the University	vith ent	None	3 hours	OSAS head, Program Chairs, Staff concerned	
3.	Fill up the evaluation form for the activity	Provides evaluation form to students to evaluate the	0	None	30 mins.	Research Department/OSA S Staff	

	effectiveness of the orientation service			
4. Sign out in the registration area after the program	Provides attendance sheet to students	None	25 mins.	OSAS Staff
	TOTAL	None	4 hours	

## **Human Resource Office**

#### **Barotac Nuevo Campus**

#### **Internal Services**

## 32. Issuance of Certificate of Employment and other Documents

A service given to the students that will inform them of the different school services available for them in school.

Office or Division		Human Resource Office			
Classification		Sim	ple		
Type of Transaction		G20	C- Governmer	nt to Citizen	
Who May Avail			Faculty, Employees and Job-Hires		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
Completely filled-up Reques  Slip		est	Human Reso	ource Office	
CLIENT STEPS	AGENCY		FEES TO	PROCESSING	PERSON
	ACTION		BE PAID	TIME	RESPONSIBLE
1. Secure request slip from the Administrati ve Office Clerk	Admin. Cler give client Request slip		None	15 mins.	Client/Admin Clerk

2. Submit to Admin. Clerk filled up request slip	Admin. Clerk verify the completenes s of the submitted request	None	10 mins.	Admin Clerk
	Admin. Clerk submit to AO IV	None	10 mins.	Admin Clerk
	Admin. Officer IV prepares the document	None	2 hours	HRMO
	Admin. Officer IV give the prepared document to Admin. Clerk for release	None	10 mins.	HRMO
3. Sign at the transaction log book	Clerk release document and let the client sign at the transaction log book.	None	15 mins.	Admin Clerk
	TOTAL	None	3 hours	

## **Budget and Accounting Office**

**Barotac Nuevo Campus** 

**Internal Services** 

## 33. Payment of Cash Advance for Activities

Processing of Payment of Cash Advances to be used in Conducting Campus Activities.

Office or Division	Bu	dget and Accounting			
Classification	Sin	mple			
Type of Transaction	G2	C- Governme	nt to Citizen		
Who May Avail	Во	nded Officials			
CHECKLIST OF REQ	UIREMENTS		WHERE TO SEC	URE	
<ol> <li>Approved Project Proposal and Budget Plan (1 original copy and 1 machine copy)</li> <li>For cash advance which include Project Procurement Management Plan should be attached. (2 copies)</li> <li>Approved Resolution to Withdraw from their respective funds for Student Organizations. (1 original copy; 1 machine copy)</li> <li>Approved letter of request to cash advance. (1 original</li> </ol>		Requesting  End User, B.  Requesting	AC Office		
copy; 1 machii	ne copy)	Requesting Office			
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
	ACTION	BE PAID	TIME	RESPONSIBLE	
1. Submit Letter of Request to cash advance together with its supporting documents for Obligation.	Scan and analyze the submitted documents as to validity and completenes s.	None	15 mins.	Accounting Clerk	
2. Prepare Obligation	Head of Requesting	None	20 mins.	Accounting Clerk, Head of	

Request and	Office signs			Requesting Office
Status.	in the ORS			and Budget
Status.	under Box A			Officer
	certifying			Officer
	that the			
	appropriatio			
	n/allotment			
	is necessary,			
	lawful and			
	under his/her			
	direct			
	supervision			
	and that the			
	supporting documents			
	are valid,			
	proper and			
	legal. Budget			
	Officer signs			
	under Box B			
	certifying as			
	to the			
	availability of			
	the			
	Allotment.			
	Budget			
	records and			
	assigns			
	obligation			
	number.			
3. Prepare	Reviews	None	10 mins.	Accounting Clerk
Disbursemen	supporting			3 5 5 5 6 6
t Voucher.	documents.			
4. Record the	Head of	None	20 mins.	Head of
transaction	Requesting			Requesting
and assign	Office			Office, Head,
number in	certifies that			Accounting Unit,
the	the expenses			and Campus
Disbursemen	is necessary,			Administrator
	lawful and			

t Voucher.	incurred		
	under his/her		
	direct		
	supervision.		
	Head,		
	Accounting		
	Unit checks		
	the		
	computation		
	and the		
	accounting		
	entries.		
	He/She		
	certifies that		
	there is cash		
	available for		
	the certain		
	transaction,		
	that it is		
	subject to		
	Authority to		
	Debit		
	Account		
	(when		
	applicable)		
	and that the		
	supporting		
	documents		
	are complete		
	and amount		
	claimed is		
	proper.		
	Campus		
	Administrato		
	r approves		
	the		
	transaction		
	as per		
	Disbursemen		
	t Voucher for		

	payment.			
5. Endorse the	Reconciles	None	5 mins.	Accounting Clerk,
Disbursemen	the endorsed			Head, Accounting
t Voucher to	Disbursemen			Unit, Cashier
the Cashier's	t Voucher in			
Office.	the			
	Accounting's			
	Logbook as			
	to number			
	and amount.			
	TOTAL	None	1 hour and 10	
			mins.	

# 34. Payment of Cash Advance for Seminar Processing of Payment of Cash Advances to be used in attending Seminars.

Office	Office or Division Bud		dget and Accounting		
Classif	ication	Sim	ple		
Туре о	f Transaction	G20	C- Government to Citizen		
Who N	/lay Avail	Fac	ulty and Staff		
CHE	CKLIST OF REQUIREMENTS	5	WHERE TO SECURE		
1.	Memorandum endorsed b	ру	Requesting Office		
	Commission on Higher				
	Education (CHED) 2 copies	s)			
2.	Letter of recommendation	า			
	signed by immediate		Head of Requesting Office		
	supervisor and approved I	by			
	Campus Administrator (1				
	original copy and 1 machin	ne			
	copy)				
3.	Duly numbered travel ord	er			
	signed by immediate		Requesting Office, Human Resource Office		
	supervisor and approved I	by			
	Campus Administrator for				
	seminars within Iloilo				
	Province. Travel Order				

signed by the Campus
Administrator and approved
by the University President
for seminars outside Iloilo
Province (1 original copy and
1 machine copy)

4. Flight details for seminars that require airplane as the mode of transportation (1 original copy and 1 machine copy)

**Requesting Office** 

5. Itinerary of travel signed by immediate supervisor and approved by campus administrator for seminars within Iloilo province. Itinerary of travel signed by the Campus Administrator and approved by the University President for seminars outside Iloilo province. (3 original copies)

Requesting Office, Human Resource Office

CLI	ENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Submit Itinerary of Travel together with its supporting documents for Obligation.	Scan and analyze the submitted documents as to validity and completenes s.	None	15 mins.	Accounting Clerk
2.	Prepare Obligation Request and Status.	Head of Requesting Office signs in the ORS under Box A certifying	None	20 mins.	Accounting Clerk, Head of Requesting Office and Budget Officer

	that the appropriatio n/allotment is necessary, lawful and under his/her direct supervision and that the supporting documents are valid,			
	proper and legal. Budget Officer signs under Box B certifying as to the availability of the Allotment. Budget records and assigns obligation number.			
3. Prepare Disbursemen t Voucher.	Reviews supporting documents.	None	20 mins.	Accounting Clerk
4. Record the transaction and assign number in the Disbursemen t Voucher.	Head of Requesting Office certifies that the expenses is necessary, lawful and incurred under his/her direct supervision.	None	20 mins.	Head of Requesting Office, Head, Accounting Unit, and Campus Administrator

				<u> </u>
	Head,			
	Accounting			
	Unit checks			
	the			
	computation			
	and the			
	accounting			
	entries.			
	He/She			
	certifies that			
	there is cash			
	available for			
	the certain			
	transaction,			
	that it is			
	subject to			
	Authority to			
	Debit			
	Account			
	(when			
	applicable)			
	and that the			
	supporting			
	documents			
	are complete			
	and amount			
	claimed is			
	proper.			
	Campus			
	Administrato			
	r approves			
	the			
	transaction			
	as per			
	Disbursemen			
	t Voucher for			
	payment.			
5. Endorse the	Reconciles	None	5 mins.	Accounting Clerk,
Disbursemen	the endorsed	-		Head, Accounting
t Voucher to	Disbursemen			Unit, Cashier
111111111111111111111111111111111111111				, 233 <b>2</b> .

the Cashier's	t Voucher in			
Office.	the			
	Accounting's			
	Logbook as			
	to number			
	and amount.			
	TOTAL	None	1 hour and 20	
			mins.	

## 35. Reimbursement of Travel Expenses

Processing of reimbursement of Travel expenses incurred for every travel on Official Business.

Office	or Division	Buc	idget and Accounting		
Classif	fication	Cor	mplex		
Туре	of Transaction	G20	C- Government to Citizen		
Who I	May Avail	Fac	culty and Staff		
СНЕ	ECKLIST OF REQUIREMENTS	5	WHERE TO SECURE		
1.	Duly numbered travel ordersigned by the immediate supervisor and approved to the Campus Administrator (1 original copy; 1 machine)	by r.	Requesting Office, Human Resource Office		
2.	copy) Certificate of Appearance. original copy; 1 machine copy)	. (1	Office stated in the travel order to transact business		
3.	Office Memorandum/Noti of Meeting (if applicable). copies)		Campus Administrators' Office		
4.	Itinerary of travel signed by immediate supervisor and approved by campus administrator. (3 original copies)	-			
5.	Certificate of travel completed signed by the		Human Resource Office		

Requesting person and
Campus Administrator. ( 3
original copies)

CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
	ACTION	BE PAID	TIME	RESPONSIBLE
1. Submit Certificate of Travel Completed together with its supporting documents for Obligation.	Scan and analyze the submitted documents as to validity and completenes s.	None	30 mins.	Accounting Clerk
2. Prepare Obligation Request and Status.	Head of Requesting Office signs in the ORS under Box A certifying that the appropriatio n/allotment is necessary, lawful and under his/her direct supervision and that the supporting documents are valid, proper and legal. Budget Officer signs under Box B certifying as	None	30 mins.	Accounting Clerk, Head of Requesting Office and Budget Officer

2 Propage	to the availability of the Allotment. Budget records and assigns obligation number.	None	20 mins.	Accounting Clark
3. Prepare Disbursemen t Voucher.	supporting documents	None	20 mins.	Accounting Clerk
4. Record the transaction and assign number in the Disbursemen t Voucher.	Head of Requesting Office certifies that the expenses is necessary, lawful and incurred under his/her direct supervision. Head, Accounting Unit checks the computation and the accounting entries. He/She certifies that there is cash available for the certain transaction, that it is subject to Authority to	None	30 mins.	Head of Requesting Office, Head, Accounting Unit, and Campus Administrator

	Debit Account (when applicable) and that the supporting documents are complete and amount claimed is proper. Campus Administrato r approves the transaction			
	as per Disbursemen t Voucher for payment.			
5. Endorse the Disbursemen t Voucher to the Cashier's Office.	Reconciles the endorsed Disbursemen t Voucher in the Accounting's Logbook as to number and amount.	None	5 mins.	Accounting Clerk, Head, Accounting Unit, Cashier
	TOTAL	None	1 hour and 55 mins.	

## 36. Replenishment of Petty Cash Fund

Processing of Replenishment of Petty Cash Fund for the Expenses incurred for a given period.

Office or Division	Budget and Accounting
Classification	Complex

Туре о	Type of Transaction G2C- Government to Citizen					
Who N	Who May Avail Petty			ty Cash Custo	odian	
СНЕ	CKLIST OF REQ	UIREMENTS		WHERE TO SECURE		
1.	Duly signed an			Cashiers' Of	fice	
	Petty Cash Vo	•				
	original copy;	1 machine				
2	copy) Official Receip	ts for the		Office where	e the claimant tran	sacted husiness
۷.	items/service			Office when	e the claimant tran	sacted business.
	be signed by a		'			
	the Inspection					
	(1 original cop					
	сору)			Cashiers' Of	fice	
3.	Properly filled	up and signe	ed			
	Report on Paid Petty Cash					
	Vouchers. (3 original copies)		s)			
CLI	ENT STEPS	AGENCY		FEES TO	PROCESSING	PERSON
		ACTION		BE PAID	TIME	RESPONSIBLE
1.	Submit	Scan and		None	30 mins.	Accounting Clerk
	Report on	analyze the	!			
	Paid Petty	submitted				
	Cash	documents				
	Vouchers	as to validit	.y			
	together	and				
	with its	completene	es			
	supporting documents	S.				
	for					
	Obligation.					
-	_				25 :	
2.	Prepare	Head of		None	30 mins.	Accounting Clerk,
	Obligation Request and	Requesting Office signs				Head of Requesting Office
	Status.	in the ORS	•			and Budget
	Julius.	under Box A	Δ			Officer
		certifying	•			3651
		that the				
		appropriati	0			

	n /allatina ant			
	n/allotment			
	is necessary, lawful and			
	under his/her			
	direct			
	supervision			
	and that the			
	supporting			
	documents			
	are valid,			
	proper and			
	legal. Budget			
	Officer signs			
	under Box B			
	certifying as			
	to the			
	availability of			
	the			
	Allotment.			
	Budget			
	records and			
	assigns			
	obligation			
	number.			
		<u> </u>		
3. Prepa		None	20 mins.	Accounting Clerk
	rsemen supporting			
t Vou	cher. documents.			
4. Recor	d the Head of	None	30 mins.	Head of
transa		1.5110		Requesting
and a	'			Office, Head,
numb	0			Accounting Unit,
the	the expenses			and Campus
	rsemen is necessary,			Administrator
t Vou	,,			Administrator
i vouc	incurred			
	under his/her			
	direct			
	supervision.			
	Head,			
	Accounting			

	Unit checks			
	the			
	computation			
	and the			
	accounting			
	entries.			
	He/She			
	certifies that			
	there is cash			
	available for			
	the certain			
	transaction,			
	that it is			
	subject to			
	Authority to			
	Debit			
	Account			
	(when			
	applicable)			
	and that the			
	supporting			
	documents			
	are complete			
	and amount			
	claimed is			
	proper.			
	Campus			
	Administrato			
	r approves			
	the			
	transaction			
	as per			
	Disbursemen			
	t Voucher for			
	payment.			
5. Endorse the	Reconciles	None	5 mins.	Accounting Clerk,
Disbursemen	the endorsed			Head, Accounting
t Voucher to	Disbursemen			Unit, Cashier
the Cashier's	t Voucher in			
Office.	the			

Accounting's			
Logbook as			
to number			
and amount.			
TOTAL	None	1 hour and 55	
		mins.	

## 37. Payment of Hazard Pay

Processing of payment of Campus' Nurse and Dentists' Monthly Hazard Pay

Office or Division		Budget and Accounting						
Classification			Simple					
Type of Transaction			G2C- Government to Citizen					
Who May Avail			Campus Nurse and Dentist					
CHECKLIST OF REQUIREMENTS			S	WHERE TO SECURE				
Duly signed Daily Time				Human Resource Office				
	Record. (3 copies)							
2.	2. Accomplishment Report for			Medical Dental Office				
the month. (2 copies)								
CLIENT STEPS AGENCY		Y	FEES TO	PROCESSING	PERSON			
		ACTION	J	BE PAID	TIME	RESPONSIBLE		
1.	Submit Daily	Scan and		None	15 mins.	Accounting Clerk		
	Time Record	analyze the						
	for the	submitted						
	month	documents						
	together	as to validity and						
	with its							
	supporting	completer	nes					
	documents	S.						
	for							
	Obligation.							
2.	Prepare	Head of		None	15 mins.	Accounting Clerk,		
	Obligation	Requestin	g			Head of		
	Request and	Office sign	ıs			Requesting Office		
		in the ORS	<u> </u>			and Budget		

	Status.	under Box A			Officer
	Jiaius.	certifying			Officer
		that the			
		appropriatio			
		n/allotment			
		is necessary,			
		lawful and			
		under his/her			
		direct			
		supervision			
		and that the			
		supporting			
		documents			
		are valid,			
		proper and			
		legal. Budget			
		Officer signs			
		under Box B			
		certifying as			
		to the			
		availability of			
		the			
		Allotment.			
		Budget			
		records and			
		assigns			
		obligation			
		number.			
3.	Prepare	Reviews	None	10 mins.	Accounting Clerk
	Disbursemen	supporting			The state of the s
	t Voucher.	documents.			
	t voucher.	documents.			
4.	Record the	Head of	None	15 mins.	Head of
	transaction	Requesting			Requesting
	and assign	Office			Office, Head,
	number in	certifies that			Accounting Unit,
	the	the expenses			and Campus
	Disbursemen	is necessary,			Administrator
	t Voucher.	lawful and			
	· rodeliel.	incurred			
		under his/her			

5. Endorse the	Reconciles	None	5 mins.	Accounting Clerk,
C Codence Here		None	E mains	Accounting Clark
	payment.			
	t Voucher for			
	Disbursemen			
	as per			
	transaction			
	the			
	r approves			
	Administrato			
	Campus			
	proper.			
	claimed is			
	and amount			
	are complete			
	documents			
	supporting			
	and that the			
	applicable)			
	(when			
	Account			
	Debit			
	Authority to			
	subject to			
	that it is			
	transaction,			
	the certain			
	available for			
	there is cash			
	certifies that			
	He/She			
	entries.			
	accounting			
	and the			
	computation			
	the			
	Unit checks			
	Accounting			
	Head,			
	supervision.			
	direct			

Disbursemen	the endorsed			Head, Accounting
t Voucher to	Disbursemen			Unit, Cashier
the Cashier's	t Voucher in			
Office.	the			
	Accounting's			
	Logbook as			
	to number			
	and amount.			
	TOTAL	None	1 hour	

# **38. Payment of Subsistence and Laundry Allowances**

Processing of payment of Campus' Nurse and Dentist's monthly subsistence and laundry allowances.

Office or Division		Budget and Accounting			
Classification		Simple			
Type of Transaction		G2C- Government to Citizen			
Who May Avail		Campus Nurse and Dentist			
CHECKLIST OF REQ	UIREMENTS	S WHERE TO SECURE			URE
Duly signed Daily Time     Record. (3 copies)			Human Resource Office		
CLIENT STEPS	AGENCY	′	FEES TO	PROCESSING	PERSON
	ACTION		BE PAID	TIME	RESPONSIBLE
1. Submit Daily Time Record for the month for Obligation.	Scan and analyze the submitted documents as to validit and completeness.	s ty	None	15 mins.	Accounting Clerk
2. Prepare Obligation Request and	Head of Requesting Office signs		None	15 mins.	Accounting Clerk, Head of Requesting Office

Status.	in the ORS			and Budget
Status.	under Box A			Officer
				Officer
	certifying			
	that the			
	appropriatio			
	n/allotment			
	is necessary,			
	lawful and			
	under his/her			
	direct			
	supervision			
	and that the			
	supporting			
	documents			
	are valid,			
	proper and			
	legal. Budget			
	Officer signs			
	under Box B			
	certifying as			
	to the			
	availability of			
	the			
	Allotment.			
	Budget			
	records and			
	assigns			
	obligation			
	number.			
3. Prepare	Reviews	None	10 mins.	Accounting Clerk
Disburseme	en supporting			
t Voucher.	documents.			
4. Record the	Head of	None	15 mins.	Head of
transaction	Requesting			Requesting
and assign	Office			Office, Head,
number in	certifies that			Accounting Unit,
the	the expenses			and Campus
Disburseme				Administrator
t Voucher.	lawful and			
	incurred			
	incurred		Ĺ	

under his/her	
under his/her	
direct	
supervision.	
Head,	
Accounting	
Unit checks	
the	
computation	
and the	
accounting	
entries.	
He/She	
certifies that	
there is cash	
available for	
the certain	
transaction,	
that it is	
subject to	
Authority to	
Debit	
Account	
(when	
applicable)	
and that the	
supporting	
documents	
are complete	
and amount	
claimed is	
proper.	
Campus	
Administrato	
r approves	
the	
transaction	
as per	
Disbursemen	
t Voucher for	
payment.	

5.	. Endorse the	Reconciles	None	5 mins.	Accounting Clerk,
	Disbursemen	the endorsed			Head, Accounting
	t Voucher to	Disbursemen			Unit, Cashier
	the Cashier's	t Voucher in			
	Office.	the			
		Accounting's			
		Logbook as			
		to number			
		and amount.			
		TOTAL	None	1 hour	

# 39. Payment of Faculty and Staff's Scholarship

Processing of payment of scholarship of faculty and staff who are scholars of the University.

Office	or Division	Bud	dget and Accounting		
Classif	ication	Sim	ple		
Туре	of Transaction	G2C	- Government to Citizen		
Who N	May Avail	Facu	ulty and Staff		
CHE	CKLIST OF REQUIREMENTS		WHERE TO SECURE		
	Registration Forms indication officially enrolled for the semester. (3 copies) Faculty/Staff Development		Requesting Scholar		
	Scholarship Contract. (1 original copy, 2 machine copies)		Requesting Scholar, Human Resource Office		
	Approved BOR Resolution including the name of the scholar. (3 copies)		Requesting Scholar, Human Resource Office		
4.	Official Receipts for the purchased books and supplies and materials mus be signed by a member of the Inspection Committee. (1 original copy; 1 machine copy)		Requesting Scholar		

5. Letter of Request approved by the Campus
Administrator. ( 3 original copies)

Requesting Scholar

	T			
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
	ACTION	BE PAID	TIME	RESPONSIBLE
1. Submit Letter of Request together with its supporting documents for Obligation.	Scan and analyze the submitted documents as to validity and completenes s.	None	15 mins.	Accounting Clerk
2. Prepare Obligation Request and Status.	Head of Requesting Office signs in the ORS under Box A certifying that the appropriatio n/allotment is necessary, lawful and under his/her direct supervision and that the supporting documents are valid, proper and legal. Budget Officer signs under Box B certifying as to the	None	15 mins.	Accounting Clerk, Head of Requesting Office and Budget Officer

	availability of the Allotment. Budget records and assigns obligation number.			
3. Prepare Disbursemen t Voucher.	Reviews supporting documents.	None	10 mins.	Accounting Clerk
4. Record the transaction and assign number in the Disbursemen t Voucher.	Head of Requesting Office certifies that the expenses is necessary, lawful and incurred under his/her direct supervision. Head, Accounting Unit checks the computation and the accounting entries. He/She certifies that there is cash available for the certain transaction, that it is subject to Authority to Debit	None	15 mins.	Head of Requesting Office, Head, Accounting Unit, and Campus Administrator

	Account (when applicable) and that the supporting documents are complete and amount claimed is proper. Campus Administrato r approves the transaction as per Disbursemen t Voucher for payment.			
5. Endorse the Disbursemen t Voucher to the Cashier's Office.	Reconciles the endorsed Disbursemen t Voucher in the Accounting's Logbook as to number and amount.	None	5 mins.	Accounting Clerk, Head, Accounting Unit, Cashier
	TOTAL	None	1 hour	

# **40.** Reimbursement of Supplies Purchased

Processing of reimbursement of expenses incurred for supplies purchased.

Office or Division	Budget and Accounting
Classification	Simple
Type of Transaction	G2C- Government to Citizen
Who May Avail	Faculty and Staff

CHE	CKLIST OF REQ	UIREMENTS	WHERE TO SECURE		
1.	Official Receip purchased bod supplies and n be signed by a the Inspection (1 original cop copy)	oks and naterials must member of Committee.	Office where	e the claimant tran	sact business
2.	Approved Proj Procurement I Plan. (3 copies	Management	BAC Office,	Requesting Office	
3.	Approved Req Reimbursement original copies	nt Form. (3	BAC Office		
4.	<ol> <li>Duly signed Inspection and Acceptance Report by the members of the inspection Committee. (3 original copies)</li> </ol>		Supply Office		
CLI	ENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Submit Request for Reimbursem ent together with its supporting documents for Obligation.	Scan and analyze the submitted documents as to validity and completenes s.	None	20 mins.	Accounting Clerk
2.	Prepare Obligation Request and Status.	Head of Requesting Office signs in the ORS under Box A certifying that the appropriatio	None	30 mins.	Accounting Clerk, Head of Requesting Office and Budget Officer

					I
		n/allotment			
		is necessary,			
		lawful and			
		under his/her			
		direct			
		supervision			
		and that the			
		supporting			
		documents			
		are valid,			
		proper and			
		legal. Budget			
		Officer signs			
		under Box B			
		certifying as			
		to the			
		availability of			
		the			
		Allotment.			
		Budget			
		records and			
		assigns			
		obligation number.			
		number.			
3.	Prepare	Reviews	None	20 mins.	Accounting Clerk
	Disbursemen	supporting			
	t Voucher.	documents.			
4.	Record the	Head of	None	30 mins.	Head of
	transaction	Requesting			Requesting
	and assign	Office			Office, Head,
	number in	certifies that			Accounting Unit,
	the	the expenses			and Campus
	Disbursemen	is necessary,			Administrator
	t Voucher.	lawful and			
		incurred			
		under his/her			
		direct			
		supervision.			
		Head,			
		Accounting			

	Unit checks			
	the			
	computation			
	and the			
	accounting			
	entries.			
	He/She			
	certifies that			
	there is cash			
	available for			
	the certain			
	transaction,			
	that it is			
	subject to			
	Authority to			
	Debit			
	Account			
	(when			
	applicable)			
	and that the			
	supporting			
	documents			
	are complete			
	and amount			
	claimed is			
	proper.			
	Campus			
	Administrato			
	r approves the			
	transaction			
	as per			
	Disbursemen			
	t Voucher for			
	payment.			
5 Endorse	Reconciles	None	5 mins.	Accounting Clerk,
the	the endorsed			Head, Accounting
Disbursemen	Disbursemen			Unit, Cashier
t Voucher to	t Voucher in			,
the Cashier's	the			
	1			

Office.	Accounting's			
	Logbook as			
	to number			
	and amount.			
	TOTAL	None	3 hours	

# 41. Payment of Honorarium

Processing of payment of honorarium for the services rendered.

Office	or Division	Bud	get and Accounting		
Classi	fication	Sim	Simple		
Type of Transaction G		G2C	- Government to Citizen		
Who May Avail Fa		Facı	ılty		
CHECKLIST OF REQUIREMENTS		S	WHERE TO SECURE		
1.	Appointment approved by	у	Requesting Office, Human Resource Office		
	the University President. (	(1			
	original copy, 2 machine				
	copies)				
2.	Letter of request approve	d	Requesting Office		
	by the Campus				
	Administrator. (3 original				
	copies)				
3.	Certification from the		Cashiers' Office		
	cashier for the full payme	nt			
	of student who availed of				
	the Special Class. (3 origin	ıal			
	copies)				
4.	Approved letter of reques		Requesting Office, Human Resource Office		
	of the student who wants				
	avail of the Special Class.	( 2			
	copies)				
5.	Summary of amounts to b		Research Office		
	paid for the members of t	he			
	Research Committee. (1				
	original copy, 2 machine				
_	copies)				
6.	Duly filled up and signed				

Proposal Presentation and	Research Of	ffice	
Final Defense	inescaren or	nice .	
Recommendations Form. (2			
copies)			
copiesy			
CLIENT STEPS AGENCY	FEES TO	PROCESSING	PERSON
ACTION	BE PAID	TIME	RESPONSIBLE
1. Submit Scan and	None	30 mins.	Accounting Clerk
Letter of analyze the	110110	30 1111131	7 tooodireing oferic
Request submitted			
together documents			
with its as to validity			
supporting and			
documents completenes			
'			
Obligation.			
2. Prepare Head of	None	30 mins.	Accounting Clerk,
Obligation Requesting			Head of
Request and Office signs			Requesting Office
Status. in the ORS			and Budget
under Box A			Officer
certifying			
that the			
appropriatio			
n/allotment			
is necessary,			
lawful and			
under his/her			
direct			
supervision			
and that the			
supporting			
documents			
are valid,			
proper and			
legal. Budget			
Officer signs			
under Box B			
certifying as			
to the			

	availability of the Allotment. Budget records and assigns obligation number.			
3. Prepare Disbursemen t Voucher.	Reviews supporting documents.	None	20 mins.	Accounting Clerk
4. Record the transaction and assign number in the Disbursemen t Voucher.	Head of Requesting Office certifies that the expenses is necessary, lawful and incurred under his/her direct supervision. Head, Accounting Unit checks the computation and the accounting entries. He/She certifies that there is cash available for the certain transaction, that it is subject to Authority to Debit	None	30 mins.	Head of Requesting Office, Head, Accounting Unit, and Campus Administrator

	Account (when applicable) and that the supporting documents are complete and amount claimed is proper. Campus Administrato r approves the transaction as per Disbursemen t Voucher for payment.			
5. Endorse the Disbursemen t Voucher to the Cashier's Office.	Reconciles the endorsed Disbursemen t Voucher in the Accounting's Logbook as to number and amount.	None	5 mins.	Accounting Clerk, Head, Accounting Unit, Cashier
	TOTAL	None	3 hours	

#### **Bids and Awards Committee Office**

#### **Dumangas Campus**

#### **External Services**

Procurement of Goods and Services without Bidding
 Procurement of goods and/or services of different office as specified in their PPMP's that are not consolidated or classified as for Public Bidding..

Office or Division	ВА	.C - Informatio	n Technology Build	ing ,BAC Office	
	(Jo	(Joseph Wynford D. Tanoy)			
Classification	Co	Complex			
Type of Transaction G2		B- Governme	nt to Business		
Who May Avail	He	ad of Offices			
CHECKLIST OF REQ	UIREMENTS		WHERE TO SEC	URE	
1. Copy of Appro		Photocopy f	rom BAC Office or	Supply Office	
2. Duly accompli	shed PR / JR	Secure copy	from BAC Office		
3. Canvass Paper	(3 copies)	Secure copy	from BAC Office		
4. Purchase Orde	er	Generated b	by the Accounting (	Office	
5. Inspection Report		Generated b	by Supply Office		
6. Memorandum Receipt Forn		Generated by Supply Office			
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
	ACTION	BE PAID	TIME	RESPONSIBLE	
Have PR/JR     Signed by     concerned     approving	Approving authority signs PR/JR	None	2 mins.	BAC Chairperson Campus Administrator	
authorities					
2. Pass PR/JR to Supply Personnel	Check items if items to be purchased is in stock or out of stock	None	20 mins.	Supply Officer / Bernadette Dolendo	
3. Pass PR/JR to BAC Personnel	Check if properly approved and signed by concerned authorities and checked for	None	2 mins.	BAC Office Personnel / Uldar Dolendo	

	completenes s and accuracy of information.  Prepare canvass paper for the	None	5 minutes for every 10 items or less	BAC Office Personnel / Uldar Dolendo
	items to be purchased (encode the items )		Of itess	Doichido
	Have canvass signed by BAC Chairman	None	2 mins.	BAC Chairperson
4. Canvass the Items	Wait for canvass to be returned by the end user	None	None	BAC Office Personnel / Uldar Dolendo
5. Submit canvass paper	Verify authenticity of canvass	None	5 mins.	BAC Office Personnel / Uldar Dolendo
	Create Abstract of Canvass	None	5 minutes for every 10 items or less	BAC Office Personnel / Uldar Dolendo
	Prepare resolution recommendi ng the Mode of procurement .	None	10 mins.	BAC Secretary / Richy D. Dequito
	Prepare supporting documents for Shopping or Small	None	20 minutes for every accredited supplier. 2 Days for eligible new	BAC Office Personnel / Uldar Dolendo

Value mode of Procuremen and forward all papers to accounting office	t	supplier	
Accounting prepares PO and other support documents for items	None		Accounting Personnel / Baltazar Depaloma / Dona Uriarte
Accounting returns POed items to supply office for coordination with suppliers	2	2 mins.	Accounting Personnel / Baltazar Depaloma / Dona Uriarte
Receive PO and coordinate with supplie for delivery	None r	20 mins.	Supply Officer / Bernadette Dolendo
Receive delivered items from supplier	None	10 minutes for every 10 items or less	Supply Officer / Bernadette Dolendo
Inform TWG for inspection o delivered items		2 mins.	Supply Officer / Bernadette Dolendo
Inspect delivered	None	10 minutes for every item	TWG assigned

	Items			
	Prepare all documentary support for items delivered	None	10 minutes for every 10 items or less	Supply Officer / Bernadette Dolendo
	Inform end user of the availability of requested items	None	2 mins.	Supply Officer / Bernadette Dolendo
6. Receive Delivered Items	Create PAR form and have end user acknowledge receipt of items	None	10 minutes for every item	Supply Officer / Bernadette Dolendo
	Forward PO and other supporting documents to Accounting	None	2 mins.	Supply Officer / Bernadette Dolendo
	TOTAL	None	2 hours and 7 mins.	

## **Budget Office**

#### **Dumangas Campus**

#### **External Services**

# 2. Obligation (for Payment of Purchase of Office Supplies, etc.)

Certifying the availability of funds, documenting the payee and proper charging of transactions to fund source for commonly used office supplies and etc.

Office or Division	BUD	GET OFFICE(located at the Ground Floor, Right		
	Win	g of Administration Building )		
Classification	Simp	Simple		
Type of Transaction	G2B- Government to Business			
Who May Avail	Supplies and Private Entities			
CHECKLIST OF REQUIREMENTS	6	WHERE TO SECURE		
2 copies of Purchase Requ	est	Supply Office at Ground Floor, Left		
		Wing, Academic Building (Mrs. Bernadette N.		
2. 2 copies of Job Request		Dolendo)		
		Supply Office at Ground Floor, Left		
		Wing, Academic Building (Mrs. Bernadette N.		
3. 2 copies of Canvass Paper		Dolendo)		
		Bids and Awards Committee(BAC) at Ground		
4. 2 copies of Abstract of		Floor, Administration Building-(Dr. Liane D.		
Canvass		Defiño)		
		Bids and Awards Committee(BAC) at Ground		
5. 2 copies of Purchase Order		Floor, Administration Building-(Dr. Liane D.		
3. 2 copies of Turchase Grac	- '	Defiño)		
		Supply Office at Ground Floor, Left		
6. 2 copies of Job Order		Wing, Academic Building (Mrs. Bernadette N.		
		Dolendo)		
		Supply Office at Ground Floor, Left		
7. 2 copies of Inspection and		Wing, Academic Building (Mrs. Bernadette N.		
Acceptance		Dolendo)		
		Supply Office at Ground Floor, Left		
8. 2 copies of BAC Resolution	1	Wing, Academic Building (Mrs. Bernadette N.		
		Dolendo)		
		Bids and Awards Committee(BAC) at Ground		

CLI	ENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
	Supply Office at Ground Floor, Left Wing, Academic Building (Mrs. Bernadette N Dolendo)				
			Dolendo)		
	Omnibus Swor		Wing, Academic Building (Mrs. Bernadette N.		
13.	2 machine cop	ies of	Supply Office at Ground Floor, Left		
	ricoloti ation		Dolendo)	iiiie Ballallig(ivii 3. L	ernauctic iv.
	Registration		Wing, Academic Building (Mrs. Bernadette N.		
12.	2 machine cop	ies of Philgens	Supply Office at Ground Floor, Left		
			Wing, Academic Building (Mrs. Bernadette N. Dolendo)		
11.	z macmine cop	ics of bilt			
11	2 machine cop	ies of BIR	Dolendo)	e at Ground Floor,	l oft
	Permit		<u> </u>	mic Bullaing(IVIIS. E	Bernadette N.
10.	2 machine cop	ies of busiliess	Supply Office at Ground Floor, Left Wing, Academic Building (Mrs. Bernadette N.		
10	Receipt	ios of Dusinoss	Cupply Offic	o at Cround Floor	l oft
	of Charge Invo	ice/Delivery	Defiño)		
٦.	_	machine copy	Floor, Administration Building-(Dr. Liane D.		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	ACTION	DL PAID	THVIL	RESPONSIBLE
1. Submit	Received and	None	2 days	Baltazar B.
documents enumerated	verifies the approved			Depaloma/Kristin e Joy C. Dema-ala
on the	documents			e Joy C. Dellia-ala
Checklist of	aocaments			
Documents	Prepares	None	30 mins.	Baltazar B.
	Obligation			Depaloma/Kristin
	Request			e Joy C. Dema-ala
	Status(ORS)			
	Certification	None	3 mins.	Baltazar B.
	of Box A in			Depaloma
	the ORS			
	END of			
	Transaction(d			
	ocuments to			
	be forwarded			
	to			
	Accounting			

Office)			
TOTAL	None	2 days and 30	
		mins.	

