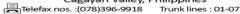


Republic of the Philippines

Canayan State Hinthersity
Sanchez Mira. Earnpus
Manila North Road, Centro 2, Sanchez Mira 3518
Cagayan Valley, Philippines







STUDENT SERVICES

SPECIAL PROGRAM FOR THE EMPLOYMENT OF STUDENTS (SPES) OR R.A. 9547

Schedule of Availability of Service: 8:00 am - 5:00 pm (Monday - Friday)

Clients/Customers: Students

Requirement/s:

Duly accomplished DOLE from no. RO-013 or DOLE Application Forms; Certificate

of Enrolment/ Indigence/Employment (DOLE Pro Forma Forms); Photocopy of

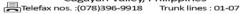
Enrolment Forms; Photocopy of School ID; Birth Certificate; Latest Certification of

Grades; 1x1picture; Payment of **GSIS** Insurance

2-3 weeks **Processing Time:**

STEPS	CLIENT/APPLICANT	TYPES OF FRONTLINE SERVICE	DURATION OF ACTIVITY	FEES	PERSON RESPONSIBLE	FORMS
1	Monitors the announcement from the Department of Labor and Employment-Special Program for Employment of Students.		30 minutes	None	Florentina G. Reyes	None
2	Signs in the Clients/Visitor's Logbook; Applies at the OSSW; Fillout application for student assistantship	Distributes application form for student assistantship; Conducts preliminary interviews; Endorse to the OSSW Campus Coordinator	15 – 20 minutes	None	Florentina G. Reyes	Logbook
3	Seeks recommendation of OSSW Campus Coordinator	*	15 – 20 minutes	None	Florentina G. Reyes	None









STUDENT SERVICES

SPECIAL PROGRAM FOR THE EMPLOYMENT OF STUDENTS (SPES) OR R.A. 9547

Schedule of Availability of Service: 8:00 am – 5:00 pm (Monday - Friday)

Clients/Customers: Students

Requirement/s:

Duly accomplished DOLE from no. RO-013 or DOLE Application Forms; Certificate

of Enrolment/ Indigence/Employment (DOLE Pro Forma Forms); Photocopy of

Enrolment Forms; Photocopy of School ID; Birth Certificate; Latest Certification of

Payment Grades; 1x1ID picture; of **GSIS** Insurance Fee

Processing Time: 2-3 weeks

STEPS	CLIENT/APPLICANT	TYPES OF FRONTLINE SERVICE	DURATION OF ACTIVITY	FEES	PERSON RESPONSIBLE	FORMS
4	Accomplishes DOLE forms; Secures documents requirements	Distributes DOLE Forms to qualified student applicants and list of other requirements; Sets deadline of submission	15–20 minutes	Certification of grades (P30) GSIS Insurance Fee (p5.50 photocopy of the other required documents; P1.00/page; ID picture P60.00)	Florentina G. Reyes	DOLE Form No. R.O 13/ SPES Application Form, Pro Forma Certificate of Enrolment, Indigence and Employment



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STUDENT SERVICES

SPECIAL PROGRAM FOR THE EMPLOYMENT OF STUDENTS (SPES) OR R.A. 9547

Schedule of Availability of Service: 8:00 am - 5:00 pm (Monday - Friday)

Clients/Customers: Students

Requirement/s:

Duly accomplished DOLE from no. RO-013 or DOLE Application Forms; Certificate

of Enrolment/ Indigence/Employment (DOLE Pro Forma Forms); Photocopy of

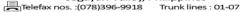
Enrolment Forms; Photocopy of School ID; Birth Certificate; Latest Certification of

Grades; 1x1ID picture; Payment of **GSIS** Insurance Fee

Processing Time: 2-3 weeks

STEPS	CLIENT/APPLICANT	TYPES OF FRONTLINE SERVICE	DURATION OF ACTIVITY	FEES	PERSON RESPONSIBLE	FORMS
5	Submits duty accomplished forms and other documentary requirements	Receives forms and documentary requirements of the applicants; Checks completeness/correctness of forms and documents submitted; Endorses to the OSSW Campus Coordinator	15 – 20 minutes	None	Florentina G. Reyes	None
6	Seeks recommendation of the OSSW Campus Coordinator	Evaluates application of students and recommends to the CEO those who qualified to be recipients of the DOLE-SPES Program through the Director ARA	20 – 30 minutes	None	Florentina G. Reyes	None
7	Waits for the release of Special Order	Prepares Special Order; Recommends approval of the Special Order from the CEO	3 – 5 minutes 1 - 3 minutes	None	Florentina G. Reyes	None
8	Waits for the release of Special Order	Approves/ Signs Special Order	1 – 2 days	None	Florentina G. Reyes	None









STUDENT SERVICES

SPECIAL PROGRAM FOR THE EMPLOYMENT OF STUDENTS (SPES) OR R.A. 9547

Schedule of Availability of Service: 8:00 am - 5:00 pm (Monday - Friday)

Clients/Customers: Students

Duly accomplished DOLE from no. RO-013 or DOLE Application Forms; Certificate

of Enrolment/ Indigence/Employment (DOLE Pro Forma Forms); Photocopy of Requirement/s:

Enrolment Forms; Photocopy of School ID; Birth Certificate; Latest Certification of

Grades; 1x1 ID picture; Payment of GSIS Insurance

Processing Time: 2-3 weeks

STEPS	CLIENT/APPLICANT	TYPES OF FRONTLINE SERVICE	DURATION OF ACTIVITY	FEES	PERSON RESPONSIBLE	FORMS
9	Receives of Special Order	Gives copies of Special Order to concerned Offices and to students qualified as SPES recipient for information; Prepares Placement Form/ Pledge of Commitment / GSIS Insurance Form; The OSSW Campus Coordinator certifies the correctness of DOLE Forms or Report to be submitted to DOLE; Forwards the form / reports to Finance for her signature as to availability of funds for the program; Forwards the form/ reports to the CEO for his approval; Approves DOLE submits duly LE Reports; Submits duly accomplished DOLE Forms to DOLE Regional Office II	1 day 1 day 20 minutes 5-15 minutes 5-15 minutes 1-2 days	None	Florentina G. Reyes	Logbook



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STUDENT SERVICES

SPECIAL PROGRAM FOR THE EMPLOYMENT OF STUDENTS (SPES) OR R.A. 9547

Schedule of Availability of Service: 8:00 am – 5:00 pm (Monday - Friday)

Clients/Customers: Students

Requirement/s:

Duly accomplished DOLE from no. RO-013 or DOLE Application Forms; Certificate of Enrolment/ Indigence/Employment (DOLE Pro Forma Forms); Photocopy of

Enrolment Forms; Photocopy of School ID; Birth Certificate; Latest Certification of

Grades; 1x1ID picture; Payment of **GSIS** Insurance

2-3 weeks **Processing Time:**

STEPS	CLIENT/APPLICANT	TYPES OF FRONTLINE SERVICE	DURATION OF ACTIVITY	FEES	PERSON RESPONSIBLE	FORMS
10	Submits DTR and accomplishment report to the OSSW every end of the end of month; Follows-up status of salary (for CSU 70% counterpart and DOLE 40%)	Receives DTR; Checks correctness of DTR; Prepares the general payroll; The OSSW Campus Coordinator certifies the correctness of the payroll; Forwards the payroll to the finance Office for processing	5 – 15 minutes	None	Florentina G. Reyes	None
11	Follows up status of salary for the DOLE counterpart of 40%	After the contract which usually ends every semester, prepares the Termination Report; Certifies correctness of the Termination Report; Forwards thereport to the CEO for his signature; Submits report to the DOLE Regional Office II for processing of the SES Guarantees salary (40% counterpart)	30 minutes 5 – 10 minute 15 – 20 minutes 1 day 15 – 20 minutes	None	Florentina G. Reyes Prof. Froilan A. Pacris, Jr.	None