# 3. Obligation (for Payment Contractors of Approved Capital Outlays)

Certifying the availability of funds, documenting the payee and proper charging of transactions to fund source for commonly used office supplies and etc.

Office	or Division		DGET OFFICE(located at the Ground Floor, Right ng of Administration Building )		
Classif	ication	Sim	Simple		
			'		
Туре	of Transaction	G2I	B- Government to Business		
Who I	May Avail	Cor	ntractors and Private Entities		
СНЕ	ECKLIST OF REQUIREMENTS	S	WHERE TO SECURE		
1.	2 copies of Approved		Planning, Development and Auxilliary		
	Contract with supporting		Services(PDAS) at Ground Floor, Administration		
	documents enumerated		BuildingOffice(Ms. Kristine J. Amar)		
	under COA Circular No.				
	2009-001 dated February				
	12,2009 and COA				
	Memorandum number				
	2005-027 dated february	28,			
	2005.		Planning, Development and Auxilliary		
2.	2 copies of		Services(PDAS) at Ground Floor, Administration		
	Progress/Accomplishment	t	BuildingOffice(Ms. Kristine J. Amar)		
	Report of Contrator		Planning, Development and Auxilliary		
			Services(PDAS) at Ground Floor, Administration		
3.	2 copies of		BuildingOffice(Ms. Kristine J. Amar)		
	Progress/Accomplishment	t	Planning, Development and Auxilliary		
	Report/Evaluation Report	of	Services(PDAS) at Ground Floor, Administration		
	PDAS		BuildingOffice(Ms. Kristine J. Amar)		
4.	2 copies of Certificate of		Planning, Development and Auxilliary		
	Completion(for Progress		Services(PDAS) at Ground Floor, Administration		
	Billing)		BuildingOffice(Ms. Kristine J. Amar)		
			Planning, Development and Auxilliary		
5.	•	_	Services(PDAS) at Ground Floor, Administration		
	Bond Security(for release	of	BuildingOffice(Ms. Kristine J. Amar)		

·

Mobilization)

6. 2 copies of Performance Bond(for Progress Billing)

- 7. 2 copies of Certificate of Acceptance and Inspection(for 100% Progress Billing)
- 2 copies of Warranty Security(for release of retention)
- 2 copies of Certificate of Final Acceptance and Final Inspection(for release of retention)

Planning, Development and Auxilliary
Services (PDAS) at Ground Floor, Administration
Building Office (Ms. Kristine J. Amar)
Planning, Development and Auxilliary
Services (PDAS) at Ground Floor, Administration
Building Office (Ms. Kristine J. Amar)
Planning, Development and Auxilliary
Services (PDAS) at Ground Floor, Administration
Building Office (Ms. Kristine J. Amar)

CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
	ACTION	BE PAID	TIME	RESPONSIBLE	
	5	A.1	4 1	D 11 D	
1.	Received and	None	1 day	Baltazar B.	
	verifies the			Depaloma/Kristin	
	approved			e Joy C. Dema-ala	
	documents				
	Submit	None	1 day	Baltazar B.	
	verified			Depaloma/Kristin	
	documents at			e Joy C. Dema-ala	
	ISAT U-Main				
	Campus for				
	NCA/Funding				
	subsidies and				
	to be				
	submitted by				
	Main Campus				
	to				
	Department				
	of Budget				
	and				
	Management				

	(DBM)			
	If funds	None	30 mins.	Baltazar B.
	subsidies			Depaloma
	from ISAT U-			
	Main Campus			
	is available,			
	Prepares			
	Obligation			
	Request			
	Status(ORS)			
	Certification	None	3 mins.	Baltazar B.
	of Box A in			Depaloma
	the ORS			·
-	END of			
	Transaction(d			
	ocuments to			
	be forwarded			
	to			
	Accounting			
	Office)			
	TOTAL	None	2 days and 33 mins.	

## **Human Resource Management Office**

#### **Dumangas Campus**

#### **External Services**

## 4. Recruitment Process (Permanent, Temporary, Contractual, Casual, Substitute, Job-Hire

## A. Permanent Plantilla Position, Casual

Publication of vacant position per CSC Rule on Publication & Posting of Vacant Posion (Rule VII)

Office or Division	Human Resource Management Office - Ground Floor Administration Building, ISAT U, Dumangas Campus
Classification	Highly Technical ( CSC Omnibus Rules on

	Ар	pointment &	Other Human Reso	urce Actions
Type of Transaction	G2	C- Government to Citizen		
Who May Avail	All	Qualified Citiz	zens	
CHECKLIST OF REQ	UIREMENTS		WHERE TO SEC	URE
<ol> <li>Fully accomplished Personal Data Sheet with recent passport size picture (CS Form No. 212) - 1 copy</li> <li>Performance rating in the present position for one (1) year - 1 copy</li> <li>Photocopy of Certificate of eligibility/rating/ license - 1 copy</li> <li>Photocopy of Transcript of Records - 1 copy</li> <li>Application Letter address to ther Campus Administrator - 1 copy</li> </ol>		Downloadable from <a href="https://www.csc.gov.ph">www.csc.gov.ph</a> .  Present Emploment agency of the applicants  Civil Service Commission , PRC, TESDA, LTO, SAGSD  Registrar of the Colleges & Universities where the applicants graduated		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
submission     of complete     requirement	Receiving of complete requirement	None	30 mins.	Mrs. Susan Doquesa,Mrs. Ironia P. Casco, Dr. Noel S. Quidato
	Inform applicants of the Schedule Interview	None	4 hours	Mrs. Ironia P. Casco
	Ranking	None	4 hours	Members of HRMPSB
	Summarize Ranking Result	None	1 day	Mrs. Ironia P. Casco

Submit	None	1 day	Chair
Summary for			HRMPSB,Universi
approval			ty President
Inform the	None	1 day	Mrs. Ironia P.
applicants of			Casco
the result			
Appointment	None	5 days	Mrs. Ironia P.
Preparation			Casco
TOTAL	None	9 days and 30	
		mins.	

# 5. Recruitment Process (Permanent, Temporary, Contractual, Casual, Substitute, Job-Hire

B. Substitute, Job-Hire, Contractual

Publication of vacant position per CSC Rule on Publication & Posting of Vacant Position (Rule VII)

Office	or Division	Hur	luman Resource Management Office- Ground Floor		
		Adr	ministration Building, ISAT U- Dumangas Campus		
Classif	ication	Hig	hly Technical ( CSC Omnibus Rules on		
		App	pointment & Other Human Resource Actions		
Туре	of Transaction	G20	C- Government to Citizen		
Who N	May Avail	All	qualified citizens		
СНЕ	CKLIST OF REQUIREMENTS	5	WHERE TO SECURE		
1.	Fully accomplished Persor	nal	Downloadable from www.csc.gov.ph.		
	Data Sheet with recent				
	passport size picture (CS				
	Form No. 212) - 4 copies				
2.	Medical Certifcate - 3 cop	oies			
3.	NBI Clearance - 1 origina	al &	Any Government Doctor available		
	3 photocopies				
4.	Authenticated copy		Any NBI office in the country		
	Certificate of				
	eligibility/rating/license -	- 3	CSC, PRC, TESDA, LTO, SAGD		
	сору				
5.	Authenticated copy of				
	Transcript of				

	Records/Deplo	oma - 3	School/Colle	eges & Universities	where the
	сору		appointee graduated		
6.	SECPA Birth C	Certificate/			
	Marriage Contract - 1 copy 7. TIN				
7.			PSA Regiona	al Office VI	
	Philhealth				
	SALN				
			BIR Office		
			Phil Health I	Regional Office	
		1		_	
CLI	ENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
		ACTION	BE PAID	TIME	RESPONSIBLE
1.	Submission	Receiving of	None	30 mins.	Mrs. Susan
	of complete	complete			Doquesa
	requirement	requirement			
		Droparation	None	2 days	Mrs. Ironia P.
		Preparation of	None	3 days	Casco
					Casco
		Appointment			
		Processing	None	2 days	Mrs. Ironia P.
		for signature			Casco
		of the			
		appointing			
		officer			
		Submission	None	1 day	Mrs. Ironia P.
		of Approved		_ = 5.07	Casco
		Appointment			
		to CSC for			
		validation			
		Releasing of	None	30 mins.	Mrs. Ironia P.
		approved			Casco
		appointment			
		to the			
		appointee			
		TOTAL	None	6 days and 1	
				hour	
			1		

6. Recruitment Process (Permanent, Temporary, Contractual, Casual, Substitute, Job-Hire

## C. Contractual and Job-Hire

Publication of vacant position per CSC Rule on Publication & Posting of Vacant Posion (Rule VII)

Office or Division		Human Resource Management Office- Ground Floor Administration Building, ISAT U- Dumangas Campus			
Classification	Hig	Highly Technical ( CSC Omnibus Rules on			
	Ар	pointment &	Other Human Reso	urce Actions	
Type of Transaction	G2	C- Governme	nt to Citizen		
Who May Avail	All	qualified citiz	ens		
CHECKLIST OF REC	UIREMENTS		WHERE TO SEC	URE	
1. Fully accompl Data Sheet wi passport size Form No. 212 2. Photocopy of	th recent picture (CS ) - 1 copy	Downloadal	ble from <u>www.csc.</u> ;	gov.ph.	
1	eligibility/rating/license - 1		Commission , PRC	, TESDA, LTO,	
<ul><li>3. Transcript/ Di credentials -1</li><li>4. Barangay and Clearance - 1</li></ul>	copy Police	applicants g	lege & Universities graduated here the applicant olice where the ap	is residing &	
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
	ACTION	BE PAID	TIME	RESPONSIBLE	
Submission     of complete     requirement	Receiving of complete requirement	None	30 mins.	Mrs. Ironia P. Casco, Mrs. Susan Doquesa	
	Preparation of Contract	None	3 days	Mrs. Susan Doquesa	
	Processing for signature of the Appointing	None			

Officer			
Distribution	None	30 mins.	Mrs. Ironia P.
of Contract			Casco, Mrs.
to the			Susan Doquesa
appointee			
TOTAL	None	3 days and 1	
		hour	

#### **IIRGP Office**

# **Dumangas Campus**

#### **External Services**

## 7. Rental Operation

Identify the process of rental for facilities, tools, and equipment of the University

Office or Division		IIRGP - HRT Building - Faculty Office - Aaron Paul Puljanan			
Classification	S	Simple			
Type of Transaction	C	G2C- Governme	nt to Citizen		
Who May Avail	S	Students, Facult	y, Staff and Commi	unity	
CHECKLIST OF REQ	UIREMENTS		WHERE TO SECURE		
1. 2 copies Trans	action Form	IIRGP			
2. 3 copies Billing	g Statement	IIRGP			
3. 3 copies Renta	al Permit	IIRGP			
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
	ACTION	BE PAID	TIME	RESPONSIBLE	
1. Client	Client fills up	o None	2 mins.	IIRGP Personnel,	
Inquiry	the			Client	
	Transaction				
	Form for				
	rental				
	purpose				

2. Approval of transaction	Transaction Form will be forwarded to the Campus Administrato r for approval	None	2 mins.	IIRGP Head, Campus Administrator
3. Prepare billing statement	IIRGP Head will prepare the billing statement in 3 copies (1 for client, 1 for IIRGP and 1 for University Cashier) to be presented to the Cashier.	None	2 mins.	IIRGP Head
4. Payment	Client will pay the exact amount to the Cashier as indicated in the transaction slip	None	2 mins.	Client, Cashier
5. Issuance of Rental Permit	IIRGP Head will prepare 4 copies of Rental Permit (1 for client, 1 for IIRGP, 1 for the Security Department and 1 for Property in- Charge) with	None	2 mins.	IIRGP Head

	attached Official Receipt.)			
6. Preparation of rented facilities/equ ipment/tools	Prepare for use of the facility, tools or equipment rented by the client.	None	10 mins.	Property In- charge
7. Issue Rental clearance	IIRGP Head will issue Rental Clearance when the client is done with the activity or returned the tools and equipment rented.	None	2 mins.	IRGP Head, Property In- charge
	TOTAL	None	22 mins.	

# 8. Canteen Catering Operation

To provide quality and affordable catering services to the students, faculty, and staff of the University. It will also provide safe and excellent catering services to the local community.

Office or Division	GP - HRT Building - Fa	culty Office - Aaron Paul	
	ljanan		
Classification	nple		
Type of Transaction	G2C- Government to Citizen		
Who May Avail	Students, Faculty, Staff and Community		
CHECKLIST OF REQUIREMENTS	WHE	ERE TO SECURE	
1. 2 copies Transaction Form	IIRGP		
2. 3 copies Billing Statement	IIRGP		
3. 2 copies Canteen Menu Li	Canteen		

		T		
4. 3 copies Even				
5. 3 copies Ackn	owledgment	IIRGP		
Form		Canteen		
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
	ACTION	BE PAID	TIME	RESPONSIBLE
1. Client Inquiry	Client fills up the Transaction Form for rental purpose	None	2 mins.	IIRGP Personnel, Client
2. Prepare Catering Contract	Prepare catering contract in 3 copies (1 for client, 1 for IIRGP and 1 for Cashier) with complete event details and signatories( Budget Request for Provision of Meals and Snacks if charge to Administratio n)	None	5 mins.	IIRGP Head, Campus Administrator, Client
3. Payment	Client pays catering bill as stipulated in the event contract.	Amount indicated in the billing statement	2 mins.	Client, Cashier
4. Menu	Prepare menu to be	None	5 mins.	Client, Canteen Manager, IIRGP

Planning	served			Head
5. Deliver Catering Service	Provide catering service for the client as stipulated in the event contract.	None	2 mins.	IIRGP Head
	TOTAL	None	16 mins.	

# 9. Mini Hotel Lodging Operation

Provide safe, quality and comfortable room accommodation for walk-in and University guests.

Office or Division		IIRGP - HRT Building - Faculty Office - Aaron Paul Puljanan				
Classification	S	Simple				
Type of Transaction	G	G2C- Government to Citizen				
Who May Avail	S	Students, Facul	ty, Staff and Commu	unity		
CHECKLIST OF REC	UIREMENTS		WHERE TO SEC	URE		
1. 2 copies Trans	action Form	IIRGP				
2. 3 copies Billin		IIRGP				
3. 3 copies Rental Permit		IIRGP				
4. 3 copies Registration Form		IIRGP				
5. 3 copies Rese	5. 3 copies Reservationt Form					
		IIRGP				
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON		
	ACTION	BE PAID	TIME	RESPONSIBLE		
1. Client	Guest fills up	p None	2 mins.	IIRGP Personnel,		
Inquiry	the			Client		
	transaction					
	Form					
2. Guest	Client fills up	o None	2 mins.	IIRGP Head,		
reservation	reservation			Campus		

	Form			Administrator, Client
3. Payment	Require down or full payment for guest room accommodati on. Prepare billing statement in 2 copies (for the guest and 1 for IIRGP).	Amount indicated in the billing statement	2 mins.	Client, Cashier
4. Prepare rental permit	Prepare rental permit in 4 copies (1 for the client, 1 for IIRGP, 1 for Security guard on duty and 1 for Mini Hotel In- charge).	None	2 mins.	Client, Canteen Manager, IIRGP Head
5. Deliver Guestroom Services	Provide room accommodati on services for guests and require full payment upon check in.	None	2 mins.	IIRGP Head
6. Guest Check out	Prepare Rental Clearance upon guest check out, in 3 copies (1			

for guest, 1			
for mini hotel			
in-charge, 1			
for Guard on			
duty and 1			
for IIRGP)			
TOTAL	None	10 mins.	
	for mini hotel in-charge, 1 for Guard on duty and 1 for IIRGP)	for mini hotel in-charge, 1 for Guard on duty and 1 for IIRGP)	for mini hotel in-charge, 1 for Guard on duty and 1 for IIRGP)

#### **Office of Student Affairs and Services**

# **Dumangas Campus**

#### **External Services**

# 10. Scheduling of Entrance Examination

Office or Division	OF	FICE OF STUDENT AFFAIRS AND SERVICES-Ground		
	Flo	Floor Academic Building-Right Wing		
Classification	Sim	ple		
Type of Transaction	G20	C- Government to Citizen		
Who May Avail	Inc	oming Freshmen /Transferees		
CHECKLIST OF REQUIREMENTS	S	WHERE TO SECURE		
Duly filled-up admission     forms from OURA with     Registration/Student		Office of the Campus Registrar		
Number and photo taken the MIS with the following attachments: (Photocopy)	g			
a. High School Report  Card/Certification from  the principal that he/s  is graduating (SHS)				
<ul><li>b. Certificate of Good</li><li>Moral Character</li><li>c. Copy of Birth Certifica</li></ul>	te			

from PSA				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly filled-up forms from OURA	Present duly filled-up admission forms from OURA and with Student Number and Photo from MIS	None	5 mins.	OSAS Personnel
2. Requests schedule for entrance examination	Orients, gives instructions, provide examination permit and other information related to the release of the result of examination.	None	5 mins.	OSAS Personnel
	TOTAL	None	10 mins.	

#### **Registrars' Office**

#### **Dumangas Campus**

#### **External Services**

#### 11. Admission and Registration of Applicants for Baccalaureate Degree

Establish student admission standards that ensures the proper documentation of student entrants, evaluation of students and compliance of admission requirements.

Office or Division	OFFICE OF THE REGISTRAR AND ADMISSION (ORA)-
	Administration Building-Ground Floor-Front Office

Classification	<b>Classification</b> Simple				
Type of Transaction	G2	C- Governmer	C- Government to Citizen		
Who May Avail	Inc	coming Freshm	nen /Transferees		
CHECKLIST OF REQ	UIREMENTS		WHERE TO SEC	URE	
Original and Photocopy of the following documents:  1. REPORT CARD (F 138) for Senior High School Graduate  2. OFFICIAL TRANSCRIPT OF		Registrar/Pr	Registrar/Principal, School of Origin		
RECORD for tr 3. CERTIFICATE O MORAL CHARA	F GOOD	Registrar/Pr	incipal, School of C	Origin	
4. CERTIFICATE O (photocopy)	F LIVE BIRTH	Registrar/Pr	incipal, School of (	Origin	
5. CERTIFICATE O ALS/PEPT PASS		Philippine St	tatistics Authority		
6. PERMIT TO CRO FOR CROSS EN	ROLLEE	Principal, School of Origin			
7. 1 PC LATEST 2" X 2" ID PICTURE  8. APPLICATION FORM FOR ADMISSION (QF-ORA-DC - O5)		Registrar, So	chool of Origin		
		Office of the Dumangas C	e Registrar and Adn Campus	nission, ISAT U	
CLIENT STEPS	AGENCY ACTION	FEES TO PROCESSING PERSON BE PAID TIME RESPONSIBLE			
1. Submit to the Office of the Registrar and of the Admission the above required documents for issuance		None	5 mins.	Registrar/Staff	

of Application Form for Admission (QR-ORA- DC-05)				
2. Presents completed application form	Issue Application Form for Admission instructing him/her on what to do, at the same time, advise the student what course to take up	None	5 mins.	Registrar/Staff
	Review the completenes s of the Form and other requirements , advise the student to proceed to Management Information System for issuance of Admission Number	None	5 mins.	Registrar/Staff
	TOTAL	None	15 mins.	

#### 12. Student Enrolment

Office or Division	OFFICE OF THE REGISTRAR AND ADMISSION (ORA)-

	Adn	Administration Building-Ground Floor-Front Office		
Classification	Con	nplex		
Type of Transaction	G20	C- Government to Citizen		
Who May Avail	Acti	ive Students, Returnees and Transferees		
CHECKLIST OF REQUIREMENTS	S	WHERE TO SECURE		
For New Students: Original of the following documents:  1. REPORT CARD (F 138) for Senior High School Gradua 2. OFFICIAL TRANSCRIPT OF		Registrar/Principal, School of Origin		
RECORD for transferee  3. CERTIFICATE OF TRANSFEI CREDENTIAL	R	Registrar, School of Origin		
<ol> <li>CERTIFICATE OF GOOD         MORAL CHARACTER</li> <li>CERTIFICATE OF LIVE BIRT</li> </ol>	н	Registrar, School of Origin		
<ul> <li>(photocopy)</li> <li>6. CERTIFICATE OF RATING FOR ALS/PEPT PASSER</li> <li>7. PERMIT TO CROSS ENROLL</li> </ul>		Registrar/Principal/Guidance Counselor, School of Origin Philippine Statistics Authority		
FOR CROSS ENROLLEE  8. 1 PC LATEST 2" X 2" ID PICTURE		Principal/ ALS Coordinator, School of Origin		
9. DULY ACCOMPLISHED PRE REGISTRATION FORM	Ē-	Registrar, School of Origin		
For New Students: 10. PERMIT TO ENROLL		Applicant/Student		
For Old Students: 11. FULLY SIGNED CLEARANCE 12. DULY ACCOMPLISHED PRE REGISTRATION FORM for Students (QF-ORA-DC-03)	E- Old	Program Coordinator  Program Coordinator		
		HOI/Program Coordinator		

	Program Coordinator				
CL	ENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Presents above credentials for printing of Registration Form	Review the completenes s of the enrolment requirement	None	3 mins. for old students 5 mins. for new students	Registrar and Staff
2.	Signs the RF and let adviser, program coordinator and cashier sign	Encodes Student ID number on the enrolment template provided in the registration	None	15 mins.	Registrar and Staff
3.	Submit RF back to the ORA	System, printed the RF, review RF vs Pre- Registration Form, instruct the student to sign, as well as the adviser, program coordinator and cashier, and after fully signed, submit the RF back to ORA.	None		

Prog Cooi and	Student, enroligam the stordinator, stamp the "ENRO on the	ment of udent, os DLLED"	5 mins.	Registrar and Staff
5.	RF and the Regist Copy togetl other requir	ner with rements rn the ning (3) s to nt cting to h the s to ctive		
	ТОТА	None	33 mins.	

### 13. Adding and Dropping of Subjects Enrolled

Edit enrolled subjects of students who executed the official Adding and Dropping of Subjects Enrolled due to conflict of schedules or credits earned from other schools.

Office or Division	OFFICE OF THE REGISTRAR AND ADMISSION (ORA)- Administration Building-Ground Floor-Front Office
Classification	Complex
Type of Transaction	G2C- Government to Citizen

Who May Avail	Irre	egular Studen	ts	
CHECKLIST OF REC	UIREMENTS	WHERE TO SECURE		
<ol> <li>Adding and Display Subjects (QF-0</li> <li>Students' ID</li> </ol>		OFFICE OF THE REGISTRAR AND ADMISSION (ORA)		D ADMISSION
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submits duly     accomplishe     d adding and	Reviews form presented by student.	None	3 mins.	Registrars' Staff
form	Encodes Student ID number on the enrol ment template provided in the Registration System and edits electronic data as reflected in the Adding and Dropping Form	None	5 mins.	Registrars' Staff  Registrars' Staff
	changes in subjects & re-confirms students enrolment.	None	J mins.	registrars starr
2. Submits to the Prog- ram	Signs the Registrar's portion of	None	5 mins.	Registrar and Staff

Coordinator	the form in			
and Cashier	four (4)			
the copy of	copies.			
the Adding	Retains the			
and	Registrar's			
Dropping	Copy and			
Form	returns to			
	the student			
	the duplicate			
	copies.			
	Informs the			
	student to			
	proceed to			
	Cashier's			
	Office.			
	TOTAL	None	18 mins.	
	1			

### 14. Encoding of Completion Forms

 $Encoding \ of \ completion \ grades \ of \ students \ with \ INC \ marks \ in \ the \ Registration \ System.$ 

Office or Division	0	OFFICE OF THE REGISTRAR AND ADMISSION (ORA)				
Classification	Si	Simple				
Type of Transaction	G	32C- Governme	nt to Citizen			
Who May Avail	S	tudent's with ir	ncomplete grades			
CHECKLIST OF REQ	UIREMENTS		WHERE TO SEC	URE		
1. COMPLETION INCOMPLETE I ORA-DC-09) 2. Students' ID		Office of the	Office of the Registrar and Admission (ORA)			
CLIENT STEPS	AGENCY ACTION	FEES TO PROCESSING PERSON BE PAID TIME RESPONSIBLE				
1. Request for completion of INC Mark Form	Issues completion form to students	None	2 mins.	Registrars and Staff		

2.	Accomplishe d the	Enters grade in the	None	6 mins.	Faculty concerned
	required	completion			
	data and	form and			
	submits to the faculty	affix signature for			
	concerned	validity. Then			
		forward the			
		accomplished			
		form to the Office of the			
		Head of			
		Instruction			
		for signature.			
		Signs the	None	3 mins.	Head of
		completion			Instruction/Staff
		form for validity and			
		forwards the			
		same to ORA.			
		Receives the	None	6 mins.	Registrar
		accomplished			
		form, examine the			
		validity of			
		signatures,			
		them sign the			
		form.			
		Records the	None	6 mins.	Registrar/Staff
		completion form in the			
		log book and			
		distribution.			
		Encodes the	None	6 mins.	Registrar/Staff
		grades			
		reflected in the			
		completion			

form in the			
Registration			
System, then			
files it in the			
individual			
folder of			
concerned			
students			
TOTAL	None	29 mins.	
	None	29 mins.	

#### 15. Issuance of Students' Academic Records

Issuance of Students academic records in official university paper, checking and verifying the validty and accuracy of data encoded, as well as prompt release of authentic records.

Office or Division	OFFICE OF THE REGISTRAR AND ADMISSION (ORA)-			
	Administration Building-Ground Floor-Front Office			
Classification	Complex			
Type of Transaction	G2C- Government to Citizen; G2B- Government to			
	Business; G2G-Government to Government			
Who May Avail	Active/In-active students, Graduates and authorized parties			
CHECKLIST OF REQUIREMENT	S WHERE TO SECURE			

For Evaluation and Scholarship: 1. Semestral Clearance Program Coordinator/Head of Instruction (HOI) Office of Student Affairs Services/ Office of the 2. Validated School ID or Registrar and Admission **Registration Form** For Employment, Board Program Coordinator/Head of Instruction (HOI) Examination, Dismissal: Office of Student Affairs 1. Exit Clearance 2. School ID PRINCIPAL/REGISTRAR, SCHOOL OF ORIGIN 3. 1 PC 2"X 2" GRADUATION REGISTRAR, SCHOOL OF ORIGIN **PICTURE** 4. Form 137-A (for Secondary Graduates) 5. OTR with remarks "Copy for REGISTRAR, SCHOOL OF ORIGIN ISAT U" (for transferee) PRINCIPAL/REGISTRAR, SCHOOL OF ORIGIN 6. Certificate of Transfer Credential PHILIPPINE STATISTICS AUTHORITY 7. CERTIFICATE OF GOOD MORAL CHARACTER 8. Photocopy of NSO Authenticated Live-Birth BIRTH/(MARRIAGE Issued by the Requesting Party CONTRACT on a case to case basis) 9. AUTHORIZATION LETTER (for Subscribed and sworn by the Requesting Party in authorized person) a Notary Public Lawyer 10. SPA or NOTARIZED **AUTHORIZATION LETTER (for** authorized person requesting for CAV) 11. PHOTOCOPY OF ANY VALID ID OF THE REQUESTING PARTY AND THE **AUTHORIZED PERSON** 

Subscribed and sworn by the Requesting

727

12. AFFIDAVIT OF

13.LOSS/DAMAGE (for 2nd Issuance of Diploma, Certificate and CTC)

Party in a Notary Public Lawyer

14. COUNTER REQUEST FORM (QF-ORA-DC-21)

Office of the Registrar and Admission

15. Documentary Stamps (OTR, Diploma, Cert. of Transfer Cred., Cert. of Grad., CAV) Bureau of Internal Revenue

Processing Time: All Schedules for Release of Request depends on the Volume of Requests Made and the Availability of Authorized Signatures

Document Requested	Duration	Fees to be Paid
Transcript of	7 working days	Php 30.00 per page
Records/Form 137-A		
Certifications	20-30 mins.	Php. 30.00/cert.
Re-Issuance of	7 to 10 working days	Php 100.00
Diploma and Certificate		
New Electronic	20 - 30 minutes	Php 30.00 per sem
Generated Reg. Form		
CAV	30 minutes - 1 hour	Php 30.00
Report Card	20 - 30 minutes	Php 10.00 per sem
Report of Grades	20 - 30 minutes	Php 30.00 per sem
Certificate of Transfer	20 - 30 minutes	Php 25.00 + TOR
Credential		
Authentication of	20 - 30 minutes	Php 30.00 per set
Academic Records		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presents ID, Clearance, Authorizatio	Check validity of submitted requirement	None	3 mins.	Registrars' Staff
2. Fills up Counter Request Form and submits the	Provide Counter Request Form	None	3 mins.	Registrars' Staff
same at the request	Receives Counter Request Form and	None	7 mins.	Registrars' Staff

	retrieve hard file of client.			
	Check requirement s for the correspondi ng request of academic records. Request other requirement s as necessitates .	None	5 mins.	Registrars' Stadd
3. Pay required fees	Indicate in the Counter Request Form the amount to be paid and instruct client to pay	Please see FEES TO BE ABOVE opposite each document	3 mins.	Cashier
4. Give back the Counter Request Form and OR to the	Accepts the forms and schedules request.	None	3 mins.	Registrars' Staff
Registrar Staff	Prepares the academic records requested	None	7 to 10 working days	Registrars' Staff
5. Returns on scheduled date of release	Releases requested records.	None	5 mins.	Registrars' Staff
	TOTAL	None	7-10 working days and 29	

	mins.	

### 16. Evaluation of Students' Academic Records

Evaluation of status of academic records of graduating students, retained/shiftees and transferees of appropriate curriculum placement on the course they wanted to transfer or finish.

Office or Division	OFFICE OF THE REGISTRAR AND ADMISSION (ORA)-Administration Building-Ground Floor-Front Office				
Classification	Simple				
Type of Transaction	G2G-Government to Government				
Who May Avail	Transferee, Shiftee/Returning Students and Graduating Students				
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE				
For Transferee:  1. Complete copy of Official Transcript of Records					
Duly accomplished     Application for     Accreditation of Subjects     (QF-ORA-DC-07 (NOTE     Number pages depends     on the number of subject     that was credited)					
Curriculum Checklist of the Course the student intends to enrol	Registrar - ISAT U Dumangas				
For Shiftee/Returning Students  1. Student's Academic Records - for reference subjects to be credited	Registrar - ISAT U Dumangas				
Subjects to be credited	Registrar - ISAT U Dumangas				

Duly accomplished
 Application for Re Admission and Shifting of
 Course (QF-ORA-DC-06)

Registrar - ISAT U Dumangas

 Curriculum Checklist of the Course the student intends to enrol

Program Coordinator/Head of Instruction (HOI)

Duly accomplished
 Clearance of the last school year of attendance

Registrar - ISAT U Dumangas

For Graduating Students:

 Student's Academic Records - for reference on subjects to be credited

Program Coordinator/Head of Instruction (HOI)

 Duly accomplished APPLICATION FOR GRADUATION (QF-ORA-DC-08)

Registrar - ISAT U Dumangas

3. Curriculum Checklist of the Course of the student

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For Transferee:  1. Get copy of Application for Accreditatio n of Subjects (QF-ORA-DC-07)	Provide copy of Application for Accreditatio n of Subjects and instruct the student o proceed to the Cashier for payment of fee then to the Program Coordinator	None	3 mins.	Registrars' Staff
Pays the     Appraisal	Receives payment for	subject for		Cashier

	Fee ****subject for confirmatio n esp the guidelines	Appraisal Fee	confirmati on including authority to pay		
3.	Presents duly accomplish ed Application for Accreditatio n of Subjects, OTR, Curricular Structure provided by the Program Coordinator	Reviews student academic record and the accomplishe d Application for Accredition of Subjects	None	15-20 mins.	Registrars' Staff
4.	Receives the approved Form and signs to con form with the result of the credited subjects.	Approves the credited subjects and advises the student on what to do with the credited subjects during enrolment.	None	5 mins.	Registrar
5.	Furnishes the Program Coordinator of the approved form	Request student to furnish the Program Coordinator the approved copy.	None	1 min.	Registrar

For Shiftee/Returning Students  1. Submits approved Application for Re-Admission and Shifting of Course (QF-ORA-DC-06), together with the Academic Records and Curricular Stucture of the course the course the student wishes to shift/ enroll and the approved Application for Accreditation of Subjects	and Shifting of Course and Application for Accreditation of Subjects.	None	15 mins.	Registrar
2. Receives the approved Application for Accreditation n of Subjects and signs to conform with subjects	Approves the credited subjects and advises the student on what to do with the credited subjects during enrolment.	None	5 mins.	Registrar

3. Furnished the Program Coordinator of the approved form	Request students to furnish the Program Coordinator the approved copy.	None	1 min.	Registrar
For Graduating Students:  1. Submits accomplish ed Application for Graduation (QF-ORA- DC-08)	Receives the Application for Graduation Form and evaluates students academic standing	None	30 mins.	Registrar/Staff
2. Complete lacking requirement for graduation	Informs the student of requirement /deficiencies	None	2 weeks after complete submission of Application for Graduation	Registrar/Staff
	Recommen ds graduating students to ACCO and BOR	None	As scheduled by the University	Registrar
	TOTAL	None	1 hour and 20 mins.	

# Safety and Security Office Dumangas Campus

# **External Services**

## 17. Checking of Students' Identification Cards

Checking of students identification cards upon entering the University Campus

Office or Division		-		urity-Ground Floo ing-Room D-5	or-Academic
Classification		Simple			
Type of Transaction	on (	G2C-Gov	vernme	ent to Citizen	
Who May Avail	;	Students			
CHECKLIS REQUIREM		WHERE TO SECURE			CURE
Logbook     Students Identification     Card		Adm Offic	MIS, ISAT U Dumangas Campus, Administration Building Office of Student Affairs, ISAT U Dumangas campus		
CLIENT STEPS	AGENCY ACTION		S TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Students Identificatio n Card (ID) to the Security	Check students IE upon entering th university		one	2 mins.	Security on Duty
Guard on Duty	If the student is wearing valid ID he can proceed to enter the campus. If the student is wearing tampered I the security guard will log/record the student name in the security logbook	ed e t D y	one	3 mins.	Security Guard on Duty

Turn over	None	5 mins.	Security Guard
the student			on duty, Head
to the office			office of student
of the			affairs
Student			
Affairs for			
disposition.			
TOTAL	None	10 mins.	

# 18. Checking of Visitors' Identification Cards

Checking of visitors' identification cards upon entering the University Campus

		•	curity-Ground Floo ing-Room D-5	or-Academic	
Classification		Sin	nple		
Type of Transaction	on	G2	C-Governme	ent to Citizen	
Who May Avail		Vis	itors		
CHECKLIS REQUIREM	_			WHERE TO SEC	CURE
<ol> <li>Logbook</li> <li>Students Identification Card</li> </ol>		Administra	U Dumangas Car tion Building tudent Affairs, ISA	•	
CLIENT STEPS	AGENC ACTION	_	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present visitors Identificatio n Card (ID) to the Security Guard on Duty	Check visitors ID upon entering the university	he	None	2 mins.	Security on Duty
2. Give the name of a person to be visited	Log the name of the visitor, name of	he	None	3 mins.	

and purpose of transaction.	person to be visited, the purpose of the transaction and indicate the time of entrance to the University Campus.			
3. Wear Visitor"s Identificatio n (ID) Card		None	1 min.	Security Guard on Duty
4. Return the Visitor's (ID ) Card to the Guard on Duty	Turn over the student to the office of the Student Affairs for disposition.	None	2 mins.	Security Guard on duty, Head office of student affairs
	TOTAL	None	8 mins.	