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STUDENT SERVICES

RECOMMENDATION OF PROMISSORY NOTE

Schedule of Availability of Service: 8:00 am – 5:00 pm (Monday - Friday)

Clients/Customers: Students/ Parents

Requirement/s: Duly accomplished Promissory Note Form

Processing Time: 10-20 minutes

STEPS	CLIENT/APPLICANT	TYPES OF FRONTLINE SERVICE	DURATION OF ACTIVITY	FEES	PERSON RESPONSIBLE	FORMS
1	Signs in the client/'s/ visitor's logbook; Accomplishes Promissory Note Form	Issues Promissory Note Form; Conducts	5 – 10 minutes	None	Florentina G. Reyes	Logbook
2	Seeks for the recommendation of OSSW Campus Coordinator	Conducts interviews/ counselling; Recommends promissory note	5 – 10 minutes	None	Florentina G. Reyes	None







STUDENT SERVICES

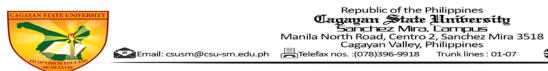
ACCREDITATION RE-ACCREDITATION OF ORGANIZATION

Schedule of Availability of Service: August or as scheduled Clients/Customers: Students/ Organization

Complete submission of documentary requirements (see IPP of Student Requirement/s:

1-2 weeks Manual) Processing Time:

STEPS	CLIENT/APPLICANT	TYPES OF FRONTLINE SERVICE	DURATION OF ACTIVITY	FEES	PERSON RESPONSIBLE	FORMS
1	Student Organizations monitor the start of accreditation/reaccreditation	Post schedule of accreditation.re- accreditation of student organizations	30 minutes	None	Florentina G. Reyes	None
2	Signs in the Client/Visitor's Logbook; Applies for accreditation/reaccreditation; Submits documentary requirements	Receives the documentary requirements; Checks completeness/ correctness of documents submitted; Endorses to the OSSW Director the applications for accreditation/re-accreditation	15 – 20 minutes	None	Florentina G. Reyes	None
3	Seeks recommendation and approval of application		10-20 minutes 3-5 days 1-2 days	None	Florentina G. Reyes	None
4	Receives Certificate of Accreditation/re- accreditation	Gives the certificate of Accreditation to concerned Student Organization officers	½ day to 1 day	None	Florentina G. Reyes	None
		End o	f Procedure			







STUDENT SERVICES

SIGNING OF STUDENT CLEARANCE

Schedule of Availability of Service: Monday to Friday (8:00am-5:00pm)

Clients/Customers: Graduates, shifters and transferring students

Requirement/s: Duly accomplished Student Clearance Form; University ID

Processing Time: 20 minutes

STEPS	CLIENT/APPLICANT	TYPES OF FRONTLINE SERVICE	DURATION OF ACTIVITY	FEES	PERSON RESPONSIBLE	FORMS
1	Signs in the Client's/ visitor's Logbook; Presents duly accomplished Student Clearance Form and surrenders University ID	Receives Student Clearance Form;	10 – 15 minutes	None	Florentina G. Reyes	Student Clearance Form
2	Seeks for the recommendation of OSSW Campus Coordinator	Conducts interviews/ counselling; Recommends promissory note	5 – 10 minutes	None	Florentina G. Reyes	None







STUDENT SERVICES

SIGNING OF STUDENT CLEARANCE

Schedule of Availability of Service: Monday to Friday (8:00am-5:00pm)

Clients/Customers: Graduates, shifters and transferring students

Duly accomplished Student Clearance Form; University ID Requirement/s:

Processing Time: 20 minutes

STEPS	CLIENT/APPLICANT	TYPES OF FRONTLINE SERVICE	DURATION OF ACTIVITY	FEES	PERSON RESPONSIBLE	FORMS
1	Signs in the Client's/ visitor's Logbook; Presents duly accomplished Student Clearance Form and surrenders University ID	Receives Student Clearance Form; Conducts short interview; Recommends to the OSSW Campus Coordinator for signature	10 – 15 minutes	None	Florentina G. Reyes	Student Clearance Form
2	Seeks for the recommendation of OSSW Campus Coordinator	Conducts short interview and signs the clearance	5 – 10 minutes	None	Florentina G. Reyes	None



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STUDENT SERVICES

CLAIMS UNDER THE CSU STUDENT MUTUAL AID FUND PROGRAM

Schedule of Availability of Service: Mondays to Fridays (8:00am-5:00pm)

Clients/Customers: Students/Parents

Any bonafide student of the University

Accidental Death Benefit Claim, Natural Death Benefit Claim, Permanent Disability Benefits Claim

Dismemberment Benefit Claim, Medical Assistance (School Related Activities)

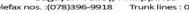
Medical Assistance (School Related Activities)

Processing Time: 4 days and 5 minutes

STEPS	CLIENT/APPLICANT	TYPES OF FRONTLINE SERVICE	DURATION OF ACTIVITY	FEES	PERSON RESPONSIBLE	FORMS
1	Signs in the Client's/ visitor's Logbook; Submits documentary requirements to support claim		3-5 minutes	None	Florentina G. Reyes	Student Manual Aid Fund Application Form
2	Waits for the processing of the service	Evaluates correctness of Claim; Recommends for the release of benefit claim	1 day	None	Florentina G. Reyes	None
3	Waits for the processing of the service	Prepares the voucher for the payment of benefit claim; Forwards the voucher to the Finance Office for processing	2-3 days	None	Finance Department Andrews Campus	None



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STUDENT SERVICES

APPROVAL FOR THE CONDUCT OF STUDENT ACTIVITIES

B. University Wide Level 1 week before the activity

Schedule of Availability of Service: Monday to Friday (8:00 am - 5:00 pm)

Clients/Customers: **Students Organization**

Letter-request; Activity Proposal/plan; Budget plan if it entails expenses Requirement/s:

Processing Time: 1 - 2 days

STEPS	CLIENT/APPLICANT	TYPES OF FRONTLINE SERVICE	DURATION OF ACTIVITY	FEES	PERSON RESPONSIBLE	FORMS
1	Signs in the Client's/ visitor's Logbook; Present letter-request	Reviews the request for previous details (properly signed by organization officers, noted by the adviser, Activity plan/project proposal)	1-3 minutes	None	Florentina G. Reyes	None
2	Seeks recommendation of the OSSW Campus Coordinator	Evaluates the request; Conducts short interview; Recommends to the CEO	5-10 minutes	None	Florentina G. Reyes	None
3	Seeks approval of the CEO	Approves the conduct of the activity	1 - day	None	Prof. Froilan A. Pacris, Jr.	None



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STUDENT SERVICES

APPROVAL FOR THE CONDUCT OF STUDENT ACTIVITIES

A. University Wide Level

1 week before the activity Schedule of Availability of Service:

Monday to Friday (8:00 am - 5:00 pm)Clients/Customers: **Students Organization**

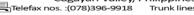
Letter-request; Activity Proposal/plan; Budget plan if it entails expenses Requirement/s:

Processing Time: 1 day and 13 minutes

STEPS	CLIENT/APPLICANT	TYPES OF FRONTLINE SERVICE	DURATION OF ACTIVITY	FEES	PERSON RESPONSIBLE	FORMS
1	Signs in the Client's/visitor's Logbook; Present letter-request		1-3 minutes	None	Florentina G. Reyes	Logbook
2	Seeks recommendation of the OSSW Campus Coordinator	Evaluates the request; Conducts short interview; Recommends to the CEO	5-10 minutes	None	Florentina G. Reyes	None
3	Seeks approval of the CEO	Approves the conduct of the activity	1 - day	None	Prof. Froilan A. Pacris, Jr.	None