# Research Office Dumangas Campus

# **External Services**

### 19. Submission of Hard Bound Researches

Checking of visitors' identification cards upon entering the University Campus

Office or Division	Research Division- Ground Floor-F Building-

	Re	search Offic	e		
Classification	Cir	mnlo			
Classification		imple			
Type of Transaction	on G2	C-Governme	ent to Citizen		
Who May Avail	Stu	udents, facut	y,staff		
CHECKLIS	T OF		WHERE TO SEC	CURE	
REQUIREM	_				
1. Research Fo	orms	Research (	Office		
<ol><li>Copies of fin</li></ol>		Concerned	Faculty Researc	hers	
Research Ou	•				
3. List of ON go	•	Research	Office, Faculty		
4. Student's Th		Students,A	dviser		
hardbound)	0010 (	Otauerito,	MVIOOI		
CLIENT STEPS	AGENCY	FFFC TO	PROCESSING	DEDCON	
CLIENT STEPS	ACTION	FEES TO	TIME	PERSON RESPONSIBLE	
1. Secure	List names	None	2 mins.	Office Staff	
Forms from	in logbook				
the Office	and give				
	1011113				
2. Submit	List names	None	3 mins.	Faculty	
finished	in Logbook			Researchers,	
research				Office Staff	
output					
3. Submit	Give forms	None		Office staff,	
Research	for Concept			head of office	
proposal	paper				
a. Submit	a. List		a. 2 mins.		
draft of	tittle		b. 15		
researc	of study		mins. c. 10		
h study for	study		mins.		
correctio	resea		d. 10 mins		
n	rcher				
b. secure	S,		Cub 4-4-1		
signatur	advis		Sub-total: 37 mins.		
e of	ers		37 1111115.		
advisers	b. Inspe				

				Т
and	ct			
panel	signa			
member	ture			
s for	of			
approval	editor			
c. return	,			
thesis	advis			
for final	er,			
review	and			
d. submit	panel			
hardbou	mem			
nd	bers			
copies	c. chec			
	k			
	thesi			
	s for			
	final			
	print			
	out			
	d. subm			
	it			
	hardb			
	ound,			
	log in			
	name			
	of			
	resea			
	rcher			
	s, title			
	of the			
	study			
	and			
	advis			
	ed			
	TOTAL	None	47 mins.	

# Accounting Office Dumangas Campus

# **Internal Services**

## 1. Disbursement for Granting of Cash Advances except for Travel

Office or Division	ccounting-Accounting Office, Administration uilding (Donna R. Uriarte)	
Classification	Simple	
Type of Transaction	G2G- Government to Government	
Who May Avail	Faculty and Staff	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
2 Copies of OBLIGATION     REQUEST STATUS     (numbered)	Budget Office , Administration Building (Baltazar B. Depaloma)	
2. 2 copies of Authority of accountable officer issu by the Head of the Ager or his duly authorized representative indicating maximum accountability and purpose of cash advance (for initial cash advance)	Academic Building 2nd floor (Dr. Noel S. Quidato)	
* Certification from the     Accountant that the     previous cash advances     have been liquidated an     accounted for in the book	d	
4. 2 copies of Approved application for bond and Fidelity Bond for the year for cash accountability of P2,000 or more	ar	
Additional Documentary Requirements for Payroll  1. 3 copies of Approved contracts (for initial payment)  2. 3 copies of Approved	HRMO Office, Administration Building (Ironia P. Casco)  Accounting Office, Administration Building	

Payroll or list of payees (Donna R. Uriarte) indicating their net payments Accounting Office, Administration Building 3. 3 copies of Approval/authority or legal (Donna R. Uriarte) basis to pay any allowance/salaries/wages/ fringe benefits 4. 3 copies of Daily Time HRMO Office, Administration Building (Ironia Record (DTR) approved P. Casco) by the supervisor Additional Documentary Requirements for Petty Cash Fund Respective requesting party 1. 2 copies of Approved estimates of petty expenses for one month Additional Documentary Requirements for Special Activities Respective requesting party 1. 2 copies of Approved **Activity Proposal Letter** 

<u> </u>					
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
	ACTION	BE PAID	TIME	RESPONSIBLE	
Submit duly	Evaluate the	None	30 mins.	Accountant-	
approved	completene			Designate	
contracts/D	ss of			(Donna R.	
TR for	attached			Uriarte)	
payroll	documents,				
preparation	certify the				
	availability				
	of fund and				
	prepare				
	Disburseme				
	nt Voucher				
	Certification	None	1 day	Administrative	
	of the DV by			Officer V (Ironia	
	direct			P. Casco)	
	supervisor			·	

direct supervision and knowledge of the facts of the transactions  Approval of expenditure by Head of Office or his	None	1 day	Campus Administrator (Noel S.
authorized representati ve			Quidato)
TOTAL	None	2 days and 30 mins.	

# 2. Disbursement of Granting of Cash Advances for Travel

Office or Division	Accounting-Accounting Office, Administration Building (Donna R. Uriarte)				
Classification	Simple				
Type of Transaction	G2G- Government to Government				
Who May Avail	Faculty and Staff				
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE				
For Local and Foreign Travel a Training Expenses  1. 2 Copies of OBLIGATIO REQUEST STATUS (numbered)  2. 2 copies of Office Order/Travel Order Approved  3. 3 copies of approved itinerary of travel					
4. 2 copies of Certification					

from the Accountant that the previous cash advances have been liquidated and accounted for in the books Accounting Office, Administration Building (Donna R. Uriarte)

#### Additional Documentary Requirements for Foreign Travel and Training

 2 copies of Letter of Invitation of host/sponsoring country/agency/organizati on

Sponsoring country/host/agency/organization

2. 2 copies of quotation of at least three travelling agencies or its equivalent

**Travel Agencies** 

3. 2 copies of documents to show the dollar to peso exchange rate at the date of cash advance

BSP Accredited Foreign Exchange Outlets

\*OBLIGATION REQUEST STATUS (numbered)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Accomplish ed ORS with complete attachment	Evaluate the completene ss of attached documents, certify the availability of fund and prepare Disburseme nt Voucher	None	30 mins.	Accountant- Designate (Donna R. Uriarte)
	Certification of the DV by direct supervisor	None	1 day	Administrative Officer V (Ironia P. Casco)

having direct supervision and knowledge of the facts of the transactions			
Approval of expenditure by Head of Office or his authorized representative	None	1 day	Campus Administrator (Noel S. Quidato)
TOTAL	None	2 days and 30 mins.	

# 3. Disbursement for Reimbursement of Travelling Expenses Reimbursement of Travel Expenses

<u> </u>			
Office or Division	ccounting Office, Administration Building		
	Donna R. Uriarte)		
	(Borna ra Briano)		
Classification	Simple		
	· F -		
Type of Transaction (	G2G- Government to Government		
Who May Avail F	aculty and Staff		
	•		
CHECKLIST OF	WHERE TO SECURE		
REQUIREMENTS			
·			
For Local and Foreign Travel and	d		
Training Expenses			
2 Copies of OBLIGATION	Budget Office , Administration Building		
REQUEST STATUS	Budget Office , Administration Building		
	(Baltazar B. Depaloma)		
(numbered)			
2. 3 Copies of Approved	Respective Requesting Party/ies		
Itinerary of Travel			
3. Original and 2 machine	Respective Requesting Party/ies		
copies of Official Receipts			
,			
Bills, Etc.			
4. 3 Copies of Approved	Respective Requesting Party/ies		
Revised Itinerary of			

	Accomplish ed ORS with complete	completene ss of attached documents,			Designate (Donna R. Uriarte)
1.	Submit	ACTION  Evaluate the	BE PAID  None	TIME 30 mins.	Accountant-
CLIE	ENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
STATUS (numbered)		FFF0 = 0	DD 00 COSTILL	DEBOON	
	IGATION REC				
	oi cash advai	nce			
	exchange rat of cash adva				
	show the doll	•	BOP Accie	dited Foreign Exc	mange Outlets
13	.2 copies of de		DCD Accre	ditad Earaign Fra	shanga Outlata
	agencies or it	•			
	least three tra		Travelling Agencies		
12	.2 copies of q	uotation of at			
	on	oy/organizati			
	host/sponsor country/agen	•			
	Invitation of	ina	- Sporisoning	, Journaly/1103vage	onganization
11	.2 copies of Lo	etter of	Sponsoring country/host/agency/organization		
	raining:	attan ef			
Requi	rements for Fo	•			
Addition	onal Documen				
	Letter Reque Reimburseme		Respective	Requesting Part	y/ies
10	.3 Copies of A	• •	Doopootivo	Doguesting Dog	u/ioo
	any		Respective	Requesting Part	y/ies
9.	2 Copies of F	Pictures, if			
	Appearance	uncale UI	Trespective	nequesting rang	y/163
8.	Original and a copies of Cer		Respective	Requesting Part	v/ies
	Narrative Rep		Respective	Requesting Part	y/ies
7.	3 Copies of A	Approved			
	Certification of Completed	of Travel	Respective	Requesting Part	y/ies
6.	6. 3 Copies of Approved				_
		-			-
	•	• •	Respective	Requesting Part	y/ies
5	` ,				
Travel(if any) 5. 3 Copies of Approved Certification of Expenses not requiring Receipts			Respective	Requesting Part	y/ies

certify the

745

attachment	availability of fund and prepare Disburseme nt Voucher			
	Certification of the DV by direct supervisor having direct supervision and knowledge of the facts of the transactions	None	1 day	Administrative Officer V (Ironia P. Casco)
	Approval of expenditure by Head of Office or his authorized representati ve	None	1 day	Campus Administrator (Noel S. Quidato)
	TOTAL	None	2 days and 30 mins.	

# 4. Disbursement for Purchase of Supplies, Materials, Etc.

Office or Division	Accounting Office, Administration Building (Donna R. Uriarte)			
Classification	Simple			
Type of Transaction	G2G- Government to Government			
Who May Avail	Faculty and Staff			
CHECKLIST OF	WHERE TO SECURE			
REQUIREMENTS				
<ol> <li>2 Copies of OBLIGATION</li> </ol>		Budget Office , Administration Building		
REQUEST STATUS		(Baltazar B. Depaloma)		

(r	numbered)	
2. 2	Copies of Purchase	Supply Office, Academic Building (Bernadette
R	lequest/Job Request	N. Dolendo)
3. 2	Copies of Canvass	Supply Office, Academic Building (Bernadette
Р	aper	N. Dolendo)
4. 2	copies of Abstract of	Bids and Awards Committee, Administration
С	Canvass	Building (Dr. Liane Defiño)
5. 2	copies of Purchase	Supply Office, Academic Building (Bernadette
0	order/Job Order	N. Dolendo)
6. 2	copies of Inspection and	Supply Office, Academic Building (Bernadette
Α	cceptance Report	N. Dolendo)
7. 2	copies of BAC	Bids and Awards Committee, Administration
R	Resolution	Building (Dr. Liane Defiño)
8. O	Priginal and 1 machine	Supply Office, Academic Building (Bernadette
C	opy of Charge	N. Dolendo)
In	nvoice/Delivery Receipt	
9. 2	machine copies of	Supply Office, Academic Building (Bernadette
В	susiness Permit	N. Dolendo)
10.2	Copies of of BIR	Supply Office, Academic Building (Bernadette
R	Registration	N. Dolendo)

N. Dolendo)

N. Dolendo)

Supply Office, Academic Building (Bernadette

Supply Office, Academic Building (Bernadette

\*OBLIGATION REQUEST STATUS (numbered)

Registration

11.2 copies of PhilGEPS

12.2 copies of Omnibus Sworn Statement

OTATOO (Hamberea)					
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
	ACTION	BE PAID	TIME	RESPONSIBLE	
1. Submit Accomplish ed ORS with complete attachment	Evaluate the completene ss of attached documents, certify the availability of fund and prepare Disburseme nt Voucher	None	30 mins.	Accountant- Designate (Donna R. Uriarte)	
	Certification of the DV by	None	1 day	Administrative Officer V (Ironia	
	direct			,	

supervisor having direct supervision and knowledge of the facts of the transactions			P. Casco)
Approval of expenditure by Head of Office or his authorized representati ve	None	1 day	Campus Administrator (Noel S. Quidato)
TOTAL	None	2 days and 30 mins.	

# 5. Disbursement for Capital Outlay

	Accounting Office, Administration Building (Donna R. Uriarte)
Classification	Simple
Type of Transaction	G2G- Government to Government
Who May Avail	Faculty and Staff
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
2 Copies of OBLIGATION     REQUEST STATUS     (numbered)	N Budget Office , Administration Building (Baltazar B. Depaloma)
<ol> <li>2 Copies of Approved         Contract with supporting         documents enumerated         under COA Circular No.         2009-001 dated February</li> </ol>	Planning, Development and Auxilliary Services (PDAS) Office (Kristine Joy Amar)

12, 2009 and COA Memorandum No. 2005-027 dated February 28, 2005

 2 Copies of Progress/Accomplishment Report of Contractor Planning, Development and Auxilliary Services (PDAS) Office (Kristine Joy Amar)

 2 copies of Progress/Accomplishment Evaluation Report of PDAS Planning, Development and Auxilliary Services (PDAS) Office (Kristine Joy Amar)

2 copies of Certificate of Completion (for Progress Billing) Planning, Development and Auxilliary Services (PDAS) Office (Kristine Joy Amar)

2 copies of Mobilization Bond Security (for release of mobilization) Planning, Development and Auxilliary Services (PDAS) Office (Kristine Joy Amar)

7. 2 copies of Performance Bond (for progress billing) Planning, Development and Auxilliary Services (PDAS) Office (Kristine Joy Amar) Planning, Development and Auxilliary Services (PDAS) Office (Kristine Joy Amar)

8. 2 copies of Warranty Security (for relase of retention)

Planning, Development and Auxilliary Services (PDAS) Office (Kristine Joy Amar) Planning, Development and Auxilliary Services (PDAS) Office (Kristine Joy Amar)

2 copies of Inspection and Acceptance Report

10.2 Copies of Certificate of

Final Acceptance

\*OBLIGATION REQUEST

STATUS (Humbered)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Accomplish ed ORS with complete attachment	Evaluate the completene ss of attached documents, certify the availability of fund and prepare Disburseme nt Voucher	None	30 mins.	Accountant- Designate (Donna R. Uriarte)

Certification of the DV by direct supervisor having direct supervision and knowledge of the facts of the transactions	None	1 day	Administrative Officer V (Ironia P. Casco)
Approval of expenditure by Head of Office or his authorized representati ve	None	1 day	Campus Administrator (Noel S. Quidato)
TOTAL	None	2 days and 30 mins.	

# 6. Disbursement for Salary Claims

	ccounting Office, Administration Building Donna R. Uriarte)				
Classification	Simple				
Type of Transaction	G2G- Government to Government				
Who May Avail	Faculty and Staff				
CHECKLIST OF	WHERE TO SECURE				
REQUIREMENTS					
For First Salary					
2 Copies of OBLIGATIO	N Budget Office , Administration Building				
REQUEST STATUS	(Baltazar B. Depaloma)				
(numbered)					
<ol><li>2. 2 copies of Certified true</li></ol>	HRMO Office, Administration Building (Ironia				
copy of duly Approved	P. Casco)				

**Appointment** 

- 2 copies of true copy of Oath of Office
- 4. 2 copies of Certificate of Assumption
- 2 copies of Statement of Assets, Liabilities and Net Worth
- 6. 2 copies of Approved DTR

HRMO Office, Administration Building (Ironia P. Casco)

P. Casco)

P. Casco)

HRMO Office, Administration Building (Ironia P. Casco)

HRMO Office, Administration Building (Ironia

HRMO Office, Administration Building (Ironia

# Additional Requirements for Transferees

- 7. 2 copies of Clearance from previous office
- 8. 2 copies of Certified true copy of pre-audited disbursement voucher of last salry from previous agency
- 9. 2 copies BIR Form 2316
- 10.2 copies of Certificate of Available Leave Credits
- 11.2 copies of service record

HRMO Office, Administration Building (Ironia P. Casco)

HRMO Office, Administration Building (Ironia P. Casco)

#### **Deleted from Payroll**

12.2 copies of Approved DTR

- 13.2 copies of Notice of Assumption
- 14.2 copies of Approved
  Application for Leave,
  Clearances, and Medical
  Certificate if on sick leave
  for five days or more

HRMO Office, Administration Building (Ironia P. Casco)

#### For Salary Differential due to Promotion and/or Step Increment

- 15.2 copies of Certified true copy of Appointment
- 16.2 copies of Certificate of Assumption

HRMO Office, Administration Building (Ironia P. Casco)

HRMO Office, Administration Building (Ironia P. Casco)

17. Approved DTR or HRMO Office, Administration Building (Ironia Certification that the P. Casco) employee has not incurred leave without pay **Last Salary** HRMO Office, Administration Building (Ironia 18.2 copies Clearance from P. Casco) money, property, and legal accountabilities HRMO Office, Administration Building (Ironia 19.2 copies of Approved DTR P. Casco) Salary due to Heirs of **Deceased Employees** Heirs of Deceased Employee 20. Same requirements as those of last salary Heirs of Deceased Employee 21.2 copies of Death Certificate authenticated by PSA Heirs of Deceased Employee 22.2 copies of Marriage Contract authenticated by **PSA** Heirs of Deceased Employee 23.2 copies of Birth Certificates of surviving heirs authenticated by **PSA** Heirs of Deceased Employee 24.2 copies of Designation of next-of-kin Heirs of Deceased Employee 25.2 copies of Waiver of right of children 18 years old and above

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit	Verify	None	1 day	Accountant-
above	submitted			Designate
requirement	documents			(Donna R.
s to the	for			Uriarte)
Accounting	completene			
Office for	ss and			
payroll	prepare			
preparation	payroll and			
	certify as to			

availability of fund			
Certification of services duly rendered	None	1 day	Administrative Officer V (Ironia P. Casco)
Approval of expenditure by Head of Office or his authorized representati ve	None	1 day	Campus Administrator (Noel S. Quidato)
TOTAL	None	3 Days	

# 7. Disbursement for Other Benefit Claims

Office or Division	Accounting Office, Administration Building (Donna R. Uriarte)
Classification	Simple
Type of Transaction	G2G- Government to Government
Who May Avail	Faculty and Staff
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Maternity Leave  1. 2 Copies of OBLIGATION REQUEST STATUS (numbered)  2. 2 copies of Certified true copy of Approved application for leave  3. 2 copies of true copy of Maternity leave clearant  4. 2 copies of Medical Certificate for maternity leave	(Baltazar B. Depaloma)  HRMO Office, Administration Building (Ironia P. Casco)  HRMO Office, Administration Building (Ironia P. Casco)  HRMO Office, Administration Building (Ironia P. Casco)

#### **For Unused Maternity Leave**

- 2 copies of Medical Certificate that the employee is physically fit to work
- 2. 2 copies of Certificate of Assumption
- 3. 2 copies of Approved DTR
- 4. 2 copies of Certificate of Available Leave Credits
- 5. 2 copies of service record

# **Subsistence and Laundry Allowance**

1. 2 copies of Approved DTR

Honoraria (Personnel Involved in Government Procurement)

- 1. 2 copies of Office Order
- 2. 2 copies of Minutes of BAC Meeting
- 2 copies of notice of Award to the winning bidder
- 2 copies of Certification that the procurement involves competitive bidding
- 2 copies of attendance sheet listing names of attendees to the BAC meeting

**Longetivity Pay** 

- 2 copies OF Service Record
- 2. 2 copies of Certification by the Personnel Officer that the claimant has not incurred more than 15

HRMO Office, Administration Building (Ironia P. Casco)

Bids and Awards Committee, Administration Building (Dr. Liane Defiño)

Bids and Awards Committee, Administration Building (Dr. Liane Defiño)

Bids and Awards Committee, Administration Building (Dr. Liane Defiño)

Bids and Awards Committee, Administration Building (Dr. Liane Defiño)

Bids and Awards Committee, Administration Building (Dr. Liane Defiño)

HRMO Office, Administration Building (Ironia P. Casco)

HRMO Office, Administration Building (Ironia P. Casco)

days of vacation leave without pay

#### **Terminal Leave Benefits**

- 1. 2 copies of clearance
- 2. 2 copies of Certified photocopy of leave cards
- 3. 2 copies of Approved Leave Application
- 4. 2 copies of Complete Service Record
- 2 copies of Statement of Assets, Liabilities and Net Worth
- 2 copies of Certified photocopy of Appointment/NOSA
- 2 copies of Computation of terminal leave benefits
- 8. 2 copies of Applicant's authorization to deduct all financial obligations with the agency
- 2 copies of Affidavit of applicant that there is no pending criminal investigation or prosecution against him/her
- 10.2 copies of Letter of Resignation duly accepted by the Head of the Agency (in case of resignation)

#### Monetization

- 2 copies of Approved Leave of applicants
- 2 copies of Request for leave covering more than 10 days duly approved by the Head of the Agency
- 3. 2 copies of Clinical

HRMO Office, Administration Building (Ironia P. Casco)

abstract/medical procedures to be undertaken in case of health, medical and hospital needs. Barangay certification in case of need for financial assistance brought about by the calamities, typhoons, fire, etc. (for more than 50%)

#### Loyalty

- 1. 2 copies of service record
- 2 copies Certificate of non payment from previous office
- 3. 2 copies of certification from HRMO that the claimant has not incurred more than 50 days authorized vacation leave without pay within the 10 year period or aggregate of more than 25 days authorized vacation leave without pay within the 5 year period

#### **Hazard Pay**

- 1. 2 copies of Certification from DOH /DOST that the place of assignment /travel is a strife-torn/embattled/disease infested/distresses or isolated areas/stations, or areas declared under state of calamity or emergency
- 2 copies of duly accomplished time record

HRMO Office, Administration Building (Ironia P. Casco)

of employees or travel report HRMO Office, Administration Building (Ironia 3. 2 copies of Special Order P. Casco) from the Agency Department Head covering the assignment to hazardous/difficult areas HRMO Office, Administration Building (Ironia 4. 2 copies of Approved DTR P. Casco) **CLIENT STEPS FEES TO** PROCESSING **PERSON AGENCY ACTION BE PAID** TIME **RESPONSIBLE** 1. Submit Verify None 1 day Accountantsubmitted Designate above requirement documents (Donna R. s to the Uriarte) for Accounting completene Office for ss and payroll prepare preparation payroll and certify as to availability of fund Approval of None 1 day Campus expenditure Administrator by Head of (Noel S. Office or his Quidato) authorized representati ve

#### 8. Liquidation of Cash Advances for Travel

TOTAL

Office or Division	Accounting Office, Administration Building (Donna R. Uriarte)
Classification	Simple
Type of Transaction	G2G- Government to Government

None

2 days

Who May Avail	Faculty and Staff
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Local and Foreign Trave	I
and Training Expenses:  1. 3 Copies of Liquidation Report	Respective Requesting Party/ies
3 Copies of Approved     Itinerary of Travel	Respective Requesting Party/ies
<ol> <li>Original and 2 machine copies of Official Receip Bills, Etc.</li> </ol>	Respective Requesting Party/ies
4. 3 Copies of Approved Revised Itinerary of Travel(if applicable)	Respective Requesting Party/ies
<ol> <li>3 Copies of Approved         Certification of Expense         not requiring Receipts     </li> </ol>	Respective Requesting Party/ies
<ol> <li>3 Copies of Approved         Certification of Travel         Completed     </li> </ol>	Respective Requesting Party/ies
7. 3 Copies of Approved Narrative Report	Respective Requesting Party/ies
8. Original and 2 machine copies of Certificate of Appearance	Respective Requesting Party/ies
2 Copies of Pictures for documentation	Respective Requesting Party/ies
Additional Documentary Requirements for Foreign Travel and Training:	
2 copies of Letter of     Invitation of     host/sponsoring     country/agency/organize     on	Sponsoring country/host/agency/organization ati
2. 2 copies of quotation of least three travelling	
agencies or its equivale 3. 2 copies of documents to show the dollar to peso	201 / tool outloan or origin = xoriaring o outlots

exchange rate at the date				
of cash advance				
*OBLIGATION REC	•			
STATUS (numbered				D=D001
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
	ACTION	BE PAID	TIME	RESPONSIBLE
1. Submit	Evaluate	None	30 mins.	Accountant-
Accomplish	and certify			Designate
ed	that the			(Donna R.
Liquidation	supporting			`Uriarte)
Report with	documents			
complete	are			
attachment	complete			
attaoriment	•			
	and proper			
	Record the	None	5 mins.	Accountant-
	Liquidation			Designate
	Report on			(Donna R.
	the			`Uriarte)
	correspondi			5 ,
	ng logbook			
	and assign			
	number			
	accordingly			
	TOTAL	None	35 mins.	

# 9. Liquidation of Cash Advances for Payroll and other Activities Granting of Cash Advances For Special Activities

Office or Division	Accounting Office, Administration Building (Donna R. Uriarte)		
Classification	Simple		
Type of Transaction	G2G- Government to Government		
Who May Avail	Faculty and Staff		
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		
Advances for Payroll  1. 3 Copies of Report of Cash Disbursement	Respective Disbursing Officer		

3original and 1 machine copy of signed and approved payroll

Respective Disbursing Officer

#### **Advances for Special Activity**

 3 Copies of Report of Cash Disbursement

 1 original and 2 machine copies of official receipts/sales invoices/delivery receipts/RERs

 3. 3 copies of Accomplished Provision for Meals and Snacks (if applicable)

4. 3 copies of Attendance Sheet (If applicable)

Respective Disbursing Officer

Respective Disbursing Officer

Respective Disbursing Officer

Respective Disbursing Officer

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Accomplish ed Report of Cash Disburseme nt with complete attachment	Evaluate the completene ss of attached documents and stamp for date received	None	30 mins.	Accountant- Designate (Donna R. Uriarte)
	Record the Report of Cash Disburseme nt on the correspondi ng logbook and assign number accordingly	None	5 mins.	Accountant- Designate (Donna R. Uriarte)
	TOTAL	None	35 mins.	

# **Budget Office**

# **Dumangas Campus**

# **Internal Services**

# 10. Obligation (For Reimbursement of Local and Foreign Travelling and Training Expenses

Certifying the availability of funds, documenting the payee and proper charging of transactions to fund source for Reimbursement of Local and Foreign Travel

Office	e or Division		BUDGET OFFICE(located at the Ground Floor, Right Wing of Administration Building)		
Class	ification	Sin	nple		
Туре	of Transaction	G2	G- Government to Government		
Who	May Avail	Fac	culty, Staff and Students		
	CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
	ocal and Foreign Illing and Training nses				
	3 copies of Approved Itinerary of Travel		Respective requesting Party/ies		
2.	3 copies Approved Authority to Travel		Respective requesting Party/ies		
3.	Original and 2 machine copies of Official Receip bills, etc.	ots,	Respective requesting Party/ies		
4.	3 copies of Approved Revised Itinerary of Travel(if any)		Respective requesting Party/ies		
5.	3 copies of Approved Certification of Expense Not Requiring Receipts	s	Respective requesting Party/ies		
6.	3 copies of Approved Certification of Travel Completed		Respective requesting Party/ies		
7.	3 copies of Approved Narrative Report		Respective requesting Party/ies		
8.	Original and 2 machine				

copies of Certificate of Respective requesting Party/ies **Appearance** 9. 2 copies of Pictures if any 10.2 copies of Approved Respective requesting Party/ies Letter Request for Respective requesting Party/ies Reimbursement Additional Documentary Requirement for Foreign Travel and Training Expenses: 11.2 copies of Letter of Sponsoring country/host/agency/organization Invitation of host/sponsoring country, agency/organization 12.2 copies of quotation of at **Travelling Agencies** least three travelling agencies or its equivalent 13.2 copies of documents to BSP Accredited Foreign Exchange Outlets show the dollar to peso exchange rate at the date of Cash Advance

CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
	ACTION	BE PAID	TIME	RESPONSIBLE
1. Submit documents enumerated on the Checklist of Documents	approved documents	None	2 days	Baltazar B. Depaloma/Kristi ne Joy C. Dema-ala
	Prepares Obligation Request Status(ORS )	None	30 mins.	Baltazar B. Depaloma/Kristi ne Joy C. Dema-ala
	Certification of Box A in the ORS	None	3 mins.	Baltazar B. Depaloma

END of	None		
Transaction(			
documents			
to be			
forwarded to			
Accounting			
Office)			
TOTAL	None	2 days and 33	
		mins.	

#### 11. Obligation (for Availment of Local, Foreign and Special Cash Advances)

Certifying the availability of funds, documenting the payee and proper charging of transactions to fund source for Cash Advances.

D		DOET OFFICE // / / / / O / / FI	
Office or Division	BUDGET OFFICE(located at the Ground Floor,		
	Right Wing of Administration Building)		
Classification	Circ		
Classification	Sin	nple	
Type of Transaction	G2	G- Government to Government	
Who May Avail	Fac	culty and Staff	
CHECKLIST OF		WHERE TO SECURE	
REQUIREMENTS			
Cash Advances for Local			
Travel Cash Advances			
1. 2 copies of Approved		Respective requesting Party/ies	
Authority of Travel			
2. 2 copies of Apprved Let	tter	Respective requesting Party/ies	
Request to Cash			
Advance			
<ol><li>2 copies of Letter of</li></ol>		Respective requesting Party/ies	
Invitation		Treepositio requesting rangines	
4. 2 copies of Memorandu	ım	Respective requesting Party/ies	
if any		The specime requesting that symbol	
5. 2 copies of Approved		Respective requesting Party/ies	
Itinerary of Travel		resposition requesting it arrylles	
Cook Advances for Foreign			
Cash Advances for Foreign Cash Advances			
1. 2 copies of Approved		Respective requesting Party/ies	
Authority of Travel		Trespective requesting Fartyries	
		Pospostivo requesting Portulica	
2. 2 copies of Approved		Respective requesting Party/ies	

	Letter Request to Cash				
3.	Advance 2 copies of L Invitation	etter of	Respective	requesting Party	/ies
4.	2 copies of M	lemorandum	Respective	requesting Party	/ies
5.	if any 2 copies of A		Respective	requesting Party	/ies
6.	Itinerary of Travel 6. 2 copies of Letter of Invitation of host/sponsoring country.agency/organizati on		Sponsoring	g country/host/age	ency/organization
7.	2 copies of q least three tra agencies or i	avelling	Travelling /	Agencies	
8.	2 copies of deshow the doll exchange rate of Cash Advantage	ocuments to lar to peso e at the date	BSP Accre	dited Foreign Exc	change Outlets
	Advances for	Special Cash			
	Advances 1. 2 copies Approved Proposal Letter		Respective	requesting Party	/ies
2.	2. 2 copies of Certification from the Accountant that the previous cash advances has been liquidated and accounted for in the books		_	g Office/ Ground F tration Bldg.(Mrs.	
3.	2 copies of F of requesting timer.	idelity Bond	Respective	e requesting Party	/ies
CLII	ENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
		ACTION	BE PAID	TIME	RESPONSIBLE
1.	Submit documents enumerated on the Checklist of	Received and verifies the approved documents	None	1 days and 30 minutes	Baltazar B. Depaloma/Kristi ne Joy C. Dema-ala
ĺ		1	1	İ	İ

Documents	Prepares Obligation Request Status(ORS )	None	30 minutes	Baltazar B. Depaloma/Kristi ne Joy C. Dema-ala
	Certification of Box A in the ORS	None	3 mins.	Baltazar B. Depaloma
	END of Transaction( documents to be forwarded to Accounting Office)			
	TOTAL	None	2 days and 3 mins.	

## 12. Obligation (for reimbursement of Special Activities)

Certifying the availability of funds, documenting the payee and proper charging of transactions to fund source for reimbursement of special activities.

Office or Division	BUDGET OFFICE(located at the Ground Floor, Right Wing of Administration Building)		
Classification	Sim	nple	
Type of Transaction	G2G- Government to Government		
Who May Avail	Fac	culty, Staff, and Students	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
2 copies of Approved     Letter Request for     Reimbursement		Respective requesting Party/ies	
<ol><li>Orginal and 2 machine copies of Official receipts, bill, RER, payroll and etc.</li></ol>		Respective requesting Party/ies	
2 copies of Approved     Summary of Expenses		Respective requesting Party/ies	
2 copies of Report of Control     Disbusements	ash	Respective requesting Party/ies	

5. 2 copies of Three Canvass Paper if single purchase exceed P1,000.00		Suppliers		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit documents enumerated on the Checklist of Documents	Received and verifies the approved documents requesting for funding source	None	2 days	Baltazar B. Depaloma/Kristi ne Joy C. Dema-ala
	Prepares Obligation Request Status(ORS )	None	30 mins.	Baltazar B. Depaloma/Kristi ne Joy C. Dema-ala
	Certification of Box A in the ORS	None	3 mins.	Baltazar B. Depaloma
	END of Transaction( documents to be forwarded to Accounting Office)			
	TOTAL	None	2 days and 33 mins.	

## 13. Obligation (for Salary Claims)

Certifying the availability of funds, documenting the payee and proper charging of transactions to fund source for salary claims.

Office or Division	BUDGET OFFICE(located at the Ground Floor, Right Wing of Administration Building)
Classification	Simple

Type of Transaction	G2G- Government to Government			
Who May Avail	Fac	culty, and Staff		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol> <li>2 copies of certified true copy of duly approved Appointment</li> <li>2 Copies of Assignment Order, if any</li> </ol>		HRMO Office, Ground Floor, Left Wing of Administration Bldg.(Mrs. Ironia P. Casco)		
<ul><li>3. 2 Copies of Certified tru</li><li>copy of Oath of Office</li><li>4. 2 Copies of SALN</li></ul>	ie			
5. 2 copies of Approved Daily Time Record				
6. 2 copies of BIR withholding Certificate(Form 1902 a 2305)	ınd			
Additional Requirement for Transferees:  7. 2 copies of Clearance from Previous Office  8. 2 copies of Certified True Copy od pre-audited disbursement voucher of last salary from previou agency  9. 2 copies of BIR Form 2316  10.2 copies of Available Leave Credits  11.2 copies of Service Record	of			
If deleted from payroll: 12.2 copies of Approved D 13.2 copies of Notice of Assumption 14.2 copies of Approve Application for Leave,	TR			

Clearances and Medical Cert., if on sick leave for 5 days or more

# For Salary Differential due to promotion and/or step increment

- 15.2 copies of Notice of Salary Adjustment
- 16.2 copies of Certificate of Assumption
- 17.2 copies of Approved DTR

#### **Last Salary**

- 18.2 copies of Clearance from money, property and legal accountabilities
- 19.2 copies of DTR

# Salary due to heirs of deceased employee:

20. Same requirement as those for last salary

#### Additional requirements:

- 21.2 copies of Authenticated death Certificate
- 22.2 copies of Marriage
  Contract authenticated by
  PSA
- 23.2 copies of Birth
  Certificate of surviving
  legal heirs authenticated
  by PSA
- 24.2 copies of Designation of next-of-kin
- 25.2 copies of Waiver of right of children 18 years old and above

CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
	ACTION	BE PAID	TIME	RESPONSIBLE

1. Submit documents enumerated on the Checklist of Documents	Received and verifies the approved documents requesting for funding source	None	2 days	Baltazar B. Depaloma/Kristi ne Joy C. Dema-ala
	Prepares Obligation Request Status(ORS )	None	30 mins.	Baltazar B. Depaloma/Kristi ne Joy C. Dema-ala
	Certification of Box A in the ORS	None	3 mins.	Baltazar B. Depaloma
	END of Transaction( documents to be forwarded to Accounting Office)	None		
	TOTAL	None	2 days and 33 mins.	

#### 14. Obligation (for processing of payroll/claims)

Certifying the availability of funds, documenting the payee and proper charging of transactions to fund source for payroll/claims.

Office or Division	BU	BUDGET OFFICE(located at the Ground Floor,		
	Rig	Right Wing of Administration Building)		
Classification	Sin	Simple		
Type of Transaction	G2G- Government to Government			
Who May Avail	Fac	Faculty, Staff, and Students		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
2 copies of duly signed		HRMO Office, Ground Floor, Left Wing of		

CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
Accomplis Reports	snment				
Overtime 5. 2 copies o	of	Respective	requesting Party	/ies	
Memoran 4. 2 Copies Request t	•	workdays) Respective	requesting Party	/ies	
· •	ecial Orders,	Uriarte) Accounting Office/Respective requesting Party/ies(in case of overtime and special			
Record(D 2. 4 Copies Approved	of Original	Accounting Office/ Ground Floor, Right Wing of Administration Bldg.(Mrs. Donna R.			
Daily Time	e	Administra	tion Bldg.(Mrs. Iro	nia P. Casco)	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit     documents     enumerated     on the     Checklist of     Documents	Received and verifies the approved documents requesting for funding source	None	2 days	Baltazar B. Depaloma/Kristi ne Joy C. Dema-ala
	Prepares Obligation Request Status(ORS )	None	30 mins.	Baltazar B. Depaloma/Kristi ne Joy C. Dema-ala
	Certification of Box A in the ORS	None	3 mins.	Baltazar B. Depaloma
	END of Transaction( documents to be forwarded to Accounting Office)			

TOTAL	None	2 days and 33	
		mins.	

#### 15. Obligation (for other Benefit Claims)

Certifying the availability of funds, documenting the payee and proper charging of transactions to fund source for other benefit claims.

Office on Division	DIII	DOET OFFICE (Is a stand at the command Figure		
Office or Division		JDGET OFFICE(located at the Ground Floor, ght Wing of Administration Building)		
	ixigi			
Classification	Sim	ple		
Type of Transaction	G20	G- Government to Government		
Who May Avail	Fac	ulty, and Staff		
CHECKLIST OF		WHERE TO SECURE		
REQUIREMENTS				
Maternity Leave:				
2 copies of Certified Tru	ıe	HRMO Office, Ground Floor, Left Wing of		
Copy of Approved Application for Leave		Administration Bldg.(Mrs. Ironia P. Casco)		
2. 2 copies of Certified Tru	IE	HRMO Office, Ground Floor, Left Wing of		
Copy of Maternity Leave		Administration Bldg.(Mrs. Ironia P. Casco)		
Clearance		Administration blug.(Wrs. Ironia 1 : Casco)		
3. 2 copies of Medical		HRMO Office, Ground Floor, Left Wing of		
certificate for maternity		Administration Bldg.(Mrs. Ironia P. Casco)		
leave		,		
For Unused Maternity Leave	:	UD10 000 0 151 1 0 100		
2 copies of Medical		HRMO Office, Ground Floor, Left Wing of		
certificate that the		Administration Bldg.(Mrs. Ironia P. Casco)		
employee is physically f	it			
to work	<u>.</u>	HRMO Office, Ground Floor, Left Wing of		
2. 2 copies of Certificate or  Assumption	ſ	Administration Bldg.(Mrs. Ironia P. Casco)		
Assumption 3. 2 copies of Approved D	TP	HRMO Office, Ground Floor, Left Wing of		
3. 2 copies of Approved D		Administration Bldg.(Mrs. Ironia P. Casco)		
Subsistence and Laundry:				
1. 2 copies of Approved D	TR			
,,,				
Honoraria(Personnel involve	in			
Government Procurement)		Bids and Awards Committee(BAC) at Ground		
2 copies of Office Order	•	Floor, Administration Building-(Dr. Liane D.		

2. Minutes of BAC Meeting

2 copies of Notice of Award to the winning

bidder being claimed

- 4. 2 copies of Certificate that the procurement involves competitive bidding
- 2 copies of Attendance Sheetlisting names to the BAC Meeting

#### **Longevity Pay**

- 2 copies of Service Record
- 2 copies of Certification issued by the personnel officer that the claimant has not incurred more than 15 days of vacaton leave without pay.

#### **Terminal Leave Pay**

- 1. 2 copies of Clearance
- 2. 2 copies of Certified photocopy of Leave cards
- 3. 2 copies of Approved Leave Application
- 4. 2 copies of Complete Service Record
- 5. 2 copies of SALN
- 2 copies of photocopy of appointment/NOSA/ showing the highest salary received
- 7. 2 copies of Computation of Terminal Leave

Defiño)

Bids and Awards Committee(BAC) at Ground Floor, Administration Building-(Dr. Liane D. Defiño)

Bids and Awards Committee(BAC) at Ground Floor, Administration Building-(Dr. Liane D. Defiño)

Bids and Awards Committee(BAC) at Ground Floor, Administration Building-(Dr. Liane D. Defiño)

Bids and Awards Committee(BAC) at Ground Floor, Administration Building-(Dr. Liane D. Defiño)

HRMO Office, Ground Floor, Left Wing of Administration Bldg.(Mrs. Ironia P. Casco) HRMO Office, Ground Floor, Left Wing of Administration Bldg.(Mrs. Ironia P. Casco)

HRMO Office, Ground Floor, Left Wing of Administration Bldg.(Mrs. Ironia P. Casco) HRMO Office, Ground Floor, Left Wing of Administration Bldg.(Mrs. Ironia P. Casco) HRMO Office, Ground Floor, Left Wing of Administration Bldg.(Mrs. Ironia P. Casco) HRMO Office, Ground Floor, Left Wing of Administration Bldg.(Mrs. Ironia P. Casco) HRMO Office, Ground Floor, Left Wing of Administration Bldg.(Mrs. Ironia P. Casco) HRMO Office, Ground Floor, Left Wing of Administration Bldg.(Mrs. Ironia P. Casco)

HRMO Office, Ground Floor, Left Wing of Administration Bldg.(Mrs. Ironia P. Casco)

Benefits duly certified by Accountant

- 8. 2 copies of Applicant's authorization(in affidavit form) to deduct all financial obligations with the employer
- 2 copies of affidavit of applicant that there is no pending criminal investigation or prosecution against him/her.
- 10.2 copies of letter of resignation duly accepted by the Head of Agency in case of resignation.

HRMO Office, Ground Floor, Left Wing of Administration Bldg.(Mrs. Ironia P. Casco)

HRMO Office, Ground Floor, Left Wing of Administration Bldg.(Mrs. Ironia P. Casco)

HRMO Office, Ground Floor, Left Wing of Administration Bldg.(Mrs. Ironia P. Casco)

#### **Monetization**

- 2 copies of Approved Leave Application
- 2 copies of Request for Leave covering more than ten days duly approved by the Head of Agency.
- 2 copies of Clinical abstract/medical prodecures to be undertaken in case of medical and hospital need( for 50% or more)
- 4. 2 copies Barangay
  Certification in case of
  need for financial
  assistance brought by
  calamities, typhoons, fire,
  etc.(for 50% or more)

HRMO Office, Ground Floor, Left Wing of Administration Bldg.(Mrs. Ironia P. Casco) HRMO Office, Ground Floor, Left Wing of Administration Bldg.(Mrs. Ironia P. Casco)

HRMO Office, Ground Floor, Left Wing of Administration Bldg.(Mrs. Ironia P. Casco)

HRMO Office, Ground Floor, Left Wing of Administration Bldg.(Mrs. Ironia P. Casco)

HRMO Office, Ground Floor, Left Wing of Administration Bldg.(Mrs. Ironia P. Casco) HRMO Office, Ground Floor, Left Wing of Administration Bldg.(Mrs. Ironia P. Casco)

#### Loyalty

- 2 copies of Service Record
- 2. 2 copies of Certificate of non-payment from

previous Office(for transferee)

3. 2 copies of Certiification form the HRMO that tha claimant has not incurred more tha 50 days authorized vacation leave wihtout pay wihtin the 10-year period or aggregate ofmore than 25 days auhtorized vcatin leave without pay within the 5-year period, as in the case maybe.

HRMO Office, Ground Floor, Left Wing of Administration Bldg.(Mrs. Ironia P. Casco)

#### **Hazard Duty Pay**

- 1. 2 copies of Certication from DOH/DOST that the place of assignment/travel is a strifetorn/embattled/disease infested/distresses or isolated areas/stations, or areas declared under a state of calamity or emergency or with volcanic activity.
- 2. 2 copies of duly accomplished Time Record or travel report
- 2 copies of special order from the agency/department head covering the assignment to hazardous/diffuly areas.
- 4. 2 copies of Approved DTR.

HRMO Office, Ground Floor, Left Wing of Administration Bldg.(Mrs. Ironia P. Casco)

HRMO Office, Ground Floor, Left Wing of Administration Bldg.(Mrs. Ironia P. Casco)

HRMO Office, Ground Floor, Left Wing of Administration Bldg.(Mrs. Ironia P. Casco)

HRMO Office, Ground Floor, Left Wing of Administration Bldg.(Mrs. Ironia P. Casco)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit	Received	None	30 mins.	Baltazar B.
documents	and verifies			Depaloma/Kristi
enumerated	the			ne Joy C.

on the Checklist of Documents	approved documents requesting for funding source			Dema-ala
	Prepares Obligation Request Status(ORS )	None	30 mins.	Baltazar B. Depaloma/Kristi ne Joy C. Dema-ala
	Certification of Box A in the ORS	None	3 mins.	Baltazar B. Depaloma
	END of Transaction( documents to be forwarded to Accounting Office)			
	TOTAL	None	2 days and 33 mins.	

## 16. Obligation (for faculty and staff development program claims)

Certifying the availability of funds, documenting the payee and proper charging of transactions to fund source for staff and development.

Office or Division	BUDGET OFFICE(located at the Ground Floor, Right Wing of Administration Building)		
Classification	Simple		
Type of Transaction	G2G- Government to Government		
Who May Avail	Faculty, and Staff		
CHECKLIST OF	WHERE TO SECURE		

			1		
	REQUIREM	ENTS			
1.	2 copies of A	pproved BOR	HRMO Office, Ground Floor, Left Wing of		
	Resolution		Administration Bldg.(Mrs. Ironia P. Casco)		
2.	2. 2 Copies of Approved				
	Contract				
3.	2 Copies of L	_etter			
	Request for F	Release of			
	Funds				
4.	2 Copies of C				
	Receipt, Bills	•			
	Reimbursem	,			
5.	2 copies of E				
	from the Hea				
	Agency to VF Academic Af				
6					
О.	2 copies of R	_			
7	Forms, Grade 2 copies of F				
/ .	•	•			
	Staff Development Manual				
	applicable to				
	applicable to corresponding				
	correspondin	ig plan.			_
CLIE	• •	g plan.	FEES TO	PROCESSING	PERSON
CLIE	correspondin	ig plan.	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	correspondin	g plan.			
	correspondin	g plan.  AGENCY  ACTION	BE PAID	TIME	RESPONSIBLE
	correspondin ENT STEPS  Submit	ag plan.  AGENCY ACTION  Received	BE PAID	TIME	RESPONSIBLE  Baltazar B.
	Submit documents enumerated on the	ag plan.  AGENCY ACTION  Received and verifies	BE PAID	TIME	RESPONSIBLE  Baltazar B.  Depaloma/Kristi
	Submit documents enumerated	AGENCY ACTION  Received and verifies the	BE PAID	TIME	RESPONSIBLE  Baltazar B.  Depaloma/Kristi  ne Joy C.
	Submit documents enumerated on the	AGENCY ACTION  Received and verifies the approved documents requesting	BE PAID	TIME	RESPONSIBLE  Baltazar B.  Depaloma/Kristi  ne Joy C.
	Submit documents enumerated on the Checklist of	Received and verifies the approved documents requesting for funding	BE PAID	TIME	RESPONSIBLE  Baltazar B.  Depaloma/Kristi  ne Joy C.
	Submit documents enumerated on the Checklist of	AGENCY ACTION  Received and verifies the approved documents requesting	BE PAID	TIME	RESPONSIBLE  Baltazar B.  Depaloma/Kristi  ne Joy C.
	Submit documents enumerated on the Checklist of	Received and verifies the approved documents requesting for funding	BE PAID	TIME	RESPONSIBLE  Baltazar B.  Depaloma/Kristi  ne Joy C.
	Submit documents enumerated on the Checklist of	AGENCY ACTION  Received and verifies the approved documents requesting for funding source	None	TIME 2 days	RESPONSIBLE  Baltazar B. Depaloma/Kristi ne Joy C. Dema-ala
	Submit documents enumerated on the Checklist of	AGENCY ACTION  Received and verifies the approved documents requesting for funding source  Prepares	None	TIME 2 days	RESPONSIBLE  Baltazar B. Depaloma/Kristi ne Joy C. Dema-ala  Baltazar B.
	Submit documents enumerated on the Checklist of	AGENCY ACTION  Received and verifies the approved documents requesting for funding source  Prepares Obligation	None	TIME 2 days	Baltazar B. Depaloma/Kristi ne Joy C. Dema-ala  Baltazar B. Depaloma/Kristi
	Submit documents enumerated on the Checklist of	AGENCY ACTION  Received and verifies the approved documents requesting for funding source  Prepares Obligation Request	None	TIME 2 days	Baltazar B. Depaloma/Kristi ne Joy C. Dema-ala  Baltazar B. Depaloma/Kristi ne Joy C.

None

3 mins.

Certification

of Box A in

the ORS

Baltazar B.

Depaloma

END of			
Transaction(			
documents			
to be			
forwarded to			
Accounting			
Office)			
TOTAL	None	2 days and 33	
		mins.	

# Cashiers' Office Dumangas Campus Internal Services

## 17. Collection of fees and issuance of receipt

Office or Division		Cashier Office - Administration Building - Cashier's Office			
Classification		Sin	nple		
Type of Transaction	n	G2	G- Governm	ent to Governme	nt
Who May Avail		Fa	culty, and St	aff	
CHECKLIST OF REQUIREMENTS				WHERE TO SEC	CURE
Secure Statement of Fees     Secure Billing of Fees			Assessment Section IIRGP In-charge		
CLIENT STEPS	CLIENT STEPS AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. a. Secure statement of fees; b. Secure billing	Issue statemen fees Issue billi		Amount varies	5 mins.	Mrs Estrella Rodriguez Mr. Aaron Paul Puljanan

2. a. Issuance	Issued	Amount	5 mins.	Mrs. Ma
of receipts	receipts	varies		Socorro
for statement				Maestrecampo
of fees	Issued	Amount	5 mins.	Mrs. Ma
b. Issuance	receipts	varies		Socorro
of receipt				Maestrecampo
for billing				
	TOTAL			
	TOTAL	None	20 mins.	

## 18. Collection of fees and Issuance of Receipt

Office or Division		shier Office shier's Office	- Administration B e	Building -
Classification	Sir	nple		
Type of Transaction		G- Governmovernment to	ent to Governme Business	nt; G2B-
Who May Avail	Fa	Faculty, and Staff		
CHECKLIST OF REQUIREMENTS	<u> </u>	WHERE TO SECURE		
Approved disburseme vouchers for payment complete supporting documents     Approved disburseme vouchers with complete billings.	Accounting Section  Accounting Section			
CLIENT STEPS AGEN	_	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Received Record posted to disburseme nt voucher issuance check.	he for	Amount varies	1 day	Mrs. Ma Socorro Maestrecampo
2. Forward to Signed head of check for	r	Amount varies	1 day	Dr. Noel S. Quidato

office for signature	issuance			
3. Issuance/p ayment of check to creditors and get receipts.	Issue check and gets receipts	Amount varies	5 mins.	Mrs. Ma Socorro Maestrecampo
	TOTAL	None	2 days and 5 mins.	

#### 19. Assessment of Fees

Office or Division			ICE(located at the Administration Bui	
Classification		Simple		
Type of Transactio	n (	G2C- Governm	nent to Citizen	
Who May Avail	;	Students		
CHECKLIS REQUIREM			WHERE TO SEC	CURE
<ol> <li>Registration I</li> <li>Students Clea</li> <li>Identification</li> <li>Paper Provide counter station</li> <li>Course/Year, (if there is), e</li> </ol>	arance Card ed at the ng the Name Scholarship	*	struction	
CLIENT STEPS	AGENCY ACTION		PROCESSING TIME	PERSON RESPONSIBLE
1. Present Requireme nts as stated above for identificatio n	Review the requirement s presented	nt P600.00	1 min.	Mrs. Estrella Rodriguez

	Wait until his/her name was called	If verified, assess students accounts (manually)	TUITION - P85.00/U nit SIDF - P1000.00 None	5 mins./sem	Mrs. Estrella Rodriguez
3.	When names are called, go to the counter	Advise students to present the assessment form to the Cashier for payment and bring back the OR's to the Assessment Section for recording.	None	1 min.	Mrs. Estrella Rodriguez
4.	Verify the Official Receipt and present to the Assessmen t Section	Record the OR's to students individual ledger	None	5 mins./sem	Mrs. Estrella Rodriguez
5.	Wait for the Official Receipt and Examinatio n Permits	Return the OR's to students and issue Examination Permits if fully paid of approved	None	3 mins.	Mrs. Estrella Rodriguez

		for issuance			
6.	In cases where his/her name was unintention ally ommitted in the list of Scholars provided by the Chairman of the Scholarship Committee of the Head of the Student Services. He/She must secure a note withsignatur e of the Head of the Assessmen t Section.	Verify his/her name in the Official List of Scholarship provided by the Office of the Student Affairs	None	10 minutes /additional to processing time	Mrs. Estrella Rodriguez
7.	In cases where he/she requests for a printed Certificate of Billing for any legal	Verify his/her name in the Official List of Scholarship provided by the Office of the Student	None	15 minutes/ additional to processing time	Mrs. Estrella Rodriguez

purposes	Affairs and print hard copy.			
	TOTAL	None	40 mins.	

# Dental Clinic Dumangas Campus Internal Services

#### 20. Oral/Dental Examination

Office or Division		DENTAL CLINIC - Academic Building- Right wing - Medical/ Dental Clinic			
Classification	S	Simple			
Type of Transactio	n G	G2C- Government to Citizen			
Who May Avail	S	Students, Faculty, Staff, and Community			
CHECKLIS	T OF		WHERE TO SECURE		
REQUIREM	ENTS				
1. School ID		Office of St	tudents Affairs / C	ampus	
		Administrat	tion		
2. Government	Issued ID	LGU, Municipal hall			
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	

	ACTION	BE PAID	TIME	RESPONSIBLE
1. Present School I. D.	Check proper identification card	None	1 min.	Dr. Wenna L. Dadulla
2. Fill-out patient's information chart or retrieve old record	Provide and ask patient to fill-out information chart & dental health questionnair e.	None	5 mins.	Dr. Wenna L. Dadulla
3. Get ready for oral/dental check up	Perform oral/dental check- up.	None	10 mins.	Dr. Wenna L. Dadulla
4. Sign at the log sheet.	Keep records	None	1 min.	Dr. Wenna L. Dadulla
	TOTAL	None	17 mins.	

#### 21. Tooth Extraction

Office or Division	DENTAL CLINIC - Academic Building- Right wing			
	- Medical/ Dental Clinic			
Classification	Simple			
Type of Transaction	G2C- Government to Citizen			
Who May Avail	Students, Faculty, Staff and Community			
CHECKLIST OF		WHERE TO SECURE		
REQUIREMENTS				
1. School ID		Office of Students Affairs / Campus Administration		
2. Government Issued ID		LGU, Municipal hall		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present     School ID	Check proper identification	None	1 min.	Dr. Wenna L. Dadulla
2. Fill-out patient's information chart or retrieve old record	Provide & ask patient to fill-up information chart & dental health questionnair e.	None	5 mins.	Dr. Wenna L. Dadulla
3. Get ready for oral/dental check- up and prophylaxis / scaling	Perform oral/dental exam Diagnose & treatment plan Perform tooth extraction Prescribing & dispensing of medicines - Post operative instructions.	None	2 hours	Dr. Wenna L. Dadulla
4. Sign at the log sheet.	Keep records	None	1 min.	Dr. Wenna L. Dadulla
	TOTAL	None	2 hours and 7 mins.	

# 22. Referral/Certifications/Excuse Slips

Office or Division	DENTAL CLINIC - Academic Building- Right wing

		Medical/ Dent	al Clinic	
Classification	S	imple		
Type of Transaction	on G	2C- Governm	ent to Citizen	
Who May Avail	S	tudents, Facu	lty, Staff and Com	nmunity
CHECKLIS REQUIREM	_		WHERE TO SEC	CURE
School ID     Government-	Issued ID	Office of St Administra LGU, Muni		ampus
				777001
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present School I. D.	Check proper identification card	None	1 min.	Dr. Wenna L. Dadulla
2. Fill-out patient's information chart or retrieve old record	Provide & ask patient to fill-up information chart & dental health questionnail e.	None	5 mins.	Dr. Wenna L. Dadulla
3. Get ready for consultation .	Perform oral/dental exam - Diagnose & treatment plan Referrals for complicated or special cases & medically compromise d patients.		20 mins.	Dr. Wenna L. Dadulla

4. Fill-out log	Issuance of	None	3 mins.	Dr. Wenna L.
sheet &	Excuse			Dadulla
signing.	Slip/Certific			
	ation/Referr al.			
	aı.			
	TOTAL	None	29 mins.	

## 23. Consultation, Prescribing and Dispensing of Medicines

Office or Division			DENTAL CLINIC - Academic Building- Right wing - Medical/ Dental Clinic			
Classification		Sin	nple			
Type of Transac	tion	G2	C- Governm	ent to Citizen		
Who May Avail		Stu	ıdents, Facu	Ity, Staff and Con	nmunity	
CHECKI REQUIR				WHERE TO SEC	CURE	
School ID     Governme	nt Issued ID	nt Issued ID		Office of Students Affairs / Campus Administration LGU, Municipal hall		
CLIENT STEPS	AGENC ACTIO		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Present School I. D.	Check proper identificat card	tion	None	1 min.	Dr. Wenna L. Dadulla	
2. Fill-out patient's informatio chart or retrieve of record	information	nt	None	5 mins.	Dr. Wenna L. Dadulla	
3. Get ready for consultation	Perform oral/denta	al	None	10 mins.	Dr. Wenna L. Dadulla	

•	,Diagnose & treatment plan, Prescribe and dispense medicines to patients			
4. Fill-out log sheet & signing.	Keep records	None	1 min.	Dr. Wenna L. Dadulla
	TOTAL	None	17 mins.	

# Human Resource Management Office Dumangas Campus Internal Services

## 24. Availment of Agency Staff Development Program

Office or Division	Human Resource Management Office- Ground Floor Administration Building, ISAT U- Dumangas Campus		
Classification	Complex		
Type of Transaction	G2C- Government to Citizen		
Who May Avail	ISAT U, Dumangas Campus Faculty & Staff		
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		
Letter of Intent and     supporting document	Applicant		
Faculty/Staff Developme     Application Form	ent HR Office, ISAT U. Dumangas Campus		

3. Scholarship (	Scholarship Contract		ISAT U, Main Ca	mpus
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submission     of letter     intent with     complete     supporting	Receiving of complete requirement s	None	30 mins.	Mrs. Susan Doquesa
documents	Checking & Verefying data submitted	None	30 mins.	Mrs. Susan Doquesa, Mrs. Ironia P. Casco
	Forward Letter of Intent to the Campus Ad.	None	30 mins.	Mrs. Susan Doquesa
	Endorseme nt of Application to the Staff Dev. Program Committee	None	1 day	Dr. Noel S. Quidato
	Receiving of Application by the Staff Dev. Program Committee	None	30 mins.	Office Staff
	Staff Dev. Committee Deliberate	None	1 day	Staff Dev. Committee
	Staff Dev. Committee endorse to ADCO	None	1 day	ADCO
	Approved Application	None		University President

Recommen ded to the University President for endorsemen t to BOR			
Signing of Contract	None		Grantee, University President
Submission of Contract	None		Grantee, HR
TOTAL	None	3 days and 2 hours	

## 25. Approval of GSIS Loans and other related GSIS concerns

Office or Division	Human Resource Management Office- Ground Floor Administration Building, ISAT U- Dumangas Campus		
Classification	Sin	nple	
Type of Transaction	G2	C- Government to Citizen	
Who May Avail	ISA	AT U, Dumangas Campus Faculty & Staff	
CHECKLIST OF REQUIREMENTS	ı	WHERE TO SECURE	
Letter Request specifying     the type of GSIS     transaction the personnel     wants to avail, if     conformation/approval of     various GSIS loans it must     be countersigned by     accounting personnel     specifying that the     personnel net pay is still     within the required DBM     ruling after deducting the		Requesting Party	

monthly amo the current lo				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submission     of letter     request	Receiving of request letter	None	30 mins.	Mrs. Ironia P. Casco
	Confirm/ approve GSIS loan, email GSIS of the concern of the ISAT U Dumangas Campus personnel.	None	1 day	Mrs. Ironia P. Casco
	Inform personnel concerned	None	30 mins.	Mrs. Ironia P. Casco
	TOTAL	None	1 day and 1 hour	

# Library Services Dumangas Campus Internal Services

### 26. Validation and Release of Library Cards

To ensure that students' documents are checked as to authenticity and validity before library card is validated and released.

Office or Division	Library
Classification	Simple
Type of Transaction	G2C- Government to Citizen

Who May Avail	Stu	ıdents		
CHECKLIST OF REQUIREMENTS			WHERE TO SEC	CURE
Registration     the term the enrolled.		Registrars'	Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Student personally presents RF to the library staff at the information desk.	Library staff retrieves library card in the file.  For library cards that needs replacement (broken and names not readable), a student is referred to the librarian's office to secure a note to the Cashier's Office for payment of library card replacement.	None	5 mins.	Library Staff/ Student
	Librarian issues note/request slip for the Cashier's Office	ID Fee - Php 85.00	3 mins.	Library Staff/ Student

Library staff	None	2 mins.	Library
stamps RF;			Staff
validation			Student
sticker			Cashier's Office
attached			Staff
Releases	None	30 sec.	Library Staff,
library card			Student
to student			
TOTAL		40	
TOTAL	None	10 mins. and	
		30 sec.	

### 27. Signing of Clearance

To ensure that students' documents are checked as to authenticity and validity before library card is validated and released.

Office or Division	L	_ib	rary		
Classification	S	Simple			
Type of Transaction	on (	G2C- Government to Citizen			
Who May Avail	5	Students, Faculty and Staff			
CHECKLIS REQUIREM		WHERE TO SECURE			CURE
Library Card     Clearance		Library Office of Instruction			
CLIENT STEPS	AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Class President/ representati ve submits library card and clearance in bunch, by section to the library staff at the	Group and individual clearance:  Library staff receives and checks if library card matches individual clearance.  Stamps		None	2 mins.	Library staff Students Staff/Faculty

information desk. Faculty/staf f submit individually	clearance for signature of the librarian.			
to the library personnel.	If student/staff /faculty has accountabilit ies, she/he is required to settle it before signing the clearance.	None	3 mins.	Library staff Students Staff/Faculty
	For unclaimed library card, library staff retrieves library card from the file.	None	2 mins.	Library staff Students Staff/Faculty
	Faculty/Staff /Students' clearance forwarded to the librarian's office for signature	None	5 mins.	Library staff Students Staff/Faculty
	Library staff returns clearance to the class president/ representati ve/staff/facu lty	None	2 mins.	Library staff, Students, Staff/Faculty
	TOTAL	None	14 mins.	

## 28. Lending/Borrowing of Library Materials

To ensure that books are borrowed are checked and pertinent data of books as well as borrowers' data are accurate.

Office or Division		Lib	rary			
Classification	Simple					
Type of Transaction	Type of Transaction		C- Governm	ent to Citizen		
Who May Avail		Students, Faculty, Employees, Administration a External Researchers			dministration and	
CHECKLIS REQUIREM				WHERE TO SEC	CURE	
	<ol> <li>Validated Library ID Card</li> <li>Letter and ID for external researchers</li> </ol>		Library In their respective Institutions			
CLIENT STEPS	AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Student presents her/his validated library card to the library staff as she/he enters the stack section.  Faculty/Employee presents his/her ID or contract/appointm ent  External researchers presents a letter and ID	Library stareceives and check students and faculty/em oyee ID  External researche referred to the librarian's office for proper guidance and assistance	rs )	None	2 mins.	Library staff Librarian Student Employee External Researchers	
2. Library customer	Library sta receives the signed book	he	None	30 sec.	Library Clients Library staff	

presents the books she/he would like to borrow to the library staff at the circulation counter.	card and attaches library card. Library staff tallies the book classificatio n in the utilization statistics.	None	30 sec	Library staff
counter.	Library staff files book cards at the charging tray.  For overnight books, library staff stamps date due on the slip and releases the book to the	None	30 sec.	Library staff Librarian
	library clients. Library staff files the book card in alphabetical order by author.	None	30 sec.	Library staff
	TOTAL	None	3 mins.	

### 29. Returning of Books

To ensure that books/ returned by the clientele is properly checked and documented so that accuracy in the changing in of materials established.

Office or Division	Library				
Classification	Simple				
Type of Transaction	G2C- Government to Citizen				
Who May Avail	Students, Faculty and Staff				
CHECKLIST OF	WHERE TO SECURE				

REQUIREM	ENTS			
Borrowed Bo	oks	Library		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Library clients presents the borrowed books to the library staff at the counter	Library staff receives and checks the accession number of the borrowed library materials found on the book card	None	2 mins.	Library staff Library Clients
2. Library customer presents the books she/he would like to borrow to the library staff at the circulation counter.	Library staff returns the book card upon receipt of the returned book.  For overnight books, library staff checks if the book is overdue or not. If overdue, computes overdue fine. If not overdue, proceed to Step 4 initials in the date due	None	2 mins.	Library Staff Library Clients

slip.			
Library staff returns the library card of the students	None	30 sec.	Library Staff
TOTAL	None	4 mins. and 30 sec.	

### 30. Issuance of Research Letter to Research in Other Libraries

To ensure that students who wish to research to other libraries is properly documented and controlled so that their identities are monitored.

Office or Division		Libi	rary		
Classification		Sim	nple		
Type of Transaction	on (	G20	C- Governm	ent to Citizen	
Who May Avail	;	Students, Faculty and Staff			
CHECKLIS				WHERE TO SEC	CURE
REQUIREM	ENIS				
Library ID Ca students	Library ID Card for     students		Library		
2. ID Card for F	aculty		MIS		
Members and	d Employees	S			
CLIENT STEPS	AGENCY	Y	FEES TO	PROCESSING	PERSON
	ACTION	I	BE PAID	TIME	RESPONSIBLE
1. Faculty, student or employee requests a letter to research in other libraries	Librarian requests the applicant to present Library ID card for students, Ill card for	Ю.	None	2 mins.	Student Faculty Employee Librarian

from the librarian.	faculty members and employees.			
	Librarian issues a letter to the applicant indicating the institution where he/she wants to visit	None	3 mins.	Student Faculty Employee Librarian
	TOTAL	None	5 mins.	

## 31. Use of Computer for Research

To augment the needs of the students in their researchers.

Office or Division		Lib	Library			
Classification		Sin	Simple			
Type of Transaction	n	G2	G2C- Government to Citizen			
Who May Avail		Stu	ıdents, Facu	Ity and Staff		
CHECKLIS REQUIREM	_		WHERE TO SECURE			
Library ID Ca	ard		Library			
2. Faculty/employee ID			MIS			
CLIENT STEPS	AGENC	Υ	FEES TO	PROCESSING	PERSON	
	ACTION	V	BE PAID	TIME	RESPONSIBLE	
1. Students,	Receives		None	30 sec.	Library staff	
Faculty and	and check	K			Students	
employees	valid Libra	ary			Faculty and	
present	ID cards to				Employees	
their library	ensure its	;				
ID to the	validation					
library	for the ter	m				

personnel.	the student is enrolled.			
	Student logs on the logbook the exact time they started using the computer	None	30 sec.	Student
	See to it that the students use the computer for research purposes only.	None	1 min.	Library Staff
	Check if the student has been properly logged out.	None	30 sec.	Library Staff
	Returns the Library card and let the student log out from the logbook	None	30 sec.	Library Staff
	TOTAL	None	3 mins.	

## 32. Requisition of Books

To acquire more books for the library.

Office or Division	Library	
Classification	Simple	
Type of Transaction	G2C- Government to Citizen	
Who May Avail	Faculty and Staff	

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE				
Book Reques     PPMP Form	st Form	Library Supply Offi	ice			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1. Issuance of Book Request Form to the Faculty and employees.	Library personnel/Li brarian receives the Book Request Form from the Faculty/Staff	None	1 min.	Librarian Faculty Employees		
2. Faculty must dully filled-up the form	Librarian verifies the accuracy and the books they need for every semester.	None	1 min.	Librarian		
	Librarian consolidates the Book Request Form if how many books suffice the number of students to use the requested books.	None	3 mins.	Librarian		
	Librarians prepare PPMP.	None	2 mins.	Librarian		

Librarian submits the PPMP to the supply officer for the availability of funds.	None	2 mins.	Librarian
TOTAL	None	9 mins.	

# Management Information System Dumangas Campus Internal Services

### 33.ID Making (For New Students and Employees)

To encode and print School IDs of students and employees of the campus.

Office or Division		Management Information System - Administration Building - Ground Floor - Right Wing			
Classification	Sim	Simple			
Type of Transaction	G20	G2C- Government to Citizen			
Who May Avail	Students , Faculty and Employees				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
Student Information For	m	MIS Office			
Faculty/Employee     Information Form		MIS Office			
3. Registration Form		Registrars' Office			

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Receive data	MIS Staff let the Client fill up student/emp loyee information form with their signature	None	5 min.	Sonia Lyn B. Bolivar
2. Capture client picture	MIS Staff takes picture of client	None	5 mins.	Sonia Lyn B. Bolivar
3. Capture signature	MIS staff Capture signature of client and attach to ID Template	None	5 mins.	Sonia Lyn B. Bolivar
4. Verify encoded data	MIS Staff lets the client check encoded data for typo error	None	5 mins.	Sonia Lyn B. Bolivar
5. ID Printing	MIS Staff Prints ID	None	25 mins.	Sonia Lyn B. Bolivar
6. Release ID	MIS Staff release printed ID to the client for validation at the office of student affairs	None	15 mins.	Sonia Lyn B. Bolivar
7. Logbook	MIS Staff lets the	None	5 mins.	Sonia Lyn B.

signing	client sign at the logbook			Bolivar
	TOTAL	None	1 hour and 5 mins.	

### 34.ID Making (For Students and Employees with lost or damaged IDs)

To encode and print School IDs of students and employees with lost and damaged lds.

Office or Division	Ма	nagement Ir	nformation Systen	n
Classification	Sin	nple		
Type of Transaction	G2	G2C- Government to Citizen		
Who May Avail	Stu	Students , Faculty and Employees		
CHECKLIST OF			WHERE TO SEC	CURE
REQUIREMENTS				
Student Information Fo	rm	MIS Office		
2. Faculty/Employee		MIS Office		
Information Form				
3. Permit for replacement	of	of OSAS Office		
University ID Form				
4. Official Receipt	Cashiers' Office			
CLIENT STEPS AGENO	Y	FEES TO	PROCESSING	PERSON
ACTIO	N	BE PAID	TIME	RESPONSIBLE
Receive MIS Staff	flet	None	5 min.	Sonia Lyn B.
data the Clien	t fill			Bolivar
up				
student/e	emp			
loyee				
information	on			
form with	1			
their				
signature	)			
2. Fill up Proceed	to	None	15 mins.	Florelyn B.
permit for Office of				Etanong
replacemen Student				
t of affairs				
1				

ID form	for filling up of Permit of University ID Form			
3. Pay fees	Proceed to Cashier's Office to pay desired fees for lost or damaged ID	P100.00	20 mins.	Ma. Socorro C. Maestrecampo
4. Data verification	Proceed to MIS Office for verification of stored ID data	None	5 mins.	Sonia Lyn B. Bolivar
5. ID Printing	MIS Staff Prints ID	None	25 mins.	Sonia Lyn B. Bolivar
6. Release ID	MIS Staff release printed ID to the client for validation at the office of student affairs	None	15 mins.	Sonia Lyn B. Bolivar
7. Logbook signing	MIS Staff lets the client sign at the logbook	None	5 mins.	Sonia Lyn B. Bolivar
	TOTAL	None	1 hour and 30 mins.	

# Medical Clinic Dumangas Campus

# **Internal Services**

## 24. Dressing of Wounds

Office or Division		Medical - Academic Building- ground floor - Left Wing			
Classification		Sim	nple		
Type of Transaction	on	G20	2C- Government to Citizen		
Who May Avail		Stu	dents, Facu	lty, Staff and Con	nmunity
CHECKLIS REQUIREM	_			WHERE TO SEC	CURE
School ID     Registration Form			Management Information System Office-ISA U Dumangas Campus, Administration Building Registrar Office-ISAT U Dumangas Campus Administration Building		
CLIENT STEPS	AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the clinic and see the nurse and present your illness	Verify ID and Registratio Form	on	None	30 mins.	Mary D. Belandres
2. Submit for Consultatio n	History taking get and record Vital Signs Dressed Wounds	k	None	1 hour	Mary D. Belandres
3. Fill Up Log sheet	Give Available medicines necessary		None	5 mins.	Mary D. Belandres
	TOTAL		None	1 hour and 35	

	mins.	

### 25. Referral

Office or Division		Medical - Academic Building- ground floor - Left Wing			ound floor - Left
Classification		Simple			
Type of Transaction	on	G2	C- Governm	ent to Citizen	
Who May Avail		Stu	dents, Facu	Ity, Staff and Con	nmunity
CHECKLIS REQUIREN				WHERE TO SE	CURE
School ID     Registration	Form		Management Information System Office-ISATU Dumangas Campus, Administration Building Registrar Office-ISAT U Dumangas Campus, Administration Building		
CLIENT STEPS	AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the clinic and see the nurse and present your illness	Verify ID and Registration form	on	None	5 min.	Mary D. Belandres
2. Submit for Consultatio	Physical Assessme and Evaluation		None	5 mins.	Mary D. Belandres
3. Refer Patient to the Nearest	Accompany Referral		None	As the need arises	Mary D. Belandres
Hospital	(Students, Personnel)		None		Mary D. Belandres
4. School Driver	Bring Patient to		None	5 mins.	Mary D. Belandres/Neri

	the Hospital			Dolendo
5. Fill Up Log sheet	Check Log Sheet	None	5 mins.	Mary D. Belandres
	TOTAL	None	25 mins.	

### 26. Medical Examination

Office or Division		Medical - Academic Building- ground floor - Left Wing			
Classification		Sin	nple		
Type of Transaction	n	G2C- Government to Citizen			
Who May Avail		Stu	idents, and f	aculty	
CHECKLIS REQUIREM				WHERE TO SEC	CURE
School ID     Registration	<ol> <li>School ID</li> <li>Registration Form</li> </ol>		Management Information System Office-ISA U Dumangas Campus, Administration Building Registrar Office-ISAT U Dumangas Campus Administration Building		
CLIENT STEPS	AGENC) ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the clinic and see the nurse and present your illness	Verify ID and Registration Form	on	None	5 mins.	Mary D. Belandres
Submit for     Consultatio     n	Conduct information get vital signs, Give	,	None	30 mins.	Mary D. Belandres

	available medicine			
3. Fill Up Monthly Medical Record signing	Check the Log Sheet	None	5 mins.	Mary D. Belandres
	TOTAL	None	40 mins.	

# 27. Giving Over the Counter Medicines

Office or Division		Medical - Academic Building- ground floor - Left Wing				
Classification	;	Simple				
Type of Transaction	on (	G2C- Govern	ment to Citizen			
Who May Avail	:	Students, and	I Faculty			
CHECKLIS REQUIREM	_		WHERE TO SE	CURE		
School ID     Registration	Form	U Dumar Building	ystem Office-ISAT ninistration mangas Campus,			
			Administration Building			
CLIENT STEPS	AGENCY ACTION			PERSON RESPONSIBLE		
1. Present I.D.	Check Proper Identification	None	5 mins.	Mary D. Belandres		
2. School Nurse	Record Vital Signs, Perform physical Examination, Provides		1 hour	Mary D. Belandres		

	Medicine to the patient, Give Proper Instruction			
3. Fill Up Monthly Medical Record signing	Check the Log Sheet	None	5 mins.	Mary D. Belandres
	TOTAL	None	1 hour and 10 mins.	

# Office of Student Affairs and Services Dumangas Campus Internal Services

### 28. Filing a Complaint

Office or Division	OFFICE OF STUDENT AFFAIRS AND SERVICES-Ground Floor Academic Building-Right Wing
Classification	Simple
Type of Transaction	G2C- Government to Citizen
Who May Avail	Students, Faculty, Staff, and Authorized Persons

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
1. Duly filled-up Form 2. Written Narra about the core	Complaint ative Facts		Office of Students Affairs and Services Written by the complainants		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Complainan t approaches the OSAS office and requests a complaint form.	Welcomes and accommoda tes the client	None	5 mins.	OSAS Personnel	
2. Complainan t fills-up Complaint Form and write narrative facts of the complaints.	Receive the duly filled – up form and read the narrative facts.  Checks if complainant has previous records.	None	40 mins./client	OSAS Personne	
3. Conducts preliminary interview	Clarifies and analyzes the issue being consulted.  Inform the client and discuss the nature of the offense and the flow of how the	None	20 mins.	OSAS Personnel	

	case will progress.  Advise client/s to be on call if necessary.  Decides on the course of action to take.			
4. Refer to Proper Body	The OSAS Head refer the case to the proper body.  Program Coordinator if the violation/s committed can be treated as less grave offense/s.  Board of Student Discipline if the violation/s committed is categorized as grave offense/s.	None	25 mins./client	OSAS Head
	TOTAL	None	1 hour and 30 mins.	

### 29. Issuance/Validation of ID

Office or Division		SEF		UDENT AFFAIRS	_
Classification		Sim	ple		
Type of Transaction	n	G20	C- Governm	ent to Citizen	
Who May Avail		Old	and New S	tudents	
CHECKLIS REQUIREM				WHERE TO SEC	CURE
New Students:  1. Registration	Form		Office of St	udents Affairs an	d Services
Old Students: 1. Registration 2. In case of los and present a	st ID, secure	е		kept by Students rney's Office	
CLIENT STEPS	AGENC ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Registration Form	Check for Registration Form, Validates and releases to school ID.	on he	None	3 mins.	OSAS Personnel
2. For Student ID replacemen t; present Notarized Affidavit of Loss	Verified Affidavit of loss and RF. Instructs student for payment a cashier.	or	None	3 mins.	OSAS Personnel
3. Present Affidavit of Loss at the MIS with Registration	MIS replaces t School ID		None	10 mins.	OSAS Personnel

Form and Receipt				
4. Secures the ID validation, presents affidavit and requests for ID protector and lace	OSAS personnel processes the ID validation and release ID protector and lace	None	5 mins.	OSAS Personnel
	TOTAL	None	26 mins.	

# Planning Development and Auxiliary Services Dumangas Campus Internal Services

### 30. Maintenance of Facilities and Equipment

Office or Division	PI	PDAS-Administration Building-Ground Floor-Left			
	W	Wing			
Classification	Si	Simple			
Type of Transactio	n G	G2C- Government to Citizen			
Who May Avail	Fa	Faculty and Staff			
CHECKLIS	T OF		WHERE TO SEC	CURE	
REQUIREM	ENTS				
Job Request	Form	PDAS Office			
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	

		ACTION	BE PAID	TIME	RESPONSIBLE
1.	Filling up of Request Form	Fill up new job request Form	None	3 mins.	PDAS Head/Assistant
2.	Receiving of Job Request	Receive the filled-up Request Form and check the required details and information for the job requested	None	1 min.	PDAS Head/Assistant
3.	Assignment of tracking Number	Tracking number will be assigned to every job request received by the office	None	1 min.	PDAS Head/Assistant
4.	Evaluation and Approval of Job Request	The PDAS Officer may approve or disapprove the request upon evaluation. However, if the job request requires procuremen t and approval from the higher authorities, then the Job Request will be endorsed	None	10 mins.	PDAS Head/Campus Administartor

	final tion.			
TC	OTAL	None	15 mins.	

# Records Office Dumangas Campus Internal Services

## 31. Leave Application

Office or Division	Flo	Human Resource Management Office- Ground Floor Administration Building, ISAT U- Dumangas Campus				
Classification	Sin	Simple				
Type of Transactio	n G2	C- Governm	ent to Citizen			
Who May Avail	Fa	culty and Sta	aff			
CHECKLIS REQUIREM		WHERE TO SECURE				
Leave Application     copies) - Forr	•	ISAT U Admin – HR				
	<ol> <li>Medical Cert. (for more than 5 days sick leave - 3</li> </ol>		Government Physician			
Certified mac of birth cert. (	•	Local Civil	Registrar or PSA			
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON		
	ACTION	BE PAID	TIME	RESPONSIBLE		
Submit     complete     documents	Received	None	1 hour	Applicants		
Certification     of Leave	Leave credits	None	7 hours	Mrs. Susan Doquesa		

Credits	certified			
3. Recommen ding approval	Submitted for approval	None	1 day	Mrs. Ironia P. Casco
4. Approval	approved/di sapproved	None	1 day	Dr. Noel S. Quidato
	TOTAL	None	3 days	

# 32. Receiving and releasing communication

	1					
Office or Division			ce Management			
	Flo	or Administr	ation Building, IS	AT U- Dumangas		
	Ca	mpus				
		·				
Classification	Sin	Simple				
Type of Transaction	G2	G2C- Government to Citizen				
Who May Avail	Fa	culty and Sta	aff			
CHECKLIST OF			WHERE TO SEC	CURE		
REQUIREMENTS						
, , ,						
1. Communication (3 c	opies)	ISAT U Ad	min – HR			
- signature in the logbook						
2. Valid Gov't. I.D. of		Requestor / Representative				
requestor or his/her		·				
representative						
3. Authorization of requ	uestor	Requestor / Representative				
in case of represent		requestor, respressmanve				
in case of represent	alive					
CLIENT STEPS AGE	ENCY	FEES TO	PROCESSING	PERSON		
AC-	ΓΙΟΝ	BE PAID	TIME	RESPONSIBLE		
1. Submit Recei	ved	None	4 hours	Mrs. Susan		
request				Doquesa		
·						
2. Preparation Encode	ded /	None 1 day Mrs. Susan				
of printe	d			Doquesa		
requested reque	sted					
Cert.	of					

documents	Service records			
3. Approval/Is suance of requested documents	Approved / documents issued	None	1 day	Mrs. Ironia P. Casco / Dr. Quidato
4. Released requested documents	Documents issued	None	4 hours	Mrs. Susan Doquesa
	TOTAL	None	3 days	

# 33. Preparation of Certificate of Employment/Service Records

Office or Division	Flo	Human Resource Management Office- Ground Floor Administration Building, ISAT U- Dumangas Campus				
Classification	Sin	nple				
Type of Transaction	G2	C- Governm	ent to Citizen			
Who May Avail	Fac	Faculty and Staff				
CHECKLIST OF REQUIREMENTS			WHERE TO SEC	CURE		
3 copies Application     Valid Gov't. I.D. of requestor or his/her representative     3. Authorization of refine case of representation	er questor	Requestor / Representative  Requestor / Representative				
	SENCY CTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		

1.	Received communica tion	Received	None	4 hours	Mrs. Susan Doquesa
2.	Log-in	Recorded receive	None	4 hours	Mrs. Susan Doquesa
3.	Forward for action		None	4 hours	Mrs. Susan Doquesa
4.	Approve, sign & recommend action	Documents issued	None	4 hours	Mrs. Ironia P. Casco / Dr. Quidato
5.	Log-out	Recorded Release	None	4 hours	Mrs. Susan Doquesa
6.	Disseminat e	Give copies of communicat ion to concerned personnel	None	4 hours	Mrs. Mamion/ Ms. Sumaylo/ Mrs. E. Rodriguez
		TOTAL	None	3 days	

# Registrar Office Dumangas Campus Internal Services

### 34. Receiving of Faculty Grades

Receiving of accomplished official faculty grade sheets and ensure accurate encoding in the Registration System.

Office or Division	OFFICE OF THE REGISTRAR AND ADMISSION
	(ORA)-Administration Building-Ground Floor-
	Front Office

Classification		Sin	nple		
Type of Transaction	n	G2	G- Government to Government		
Who May Avail	Vho May Avail Faculty				
CHECKLIS REQUIREM			WHERE TO SECURE		
Accomplishe     Sheets	d Grade		Head of Ins	struction (HOI)	
CLIENT STEPS	AGENC) ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits accomplish ed official grade sheets.	Review, receives, and record official grade sheets of the faculty concerned	,	None	1 min.	Registrars' Staff
	Retains the original copy of grade sheets and returns to faculty the duplicate copies	d	None	2 mins.	Registrars' Staff
	Encodes the faculty grade sheets in the Registration System.		None		Registrar/Staff
	Verifies the encoded grades in the	е	None	15 mins.	Registrar

Registra-			
tion System			
versus the			
submitted			
hardcopy of			
the faculty			
grade			
sheets			
TOTAL	None	37 mins.	

### 35. Receiving of Faculty Grades

Receiving of accomplished official faculty grade sheets and ensure accurate encoding in the Registration System.

(OR		OFFICE OF THE REGISTRAR AND ADMISSION ORA)-Administration Building-Ground Floor-Front Office				
Classification		Sin	nple			
Type of Transaction	on	G2	2G- Government to Government			
Who May Avail		Fac	culty			
CHECKLIS REQUIREM	_		WHERE TO SECURE			
2. Accomplished Sheets	<ol><li>Accomplished Grade Sheets</li></ol>			Head of Instruction (HOI)		
CLIENT STEPS	CLIENT STEPS AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
2. Submits accomplish ed official grade sheets.	Review, receives, and records official grade sheets of the faculty concerned.		None	1 min.	Registrars' Staff	
	Retains th original copy of	ie	None	2 mins.	Registrars' Staff	

grade sheets and returns to faculty the duplicate copies			
Encodes the faculty grade sheets in the Registration System.	None		Registrar/Staff
Verifies the encoded grades in the Registration System versus the submitted hardcopy of the faculty grade sheets	None	15 mins.	Registrar
TOTAL	None	37 mins.	

# Supply Office Dumangas Campus Internal Services

### 36. Checking of Delivered Items

Office or Division	Supply Office-Ground Floor-Academic Building- Left Wing
Classification	Complex

Type of Transaction	on	G2	C- Governm	ent to Citizen		
Who May Avail End			d-User			
	CHECKLIST OF REQUIREMENTS			WHERE TO SEC	CURE	
<ol> <li>Canvas Form (3 suppliers)</li> <li>Abstract of Canvass</li> <li>Purchase Order Form</li> <li>Charge Invoice</li> <li>Delivery Receipt</li> <li>Inspection and Acceptance Report</li> </ol>		BAC Office BAC Office Supply Office Supplier Supplier Supply Office				
CLIENT STEPS	AGENC ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Received delivered supplies and materials from suppliers	Supply Officer/Suly Clerk received	ıpp	None	30 mins.	Supply Officer/Supply Clerk	
2. Inform TWG fro inspection of delivered supplies, materials and equipment	TWG inspect ar check delivered items.	nd	None	1 hour	Supply Officer/Supply Clerk	
3. Prepare Inspection and Acceptance Report for submission to COA	TWG/Sup y Officer signed inspection and acceptand report.	า	None	1 hour	Supply Officer	
4. Prepare RIS/PAR/IC S of	Supply Officer prepares		None	1 hour	Supply Officer	

supplies, materials and equipment and deliver to end user and signed reports.	RIS/PAR/IC S of supplies, materials and equipment delivered and issue the same to end users.			
5. Submit complete documents (complete DV's) to cashier.	Disburseme nt Voucher submitted to Cashier (complete)	None	20 mins.	Supply Officer
	TOTAL	None	3 hours and 50 mins.	

# Human Resource Management Office Leon Campus

# **External Services**

### 1. Recruitment Process

Screening of Applicants and Appraisal of Qualification Requirements/ Documents

Office or Division	Hu	man Resource Management Office			
Classification	Sin	nple			
Type of Transaction	G2	2C- Government to Citizen			
Who May Avail	Job	bb Applicants			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
Application Letter		Designated/Assigned Personnel, HRM Office,			
2. Resume		Administration Building, ISAT U, Leon			
<ol><li>Transcript of Records</li></ol>					

4	ь.			
4.	1 ):	nı	∩r	na
т.	$\boldsymbol{-}$	$\boldsymbol{\nu}$	v	ıια

Certificates of Trainings/Seminars/Confe rences attended

6. Proof of Eligibility

- 7. Photocopy of PRC License/s
- 8. Interview and assessment of documents

### Campus

CLIE	ENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Submit Application Letter with complete supporting documents	Application letter with complete supporting documents accepted	None	5 mins.	Applicants
2.	Check qualification requirement s	Checked the completene ss of submitted documents	None	10 mins.	Designated/ Assigned Personnel
3.	Conduct assessment of documents based on the Qualificatio n Standards of the position applied for.	Conducted assessment of documents based on the Qualification Standards of the position applied for.	None	20 mins.	Designated/ Assigned Personnel
4.	Forward documents to the Office of Campus	Documents forwarded to the Office of Campus Administrato	None	5 mins.	Designated/ Assigned Personnel

	Administrat or	r for action			
5.	Prepare communica tion informing the HRMPSB chairperson of the schedule of interview/ screening of applicants	Communica tion prepared and forwarded to the HRMPSB chairperson for the information as to schedule of interview/ screening of applicants	None	1 hour	Campus Administrator
6.	Issuance of office memorandu m to the HRMPSB members by the Campus Administrat or	Office memorandu m issued to the HRMPSB members to conduct interview/ screening of qualified applicants	None	15 mins.	Campus Administrator
7.	Interview and screening of qualified applicants	Qualified applicants interviewed and screened	None	2 hours	HRMPSB Members
8.	Summarize the results of the final ranking of applicants for transmittal to the	Results summarized and transmitted to the Office of the Campus Administrato	None	1 hour	Designated/ Assigned Personnel

	1			
Office of the Campus Administrat or	r			
9. Notify the selected qualified applicant	Selected qualified applicant notified	None	5 mins.	Designated/ Assigned Personnel
10. Prepare and submit documents for the issuance of appointmen t	Proposed appointment papers submitted for the signature of the Campus Administrato r	None	15 mins.	Campus Administrator
11. Forward proposed appointmen t papers to the Office of Chief Adminstrati ve Officer/ HRMO III	Proposed appointment forwarded to the Office of Chief Administrati ve Officer/ HRMO III for evaluation	None	4 hours	Campus Administrator
12. Approval of appointmen t by the University President	Approved appointment by the University President	None	15 mins.	University President
13. Release of approved appointmen t from the Office of the University	Approved appointment released from the Office of the University	None	10 mins.	Designated/ Assigned Personnel

President	President			
14. Notify the qualified applicant with approved appointmen t to report to work	Qualified applicant with approved appointment notified to report to work	None	15 mins.	Campus Administrator
15. Conduct general orientation for the newly hired employees	General orientation conducted for the newly hired employees	None	4 hours	Campus Administrator
	TOTAL	None	1 day, 5 hrs. and 20 mins./ 1 day, 5 hrs. and 50 mins.	

# Supply Office Leon Campus

# **External Services**

2. Inspection and Issuance, Preparation of Payment Inspection and issuance of goods and services, preparation of payment.

Office or Division	Su	Supply Office		
Classification	Sin	nple		
Type of Transaction	G2C- Government to Citizen; G2B- Government to Business			
Who May Avail	End-Users and Suppliers			
CHECKLIST OF REQUIREMENTS	•	WHERE TO SECURE		
Charge Invoice	Supplier			

- 2. Delivery Receipt (DR)
- 3. Accomplishment Report
- 4. Contract
- 5. Billing Statement
- Purchase Request/Job Request
- 7. Resolution to Procure
- 8. Canvass Papers
- 9. Abstract of Canvass
- 10. Resolution to Award
- 11.APP/PPMP
- 12. Business/Mayor's Permit
- 13. Income Tax Return
- 14. Affidavit of Sworn Statement
- 15. Purchase Order/Job Order
- 16. Inspection and Acceptance Report IAR)
- 17. Disbursement Voucher (DV)
- 18. Obligation Request an Status (ORS)
- 19. Requisition and Issue Slip (RIS)
- 20. Stock Card
- 21. Property Acknowledgment Receipt (PAR)
- 22. Inventory Custodian Slip (ICS)

Supplier

3-5 Contract Laborer

Supply Officer, Supply Office, 2<sup>nd</sup> Floor Administration Bldg.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign-in at the Supply Office Logbook	Give the logbook to the client/s at the Supply Office	None	2 mins.	TWG, Supply Officer, Supplier
2. Deliver the goods with Delivery	Accept the goods delivered	None	3 mins.	TWG, Supply Officer, Supplier

Receipt and/or Charge Invoice	Inspect received goods	None	3 hours	Supply Officer, Technical Working Group, Supplier/Contra ct labourer
	Prepare Inspection and Acceptance Report for signature of TWG for goods and receive Accomplish ment Report or contract from contract laborer/s for services	None	2 hours	Supply Officer, Technical Working Group, Supplier/Contra ct labourer
	Prepare payment using DV and ORS with supporting documents and release to Budget and Accounting Office for processing	None	2 hours	Supply Officer
	Prepare Requisition and Issue Slip for signature by the end user	None	2 hours	Supply Officer, End-user

Submit RIS to the Campus Administrato r for approval	None	4 hours	Supply Officer, Campus Administrator
Retrieve approved RIS, issue the purchased goods to end users and sign RIS for issuance and receipt	None	3 hours	Supply Officer, End User
File the RIS	None	5 mins.	Supply Officer
Record and update Stock Cards	None	1 hour	Supply Officer
Prepare Inventory Custodian Slip for Semi- expendable s and Property Acknowledg ment Receipt for equipment for signature by the end- users	None	3 hours	Supply Officer, End-user
Furnish copy of ICS/PAR to	None	1 hour	Supply Officer, End-user

	end user			
	File ICS and PAR	None	10 mins.	Supply Officer
3. Submit Accomplish ment Report or Contract		None		
	TOTAL	None	2 days 5 hours 20 minutes	

# Research Office Leon Campus External Services

### 3. Issuance of Research Approval Form

Processing of Student Research Approval Form for Pre and Final Defense (Approval and Scheduling)

Office or Division	Re	Research Office		
Classification	Sin	Simple		
Type of Transaction		G2C- Government to Citizen; G2B- Government to Business		
Who May Avail		Student Researchers and Members of the Research Council		
CHECKLIST OF REQUIREMENTS			WHERE TO SEC	CURE
Research Proposal signed by the Adviser			Coordinator, Rese AT U, Leon Camp	earch Office, RDE us, Iloilo
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

Sign in the client log book in the research office	Give logbook to the Student Researcher s	None	5 mins.	Research Coordinator
2. Fill up the student research approval form	Provide copy of student research approval form	None	2 mins.	Research Coordinator
	Released the filled up approval form	None	30 mins.	Student Researchers, Advisers and Research Coordinator
	Schedule the date and venue for pre and final defense	None	15 mins.	Research Coordinator
	Signing of approval form by the Campus Administrato r	None	30 mins.	Campus Administrator
3. Received the	Indicate the schedule	None	1 min.	Research Coordinator
approved form and schedules	Released the approved form	None	1 min.	Research Coordinator
	TOTAL	None	1Hour and 24 mins	

# 4. Issuance of the Approval Forms for Book Binding

Processing of Approval Sheet for Bookbinding (issuance and releasing)

Office or Division	Office or Division Re		Research Office			
Classification		Simple				
		G2C- Government to Citizen; G2B- Government to Business				
Who May Avail		Stuc	dent Resea	rchers of ISAT U,	Leon Campus	
CHECKLIS REQUIREM				WHERE TO SEC	CURE	
1. Approved Ma	anuscript			Coordinator, Rese AT U, Leon Camp	earch Office, RDE us, Iloilo	
CLIENT STEPS	AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Sign in the client log book in the research office	Give logbook to the Studen Reseacher	nt	None	5 min.	Research Coordinator	
2. Fill up the forms	Provide the forms to the student researcher	ie	None	5 mins.	Research Coordinator	
	Received the filled up the approve form		None	20 mins.	Student Researchers	
	Signing of the members of the Research Council		None	10 mins.	Advisers, Members of Panel, Research Coordinator and Campus Administrator	
	Signing of forms by th Campuis Administra	ne	None	10 mins	Campus Administrator	

	r			
	Approval of the Form	None	1 min.	Student Researchers,
				Research
				Coordinator
3. Retrieved the approved form	Released the approved form	None	1 min.	Research Coordinator
	TOTAL	None	1Hour and 24 mins	

# Students' Records Office Leon Campus

# **External Services**

#### 5. Enrolment

**Enrolment Flow** 

Office or Division	Students' Records		
Classification	Simple		
Type of Transaction	G2C- Government to Citizen		
Who May Avail	Students		
CHECKLIST OF	WHERE TO SECURE		
REQUIREMENTS			
New Students: 1. Form 138 2. Certificate of Good Moral character		udents last school attended udents last school attended	
<ul><li>3. Birth Certificate</li><li>4. Health and Dental Certificates</li></ul>	He	udent concerned ealth and Dental Clinic, ISAT U, Leon ampus	
Transferees: 1. Transcript of Records		udents last school attended	

2. Good Moral Character Students last school attended 3. Birth Certificate Students last school attended 4. Certificate of Transfer Student concerned Credential/Honorable Dismissal 5. Health and Dental Health and Dental Clinic, ISAT U, Leon Certificates Campus Old Students: Student concerned 1. Clearance Student concerned 2. School ID

L						
	CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
=	Sign in the client log book in the office lobby	Give the logbook to the client	None	2 mins.	Officers of the Day Office of the Campus Administrator	
	Fill out Pre- Registration Form  Present	Check the Pre- Registration Form and	None	10 mins.	Acting Registrar and Admin Aide III	
-	duly accomplish ed Pre- registration Form and required documents for checking and verification	Form and documentar y requirement s for enrollment				
	<ol> <li>Submit filled out Pre-Registration Form to MIS for</li> </ol>	Encode enrollment data/entries  Print Certificate of	None	10 mins.	MIS Personnel	

encoding of data/	Registration			
enrolment	Validate			
	Student's			
	School ID			
4. Get class cards	Issue class cards	None	5 mins.	Acting Registrar and Admin Aide III
	TOTAL	None	27 mins.	

# 6. Issuance of Diplomas and Certificate

Processing and issuance of Diplomas and Certificate

Office or Division Stu			Students' Records			
<b>Classification</b> Sim			Simple			
Type of Transaction	on	G20	C- Governm	ent to Citizen		
Who May Avail		Gra	aduates			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE			
Counter Request Form     Clearance			Acting Registrar/ Admin Aide III Office of Students' Records Administration Building ISAT U, Leon Campus, Iloilo			
3. Student's ID			Student concerned			
OLIENT OTESS						
CLIENT STEPS	AGENC' ACTION	-	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Sign in the client log book in the office lobby		J				

2. Fill out and submit Counter Request Form	Receive filled out Counter Request Form  Validate student's Identity	None	10 mins.	Acting Registrar and Admin Aide III
3. Claim requested documents  Log in the logbook	Release Diploma/Cer tificate	None	5 mins.	Acting Registrar and Admin Aide III
	TOTAL	None	20 mins.	

#### 7. Issuance of Certifications

Processing issuance of various certifications

Office or Division	Stu	udents' Reco	rds		
Classification	Sir	nple			
Type of Transaction	G2	:C- Governm	ent to Citizen		
Who May Avail	Gra	aduates and	Students		
CHECKLIST OF REQUIREMENTS	1		WHERE TO SEC	CURE	
Counter Request Form	)	Acting Registrar/ Admin Aide III			
2. Clearance		Office of Students' Records			
3. Official Receipt		Collecting Officer/Cashier, Administration Building, ISAT U, Leon Campus, Iloilo			
CLIENT STEPS AGEN	CY	FEES TO	PROCESSING	PERSON	
ACTIO	N	BE PAID	TIME	RESPONSIBLE	
Sign in the Give the		None	2 mins.	Officers of the	
client log logbook to				Day	
book in the the client				Office of the	
office lobby				Campus	
				Administrator	

Sign in log boo the Offi of Stud Record	k of ce ents'	None	3 mins.	Acting Registrar Admin Aide III
2. Fill out submit Counte Reques	filled out Counter Request Form  Validate student's identity  Retrieve and check record on file	None	10 mins.	Acting Registrar Admin Aide III
3. Pay require fees	Receive payment and issue Official Receipt	PhP30.00 / document	10 mins.	Collecting Officer/Cashier
4. Submit Official Receip Counte Reques Form fo	r process st request or	None	2 days	Acting Registrar Admin Aide III Campus Administrator
5. Claim request docume		None	5 mins.	Acting Registrar Admin Aide III
Sign in logbool	the	None		
	TOTAL	PhP30.00 / document	2 days and 30 minutes	

# 8. Transcription and Release of Students' Records

Processing issuance of various certifications

Office or Division			Students' Records			
<b>Classification</b> Co			Complex			
Type of Transactio	n	G2	C- Governm	ent to Citizen		
Who May Avail		Gra	aduates and	Students		
CHECKLIS' REQUIREM	_			WHERE TO SEC	CURE	
<ol> <li>Counter Request Form</li> <li>Official Receipt</li> <li>Form 137-A</li> <li>Birth Certificate</li> <li>Clearance</li> <li>Student's ID</li> </ol>			Acting Registrar/ Admin Aide III Office of Students' Records Collecting Officer/Cashier, Administration Building, ISAT U, Leon Campus, Iloilo Student last school attended Student Concerned Student Concerned Student Concerned			
CLIENT STEPS	AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Sign in the client log book in the office lobby	Give the logbook to the client	)	None	2 mins.	Officers of the Day Office of the Campus Administrator	
Sign in the log book of the Office of Students' Records			None	3 mins.	Acting Registrar Admin Aide III	
2. Fill out Counter Request Form	Receive filled out Counter Request Form		None	20 mins.	Acting Registrar Admin Aide III	

	Validate student's identity  Retrieve and check record on file  (For lacking requirement s)  Request lacking requirement s  (If complete)  Require payment for request			
3. Pay require fees	Receive payment and Issue Official Receipt	PhP30.00 /page	10 mins.	Collecting Officer/Cashier
4. Submit Official Receip Counte Reques Form fo	form and process requests	None	6 working days	Acting Registrar and Admin Aide III Campus Administrator
5. Claim reques docume Sign in logbool	requested Transcript of Records	None	5 mins.	Acting Registrar Admin Aide III
	TOTAL	PhP30.00 /	6 days and 40 minutes	

	document	

# 9. Adding/Dropping/Changing of Subjects Enrolled

Processing of adding/dropiing/changing of subjects enrolled

Office or Division			Students' Records				
Classification			Sin	Simple			
Туре	of Transaction	n	G2	C- Governm	ent to Citizen		
Who	May Avail		Stu	udents			
	CHECKLIS REQUIREM	_	·	WHERE TO SECURE			
<ol> <li>Counter Request Form</li> <li>Adding/Dropping/Chang g of Subjects Form</li> <li>Certificate of Registratio</li> </ol>				Acting Registrar/ Admin Aide III, Office of Students' Records, Administration Building Student Concerned			
CLIE	ENT STEPS	AGENC ACTIO	-	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1.	Sign in the client log book in the office lobby	Give the logbook to the client	0	None	2 mins.	Officers of the Day Office of the Campus Administrator	
	Sign in the log book of the Office of Students' Records			None	3 mins.	Acting Registrar Admin Aide III	
2.	Present Certificate of registration for record appraisal	Check student's certificate registration and recorn on file Evaluate/ sess	on d	None	20 mins.	Acting Registrar Admin Aide III	

	application			
3. Secure adding/drop ping/changi ng of subjects form	Issue Adding/drop ping/changi ng of subjects form	None	7 days	Acting Registrar Admin Aide III
Fill out form and check schedule of subjects to be added/drop ped or changed at the MIS	Assist students in their schedule of classes for subjects added/drop ped/change d			MIS Personnel
Secure permission of instructors/ professors in subjects to be added/drop ped/change d. Have them and the Personnel concerned sign the form				Instructors/ Professors Acting Registrar Collecting Officer/Cashier Campus Administrator
4. Submit the duly signed form to MIS for encoding	Receive and edit subjects added/drop ped/change d by the student	None	10 mins.	MIS Personnel

	Print Certificate of Registration			
5. Retain a copy of the Adding/Dro pping/Chan ging of Subjects Form	File the Adding/Drop ping/Changi ng of Subjects Form	None	5 mins.	Acting Registrar and Admin Aide III Student concerned
	TOTAL	None	7 hours, 37 minutes	

### 10. Authentication of Students' Records

Processing of adding/dropping/changing of subjects enrolled

Office or Division		Students' Records				
Classification	,	Simple				
Type of Transaction	on (	G20	G2C- Government to Citizen			
Who May Avail	(	Gra	duates and	Students		
CHECKLIS	_			WHERE TO SEC	CURE	
REQUIREM	ENTS					
1. Counter Req	uest Form		Office of St	tudents' Records,	Collecting	
2. Official Rece	ipt		Officer/Cashier, Administration Building,			
			ISAT U, Leon Campus, Iloilo			
<ol><li>Documents for</li></ol>			Students concerned/Authorized			
Authenticatio	•		representative			
of Records, 0	•	,				
Diplomas/Ce	rtificates)					
CLIENT STEPS	AGENCY	1	FEES TO	PROCESSING	PERSON	
	ACTION		BE PAID	TIME	RESPONSIBLE	
1. Sign in the	Give the		None	2 mins.	Officers of the	
client log	logbook to	,			Day	
book in the	the client				Office of the	
office lobby					Campus	

				Administrator
Sign in the log book of the Office of Student Records	of	None	3 mins.	Acting Registrar Admin Aide III
2. Fill out an submit Counter Request Form	d Receive filled out Counter Request Form	None	5 mins.	Acting Registrar Admin Aide III
3. Pay required fees	Receive payment and issue Official Receipt	PhP30.00 / document	10 mins.	Collecting Officer/Cashier
4. Submit Official Receipt, Counter Request Form and document for processin		None	1 day	Acting Registrar Admin Aide III
5. Claim requested document Sign in the logbook	documents	None	5 mins.	Acting Registrar Admin Aide III
	TOTAL	PhP30.00 / document	1 day, 25 minutes	

# 11. Application for Graduation

Processing of students' application for graduation

O(() D' - ' - '		N. L. H. D.	. 1.		
Office or Division Stu		tudents' Records			
Classification	S	Simple			
Type of Transaction	on C	32C- Governm	nent to Citizen		
Who May Avail	С	Candidates for	Graduation		
CHECKLIS	T 05		WHERE TO SEC	CUDE	
REQUIREM	_		WHERE TO SE	JURE	
Application for	or Graduation	-	jistrar/Admin Aide		
			Records, Collectin	•	
			shier, Administrat on Campus, Iloilo	•	
2. ID picture (1.	5x1 5)	Students c	•	,	
,	,				
CLIENT STEPS	AGENCY		PROCESSING	PERSON	
	ACTION	BE PAID	TIME	RESPONSIBLE	
1. Sign in the	Give the	None	2 mins.	Officers of the	
client log	logbook to			Day	
book in the office lobby	the client			Office of the Campus	
omice lobby				Administrator	
		None	2 mino	A ating Degistron	
Sign in the	-	None	3 mins.	Acting Registrar Admin Aide III	
log book of				/ tarriii / tido iii	
the Office					
of Students'					
Records					
2. Request	Issue				
Application	Application	1			
for Graduation	for Graduation	1			
form	form	'			
3. Fill out and	Receive an	d None	10 mins.	Acting Pogistrer	
submit	file filled ou		10 1111115.	Acting Registrar Admin Aide III	
Application	Application				
for	for				
Graduation	Graduation	1			
	form				

TOTAL	None	15 minutes	

# Office of Instruction Leon Campus

# **External Services**

# 12. Issuance and processing of Clearance

Issuance and signing of Students' Clearance

Office or Division	C	Office of Instru	fice of Instruction			
Classification	S	Simple				
Type of Transaction	on G	G2C- Governm	nent to Citizen			
Who May Avail	S	Students of ISA	AT U, Leon Camp	us		
CHECKLIS REQUIREM			WHERE TO SECURE			
<ol> <li>Students' ID</li> <li>Library Card</li> </ol>		Office of OSAS, Rm 2,Computer Building ISAT U Leon Campus, Office of Instruction Accounting Office, Library, SR Adviser's Office, Office of the Registrar, Campus Administrator's Office				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1. Present student's ID and sign in the client's logbook	Give the client's logbook	None	2 mins.	Head of Instruction or designated personnel		
2. Secure copy of student's	Give student's	None	2 mins.	Head of Instruction or designated		

clea	arance	clearance			personnel
3. Fill clea	arance	Provide assistance when needed	None	10 mins.	Head of Instruction or designated personnel
to d office onn sign and app logs	esent erance different ces/pers nel for nature d sign in propriate book in ch office.	Let the student sign the client's logbook and sign clearance if student has no financial or property accountabilit y	None	2 hours	Section Adviser, Collecting Officer/Cshier, Student Republic Adviser, School Librarian III, Head of Instruction, Head of Student Affairs and Services, Campus Administrator
of the clear	arance	Draft syllabus completed	None	5 mins.	Registrar or Designated personnel
inco	n book for oming cuments	Give logbook for incoming documents	None	2 mins.	Assigned personnel in the Registrar's Office Office
		TOTAL	None	2 hours and 21 minutes	

# Library Leon Campus External Services

13. Lending of Books

Processing of books to be borrowed by the faculty, staff, and students.

Office or Division	Li	brary			
Classification	S	Simple			
Type of Transaction		2C- Governm Government	ent to Citizen; G2	2G-Government	
Who May Avail		aculty, Staff, a ampus	and Students of IS	SAT U, Leon	
CHECKLIS REQUIREM	_		WHERE TO SE	CURE	
Library Card		Library, IS/	AT U, Leon Camp	ous	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Register in the Library     System	Availability of the library system	None	1 min.	School Librarian III Library Staff	
2. Present Library Card	Receive and check the authenticity and validity of library card	l None	1 min.	School Librarian III Library Staff	
3. Select the book(s) to be borrowed and fills up the book card and attached to the library card	Receive and check if the book card is properly filled up by the borrower		4 mins.	School Librarian III Library Staff	
4. Present the book to be borrowed	Release the book to the borrower	None	1 min.	School Librarian III Library Staff	
	Enter data of the	None	2 mins.	School Librarian	

borrower			Library Staff
and the			
book to the			
library			
system			
File Library	None	1 min.	School Librarian
card by year			
level			Library Staff
TOTAL	None	10 mins.	

### 14. Returning of Books

Processing of returned books by faculty, staff, and students.

Office or Division		Lib	rary		
<b>Classification</b> Sir			nple		
1			C- Governm Government	ent to Citizen; G2	G-Government
Who May Avail			culty, Staff, a mpus	and Students of IS	SAT U, Leon
CHECKLIS REQUIREM	_		WHERE TO SECURE		
1. Library Card			Library, ISAT U, Leon Campus		
CLIENT STEPS	AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Register in the Library     System	Availabilit of the libra system	-	None	1 min.	School Librarian III Library Staff
2. Present Borrowed book	Receive the book returned by the faculty, staff and student		None	2 mins.	School Librarian III Library Staff
	Retrieve to book card and enter	1	None	2 mins.	School Librarian III

41			1 1
	name of		Library
the			Staff
	rower		
and			
	ırned		
boo	ok(s) in		
the	library		
sys	tem		
For	None	3 mins.	School Librarian
ove	rnight		III
boo	k: Check		Library Staff
if th	e book		
is o	verdue		
and			
com	nputes		
the	overdue		
fine			
Red	ceive P3.00	1 min.	School Librarian
pav	ment for		III
	rdue fine		Library Staff
and			
	dent sign		
on t	=		
	ord book		
	fines		
	urn the None	1 min.	School Librarian
	ary card		   Library Ctaff
of s	tudent		Library Staff
TO	TAL None	10 mins.	

# Office of Student Affairs and Services Leon Campus

# **External Services**

### 14. Counseling Service

Counselling sessions of the students/clients (individual or group)

Office or Division Off			Office of the Student Affairs and Services			
<b>Classification</b> Sin			imple			
Type of Transaction	on	G2	C- Governm	ent to Citizen		
Who May Avail			icially Enrollompus	ed Students of IS	AT U, Leon	
CHECKLIS REQUIREM				WHERE TO SEC	CURE	
<ol> <li>Referral Slip</li> <li>Call Slip Form</li> <li>Consent Form</li> <li>Student Counseling Form</li> <li>Counseling Certification Form</li> </ol>		'n	Designated/Assigned Personnel, Guidance Office, ISAT U, Leon Campus			
CLIENT STEPS	AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Fill-up the referral form/logbook in the Guidance Office for the schedule of counseling	Give the logbook/re rral form to the client/s	)	None	3 mins.	In-charge Guidance Office	
2. Referred client/s receive the call slip form for the counseling session	Give the casting form to the referre client/s	0	None	10 mins.	In-charge Guidance Office	
3. Conduct the counseling session	Give the consent form to the client/s	e	None	5 mins.	In-charge Guidance Office	
	Facilitate and condu	ıct	None	1 hour	In-charge Guidance Office	

	counseling/c onference to the client/s			
4. fill-up the student counseling form and logbook	Give the logbook, student counseling form and counseling certification form to the client/s as a completion of the session	None	15 mins.	In-charge Guidance Office
	TOTAL	None	1 hr. and 33 mins.	

# **Dental Clinic**

# **Leon Campus**

# **External Services**

#### 15. Dental Examination

Conduct dental examination to incoming first year students and transferees

Office or Division	Dental Clinic		
Classification	Simple		
Type of Transaction	G2C- Government to Citizen		
Who May Avail	Incoming First Year Students and Transferees of		
	ISAT U, Leon Campus		
CHECKLIST OF	WHERE TO SECURE		
REQUIREMENTS			
Admission Form	Registrars' Office, Administration Building		
2. Dental Examination Cha	rt Dentist, Dental Clinic, ISAT U, Leon Campus,		

		Iloilo		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Sign in the patient log book	Give the logbook to the patient in the clinic's lobby	None	5 mins.	Dentist
2. Fill up the Patient's Data in the Dental Examinatio n Chart	Receive the Dental Examination Chart from the patient.  Conduct dental examination to the patient  Perform dental charting and write remarks	None	15 mins.	Dentist
3. Sign out in the patient log book.	Give the logbook to the patient  Issue Dental Certificate  Release the patient	None	15 mins.	Dentist
	TOTAL	None	35 mins.	

### 16. Dental Treatment

Perform tooth extraction/oral prophylaxis/tooth restoration

Office or Division	Dental Clinic

Classification		Sin	nple		
Type of Transaction	on		C- Governm Government	ent to Citizen; G2	G-Government
Who May Avail			idents, Facu ildren of Em	Ity and Staff, Spo ployees	uses and
CHECKLIS REQUIREM				WHERE TO SEC	CURE
Request Form     Dental Exam		art	Dentist, De Iloilo	ental Clinic, ISAT	U, Leon Campus,
CLIENT STEPS	AGENC' ACTION	-	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Sign in the patient log book	Give the logbook to the patien in the clinic's lobby		None	5 mins.	Dentist
2. Fill up the request form for services needed.	Give request form and inform patients for approval of the persor concerned	of n	None	15 mins.	Head of OSAS/ Campus Administrator
3. Submit approved request form.	Accept the approved request form  Assess request perform necessary treatment/services		None	1 hour	Dentist

	Update Dental Record			
4. Sign out in the patient log book.	Give the logbook to the patient  Release the patient	None	15 mins.	Dentist
	TOTAL	None	1 hour and 35 mins.	

# 17. Issuance of Certification and Excuse Slip

Issue Certification or Excuse Slip to Students for certain purposes.

Office or Division Den		ntal Clinic			
<b>Classification</b> Sim		Simple			
Type of Transactio	n	G2	C- Governm	ent to Citizen	
Who May Avail		Stu	idents		
CHECKLIS				WHERE TO SEC	CURE
REQUIREM	ENTS				
Dental Exam	ination Cha	rt		ental Clinic, ISAT	U, Leon Campus,
2. Certification			Iloilo		
3. Excuse Slip					
CLIENT STEPS	AGENCY ACTION	_	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Sign in the patient log book.	Give the logbook to the patient in the clinic's lob	t	None	5 mins.	Dentist
Request for     a     Certification	Validate data in the Dental	)	None	15 mins.	Dentist

or Excuse Slip	Examination Chart  Fill up the Certification or Excuse Slip  Give the form to the patient			
3. Receive the Certification or Excuse Slip	Release the certification or excuse slip	None	15 mins.	Dentist
4. Sign out the patient log book	Give the logbook to the patient.  Release the patient	None	15 mins.	Dentist
	TOTAL	None	50 mins.	

# 18. Community and Extension Services

Conduct free dental check up or perform tooth extraction in dental missions

Office or Division	Dental Clinic		
Classification	Simple		
Type of Transaction	G2C- Government to Citizen; G2G-Government		
	to Government		
Who May Avail	Students		
Willo May Avail	Olddenis		
CHECKLIST OF	WHERE TO SECURE		
REQUIREMENTS			
Invitation/Letter Request	st Inviting Sector/ Person In-charge		
Official Program of	NGAs/NGOs/Academic Institutions		

Activities				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send Invitation Letter to the Campus Administrat or	Receive the Invitation letter  Validate the letter for approval  Sign the approved letter  Delegate to the Office of Students Affairs  Inform the Dentist for action	None	30 mins.	Campus Administrator OSAS Head Dentist
2. Follow up the request	Confirm the approval of request	None	15 mins.	Campus Administrator
	TOTAL	None	45 mins.	

# Cashiers' Office Leon Campus

# **External Services**

**19. Collection of Tuition, Miscellaneous and other fees**Receiving of fees and issuance of official receipts

Office or Division	С	ashiers' Offic	e	
Classification Sim		Simple		
Type of Transaction	on G	2C- Governm	ent to Citizen	
Who May Avail	S	tudents/Gradi	uates	
CHECKLIS REQUIREM			WHERE TO SEC	CURE
Statement of Accounts (for student who are not covered by RA 10931)     Index Card of Students payment     Request form for Transcript of Records, Certification, authentication, honorable dismissal		Acting Reg	Cashiers' Office pistrar, Office of St tion Building ISAT oilo	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Statement of Accounts/R equest Form		BE PAID  None		
1. Present Statement of Accounts/R equest	Receive statement of accounts/Request form and determine fund account and amount of	BE PAID  None	TIME	RESPONSIBLE

# 20. Releasing of Checks

# Releasing of checks issued

Office or Division	(	Cashiers' Offic	e		
Classification		Simple			
Type of Transaction		G2C- Government to Citizen; G2B-Government to Business; G2G-Government to Government			
Who May Avail		Faculty and Sta Suppliers/Cont	aff members, Stud ractors	dent and	
CHECKLIS REQUIREM			WHERE TO SEC	CURE	
Identification     Charge Involution     Receipt		Cashier I, (	Cashier I, Cashiers' Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Present Identificatio n Card or any proof of identificatio n	Check and verify if the check is ready for payment		5 mins.	Cashier	
2. Issue Official Receipt	Receive an review OR then releas check	2	5 mins.	Cashier	
3. Sign disburseme nt voucher and receive check	Log transaction to check released logbook	None	10 mins.	Cashier	
4. Sign in the logbook	Give the logbook to client and file and stamp PAII the disburseme	D	5 mins.	Cashier	

nt voucher			
TOTAL	None	25 mins.	

# Bids and Awards Office Leon Campus

# **External Services**

# 21. Procurement through Public Bidding

Procurement of Goods and Services through Public Bidding

Office or Division		ids and Awards Office			
Classification H		lighly Technical			
		2C- Government to Citizen; G2B-Government			
to I		Business; G2G-Government to Government			
Who May Avail Bid		dder and Government Agency			
CHECKLIST OF		WHERE TO SECURE			
REQUIREMENTS					
1. APP/PPMP		Designated/ Assigned Personnel, BAC			
2. Bidding Docu	uments	Member, BAC Office, Administration Building,			
3. Performance	and Surety	ISAT U, Leon Campus			
Bond					
4. Eligibility Red	quirements				
5. Resolution to Procure					
6. Resolution to Award					
7. Notice of Award					
8. Contract					
9. Notice to Proceed					
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
	ACTION	BE PAID	TIME	RESPONSIBLE	
	Conduct of	None	1 day	BAC Member,	
	Pre-			TWG,	
	Procuremen			VPAF/PDAS	
	t			Director or any	
	Conference			authorized	
	1	1			

					representative
		Preparation and Signing of Resolution to Procure for approval of campus Administrato r	None	1 day	BAC Members and Campus Administrator
		Advertise and post the Invitation to Bid	None	7 days	BAC Members and Prospect Bidders
1.	The prospect Bidders attend the Pre Bid Conference	Conduct of Pre-Bid Conference	None	1 day	Bidder Representative, BAC Members, TWG, Observers
2. The prospect Bidders procure bidding documents and pay the specified amount to the cashier and submit their Bid on or before the scheduled	Accept payments and issue OR	specified amount in the Bid Documen ts	10 mins.	Cashier	
	Receive, open and evaluate the Bid Documents on the day of the openning of bids	None	14 days	Bidder Representative, BAC Members, Observers	

date of submission	Prepares and send notification for Post- Qualification	None	1 day	BAC Secretary, Campus Administrator
3. Bidder with the Lowest Calculated and	Conduct of Post Qualification	None	5 days	BAC Members
Responsive Bid receives the Notice for Post	Prepare the Post- Qualification Evaluation Report	None	2 days	BAC Secretary, BAC Members, Campus Administrator
Qualificatio n	Prepare the Resolution and Notice of Award for Approval	None	2 days	BAC Secretary, BAC Members, Campus Administrator, University President, BOR (if the amount exceed 3M)
	Issuance of Notice of Award to Bidder with LCRB	None	1 day	BAC Secretary, Campus Administrator and Contractor or any authorized representative
	Prepares contract for signature of concerned authorities	None	4 days	Accountant, Campus Administrator, University President, Contractor or any authorized representative
	Prepare the Notice to proceed for	None	1 day	BAC Secretary, University

Approval			President
Issuance of Notice to Proceed	None	1 day	BAC Secretary
TOTAL	None	41 days and 10 mins.	

#### 22. Small Value Procurement

Procurement of Goods and Servises using Small Value mode of procurement

	T-						
Office or Division	Bio	ds and Award	s and Awards Committee				
Classification	Co	mplex					
Type of Transaction	on G2	2C- Government to Citizen; G2B-Government					
	to	Business; G	2G-Government to	o Government			
Who May Avail	Er	nd users and	project incharge				
CHECKLIS	T OF		WHERE TO SEC	CURE			
REQUIREM	ENTS						
1. Purchase Re	•	_	d/ Assigned Perso				
2. Job Request		*		istration Building,			
3. Resolution to		ISAT U, Le	on Campus				
4. Canvass Pap							
5. Abstract of C							
6. Resolution to							
7. Purchase Or	der						
8. Job Order							
9. Inspection ar							
Acceptance F	•						
10. Acknowledge							
Receipt for E							
11. Delivery Rec	•						
12. Charge Invoi	ce						
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON			
	ACTION	BE PAID	TIME	RESPONSIBLE			
1. Sign in the	Give the log	None	2 mins.	BAC Secretary			
client log	book to the						
book in the	client						
office							

2. Give the Purchase Request/ Job Request	Check the items in the Purchase Request/Jo b Request if it is in the APP and check the bill of materials in the program of works.	None	1 hour	BAC Secretary
	Facilitate the signing of the purchase request/job request by the Campus Administrato r	None	30 mins.	End User, TWG, BAC Chair, Campus Admnistrator
	Meeting of BAC Members	None	1 hour	BAC Members
	Prepare for the Resolution to Procure	None	1 hour	BAC Secretary
	Facilitate the signing of the resolution to procure by the Campus Administrato r	None	30 mins.	BAC Members and Campus Administrator
	Prepare and facilitate the canvass of goods and	None	1 day	BAC Secretary

	services.			
	Canvass the goods and services	None	2 days	Canvasser
	Prepare Abstract of Bids/ Canvass	None	1 day	BAC Secretariat
	Prepare Resolution to Award and the Abstract of Canvass	None	30 mins.	BAC Secretary
3.	Facilitate in the Signing of Abstract of Canvass and Resolution to Award by the BAC Members and Campus Administrato r	None	1 day	BAC Members and Campus Administrator
	Prepare Purchase Order/Job Order	None	1 day	BAC Secretary
	Facilitate in the signing of Purchase Order/Job Order by the Campus Administrato r and the	None	1 day	BAC Secretary, Campus Administrator, Supplier/Contra ct Laborer

Supplier/Co ntract Laborer			
Turning over the Purchase Request, Reso to Procure, Canvass Papers, Abstract of Canvass, Reso to Award, Purchase Order to the Supply Officer	None	30 mins.	BAC Members/ Supply Officer
TOTAL	None	7 days, 4 hrs. and 2 mins.	

## Planning Development and Auxiliary Services Leon Campus

#### **External Services**

#### 23. Physical Development

Construction, Major and Minor Repair of Buildings, Structures and Facilities, Land Improvements and Landscaping

Office or Division	Planning, Development and Auxiliary Services
Classification	Simple
Type of Transaction	G2C- Government to Citizen; G2G-Government to Government
Who May Avail	Faculty, Staff, and Students of ISAT U, Leon Campus, Iloilo

CHECKLIS REQUIREM			WHERE TO SEC	CURE
Program of V     Job Request     Maintenance     Construction     Reduest     Authorized Reduction     Supplies Reduction	for Repair, and Form	PDAS In-charge, PDAS Office, Administration Building, ISAT U, Leon Campus		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Sign in the client log book in the office of the PDAS	Give the logbook to the client	None	1 min.	In-Charge, PDAS
2. Fill up the job request form	Receive the job request form from the client and check the completene ss of entries in the form	None	2 mins.	In-Charge, PDAS
	Assign tracking number	None	2 mins.	In-Charge, PDAS
	Endorse job request for approval of the Campus Administrato r	None	10 mins.	In-Charge, PDAS Campus Administrator
	Retrieve the approved job request	None	2 mins.	In-Charge, PDAS Campus Administrator
	Distribute two copies	None	5 mins.	In-Charge,

	of approved job request to the client and TWG and one as file copy.			PDAS
	Prepare program of works, plans and cost estimates of the project	None	30 mins.	In-Charge, PDAS TWG
	Facilitate approval of the Program of Works by the Campus Administrato r	None	5 mins.	In-Charge, PDAS TWG Campus Administrator
3. Submit Purchase Request	Accept the Purchase Request and check specification s and cost estimates of the items in the Purchase Request as indicated in the approved Program of Works	None	5 mins.	In-Charge, PDAS TWG
	Process documents for approval of the Campus Administrato	None	5 mins.	In-Charge, PDAS TWG Campus Administrator

r			
Retrieve the approved Purchase Request	None	5 mins.	In-Charge, PDAS Campus Administrator
Furnish copy of the approved Purchase Request to the BAC Secretariat	None	5 mins.	In-Charge, PDAS BAC Secretariat
File copy of the approved Purchase Request	None	1 min.	In-Charge, PDAS
TOTAL	None	1 hrs. and 13 mins.	

#### 24. Auxiliary Services

Maintenance of Projects, Equipment and Facilities, Transportation, Upkeep and Sanitation

Office or Division	Planning, Development and Auxiliary Services		
Classification	Simple		
Type of Transaction	G2C- Government to Citizen; G2G-Government to Government		
Who May Avail	Faculty, Staff, and Students of ISAT U, Leon		
	Campus, Iloilo		
CHECKLIST OF	WHERE TO SECURE		
REQUIREMENTS			
Job Request for Repair,	PDAS In-charge, PDAS Office,		
Maintenance of	Administration Building, ISAT U, Leon		
Machineries/	Campus		
Equipment/Apparatuses	/		
Tools/Facilities			

Maintenance     Report Form	_			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Sign in the client log book in the office of the PDAS	Give the logbook to the client	None	1 min.	In-Charge, PDAS
2. Fill up the job request form	Receive the job request form from the client and check the completene ss of entries in the form	None	2 mins.	In-Charge, PDAS
	Assign tracking number	None	2 mins.	In-Charge, PDAS
	Endorse job request for approval of the Campus Administrato r	None	10 mins.	In-Charge, PDAS Campus Administrator
	Retrieve the approved Job Request	None	2 mins.	In-Charge, PDAS Campus Administrator
	Distribute two copies of approved job request to the client and TWG and one as	None	5 mins.	In-Charge, PDAS TWG

		file copy.			
3.	Conduct maintenanc e of projects, equipment and facilities, transportati on, upkeep and sanitation	Monitor maintenanc e activities conducted	None	30 mins.	In-Charge, PDAS TWG
4.	Submit maintenanc e monitoring report form	Receive the maintenanc e monitoring report form from the TWG and check completene ss of the maintenanc e activity conducted	None	3 mins.	In-Charge, PDAS TWG
		Assign reference number and approve maintenanc e monitoring report form	None	2 mins.	In-Charge, PDAS
		Furnish copy of approved maintenanc e monitoring report form to the TWG	None	2 mins.	In-Charge, PDAS TWG

5. Sign in the logbook for outgoing of approved maintenanc e monitoring report	Give the logbook for acceptance of approved maintenanc e monitoring report	None	1 min.	In-Charge, PDAS TWG
Toport	File a copy of the maintenanc e monitoring report  TOTAL	None	1 min. 55 mins.	In-Charge, PDAS

# Health Clinic Leon Campus External Services

#### 25. Physical Examination

Conduct Physical Examination to the Incoming First Year Students and Transferees

Office or Division	Health Clinic
Classification	Simple
Type of Transaction	G2C- Government to Citizen

Who May Avail	Inc	coming fresh	men and transfere	ees.	
CHECKLIS REQUIREM			WHERE TO SECURE		
1. Admission S	lip	Nurse II, H	ealth Clinic, ISAT	U, Leon Campus	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Sign in the client log book in the clinic lobby.	Give the log book to the client in the clinic lobby	None	5 mins.	Nurse II	
2. Fill up the Student Health Record form.	Receive the filled up Student Health Record form.	None	30 mins.	Nurse II	
	Conduct Physical Examination	None		Nurse II	
	Issue Certification	None		Nurse II	
3. Claim copy of the certification	Release the certification to client	None	10 mins.	Nurse II	
	File a copy	None		Nurse II	
	TOTAL	None	45 mins.		

#### 26. **Health Services**

Perform other health services to students and make referrals, if there's any.

Office or Division	Health Clinic
Classification	Simple
Type of Transaction	G2C- Government to Citizen

Who May Avail	Of	ficially enrolled Students			
CHECKLIS REQUIREM			WHERE TO SEC	CURE	
Request Slip     Student Health Record		Nurse II, H	Nurse II, Health Clinic, ISAT U, Leon Campus		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Sign in the client log book in the clinic lobby.	Give the log book to the client in the clinic lobby	None	5 mins.	Nurse II	
2. Fill up the request form for services	Receive the filled up request form	None	20 mins.	Nurse II	
needed.	Check the entries and return the form to the student	None		Nurse II	
3. Retrieve the request submitted for approval	Approval of the request by the authorities concerned	None	30 mins.	Head of OSAS/ Campus Administrator	
Submit the approved request	Accept the approved request	None	1 hour	Nurse II	
	Perform necessary procedure and make referrals if necessary.	None		Nurse II	
	Update Health	None		Nurse II	

Record.			
File a copy for future reference	None		Nurse II
TOTAL	None	1 hour and 55 mins.	

# Natural Science Laboratory Leon Campus External Services

#### 27. Lending of Natural Science Laboratory Tools/Equipment

To lend natural science tool/equipment.

Office or Division Natural Science Laboratory					
Classification		Sin	nple		
Type of Transaction G2			C- Governm	ent to Citizen	
Who May Avail		Fac	culty, Staff a	nd Students of IS	AT U, Leon
		Ca	mpus		
CHECKLIS	CHECKLIST OF			WHERE TO SEC	CURE
REQUIREMENTS					
1. Borrower's S	lip		Natural Science Laboratory, ISAT U, Leon		
			Campus		
CLIENT STEPS	AGENC	Υ	FEES TO	PROCESSING	PERSON
	ACTION	1	BE PAID	TIME	RESPONSIBLE
1. Sign in the	Give the		None	2 mins.	Laboratory In-
client log	logbook to	)			Charge
book in the	the client				
office.					
2. Fill up the	Give the		None	5 mins.	Laboratory In-
borrower's	borrower's	3			Charge
	slip to the				

slip	client			
3. Present borrower's slip to the faculty Incharge for signature	Retrieve the filled up borrower's slip signed by the faculty incharge	None	10 mins.	Laboratory In- Charge
4. Return the borrower's slip to the Science laboratory In-charge	Accept borrower's slip with faculty in- charge signature	None	2 mins.	Laboratory In- Charge
	Prepare and check the tools/equip ment requested	None	10 mins.	Laboratory In- Charge
	Fill up the remarks portion after item's borrowed	None	1 min.	Laboratory In- Charge
	Log in the borrower's slip and tools/equip ment borrowed in the logbook	None	3 mins.	Laboratory In- Charge
5. Sign the logbook for borrowed	Give the logbook for signature	None	1 min.	Laboratory In- Charge
tools/equip ment	Lend the tools/equip ment requested	None	2 mins.	Laboratory In- Charge

Sign the released portion of the borrower's slip	None	1 min.	Laboratory In- Charge
TOTAL	None	37 mins.	

## **Extension Services Leon Campus**

#### **External Services**

#### 28. Internally Initiated Project

Conduct of internally initiated project (Proposal and Approval)

Office or Division	E	tension Serv	rices	
Classification	Hi	ghly Technic	al	
Type of Transaction		G2C- Government to Citizen; G2G- Government to Government		
Who May Avail		cademic Com eon Campus	munity and Stude	ents of ISAT U,
CHECKLIS REQUIREM	_	WHERE TO SECURE		
<ol> <li>Program/Program/Program</li> <li>Strategic Pla</li> <li>Office Memo</li> </ol>	n/Action Plan		Coordinator, Exte er, ISAT U, Leon (	·
CLIENT STEPS	CLIENT STEPS AGENCY ACTION		PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client log book in the extension office	client log book to the book in the extension		2 min.	Extension Coordinator

for sp	n plan ac pecial su	eceive ction plan ubmitted	None	2 mins.	Extension Coordinator
ignmo	ent	reate a ommittee	None	30 mins.	Extension Coordinator, Campus Administrator
		onduct eeting	None	1 day	Extension Coordinator, Campus Administrator, Committee Members
3. Prepa and S proje	Submit pr	eceive roject roposal	None	10 mins.	Extension Coordinator
ριορο	C   ho	onduct In- ouse eview	None	1 day	Extension Coordinator, Campus Administrator, Project In- charge, Panel of Experts
	fir pr ap au	eview and nalize roposal for oproval of uthorities oncerned	None	5 days	Extension Coordinator, Campus Administrator, Committee Members
	pr th in fo	nplementat	None	30 mins.	Extension Coordinator
	e\	lonitor and valuate the opposite  None	5 days	Extension Coordinator, Campus	

	ion of the project			Administrator
4. Prepare and submit reports	Accept the report for submission to offices and agencies concerned	None	3 days	Extension Coordinator
	File a copy	None	2 mins.	Extension Coordinator
	TOTAL	None	15 days, 1 hour and 6 mins.	

#### 29. Externally Initiated Project

Conduct of externally initiated project (Proposal and Approval)

Office or Division		Extension Services				
Classification		Highly Technical				
Type of Transaction		G2C- Government to Citizen; G2G- Government to Government				
Who May Avail		Ind	ustry and Co	ommunity		
	CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
<ol> <li>Program/Pro</li> <li>Strategic Pla</li> <li>Office Memo</li> <li>MOU/MOA</li> </ol>	n/Action Pla				•	
CLIENT STEPS	AGENCY ACTION		FEES TO PROCESSING PERSON BE PAID TIME RESPONSIB			
Sign in the client log book in the extension	Give the lo book to the client			Extension Coordinator		

office				
2. Submit letter request	Receive letter request from the requesting party/organi zation	None	2 mins.	Extension Coordinator
	Create a committee	None	30 mins.	Extension Coordinator, Campus Administrator
	Conduct meeting with the requesting party/organi zation and the committee members	None	1 day	Extension Coordinator, Campus Administrator, Committee Members, Representative of organization/ agencies concerned
3. Prepare and submit project proposal	Accept project proposal and recommend for approval	None	10 days	Extension Coordinator
	Prepare MOU/MOA for approval of both parties	None	5 days	Extension Coordinator, Campus Administrator, Extension Director, VPRE, University President
	Conduct in- house review	None	1 day	Extension Coordinator, Campus

				Administrator, Project In- charge, Panel of Experts
	Review and Finalize the approved proposal	None	1 day	Extension Coordinator, Campus Administrator
	Conduct orientation	None	1 day	Extension Coordinator, Campus Administrator
	Return the propsal to the project leader for implementat ion	None	30 mins.	Extension Coordinator
	Monitor and evaluate the implementat ion of the project	None	5 days	Extension Coordinator, Campus Administrator
4. Prepare and submit required reports	Accept the report for submission to offices and agencies concerned	None	3 days	Extension Coordinator
	File a copy	None	2 mins.	Extension Coordinator
	TOTAL	None	27 days, 1 hour and 6 mins.	

#### Office of Student Affairs and Services

#### **Leon Campus**

#### **External Services**

#### 30. Request for Absence Data Form

Document of Student Affairs and Services

Office or Division	Office or Division		Extension Services			
Classification	;	Simple				
Type of Transaction	on (	G2C- Governn	nent to Citizen			
Who May Avail		Enrolled Stude	ents			
CHECKLIS REQUIREM			WHERE TO SECURE			
2. Medical Cert	<ol> <li>Absence Data Form</li> <li>Medical Certificate</li> <li>Excuse Letter</li> </ol>		Office of Student Affairs and Services, Computer Room, ISAT U, Leon Campus			
CLIENT STEPS	AGENCY ACTION		PROCESSING TIME	PERSON RESPONSIBLE		
Sign in the client's log book	Give the logbook to the client	None	1 min.	Head, OSAS		
2. Student acquires Absence Data Form (for signature of student and parent/guar dian)	Give the Absence Data Form to the clien		1 min.	Head, OSAS		
3. Submit the filled up Absence	Evaluate the submitted documents		5 mins.	Head, OSAS		

Data Form with Medical Certificate/ Excuse Letter	Approves the filled up Absence Data Form			
4. Present the Absence Data Form to the respective faculty member	Faculty member concerned for each enrolled course signs the ADF	None	30 mins.	Faculty Member
5. Submit a copy of Absence Data Form to the Office of Student Affairs and Services	Receives and file a copy of Absence Data Form	None	2 mins.	Head, OSAS
	TOTAL	None	40 mins.	

#### 31. Request for Waiver

Provide waiver to students

Office or Division	Extension Services			
Classification	Simple			
Type of Transaction	G2C- Government to Citizen			
Who May Avail	Enrolled Students			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
1. Waiver Form	Office of Student Affairs and Services, Computer Room, ISAT U, Leon Campus			

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Sign in the client's log book	Give the logbook to the client	None	2 mins.	Head, OSAS
2. Student secures Waiver	Give the Waiver to the client	None	1 min.	Head, OSAS
3. Submit the signed waiver before leaving the college premises for the activity	Receives and files the waiver	None	2 mins.	Head, OSAS
	TOTAL	None	5 mins.	

#### 32. Accreditation of Student Organizations

Recognition of clubs and organizations in the campus.

Office or Division	Off	Office of Student Affairs and Services				
Classification	Sin	Simple				
Type of Transaction	n G2	G2C- Government to Citizen				
Who May Avail	Stu	Student Organizations				
	CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
<ol> <li>Constitution a</li> <li>List of Officers</li> <li>Accomplishmenthe previous A</li> <li>Action Plan</li> </ol>	s ent report of	Computer Room, ISAT U, Leon Campus				
CLIENT STEPS	AGENCY ACTION					

Sign in the client's log book	Give the logbook to the client	None	2 mins.	Head, OSAS
2. Student representati ve secures Application for Accreditatio n	Give Application for Accreditatio n to the student representati ve	None	1 min.	Head, OSAS
3. Client fill up and submit the application form with supporting documents	Receives and evaluate the application.  Approves and update the list of accredited organization  Issue Certificate of Accreditatio n	None	45 mins.	Head, OSAS
	TOTAL	None	48 mins.	

#### 33. Application for Scholarship

Provide scholarship grants to qualified beneficiaries (processing and approval)

Office or Division	Office of Student Affairs and Services			
Classification	Simple			
Type of Transaction	G2C- Government to Citizen			
Who May Avail	Student of ISAT U, Leon Campus			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			

			· · · · · · · · · · · · · · · · · · ·			
	<ol> <li>Application Form</li> <li>Certification of Grades</li> </ol>		Scholarship Coordinator, Office of Student			
2.			Affairs and Services, Computer Room, ISAT			
	from the office of the		U, Leon Ca	ampus		
	Registrar					
CLIE	NT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
		ACTION	BE PAID	TIME	RESPONSIBLE	
1.	Sign in the	Give the	None	2 mins.	Scholarship	
	client log	logbook to			Coordinator	
	book in the	the client				
	office.					
2.	Fill up the	Receive the	None	5 mins.	Scholarship	
	Application	filled up			Coordinator	
	form and	application				
	submit to	form				
	the office of					
	Student	Check and				
	Affairs and	evaluate the				
	Services	entries for				
		completene				
		SS				
3.	Retrieve	Return to	None	5 mins.	Scholarship	
	the	the			Coordinator	
	application	applicant				
	form for	the filled up				
	signature of	form for				
	parent/guar	signature of				
	dian	parent/guar				
		dian				
1	Re-submit	Accept and	None	5 mins.	Scholarship	
4.	the	evaluate the	INOLIG	o iliilio.	Coordinator	
	application	filled up			Coordinator	
	form signed	application				
	by the	form				
	parent/guar					
	dian	Interview	None	15 mins.	Scholarship	
		applicants			Coordinator	
		for				
		validation of				
		entries				
l		i .	Ī		l l	

Recommen d the application for approval	None	15 mins.	Head of OSAS, Scholarship Coordinator
Forward the application to the Campus Administrato r for approval	None	10 mins.	Scholarship Coordinator
Retrieve the approved application	None	10 mins.	Scholarship Coordinator
Inform the qualified beneficiarie s	None	2 mins.	Head of OSAS, Scholarship Coordinator
TOTAL	None	1 day and 28 mins.	

### Admission Office Leon Campus

#### **External Services**

#### 34. Admission and Testing

Admission of Incoming First Year Students and Transferees

Office or Division	Admission Office
Classification	Simple
Type of Transaction	G2C- Government to Citizen

Who May Avail	Who May Avail Incoming First Year Students and Tranferees				
CHECKLIS' REQUIREMI	_	WHERE TO SECURE			
Application Form for Admission For Incoming First Year:  1. Report Card 2. Certificate of Good Moral Character 3. Photocopy of PSA Birth Certificate		Office of Ad U, Leon Ca	dmission, Compu	ter Room, ISAT	
For Transferees 1. Transcript of Records 2. Honorable Dismissal 3. Certificate of Good Moral Character 4. Photocopy of PSA Birth Certificate					
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Sign in the client's log book	Give the logbook to the client	None	2 mins.	Admission Officer/MIS Staff	
Present     required     documents	Evaluate the submitted documents	None	5 mins.	Admission Officer	
3. Full up the Application Form for Admission	Accept the filled up Application Form for Admission  Encode the data and capture applicant's picture using the Applicant Processing	None	20 mins.	Admission Officer/MIS Staff	

	Print and sign the processed form			
4. Report for Examinatio n	Administer examination	None	2 hours 30 mins.	Testing Officer
	TOTAL	None	2 hours and 57 mins.	

### Management Information System Leon Campus

#### **External Services**

#### 35. Admission and Testing

Admission of Incoming First Year Students and Transferees

Office or Division		Management Information System			n
Classification		Sin	nple		
Type of Transaction	n	G2	C- Governm	ent to Citizen	
Who May Avail		Incoming First Year Students and Tranferees			d Tranferees
	CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. ID Card Requ	uest Slip		Manageme	ent Information Sy	stem Office,
2. Certificate of Registration		n	Computer I	Room, ISAT U, Le	eon Campus
CLIENT STEPS	AGENC	Υ	FEES TO	PROCESSING	PERSON
	ACTION	N	BE PAID	TIME	RESPONSIBLE
1. Sign in the client's log book and presents the	Give the logbook to the client	0	None	2 mins.	MIS Staff

Certificate of Registration				
2. Client fills up the ID Card Request Slip	Give the ID Card Request Slip to the client	None	30 mins.	MIS Staff
	Accepts the filled up request slip			
	Encode the data and take picture of the client			
	Lay out the ID			
3. Client verify the encoded data	Let the client check the encoded data for correctness	None	30 mins.	MIS Staff
	Print Identificatio n Card			
	Laminate the Identificatio n Card			
4. Sign in the log book for releasing of ID Card	Release the Identification Card	None	2 mins.	MIS Staff
	TOTAL	None	1 hour 4 mins.	

#### 36. Printing of Identification Cards for Replacement

#### Replacement of Lost ID Cards

Office or Division		Managamaga	nformation Crists	n	
Office of Division		Management Information System			
Classification		Simple			
Type of Transaction		G2C- Government to Citizen			
Who May Avail		Enrolled Stude	nrolled Students		
CHECKLIS	ET OF		WHERE TO SECURE		
REQUIREM	_		WILKE TO SE	OOKL	
1. ID Card Req	uest Slip	Managem	ent Information Sy	rstem Office,	
Certificate of	•	n Computer	Room, ISAT U, Le	eon Campus	
3. Affidavit of Lo					
4. Official Rece	ıpt				
CLIENT STEPS	AGENC	Y FEES TO	PROCESSING	PERSON	
	ACTION	BE PAID	TIME	RESPONSIBLE	
1. Sign in the client's log book and presents the Certificate of Registration	Give the logbook ar ID Card request sli to the clier	p nt	2 mins.	MIS Staff	
2. Pay required fee at the cashier	Accept payment and issue official receipt	Php. 50.00	5 mins.	Cashier	
3. Client fills up the ID Card Request	Accepts th filled up request sli	р	30 mins.	MIS Staff	
Slip and submits the	Encode th data	e			
affidavit of loss and OR	Lay out the	е			
4. Client verify	Let the	None	30 mins.	MIS Staff	

the encoded data	client check the encoded data for correctness  Print Identificatio n Card  Laminate the Identificatio			
	n Card			
5. Sign in the log book for releasing of ID Card	Release the Identification Card	None	2 mins.	MIS Staff
	TOTAL	None	1 hour 9 mins.	

#### 37. Printing of Employees Attendance (Daily Time Record)

Processing of eDTRs of Teaching and Non-Teaching Personnel (Regular, Job hires/Part-time Faculty/SAs)

Office or Division		Management Information System				
Classification	;	Simple				
Type of Transaction	n (	G2	C- Governm	ent to Citizen; G2	G-Government	
	1	to Government				
Who May Avail		Employees and Student Assistants of ISA			nts of ISAT U,	
	1	Leon Campus				
CHECKLIS	T OF		WHERE TO SECURE			
REQUIREM	REQUIREMENTS					
1. DTR Databas	se		Management Information System Office,			
			Computer Room, ISAT U, Leon Campus		eon Campus	
CLIENT STEPS	AGENCY	1	FEES TO	PROCESSING	PERSON	
	ACTION		BE PAID	TIME	RESPONSIBLE	
1.	Access the		None	10 mins.	MIS Staff	
	finger print	t				

	scanner and download the database			
2.	Process the individual daily time record	None	2 days	MIS Staff
3. Client receives the printed daily time records and sign in the logbook	Submit the printed daily time records to the department heads	None	15 mins.	MIS Staff
	TOTAL	None	2 days and 25 mins.	

# Human Resource Management Office Leon Campus Internal Services

#### 1. Issuance of Service Record

Processing of Service Record (Issuance and Releasing)

Office or Division	Human Resource Management Office				
Classification	Simple				
Type of Transaction	G2C- Government to Citizen; G2G-Government to Government				
Who May Avail	Present and Former Employees of ISAT U, Leon Campus				
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE				

2. Request Form		Designated/Assigned Personnel, HRM Office, Administration Building, ISAT U, Leon Campus			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
2. Sign in the client log book	Give the logbook to the client in the office lobby	None	2 mins.	Officers of the Day Office of Campus Administrator	
	Give the logbook to the client in the HRM Office	None	2 mins.	Administrative Aide III Office of Campus Administrator	
3. Fill up the request form for the issuance of service record	Give the request form to the client	None	1 min.	Administrative Aide III Office of Campus Administrator	
record	Accept the filled up request form	None	3 mins.	Administrative Aide III Office of Campus Administrator	
	Preparation of service record	None	10 mins.	Administrative Aide III Office of Campus Administrator	
	Signing of printed service record by the Campus Administrato r	None	10 mins.	Campus Administrator	

	Release the service record	None	2 mins.	Administrative Aide III Office of Campus Administrator
4. Sign in the logbook for outgoing/ releasing of documents	Give the logbook to the client for acceptance of requested documents	None	2 mins.	Administrative Aide III Office of Campus Administrator
	TOTAL	None	31 mins	

### 2. Issuance of Certification (Leave w/o Pay, Employment, Last Day of Service) Processing of Certification (Issuance and Releasing)

Office or Division		Human Resource Management Office				
Classification		Simple				
		G2C- Government to Citizen; G2G-Government to Government				
			Present and Former Employees of ISAT U, Leon Campus			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE				
Request Form			Designated/Assigned Personnel, HRM Office, Administration Building, ISAT U, Leon Campus			
CLIENT STEPS	AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Sign in the client log book	Give the logbook to the client the office lobby	in	None	2 mins.	Officers of the Day Office of Campus Administrator	
	Give the		None	2 mins.	Administrative	

	logbook to the client in the HRM Office			Aide III Office of Campus Administrator
2. Fill up the request form for the issuance of certification	Give the request form to the client	None	1 min.	Administrative Aide III Office of Campus Administrator
	Accept the filled up request form	None	3 mins.	Administrative Aide III Office of Campus Administrator
	Preparation of certification	None	10 mins.	Administrative Aide III Office of Campus Administrator
	Signing of printed certification by the Campus Administrato r	None	10 mins.	Campus Administrator
	Release the certification	None	2 mins.	Administrative Aide III Office of Campus Administrator
3. Sign in the logbook for outgoing/ releasing of documents	Give the logbook to the client for acceptance of requested documents	None	2 mins.	Administrative Aide III Office of Campus Administrator
	TOTAL	None	32 ins.	

#### 3. Issuance of Plantilla for Part-Time Instructors

Processing of Plantilla (Issuance and Approval)

Office or Division	Н	uman Resource Management Office			
<b>Classification</b> Sin		Simple			
		G2C- Government to Citizen; G2G-Government o Government			
Who May Avail Par		art-Time Instr	rrt-Time Instructors		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
<ol> <li>Approved Schedule of Classes</li> <li>Personal Data Sheet (PDS)</li> <li>Credentials (Diploma, Transcript of Records and Certificates)</li> <li>Proof of Eligibility</li> <li>PRC License/s</li> <li>Rank list</li> </ol>		Administra Campus	Office of Instruction and HRM Office, Administration Building, ISAT U, Leon Campus		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Sign in the client log book	Give the logbook to the client in the office lobby  Give the logbook to the client in the HRM Office	None	2 mins.	Officers of the Day Office of Campus Administrator  Administrative Aide III Office of Campus Administrator	
2. Submit required documents	Accept the documents submitted	None	2 mins.	Administrative Aide III Office of Campus	

			Administrator
Prepare Plantilla of Part-Time Instructor	None	10 mins.	Administrative Aide III Office of Campus Administrator
Forward Plantilla to the Accounting Office for the signature of Accountant	None	5 mins.	Administrative Aide III Office of Campus Administrator
Signing of Plantilla by the Accountant as to the availability of funds	None	5 mins.	Accountant I
Forward Plantilla to the Office of the Campus Administrato r for signature and recommend ation to the Office of the University President	None	10 mins.	Accountant I
Signing of Plantilla by the Campus Administrato r and transmit	None	1 day	Campus Administrator

	same to the Office of the University President for approval			
	Approval of Plantilla by the University President	None	10 mins.	University President
	Release of approved Plantilla from the Office of the University President	None	1 day	Authorized Official from President's Office
	Notify the appointee of the first day of service	None	10 mins.	Campus Administrator
3. Report to duty	Give the schedule of classes and conduct orientation	None	30 mins.	Head of Instruction
	TOTAL	None	2 days, 1hr. and 26 mins.	

#### 4. Issuance of Job Order/Contract of Service

Processing of Job Order/Contract of Service (Issuance and Approval)

Office or Division	Human Resource Management Office
Classification	Simple
Type of Transaction	G2C- Government to Citizen
Who May Avail	Job Order/Contract of Service

CHECKLIST OF REQUIREMENTS			WHERE TO SEC	CURE
<ul> <li>For Clerica</li> <li>Works (PDS</li> <li>Record, Dipled</li> <li>Eligibility, ce</li> <li>PRC License</li> <li>For Non-Cle</li> </ul>	cerned office // Office , Transcript of oma, Proof of rtificates, es) erical/ OS, Form 138, f any) e evaluation of Job	Designated	d/Assigned Perso	nnel, HRM Office
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
	ACTION	BE PAID	TIME	RESPONSIBLE
1. Sign in the client log book	Give the logbook to the client in the office lobby	None	2 mins.	Officers of the Day Office of Campus Administrator
	Give the logbook to the client in the HRM Office	None	2 mins.	Administrative Aide III Office of Campus Administrator
2. Submit required documents	Accept the documents submitted	None	2 mins.	Administrative Aide III Office of Campus Administrator
	Forward required documents to the office of Campus Administrato	None	10 mins.	Administrative Aide III Office of Campus Administrator

r for issuance of Job Order/ Contract of Service			
Signing of Job Order/ Contract of Service	None	5 mins.	Campus Administrator
Forward the Job Order/ Contract of Service to the Administrati ve Officer/ Budget Officer for signature and certification as to the existence of appropriatio ns/ obligations	None	10 mins.	Campus Administrator
Signing of Job Order/ Contract of Service by the Administrati ve Officer/ Budget Officer	None	5 mins.	Administrative Officer/ Budget Officer
Forward the Job Order/ Contract of Service to the Office of VPAF for		1 day	Campus Administrator

	signature and recommend ation			
	Recommen d the Job Order/ Contract of Service for approval of the University President	None	10 mins.	VPAF
	Approval of Job Order/ Contract of Service by the University President	None	10 mins.	University President
	Release of approved Job Order/ Contract of Service from the Office of the University President	None	1 day	Authorized Official from President's Office
	Notify the office concerned/ appointee for the office/ work assignment	None	5 mins.	Campus Administrator
3. Report to duty	Conduct the orientation to the Nature of	None	30 mins.	Officers Concerned/ Unit Head

Work/ Duties and Responsibili ties			
TOTAL	None	2 days, 1 hr. and 31 mins.	

#### 5. Issuance of Authority to Travel

Processing of Authority to Travel (Issuance and Approval)

		vor (100darioo a			
Office or Division		Human Resou	rce Management (	Office	
Classification		Simple			
Type of Transaction	on	G2G- Governn	nent to Governme	nt	
Who May Avail		Employees	mployees		
CHECKLIS REQUIREM			WHERE TO SEC	CURE	
Letter Requestor Official)     Office Memoral by the highe     Letter of invirgovernment non-government organizations firms	oranda issue r authorities tation from agencies, nent	Administra d Campus, I	Designated/Assigned Personnel, HRM Office Administration Building, ISAT U, Leon Campus, Iloilo		
CLIENT STEPS	AGENCY ACTION		PROCESSING TIME	PERSON RESPONSIBLE	
1. Forward Invitation/ Request and memorandu ms to the Office of	Accept the Invitation/ Request and memorand m		2 mins.	Campus Administrator	
Campus Administrat or	Forward invitation to offices/ personnel	None o	5 mins.	Campus Administrator	

concerned for travel within Region VI			
Forward list of recommend ee to the Office of Campus Administrato r	None	5 mins.	Department Head/ Advisers of Organizations
Prepare authority to travel within Region VI for approval of the Campus Administrato r	None	15 mins.	Administrative Aide III Office of Campus Administrator
Approval of the authority to travel within Region VI by the Campus Administrato r	None	10 mins.	Campus Administrator
Release approved authority to travel	None	10 mins.	Campus Administrator
Notify the personnel/ office concerned of the approved	None	5 mins.	Department Head/ Advisers of Organizations

2.	Receive approved authority to travel	authority to travel  Get the duplicate copy for file	None	5 mins.	Administrative Aide III Office of Campus Administrator
For Ti	ravel Outside I	Region VI(Nation	onal)		
1.	Forward Invitation/ Request and memorandu ms to the Office of	Accept the Invitation/ Request and memorandu m	None	2 mins.	Campus Administrator
	Campus Administrat or	Forward invitation to offices/ personnel concerned for travel outside Region VI	None	5 mins.	Campus Administrator
		Forward list of recommend ee to the Office of Campus Administrato r	None	5 mins.	Department Head/ Advisers of Organizations
		Forward request and list of recommend ees for the issuance of authority to travel to the Office of the	None	1 day	Campus Administrator

	President for travel outside Region VI			
	Accept the request for the issuance of authority to travel outside Region VI	None	15 mins.	HRMO III
	Approve authority to travel by the University President for travel outside Region VI	None	20 mins.	University President
	Release authority to travel from the Office of the University President	None	1 day	Authorized Official from President's Office
	Notify the personnel concerned of the approved authority to travel	None	5 mins.	Campus Administrator
2. Receive approved authority to travel	Get the duplicate copy for file	None	5 mins.	Administrative Aide III Office of Campus Administrator

TOTAL	None	1 day and 55	
		mins.	

### 6. Summary of Leave Credits for Terminal Benefits Claim of Permanent Employee

Processing of Terminal Leave Benefits Claim (Issuance and Approval)

	T = -				
Office or Division	Hu	ıman Resour	ce Management (	Office	
Classification	Sir	mple			
Type of Transaction	on G2	C- Governm	ent to Citizen		
Who May Avail	Qu	alified Retire	ed/Resigned/Sepa	arated Permanent	
	En	Employee			
CHECKLIS	ST OF		WHERE TO SEC	CURE	
REQUIREM	IENTS				
1. Approved Approved Approved Retirement 2. Approved Retletter 3. Death Certific Deceased Penotarized auction claimant 4. Service Rectlete Card 5. Leave Card 6. Special Order	esignation cate for ersonnel with thority of	Administra	Designated/Assigned Personnel, HRM Office, Administration Building, ISAT U, Leon Campus, Iloilo		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Sign in the client log book	Give the logbook to the client in the office lobby	None	2 mins.	Officers of the Day Office of Campus Administrator	
	Give the logbook to	None	2 mins.	Administrative Aide III	

	the client in the HRM Office			Office of Campus Administrator
2. Submit approved application with supporting	Accept the documents submitted	None	1 min.	Administrative Aide III Office of Campus Administrator
documents	Check and evaluate for the completene ss of the required documents	None	30 mins.	Administrative Aide III Office of Campus Administrator
	Prepare the summary of leave credits and other required certifications	None	30 mins.	Administrative Aide III Office of Campus Administrator
	Print the summary of leave credits and certification for approval	None	15 mins.	Administrative Aide III Office of Campus Administrator
	Attached photocopies of all required supporting documents	None	1 min.	Administrative Aide III Office of Campus Administrator
	Forward to the office of the Campus Administrato r for	None	20 mins.	Administrative Aide III Campus Administrator

approval			
Retrieve the approved documents	None	20 mins.	Administrative Aide III Office of Campus Administrator
TOTAL	None	2 hours and 1 min.	

#### 7. Summary of Employee Attendance (Daily Time Record)

Computation of tardiness, undertime, absences, and leave of absence with or without pay.

Office or Division	H	uman Resour	ce Management (	Office	
Classification	Co	omplex	omplex		
Type of Transaction	on G	G2G- Government to Government			
Who May Avail	Er	Employees of ISAT U, Leon Campus			
CHECKLIS	T OF		WHERE TO SEC	CURE	
REQUIREM	_				
112451112111					
1. Daily Time R	ecord	Designated	d/Assigned Persor	nnel, HRM Office,	
<ol><li>Approved Ap</li></ol>	plication for	Administra	tion Building, ISA <sup>-</sup>	T U, Leon	
Leave		Campus, II	oilo		
<ol><li>Certifications</li></ol>	on seminars,				
trainings, cor	nferences,				
travels comp	leted				
4. Authority to t	ravel				
5. Certificates of	of				
attendance/p	articipation/				
completion/tr	aining				
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
	ACTION	BE PAID	TIME	RESPONSIBLE	
1. Sign in the	Give the	None	2 mins.	Officers of the	
client log	logbook to			Day	
book	the client in			Office of	
	the office			Campus	
	lobby			Administrator	

	Give the logbook to the client in the HRM Office	None	2 mins.	Administr ative Aide III Office of Campus Administrator
2. Submit DTR with attachment	Accept DTR with attachments	None	1 min.	Administrative Aide III Department Heads
	Check and validates attachments for completene ss	None	30 mins.	Administrative Aide III Office of Campus Administrator
	Compute absences, tardiness, undertime and application for leave of abcense with or without pay	None	3 days	Administrative Aide III Office of Campus Administrator
	Encode and print the summary for approval of Campus Administrato r	None	2 days	Administrative Aide III Campus Administrator
	Retrieve the approve reports on summary of attendance	None	20 mins.	Administrative Aide III Office of Campus Administrator
	Record absences,	None	2 days	Administrative Aide III Office of

tardiness, undertime in the employee leave card and determine the balance			Campus Administrator
File DTR and other documents	None	10 mins.	Administrative Aide III Office of Campus Administrator
TOTAL	None	7 days, 1 hr and 5 mins.	

#### 8. Processing of Application for Leave

Computation of tardiness, undertime, absences, and leave of absence with or without pay.

Office or Division		Hum	an Resour	ce Management (	Office
<b>Classification</b> Simple					
Type of Transaction	on (	G2G- Government to Government			nt
Who May Avail	1	Employees of ISAT U, Leon Campus			npus
CHECKLIST OF REQUIREMENTS				WHERE TO SEC	CURE
<ol> <li>Application for Leave         (From 6) of the concerned         employees</li> <li>Medical         Certificates/Certification</li> </ol>			Designated/Assigned Personnel, HRM Office, Administration Building, ISAT U, Leon Campus, Iloilo		
CLIENT STEPS	CLIENT STEPS AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Sign in the client log book	Give the logbook to the client in		None	2 mins.	Officers of the Day Office of Campus

	Give the logbook to the client in the HRM Office	None	2 mins.	Administrative Aide III Office of Campus Administrator
2. Submit application for leave	Receive filled up application for leave with recommend ation of immediate supervisor	None	1 min.	Administrative Aide III Office of Campus Administrator
	Post balances of leave credits, service credits of employees concerned on the leave form	None	30 mins.	Administrative Aide III Office of Campus Administrator
	Verify the entries for completene ss	None	10 mins.	Administrative Aide III Office of Campus Administrator
	process for approval of the Campus Administrato r	None	30 mins.	Administrative Aide III Campus Administrator
	Retrieve the approved Form 6	None	20 mins.	Administrative Aide III Office of Campus Administrator
	File approved application	None	10 mins.	Administrative Aide III Office of

for leave			Campus Administrator
TOTAL	None	1 hr and 45	
		mins.	

#### 9. Computation of Service Credits and Compensatory Overtime Credits

Computation of Service Credits for faculty, Compensatory Overtime Credits for selected Faculty and Non-teaching personnel (Processing and approval)

Office or Division		Human Resoui	rce Management	Office
Classification	(	Complex		
Type of Transaction	on (	G2G- Governm	nent to Governme	nt
Who May Avail		Employees of I	SAT U, Leon Can	npus
CHECKLIS REQUIREM		WHERE TO SECURE		
<ol> <li>Approved request for Service Credits and COCs</li> <li>Accomplishment Report</li> <li>DTR</li> <li>Office Memorandum</li> <li>Summary of Services Rendered</li> </ol>			tion Building, ISA	nnel, HRM Office, T U, Leon
CLIENT CTERS	_			
CLIENT STEPS	AGENCY ACTION		PROCESSING TIME	PERSON RESPONSIBLE
1. Submit approved request for issuance of special				

Prepare and submit special order to the office of Campus Administrato r for recommend ation	None	1 day	Administrative Aide III Campus Administrator
Submit special order to the office of the University President for approval	None	1 day	Campus Administrator University President
Retreive the approved special order	None	1 day	Campus Administrator
Post in leave cards	None	2 days	Administrative Aide III Office of Campus Administrator
File the documents for future reference	None	10 mins.	Administrative Aide III Office of Campus Administrator
TOTAL	None	7 days and 12 mins.	

#### **External and Alumni Affairs Office**

#### **Leon Campus**

#### **Internal Services**

#### 10. Employee and Student Exchange Program

Processing of application of employee and students exchange program (issuance and approval)

Office or Division		External and Alumni Affairs Office			
Classification		Co	mplex		
Type of Transaction				nent to Governme	nt; G2C-
		Go	vernment to	Citizen	
Who May Avail				Students of ISA	ΓU, Leon
		Campus			
CHECKLIS REQUIREM			WHERE TO SECURE		
Letter of Integration	nt/Written			nd Alumni Affairs	•
request 2. Action Plans		External Affairs Office, Administration Building, ISAT U, Leon Campus, Iloilo			
3. Source of Fu	nds		Danianig, ic	o, 20011 oai11	pao, nono
CLIENT STEPS	AGENCY	Υ	FEES TO PROCESSING PERSON		
OLILIVI OTLI O	ACTION		BE PAID	TIME	RESPONSIBLE
Sign in the client	Give the logbook to	)	None	2 mins.	Officer of the Day
Logbook	the client in the lobby	n			
	Give the		None	2 mins.	External Affairs
	logbook to				Coordinator
	the office	11			
2. Submit	Accepts the		None	5 mins.	External Affairs
letter of intent/reque	letter of				Coordinator
st	intent/requ e	411			
	Check the records of		None	30 mins.	External Affairs

applicant if qualified			Coordinator
Evaluate the capacity of applicant in managing the task	None	1 day	External Affairs Coordinator, Campus Administrator
Interview the applicant to qualify some data	None	1 hour	External Affairs Coordinator, Campus Administrator
Identify the country offering the aligned program where the applicant is best qualified	None	1 day	External Affairs Coordinator, Campus Administrator
Endorse application for recommend ation and approval of authorities concerned	None	2 days	External Affairs Coordinator, Campus Administrator, VPEA, University President
Outsource funds to augment funding requirement	None	5 days	External Affairs Coordinator, Campus Administrator, VPEA
Retrieve the approved application and supporting	None	1 day	Campus Administrator

	documents			
	Inform the applicant of the approved request	None	10 mins.	External Affairs Coordinator
3. Prepare necessary travel documents	Assist the applicant in the processing of the required documents	None	5 days	External Affairs Coordinator
	Prepare the contract for signature of authorities concerned	None	5 days	External Affairs Coordinator, Campus Administrator, VPEA, University President, Partner agency/Institutio n
4. Submit required terminal reports	Accept and file the reports/ re-entry plan	None	10 mins.	External Affairs Coordinator
	TOTAL	None	20 days, 1 hr and 59 mins.	

# Production and Resource Generation Office Leon Campus

#### **Internal Services**

11. Employee and Student Exchange Program

Processing of plant and animal production projects.

	·	•	•		
Office or Division	Pr	oduction and	Resource Gener	Generation Office	
Classification	Co	mplex			
Type of Transaction		G2G- Government to Government; G2C- Government to Citizen			
Who May Avail		Faculty, Staff and Students of ISAT U, Leon Campus			
CHECKLIS REQUIREM			WHERE TO SEC	CURE	
Program/Project Proposition     Strategic Plan/Action Plance     Office Memorandum					
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Sign in the client log book in the office.	Give the logbook to the client	None	2 mins.	PRG Chair	
2. Submit action plan for special projects/ass	Receive action plan submitted	None	2 mins.	PRG Chair	
ignment	Conduct meeting	None	1 day	PRG Chair Campus Administrator Project In- charge	
3. Prepare and Submit project proposal	Receive project proposal	None	10 mins.	PRG Chair	
p. opoda	Review and endorse proposal for approval of Campus Administrato	None	3 days	PRG Chair Campus Administrator	

	r			
	Return the proposal to the project in-charge for implementat ion	None	30 mins.	PRG Chair
	Monitor and evaluate the implementat ion of the project	None	3 days	PRG Chair Campus Administrator
4. Prepare and submit reports	Accept the report for submission to offices and agencies concerned	None	1 day	PRG Chair
	File a copy	None	2 mins.	PRG Chair
	TOTAL	None	8 days, and 56 mins.	

### Research Office Leon Campus

#### **Internal Services**

#### 12. Institutional Research

Conduct of Institutional Research

Office or Division	Research Office
Classification	Complex
Type of Transaction	G2G- Government to Government; G2C- Government to Citizen

Who May Avail	Fa	culty and Sta	aff of Leon Campu	ıs
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol> <li>Concept Paper</li> <li>Approved Full Blown proposal</li> <li>Implementation Plan</li> </ol>		Research ( Campus, II	Office, RDE Cente oilo	er, ISAT U, Leon
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit concept paper	Check if the research topic is included in the research agenda of the university	None	1 day	Research Coordinator, Reasech Center Chairman, Research Cluster Chairman, Campus Administrator
2. Present in an in-house review	Create and schedule a committee for in-house review	None	1 day	Research Coordinator, Reasech Center Chairman, Research Cluster Chairman, Campus Administrator
3. Submit full blown proposal, Milestone of approved proposal and implementa tion plan	Accept the proposal.  Approval of the proposal by the authorities	None	17 days	Research Coordinator, Reasech Center Chairman, Research Cluster Chairman, Campus Administrator, Research Director. VPRE, University President

4. Fill-up the contract	Provide the deliverables of the research during and after the research has been conducted	None	1 day	Research Coordinator, Reasech Center Chairman, Research Cluster Chairman, Campus Administrator, Research Director. VPRE, University President
5. Request for release of the fund	Download the fund to the researcher through the office concered	None	1 day	Finance Officer Campus Admnistrator
	TOTAL	None	21 days	

# Office of Instruction Leon Campus Internal Services

#### 13. Syllabus Development

Designing syllabus

Office or Division	Office of Instruction			
Classification	Complex			
Type of Transaction	G2G- Government to Government			
Who May Avail	Faculty Members of ISAT U, Leon Campus			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
Teaching Load	MIS (Computer Building)/ Office of			
<ol><li>Syllabus Template</li></ol>	Instruction (Administration Building) Library			

3.	References		ISAT U, Le	ISAT U, Leon Campus, Iloilo			
CLIE	ENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1.	Sign in the client's logbook	Give logbook to the client	None	5 mins.	Head of Instruction or designated employee		
2.	Secure copy of teaching Load	Provide copy of teaching load	None	5 mins.	Designated employee		
3.	Securing soft copy of the updated syllabus template	Copy of the template provided	None	5 mins.	Head of Instruction or designated personnel		
4.	Search and gather references	Provide requested reference materials	None	2 hours	Librarian/Library Assistant		
5.	Drafting of syllabus individually/ by group	Draft syllabus completed	None	5 days	Faculty assigned		
6.	Present syllabus for review	Review syllabus and confer with faculty member regarding suggestions and proposed revisions	None	2 hours	Section Chair/Head of Instruction		
7.	Submit for Approval	Review submitted syllabus if in order/Retur n with	None	1 hour	Campus Administrator		

	corrections if needed			
8. Retriev approv syllabu	red approved	None	2 mins.	Campus Administrator
9. Sign logbod outgoid docum	ng outgoing	None	2 mins.	Assigned personnel Campus Administrator's Office
	TOTAL	None	5 days 5 hours and 19 minutes	

#### 14. Development of Tools for Learning Assessment

Making the Table of Specifications and Test Construction

Office or Division		Office	of Instruc	ction	
Classification		Complex			
Type of Transaction	on	G2G- Government to Government			
Who May Avail		Faculty Members of ISAT U, Leon Campus			n Campus
CHECKLIS REQUIREM			WHERE TO SECURE		
<ol> <li>Teaching Load</li> <li>Syllabus</li> <li>References</li> </ol>			Office of Instruction (Administration Building) Library ISAT U, Leon Campus, Iloilo		
CLIENT STEPS	AGENC ACTION	-	EES TO E PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Check schedule of midterm/fin al examinatio ns	Show examinati schedule	on	None 5 mins. Head of Instruction or designated officer		Instruction or designated
Check     instructional     materials/	Provide reference	S	None	1 hour	Librarian/Library Assistant

	references	requested			
3.	Review syllabus for the courses taught	Provide copy of the syllabus if needed	None	5 mins.	Head of Instruction or designated personnel
4.	Make the Table of Specificatio ns	Give template for table of specification s, give assistance if necessary	None	3 hours	Faculty assigned, Section Chairs, Head of Instruction
5.	Construct test questions based on the table of specificatio ns	Provide assistance when needed	None	2 days	Section Chairs/Head of Instruction
6.	Enter document name in the logbook for incoming documents and sign the logbook	Give logbook to the client	None	2 mins.	Faculty, Head of Instruction
7.	Submit TOS and Test questions for review	Review TOS and Test questions, propose revisions if necessary	None	30 mins.	Faculty, Section Chair/Head of Instruction
8.	Enter documents in the logbook for outgoing	Give logbook for outgoing documents	None	2 mins.	Faculty, Section Chair/Head of Instruction

documents				
9. Submit TOS and Test questions for approval	Present TOS and Test questions for approval	None	10 mins.	Head of Instruction, Campus Administrator
	TOTAL	None	1 day 4 hours and 52 minutes	

# Cashiers' Office Leon Campus Internal Services

#### 15. Issuance of Certification (Net Pay)

Processing of Certification (Issuance and releasing)

Office or Division Ca			ashiers' Office		
Classification	5	Sim	nple		
Type of Transaction	on (	G2	G- Governm	ent to Governme	nt
Who May Avail	E	Employees of ISAT U, Leon Campus			npus
	CHECKLIST OF REQUIREMENTS			WHERE TO SEC	CURE
Verbal/Written Request of concerned ISAT U, Leon Campus			•	Cashiers' Office, SAT U, Leon Cam	
CLIENT STEPS	AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present     letter     request	Accept request and check client's	d	None	5 mins.	Cashier

	records			
2. Confirm request	Prepare, print and sign document	None	5 mins.	Cashier
3. Receive and sign in the outgoing logbook	Check and verify the logbook	None	5 mins.	Cashier
	TOTAL	None	15 minutes	

## 16.Issuance of Certification (Issuance of other Certifications (GSIS, PAG-IBIG, DepEd & other Agencies Re: Remittances)

**Processing of Certification** 

Office or Division Ca			ashiers' Office			
Classification	;	Sim	nple			
Type of Transaction			G- Governm vernment to	ent to Governme Citizen	nt;G2C-	
Who May Avail			aculty and Staff Members, Former mployees/Retireesof ISAT U, Leon Campus			
CHECKLIS REQUIREM	_		WHERE TO SECURE			
1. Verbal/Writte	n Request o	of	Cashier I, Cashiers' Office, Administration			
concerned IS	SAT U		Building, ISAT U, Leon Campus			
Employees,	Former					
Employees, I	Retirees					
CLIENT STEPS	AGENCY	1	FEES TO	PROCESSING	PERSON	
	ACTION		BE PAID	TIME	RESPONSIBLE	
1. Present	Accept		None	5 mins.	Cashier	
written	client's					
request	request					
2. Confirm	Check		None	5 mins.	Cashier	
request	client's			(simple)/		
	records,			1 day-		

	prepare and issue requested documents		(vulminous records)	
3. Receive Requested documents	Log issued document	None	2 mins.	Cashier
4. Sign in the logbook	Check and verify the logbook	None	2 mins.	Cashier
	TOTAL	None	14 mins./1 day and 9 mins.	

#### **Finance Office**

#### **Leon Campus**

#### **Internal Services**

#### 17. Obligation Process

Proper charging of transaction to fund source and documenting the payee of each transaction

Office or Division	Finance		
Office of Division	i illance		
Classification	Simple		
	0000		
Type of Transaction	G2C-Government to Citizen		
Who May Avail	Internal Clients of ISAT U, Leon Campus		
CHECKLIST OF	WHERE TO SECURE		
REQUIREMENTS			
	Budget Office, Administration Building, ISAT		
	U, Leon Campus		
1. Cash Advance-	·		
Disbursement Voucher	Personnel Concerned/Office of the Campus		
a. Travel	Administrator		
<ul> <li>Letter of Invitation of</li> </ul>			
host/agency/organiz	ati		
on			

- Approved Travel Order/Memorandum - Approved Itinerary of Travel b. Salaries and Wages/Allowances/Be nefits/Bonuses-DTR/Payroll c. Others - Project Proposal 2. Reimbursement Voucher a. Travel - Letter of Invitation of host/agency/organizati on - Approved Travel Order/Memorandum - Approved Itinerary of Travel - Receipts/Tickets/Board ing Pass/Terminal Fee - Certificate- (Appearance/Participat ion /Completion/Attendanc e) - Certificate of Travel Completed - Re-Entry Plan/Travel Narrative Report b. Other Reimbursement-Disbursement Voucher - Request for Reimbursement - Receipts/S - Summary of Expenses - Inspection and Acceptance Report 3. Other Disbursements-Disbursements Disbursement Voucher a. Salaries Wages and other Compensation-				
- Approved Itinerary of Travel b. Salaries and Wages/Allowances/Be nefits/Bonuses-DTR/Payroll c. Others - Project Proposal 2. Reimbursement-Disbursement Voucher a. Travel - Letter of Invitation of host/agency/organizati on - Approved Travel Order/Memorandum - Approved Itinerary of Travel - Receipts/Tickets/Board ing Pass/Terminal Fee - Certificate- (Appearance/Participat ion //Completion/Attendanc e) - Certificate of Travel Completed Narrative Report b. Other Reimbursement-Disbursement Voucher - Request for Reimbursement - Receipt/s - Summary of Expenses - Inspection and Acceptance Report 3. Other Disbursements-Disbursement Voucher a. Salaries Wages and HRMO/Administrative Officer  Personnel Concerned/Office of the Campus Administrator  Personnel Concerned Personnel Concerned  Personnel Concerned  Personnel Concerned Personnel Concerned  Personnel Concerned Personnel Concerned  Personnel Concerned Personnel Concerned  Personnel Concerned Personnel Concerned  Personnel Concerned Personnel Concerned  Personnel Concerned Personnel Concerned  Personnel Concerned Personnel Concerned  Personnel Concerned Personnel Concerned  Personnel Concerned Personnel Concerned Personnel Concerned  Personnel Concerned		-	• •	•
Travel b. Salaries and Wages/Allowances/Be nefits/Bonuses- DTR/Payroll c. Others - Project Proposal 2. Reimbursement Voucher a. Travel - Letter of Invitation of host/agency/organizati on - Approved Travel Order/Memorandum - Approved Itinerary of Travel - Receipts/Tickets/Board ing Pass/Terminal Fee - Certificate- (Appearance/Participat ion //Completion/Attendanc e) - Certificate of Travel Completed - Re-Entry Plan/Travel Narrative Report b. Other Reimbursement- Disbursement Voucher - Request for Reimbursement - Receipt/s - Summary of Expenses - Inspection and Acceptance Report 3. Other Disbursements- Disbursement Voucher a. Salaries Wages and  Administrator  Personnel Concerned/Office of the Campus Administrator  Personnel Concerned				
b. Salaries and Wages/Allowances/Be nefits/Bonuses- DTR/Payroll c. Others - Project Proposal 2. Reimbursement- Disbursement Voucher a. Travel - Letter of Invitation of host/agency/organizati on - Approved Travel Order/Memorandum - Approved Itinerary of Travel - Receipts/Tickets/Board ing Pass/Terminal Fee - Certificate- (Appearance/Participat ion /Completion/Attendanc e) - Certificate of Travel Completed - Re-Entry Plan/Travel Narrative Report b. Other Reimbursement- Disbursement Voucher - Request for Reimbursement - Receipt/s - Summary of Expenses - Inspection and Acceptance Report 3. Other Disbursements- Disbursement Voucher a. Salaries Wages and  HRMO/Administrative Officer  HRMO/Administrative Officer  HRMO/Administrative Officer		-		•
Wages/Allowances/Be nefits/Bonuses-DTR/Payroll c. Others - Project Proposal 2. Reimbursement-Disbursement Voucher a. Travel - Letter of Invitation of host/agency/organizati on - Approved Travel Order/Memorandum - Approved Itinerary of Travel - Receipts/Tickets/Board ing Pass/Terminal Fee - Certificate- (Appearance/Participat ion /Completion/Attendanc e) - Certificate of Travel Completed Narrative Report b. Other Reimbursement-Disbursement Voucher - Request for Receipts/S - Summary of Expenses - Inspection and Acceptance Report 3. Other Disbursements-Disbursement Voucher a. Salaries Wages and HRMO/Administrative Officer		h		
nefits/Bonuses-DTR/Payroll c. Others - Project Proposal 2. Reimbursement Voucher a. Travel - Letter of Invitation of host/agency/organizati on - Approved Travel Order/Memorandum - Approved Itinerary of Travel - Receipts/Tickets/Board ing Pass/Terminal Fee - Certificate- (Appearance/Participat ion /Completion/Attendanc e) - Certificate of Travel Narrative Report b. Other Reimbursement-Disbursement Voucher - Request for Reimbursement - Receipt/s - Summary of Expenses - Inspection and Acceptance Report 3. Other Disbursements-Disbursement Voucher a. Salaries Wages and		J.		Than on an instante of the or
DTR/Payroll c. Others - Project Proposal 2. Reimbursement-Disbursement Voucher a. Travel - Letter of Invitation of host/agency/organizati on - Approved Travel Order/Memorandum - Approved Itinerary of Travel - Receipts/Tickets/Board ing Pass/Terminal Fee - Certificate- (Appearance/Participat ion /Completion/Attendanc e) - Certificate of Travel Completed - Re-Entry Plan/Travel Narrative Report b. Other Reimbursement-Disbursement Voucher - Request for Reimbursement - Receipt/s - Summary of Expenses - Inspection and Acceptance Report 3. Other Disbursements-Disbursement Voucher a. Salaries Wages and  Personnel Concerned/Office of the Campus Administrator  Personnel Concerned/Office of the Campus Administrator  Personnel Concerned/Office of the Campus Administrator  Personnel Concerned Personnel Concerned Personnel Concerned Personnel Concerned/Office of the Campus Administrator  Personnel Concerned Personnel Concerned Personnel Concerned/Office of the Campus Administrator Personnel Concerned Personnel Concerned Personnel Concerned/Office of the Campus Administrator Personnel Concerned Personnel Concerned Personnel Concerned/Office of the Campus Administrator Personnel Concerned Personnel Concerned Personnel Concerned/Office of the Campus Administrator Personnel Concerned Personnel Concerned Personnel Concerned/Office of the Campus Administrator Personnel Concerned Personnel Concerned Personnel Concerned/Office of the Campus Administrator Personnel Concerned Personnel Concerned Personnel Concerned/Office of the Campus Administrator Personnel Concerned Personnel Concerned Personnel Concerned/Office of the Campus Administrator			_	
c. Others				
- Project Proposal 2. Reimbursement-Disbursement Voucher a. Travel - Letter of Invitation of host/agency/organizati on - Approved Travel Order/Memorandum - Approved Itinerary of Travel - Receipts/Tickets/Board ing Pass/Terminal Fee - Certificate- (Appearance/Participat ion /Completion/Attendanc e) - Certificate of Travel Completed Narrative Report b. Other Reimbursement-Disbursement Voucher - Request for Reimbursement - Receipt/s - Summary of Expenses - Inspection and Acceptance Report 3. Other Disbursements-Disbursement Voucher a. Salaries Wages and HRMO/Administrative Officer		С	•	Personnel Concerned/Office of the Campus
2. Reimbursement-Disbursement Voucher a. Travel - Letter of Invitation of host/agency/organizati on - Approved Travel Order/Memorandum - Approved Itinerary of Travel - Receipts/Tickets/Board ing Pass/Terminal Fee - Certificate- (Appearance/Participat ion /Completion/Attendanc e) - Certificate of Travel Completed - Re-Entry Plan/Travel Narrative Report b. Other Reimbursement-Disbursement Voucher - Request for Reimbursement - Receipt/s - Summary of Expenses - Inspection and Acceptance Report 3. Other Disbursement Voucher a. Salaries Wages and		-		•
Disbursement Voucher a. Travel - Letter of Invitation of host/agency/organizati on - Approved Travel Order/Memorandum - Approved Itinerary of Travel - Receipts/Tickets/Board ing Pass/Terminal Fee - Certificate- (Appearance/Participat ion /Completion/Attendanc e) - Certificate of Travel Completed - Re-Entry Plan/Travel Narrative Report b. Other Reimbursement- Disbursement Voucher - Request for Reimbursement - Receipt/S - Summary of Expenses - Inspection and Acceptance Report 3. Other Disbursement Voucher a. Salaries Wages and  Personnel Concerned/Office of the Campus Administrator Personnel Concerned  Personnel Concerned  Personnel Concerned Personnel Concerned/Office of the Campus Administrator Personnel Concerned Personnel Concerned Personnel Concerned/Office of the Campus Administrator Personnel Concerned Personnel Concerned Personnel Concerned/Office of the Campus Administrator Personnel Concerned Personnel Concerned Personnel Concerned/Office of the Campus Administrator Personnel Concerned Personnel Concerned/Office of the Campus Administrator Personnel Concerned Personnel Concerned Personnel Concerned/Office of the Campus Administrator Personnel Concerned	2.	Re	· ·	
a. Travel  - Letter of Invitation of host/agency/organizati on  - Approved Travel Order/Memorandum - Approved Itinerary of Travel - Receipts/Tickets/Board ing Pass/Terminal Fee - Certificate- (Appearance/Participat ion /Completion/Attendanc e) - Certificate of Travel Completed - Re-Entry Plan/Travel Narrative Report b. Other Reimbursement- Disbursement Voucher - Request for Reimbursement - Receipt/S - Summary of Expenses - Inspection and Acceptance Report 3. Other Disbursement Voucher a. Salaries Wages and  Personnel Concerned/Office of the Campus Administrator Personnel Concerned  Personnel Concerned  Personnel Concerned/Office of the Campus Administrator Personnel Concerned  Personnel Concerned Personnel Concerned/Office of the Campus Administrator Personnel Concerned Personnel Concerned Personnel Concerned/Office of the Campus Administrator Personnel Concerned Personnel Concerned Personnel Concerned/Office of the Campus Administrator Personnel Concerned Personnel Concerned/Office of the Campus Administrator Personnel Concerned Personnel Concerned/Office of the Campus Administrator Personnel Concerned Personnel Concerned/Office of the Campus Administrator Personnel Concerned Personnel Concerned/Office of the Campus Administrator Personnel Concerned Personnel Concerned/Office of the Campus Administrator Personnel Concerned Personnel Concerned Personnel Concerned Personnel Concerned/Office of the Campus Administrator Personnel Concerned Personnel Concerned Personnel Concerned/Office of the Campus Administrator Personnel Concerned Personnel Concerned Personnel Concerned Personnel Concerned Personnel Concerned Personnel Concerned Personnel Concerned Personnel Concerned				
host/agency/organizati on  - Approved Travel Order/Memorandum - Approved Itinerary of Travel - Receipts/Tickets/Board ing Pass/Terminal Fee - Certificate- (Appearance/Participat ion /Completion/Attendanc e) - Certificate of Travel Completed - Re-Entry Plan/Travel Narrative Report b. Other Reimbursement- Disbursement Voucher - Request for Reimbursement - Receipt/s - Summary of Expenses - Inspection and Acceptance Report 3. Other Disbursement Voucher a. Salaries Wages and  Administrator Personnel Concerned/Office of the Campus Administrator Personnel Concerned  Personnel Concerned Personnel Concerned/Office of the Campus Administrator Personnel Concerned				
on - Approved Travel Order/Memorandum - Approved Itinerary of Travel - Receipts/Tickets/Board ing Pass/Terminal Fee - Certificate- (Appearance/Participat ion /Completion/Attendanc e) - Certificate of Travel Completed - Re-Entry Plan/Travel Narrative Report b. Other Reimbursement- Disbursement Voucher - Request for Reimbursement - Summary of Expenses - Inspection and Acceptance Report 3. Other Disbursements- Disbursement Voucher a. Salaries Wages and  Personnel Concerned/Office of the Campus Administrator Personnel Concerned  Personnel Concerned  Personnel Concerned/Office of the Campus Administrator Personnel Concerned  Personnel Concerned Personnel Concerned  Personnel Concerned  Personnel Concerned  Personnel Concerned  Personnel Concerned  Personnel Concerned  Personnel Concerned  Personnel Concerned  HRMO/Administrative Officer		-	Letter of Invitation of	Personnel Concerned/Office of the Campus
- Approved Travel Order/Memorandum - Approved Itinerary of Travel - Receipts/Tickets/Board ing Pass/Terminal Fee - Certificate- (Appearance/Participat ion /Completion/Attendanc e) - Certificate of Travel Completed - Re-Entry Plan/Travel Narrative Report b. Other Reimbursement- Disbursement Voucher - Request for Reimbursement - Receipt/s - Summary of Expenses - Inspection and Acceptance Report 3. Other Disbursement Voucher a. Salaries Wages and  - Approved Itinerary of Administrator Personnel Concerned/Office of the Campus Administrator Personnel Concerned Personnel Concerned Personnel Concerned/Office of the Campus Administrator Personnel Concerned			host/agency/organizati	Administrator
Order/Memorandum - Approved Itinerary of Travel - Receipts/Tickets/Board ing Pass/Terminal Fee - Certificate- (Appearance/Participat ion /Completion/Attendanc e) - Certificate of Travel Completed - Re-Entry Plan/Travel Narrative Report b. Other Reimbursement- Disbursement Voucher - Request for Reimbursement - Summary of Expenses - Inspection and Acceptance Report 3. Other Disbursement Voucher a. Salaries Wages and  Administrator Personnel Concerned/Office of the Campus Administrator Personnel Concerned Personnel Concerned Personnel Concerned/Office of the Campus Administrator Personnel Concerned Personnel Concerned Personnel Concerned/Office of the Campus Administrator Personnel Concerned Personnel Concerned/Office of the Campus Administrator Personnel Concerned Personnel Concerned/Office of the Campus Administrator Personnel Concerned Personnel Concerned/Office of the Campus Administrator Personnel Concerned Personnel Concerned/Office of the Campus Administrator Personnel Concerned Personnel Concerned/Office of the Campus Administrator Personnel Concerned Personnel Concerned/Office of the Campus Administrator Personnel Concerned Personnel Concerned/Office of the Campus Administrator Personnel Concerned Personnel Concerned/Office of the Campus Administrator Personnel Concerned Personnel Concerned/Office of the Campus Administrator Personnel Concerned Personnel Concerned/Office of the Campus Administrator Personnel Concerned Personnel Concerned Personnel Concerned Personnel Concerned Personnel Concerned Personnel Concerned Personnel Concerned Personnel Concerned Personnel Concerned				
- Approved Itinerary of Travel - Receipts/Tickets/Board ing Pass/Terminal Fee - Certificate- (Appearance/Participat ion /Completion/Attendanc e) - Certificate of Travel Completed - Re-Entry Plan/Travel Narrative Report b. Other Reimbursement- Disbursement Voucher - Request for Reimbursement - Receipt/s - Summary of Expenses - Inspection and Acceptance Report 3. Other Disbursement Voucher a. Salaries Wages and - Receipts/Tickets/Board Administrator - Personnel Concerned - Personne		-	Approved Travel	Personnel Concerned/Office of the Campus
Travel Receipts/Tickets/Board ing Pass/Terminal Fee Certificate- (Appearance/Participat ion /Completion/Attendanc e) Certificate of Travel Completed Re-Entry Plan/Travel Narrative Report Disbursement Voucher Request for Reimbursement Receipt/s Summary of Expenses Inspection and Acceptance Report Certificate of Travel Completed Resimbursement Disbursement Personnel Concerned Personnel Concerned Personnel Concerned Personnel Concerned Personnel Concerned Personnel Concerned Personnel Concerned Personnel Concerned Personnel Concerned Personnel Concerned Personnel Concerned Personnel Concerned Personnel Concerned Personnel Concerned Personnel Concerned Personnel Concerned Personnel Concerned Personnel Concerned			Order/Memorandum	Administrator
- Receipts/Tickets/Board ing Pass/Terminal Fee - Certificate- (Appearance/Participat ion /Completion/Attendanc e) - Certificate of Travel Completed		-	Approved Itinerary of	Personnel Concerned/Office of the Campus
ing Pass/Terminal Fee			Travel	Administrator
- Certificate- (Appearance/Participat ion /Completion/Attendanc e) - Certificate of Travel Completed - Re-Entry Plan/Travel Narrative Report b. Other Reimbursement- Disbursement Voucher - Request for Reimbursement - Receipt/s - Summary of Expenses - Inspection and Acceptance Report 3. Other Disbursement Voucher a. Salaries Wages and  Personnel Concerned  HRMO/Administrative Officer		-	-	Personnel Concerned
(Appearance/Participat ion /Completion/Attendanc e)  - Certificate of Travel Completed - Re-Entry Plan/Travel Narrative Report b. Other Reimbursement- Disbursement Voucher - Request for Reimbursement - Receipt/s - Summary of Expenses - Inspection and Acceptance Report 3. Other Disbursement Voucher a. Salaries Wages and  Personnel Concerned Personnel Concerned Personnel Concerned Personnel Concerned Personnel Concerned Personnel Concerned Personnel Concerned Personnel Concerned Personnel Concerned Personnel Concerned Personnel Concerned Personnel Concerned Personnel Concerned Personnel Concerned Personnel Concerned Personnel Concerned Personnel Concerned				
ion //Completion/Attendanc e) - Certificate of Travel Completed - Re-Entry Plan/Travel Narrative Report b. Other Reimbursement- Disbursement Voucher - Request for Reimbursement - Receipt/s - Summary of Expenses - Inspection and Acceptance Report 3. Other Disbursement Voucher a. Salaries Wages and  Personnel Concerned Personnel Concerned Personnel Concerned Personnel Concerned Personnel Concerned Personnel Concerned Personnel Concerned Personnel Concerned Personnel Concerned Personnel Concerned Personnel Concerned Personnel Concerned Personnel Concerned		-		Personnel Concerned
/Completion/Attendanc e)  - Certificate of Travel Completed - Re-Entry Plan/Travel Narrative Report b. Other Reimbursement- Disbursement Voucher - Request for Reimbursement - Receipt/s - Summary of Expenses - Inspection and Acceptance Report 3. Other Disbursement Voucher a. Salaries Wages and  - Certificate of Travel Personnel Concerned/Office of the Campus Administrator Personnel Concerned			· · · ·	
e) - Certificate of Travel Completed - Re-Entry Plan/Travel Narrative Report b. Other Reimbursement- Disbursement Voucher - Request for Reimbursement - Receipt/s - Summary of Expenses - Inspection and Acceptance Report 3. Other Disbursement Voucher a. Salaries Wages and - Certificate of Travel Personnel Concerned/Office of the Campus Administrator Personnel Concerned Personnel Concerned Personnel Concerned Personnel Concerned Fersonnel Concerned Personnel Concerned Personnel Concerned Personnel Concerned Fersonnel Concerned Personnel Concerned Personnel Concerned Personnel Concerned Fersonnel Concerned Personnel Concerned Personnel Concerned				
- Certificate of Travel     Completed - Re-Entry Plan/Travel     Narrative Report b. Other Reimbursement-     Disbursement Voucher - Request for     Reimbursement - Receipt/s - Summary of Expenses - Inspection and     Acceptance Report 3. Other Disbursement Voucher a. Salaries Wages and  Personnel Concerned			•	
Completed - Re-Entry Plan/Travel Narrative Report b. Other Reimbursement- Disbursement Voucher - Request for Reimbursement - Receipt/s - Summary of Expenses - Inspection and Acceptance Report 3. Other Disbursement Voucher a. Salaries Wages and  Administrator Personnel Concerned Personnel Concerned Personnel Concerned Personnel Concerned Personnel Concerned Personnel Concerned Personnel Concerned Personnel Concerned Personnel Concerned Personnel Concerned Personnel Concerned Personnel Concerned Personnel Concerned				Decree 10 constant
- Re-Entry Plan/Travel Narrative Report b. Other Reimbursement- Disbursement Voucher - Request for Reimbursement - Receipt/s - Summary of Expenses - Inspection and Acceptance Report 3. Other Disbursement Voucher a. Salaries Wages and  - Re-Entry Plan/Travel Personnel Concerned  Personnel Concerned  Personnel Concerned  Personnel Concerned  Personnel Concerned  Personnel Concerned  HRMO/Administrative Officer		-		•
Narrative Report  b. Other Reimbursement-Disbursement Voucher - Request for Reimbursement - Receipt/s - Summary of Expenses - Inspection and Acceptance Report  3. Other Disbursements-Disbursement Voucher a. Salaries Wages and  Acceptance Report  HRMO/Administrative Officer			•	
b. Other Reimbursement- Disbursement Voucher - Request for Reimbursement - Receipt/s - Summary of Expenses - Inspection and Acceptance Report 3. Other Disbursement Voucher a. Salaries Wages and  HRMO/Administrative Officer		-	•	Personnei Concerned
Disbursement Voucher - Request for Reimbursement - Receipt/s - Summary of Expenses - Inspection and Acceptance Report 3. Other Disbursement Voucher a. Salaries Wages and  Personnel Concerned		h	•	
<ul> <li>Request for Reimbursement</li> <li>Receipt/s</li> <li>Summary of Expenses</li> <li>Inspection and Acceptance Report</li> <li>Other Disbursement Voucher a. Salaries Wages and</li> <li>Personnel Concerned</li> <li>Personnel Conce</li></ul>		D.		
Reimbursement - Receipt/s - Summary of Expenses - Inspection and Acceptance Report 3. Other Disbursements-Disbursement Voucher a. Salaries Wages and  Reimbursement - Receipt/s - Personnel Concerned		_		Personnel Concerned
<ul> <li>Receipt/s</li> <li>Summary of Expenses</li> <li>Inspection and Acceptance Report</li> <li>Other Disbursements-Disbursement Voucher a. Salaries Wages and</li> <li>Personnel Concerned</li> <li>Personn</li></ul>			•	
- Summary of Expenses - Inspection and		_		Personnel Concerned
- Inspection and		_	•	
Acceptance Report 3. Other Disbursements- Disbursement Voucher a. Salaries Wages and HRMO/Administrative Officer		-	-	
Other Disbursements-     Disbursement Voucher     a. Salaries Wages and HRMO/Administrative Officer			•	_
a. Salaries Wages and HRMO/Administrative Officer	3.	Ot	her Disbursements-	
		Di	sbursement Voucher	
other Compensation-		a.	Salaries Wages and	HRMO/Administrative Officer
			other Compensation-	

		DTR; Certification	LIDMO/A desiminates time. Office
'	D.	Night Shift; Overtime;	HRMO/Administrative Officer
		Part-time; Casual;	
		Contractual; Job Hire	LIDNAC/A designaturative Offices
	-	DTR; Appointments;	HRMO/Administrative Officer
		Authority to render	
		Overtime & Night Shift	Dereannel Conserved/Office of the Compus
•	-	Accomplishment Report	Personnel Concerned/Office of the Campus Administrator
	_	Utilities-Bills	Designated Personnel
		Faculty and Staff	Personnel Concerned
'	u.	Development-	1 ersonner Concerned
		Approved BOR	
		Resolutions; Contract	
	e.	Taxes, Insurance,	Designated Personnel
· ·	Ο.	Licenses-Receipts;	Designated Forestines
		Bills; Certifications	
4.	Pro	ocurement	
	a.	Attributes for the	
		Review of Contract	
	b.	Purchase Order; Job	HOPE/Supply Officer
		Order	,
	c.	Proof of Posting of	BAC
		invitation or request for	
		submission of price	
		quotation in the	
		Philgeps website for	
		more than 50T; no	
		need for 50T and	
		below, website for	
		procuring entity (if	
		available), and in any	
		conspicuous places	
Additio	na	I Requirements for	
		ue Procurement	DA C
	d.	Letter Invitation to	BAC
		submit Proposal;	BAC
	e.	Price Quotation from at	BAC
		least 3 invited	
		suppliers	BAC
1	f.	Abstract of submitted	DAC
		price quotation	BAC
	g.	BAC Resolution	

		nding Award			
		ct to Lowest			
	(LCRB)	d Responsive			
h	` ,	S Registration	BAC		
11.	Number	Registration	DAG		
i.	Income T	ax Return	BAC		
j.		for Payment	BAC		
,		ypes under			
	Alternativ	e Mode			
k.	APP/PPM	1P	BAC		
I.	Purchase	•	End User		
	Job Requ				
m.	Original D	Delivery	Administra	tive Officer(Supply	y Officer)
-	Invoice	d	Davasanal	C = 1 = = 1 = 1   C : 1 = 1	O#:/T \\/ O
n.	Inspection		Personnei	Concerned/Suppl	y Officer/T vv G
	•	ce Report by the HOPE	BAC		
0.	or authori	•	D/(O		
	representative on the				
	use of Alternative				
	Method o	f			
	Procurem	ent as			
		nded by the			
	BAC		D.4.0		
p.	Statemen		BAC		
		ve bidder that acklisted or			
		om bidding			
	by the go	•			
q.		fidavit of the	BAC		
·	Bidder tha	at it is not			
	related to	the Hope by			
	consanguinity or				
	affinity up to the 3rd				
	civil degree				
CLIENT	STEPS	AGENCY	FEES TO	PROCESSING	PERSON
		ACTION	BE PAID	TIME	RESPONSIBLE
1. Su	bmit	Give	None	30 sec.	Requesting
1	cuments	Incoming			Officer
for		Log Book to			

processing	the Client			
	Logs in the Log Book.	None	30 sec.	Requesting Officer
	Checks and evaluates the completene ss of the documents attached to the claim.	None	15 mins.	Administrative Officer/Budget Officer
	Signs Box A of Disburseme nt Voucher; Certifies that the expenses/ Cash Advance is necessary and lawful	None	1 min.	Administrative Officer/Budget Officer
	Prepare Obligation Request and Status	None	2 mins.	Administrative Officer/Budget Officer
	Signs Obligation Request and Status under Box B as to availability of allotment and obligated for the purpose	None	1 min.	Administrative Officer/Budget Officer
	Assigns Obligation	None	5 mins.	Administrative Officer/Budget Officer

	Number, fills up the Obligation Request and Status			
2. Submit documents at the office of the Campus Administrat or	Logs in the Incoming Log Book.	None	5 mins.	Administrative Officer/Budget Officer
	TOTAL	None	30 mins.	

#### 18. Obligation Process

To ensure that the Obligation Request for each transaction is properly documented.

Office or Division	Budg	get
Classification	Simp	ole
Type of Transaction	G2C	-Government to Citizen
Who May Avail	Inter	nal Clients of ISAT U, Leon Campus
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Cash Advance-		Budget Office, Administration Building, ISAT U, Leon Campus
Disbursement Voucher d. Travel - Letter of Invitation of host/agency/organiz		Personnel Concerned/Office of the Campus Administrator
<ul> <li>Approved Travel</li> <li>Order/Memorandum</li> <li>Approved Itinerary o</li> <li>Travel</li> </ul>	f F	Personnel Concerned/Office of the Campus Administrator Personnel Concerned/Office of the Campus Administrator
e. Salaries and Wages/Allowances/B	-	HRMO/Administrative Officer

	nefits/Bonuses-	
	DTR/Payroll	Demonstration of the Community of the Co
	f. Others	Personnel Concerned/Office of the Campus
0	- Project Proposal	Administrator
2.	Reimbursement-	
	Disbursement Voucher	
	c. Travel	Demonstrate Community Office of the Community
	- Letter of Invitation of	Personnel Concerned/Office of the Campus
	host/agency/organizati	Administrator
	on Annual Traval	Demonstrate Community Office of the Community
	- Approved Travel	Personnel Concerned/Office of the Campus
	Order/Memorandum	Administrator
	- Approved Itinerary of	Personnel Concerned/Office of the Campus
	Travel	Administrator
	<ul> <li>Receipts/Tickets/Board ing Pass/Terminal Fee</li> </ul>	Personnel Concerned
	- Certificate-	Personnel Concerned
	(Appearance/Participat	
	ion	
	/Completion/Attendanc	
	e)	
	- Certificate of Travel	Personnel Concerned/Office of the Campus
	Completed	Administrator
	<ul> <li>Re-Entry Plan/Travel</li> </ul>	Personnel Concerned
	Narrative Report	
	d. Other Reimbursement-	
	Disbursement Voucher	
	<ul> <li>Request for</li> </ul>	Personnel Concerned
	Reimbursement	
	- Receipt/s	Personnel Concerned
	- Summary of Expenses	Personnel Concerned
	- Inspection and	Personnel Concerned/Technical Working
•	Acceptance Report	Group
3.	Other Disbursements-	
	Disbursement Voucher	LIDMO/A Latitude in Com
	a. Salaries Wages and	HRMO/Administrative Officer
	other Compensation-	
	DTR; Certification	LIDNO/A desiminate di una Cotti a con
	b. Night Shift; Overtime;	HRMO/Administrative Officer
	Part-time; Casual;	
	Contractual; Job Hire	LIDMO/Administrative Office
	- DTR; Appointments;	HRMO/Administrative Officer
	Authority to render	

		Overtime & Night Shift	
	-	Accomplishment	Personnel Concerned/Office of the Campus
		Report	Administrator
		Utilities-Bills	Designated Personnel
	d.	Faculty and Staff	Personnel Concerned
		Development-	
		Approved BOR	
		Resolutions; Contract	
	e.	Taxes, Insurance,	Designated Personnel
		Licenses-Receipts;	
		Bills; Certifications	
4.	Pr	ocurement	
	a.	Attributes for the	
		Review of Contract	
	b.	Purchase Order; Job	HOPE/Supply Officer
		Order	
	c.	Proof of Posting of	BAC
		invitation or request for	
		submission of price	
		quotation in the	
		Philgeps website for	
		more than 50T; no	
		need for 50T and	
		below, website for	
		procuring entity (if	
		available), and in any	
		conspicuous places	
\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	ono	I Requirements for	
		lue Procurement	
<b>O</b> man		Letter Invitation to	BAC
		submit Proposal;	
	e.	Price Quotation from at	BAC
		least 3 invited	
		suppliers	
	f.	Abstract of submitted	BAC
		price quotation	
	a.	BAC Resolution	BAC
	٠.	recommending Award	
		of Contract to Lowest	
		Calculated Responsive	
		(LCRB)	
	h.	PhilGEPS Registration	BAC
		Number	
			<u> </u>

i.	Income T	ax Return	BAC			
j.	Attributes	for Payment	BAC			
	(For All ty	pes under				
	Alternativ	e Mode				
k.	APP/PPM	1P	BAC			
l.	Purchase	Request;	End User			
	Job Requ	est				
m.	Original D	elivery	Administra	tive Officer(Supply	y Officer)	
	Invoice					
n.	Inspection	n and	Personnel	Concerned/Suppl	y Officer/T W G	
	Acceptan	ce Report				
0.	Approval	by the HOPE	BAC			
	or authori	zed				
	represent	ative on the				
	use of Al	ternative				
	Method of	f				
	Procurem	ent as				
		nded by the				
	BAC					
p.	Statemen		BAC			
		ve bidder that				
		acklisted or				
		om bidding				
	by the go					
q.		idavit of the	BAC			
	Bidder tha					
		the Hope by				
	consangu	•				
		to the 3rd				
	civil degree					
CLIENT	STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
		ACTION	BE PAID	TIME	RESPONSIBLE	
4 5		Lama e Cir	NI	0	A desirate to the	
	1. Receives Logs out in		None	3 mins.	Administrative	
1	gned	the			Officer/Budget Officer	
	RS; DV	Outgoing				
ı an	d Other	Log Book of				

Supporting

documents from the

office of the

the office of Campus

Administrato

Campus Administrat or	Post data of the Obligation Report and Status in Registry	None	6 mins.	Administrative Officer/Budget Officer
	Release the ORS, DV and other supporting documents	None	30 sec.	Administrative Officer/Budget Officer
2. Signs Logbook for outgoing/rel easing of documents	Give the Logbook to the Accountant for the acceptance of the documents	None	30 sec.	Administrative Officer/Budget Officer
	TOTAL	None	10 mins.	

#### 19. Certification as to Funds Availability (Issuance and Approval)

Proper charging of transaction to fund source and documenting the payee of each transaction

Office or Division	Fin	ance		
Classification	Sin	nple		
Type of Transaction		2C-Government to Citizen; G2B-Government to usiness; G2G-Government to Government		
Who May Avail	Inte	ernal Clients of ISAT U, Leon Campus		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Cash Advance-		Budget Office, Administration Building, ISAT U, Leon Campus		
Disbursement Voucher a. Travel - Letter of Invitation of	f	Personnel Concerned/Office of the Campus Administrator		

	host/agency/organizati	
	on . <del>-</del> .	
	- Approved Travel	Personnel Concerned/Office of the Campus
	Order/Memorandum	Administrator
	<ul> <li>Approved Itinerary of</li> </ul>	Personnel Concerned/Office of the Campus
	Travel	Administrator
	b. Salaries and	HRMO/Administrative Officer
	Wages/Allowances/Be	
	nefits/Bonuses-	
	DTR/Payroll	
	c. Others	Personnel Concerned/Office of the Campus
	- Project Proposal	Administrator
2.	Reimbursement-	
	Disbursement Voucher	
	a. Travel	Developed Consequent (Office of the Conseque
	- Letter of Invitation of	Personnel Concerned/Office of the Campus
	host/agency/organizati	Administrator
	On Approved Travel	Paragnal Canagrand/Office of the Campus
	<ul> <li>Approved Travel</li> <li>Order/Memorandum</li> </ul>	Personnel Concerned/Office of the Campus  Administrator
	<ul> <li>Approved Itinerary of Travel</li> </ul>	Personnel Concerned/Office of the Campus Administrator
	- Receipts/Tickets/Board	Personnel Concerned
	ing Pass/Terminal Fee	T Greening Conserved
	- Certificate-	Personnel Concerned
	(Appearance/Participat	
	ion	
	/Completion/Attendanc	
	e)	
	- Certificate of Travel	Personnel Concerned/Office of the Campus
	Completed	Administrator
	<ul> <li>Re-Entry Plan/Travel</li> </ul>	Personnel Concerned
	Narrative Report	
3.	Other Reimbursement-	
	Disbursement Voucher	
	<ul> <li>Request for</li> </ul>	Personnel Concerned
	Reimbursement	
	- Receipt/s	Personnel Concerned
	<ul> <li>Summary of Expenses</li> </ul>	Personnel Concerned
	<ul> <li>Inspection and</li> </ul>	Personnel Concerned/Technical Working
	Acceptance Report	Group
4.	Other Disbursements-	
	Disbursement Voucher	

a. Salaries Wages and other	HRMO/Administrative Officer
Compensation-DTR;	
Certification	
b. Night Shift; Overtime;	HRMO/Administrative Officer
Part-time; Casual;	
Contractual; Job Hire	
- DTR; Appointments;	HRMO/Administrative Officer
	Thrivio/Administrative Officer
Authority to render	
Overtime & Night Shift	D
- Accomplishment	Personnel Concerned/Office of the Campus
Report	Administrator
c. Utilities-Bills	Designated Personnel
d. Faculty and Staff	Personnel Concerned
Development-Approved	
BOR Resolutions;	
Contract	
e. Taxes, Insurance,	Designated Personnel
Licenses-Receipts; Bills;	_
Certifications	
20. Procurement	
a. Attributes for the	
Review of Contract	
b. Purchase Order; Job	HOPE/Supply Officer
Order	
c. Proof of Posting of	BAC
invitation or request for	
submission of price	
quotation in the	
Philgeps website for	
more than 50T; no	
need for 50T and	
below, website for	
procuring entity (if	
available), and in any	
conspicuous places	
Additional Requirements for	
Small Value Procurement	
d. Letter Invitation to	BAC
submit Proposal;	
e. Price Quotation from at	BAC
least 3 invited	
suppliers	BAC
f. Abstract of submitted	

a.	price quot		BAC		
		nding Award			
	of Contrac	ct to Lowest			
	Calculated	d Responsive			
	(LCRB)				
h.		Registration	BAC		
	Number	av Datum	DAC		
i.	Income Ta		BAC BAC		
j.		for Payment /pes under	DAC		
	Alternative	•			
k.	APP/PPM		BAC		
I.	Purchase	Request;	End User		
	Job Requ	est			
m.	Original D	elivery	Administra	tive Officer(Supply	y Officer)
	Invoice				o = o
n.	Inspection		Personnel	Concerned/Suppl	y Officer/T W G
0	Approval	by the HOPE	BAC		
0.	or authoriz	•	D/ (O		
		ative on the			
	use of Alt	ternative			
	Method of	f			
	Procurem				
		nded by the			
	BAC	t of the	BAC		
p.	Statemen	e bidder that	DAC		
		acklisted or			
		om bidding			
	by the gov	_			
q.	Sworn Aff	idavit of the	BAC		
	Bidder tha				
		the Hope by			
	consangu	•			
	civil degre	to the 3rd			
		, <del>,</del>			
CLIENT	STEPS	AGENCY	FEES TO	PROCESSING	PERSON
		ACTION	BE PAID	TIME	RESPONSIBLE
			1	<u> </u>	

Log in the logbook	Give Incoming Log Book to the Client	None	1 min.	Person In- Charge
2. Submit Disburseme nt Voucher with supporting documents.	Accept the Disburseme nt Voucher and supporting documents	None	1 min.	Designate Budget Officer
	Check and evaluate the completene ss of the documents and sign in appropriate boxes	None	5 mins.	Designate Budget Officer
	Forward documents to the Campus Administrato r for approval	None	1 min.	Designate Budget Officer/Campus Administrator
	Retrieve the approved documents	None	5 mins.	Designate Budget Officer/Campus Administrator
	Record and Assigns Obligation Number, fills up the Obligation Request and Status	None	1 min.	Designate Budget Officer/Campus Administrator
	Forward the Approved Disburseme	None	1 min.	Accountant

nt Voucher and supporting documents to the Accounting Office			
Accept the documents by the accounting Office	None	1 min.	Accountant
Check on the completene ss and accuracy of pertinent documents	None	10 mins.	Accountant
Journalize accounting entry for disburseme nt	None	5 mins.	Accountant
Assign and Fill Up Disburseme nt Voucher Number, JEV Number , Date and sign appropriate boxes	None	1 min.	Accountant
Log Details in the Logbook then forward to the	None	1 min.	Accountant/Cas hier

Cashier			
TOTAL	None	30 mins.	

## Finance Office Leon Campus

#### **Internal Services**

#### 20. Printing of Employees Identification Card

Provide identification Cards of Employees

Office or Division	N	Management Information System			
Classification	S	Simple			
Type of Transaction	on G	32G-Governm	ent to Governmer	nt	
Who May Avail	E	mployees of I	SAT U, Leon Can	npus	
CHECKLIS REQUIREN	_		WHERE TO SECURE		
1. ID Card Req	-	_	ent Information Sy		
2. Official Rece	ipt	Computer	Computer Room, ISAT U, Leon Campus		
CLIENT STEPS	AGENCY		PROCESSING	PERSON	
	ACTION	BE PAID	TIME	RESPONSIBLE	
1. Sign in the client's log book	Give the logbook and ID Card request slip to the client		2 mins.	MIS Staff	
2. Pay required fee at the cashier	Accept payment and issue official reciept	Php. 50.00	5 mins.	Cashier	
3. Client fills	Accepts the	)	30 mins.	MIS Staff	

up the ID Card's Request Slip and submit the OR	filled up request slip  Take picture  Encode the data  Lay out the ID	None		
4. Client verify the encoded data	Let the client check the encoded data for correctness  Print Identificatio n Card  Laminate the Identificatio n Card	None	30 mins.	MIS Staff
5. Sign in the log book for releasing of ID Card	Release the Identification Card	None	2 mins.	MIS Staff
	TOTAL	None	1 hour and 9 mins.	

#### Feedback and Complaints Mechanisms

FEEDBACK AND COMPLAINTS MECHANISMS				
How to send a feedback	Pls. call 3207190 loc 104 or 102			
How feedback is processed				
How to file a complaint	You may write your complaint/s in a piece of paper and drop it in our complaints box or			

	you may send it directly to the office of the vice president for administration and finance or to the University President.	
How complaints are processed	Your complaints are processed with utmost confidentiality	
Contact Information	(033) 320-71-90 loc 104 or 102	

#### List of Offices

Office	Address	Contact Information