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STUDENT SERVICES

APPROVAL OF POSTING AND INFORMATION DRIVE

Schedule of Availability of Service: Monday to Friday (8:00 am - 5:00 pm)

Clients/Customers: Students/Student Organization/Student Government/Private and Government Agencies

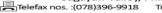
Requirement/s: Approved Letter-Request

20 minutes **Processing Time:**

STEPS	CLIENT/APPLICANT	TYPES OF FRONTLINE SERVICE	DURATION OF ACTIVITY	FEES	PERSON RESPONSIBLE	FORMS
1	Signs in the Client's/visitor's Logbook; Present letter-request	*	5 - 10 minutes	None	Florentina G. Reyes	Logbook
2	Seeks recommendation of the OSSW Campus Coordinator	Conducts short interview for verification/clarification; Approves the letter request	5 - 10 minutes	None	Florentina G. Reyes	None



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STUDENT SERVICES

PROCESSING OF SCHOLARSHIP APPLICATION – UNIVERSITY-BASED SCHOLARSHIP

Schedule of Availability of Service: Monday to Friday (8:00 am - 5:00 pm)

Clients/Customers: **Scholars**

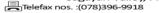
Requirement/s: Duly accomplished Scholarship Data Form; Photocopy of Enrolment/Assessment Form; Latest

Processing Time: 1 day and 26 minutes

STEPS	CLIENT/APPLICANT	TYPES OF FRONTLINE SERVICE	DURATION OF ACTIVITY	FEES	PERSON RESPONSIBLE	FORMS
1	Signs in the Client's/ visitor's Logbook; Apply for scholarship	Determines the scholarship being applied; Issues the Scholarship Application Form to the applicant; Advices the applicant for the documentary requirements	1- minute	None	Florentina G. Reyes	Scholarship Form
2	Fills out he Scholarship Form; Submits the duly accomplished Scholarship Application form together with the documentary requirements	Pagaines the documentary requirements	15 minutes	None	Florentina G. Reyes	Scholarship Form
3	Seeks approval of the OSSW Campus Coordinator	Evaluates scholarship application; Approves scholarship application	10 - minutes	None	Florentina G. Reyes	Scholarship Form
4	Presents the original copy of Enrolment Form	Stamps the original Enrolment Form with the approved scholarship grant; Posts scholarship in the Student Information and Accounting System (SIAS)	1 day (due to non-connection of OSSW to SIAS)		Florentina G. Reyes	Scholarship Form



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STUDENT SERVICES

STUDENTS DISCIPLINE AND INVESTIGATION OF STUDENT CASES

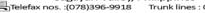
Students involved are from the same college

Schedule of Availability of Service: Monday to Friday (8:00 am - 5:00 pm)Clients/Customers: Students/Parents/Faculty members Requirement/s: Written letter-complaint/protest

Processing Time: 10 minutes

STEPS	CLIENT/APPLICANT	TYPES OF FRONTLINE SERVICE	DURATION OF ACTIVITY	FEES	PERSON RESPONSIBLE	FORMS
1	Signs in the Client's/visitor's Logbook; Present letter complaint/protest		3 - 5 minutes	None	Florentina G. Reyes	None
2	Seeks for the signature of OSSW Campus Coordinator	Signs certification	3 - 5 minutes	None	Florentina G. Reyes	None









STUDENT SERVICES

STUDENT DISCIPLINE AND INVESTIGATION OF STUDENT CASES

Schedule of Availability of Service: Monday to Friday (8:00 am - 5:00 pm)Clients/Customers: Students / Parents / Faculty Members

Requirement/s: Written Letter-Complaints Processing Time: 18 ½ days and 9 minutes

STEPS	CLIENT/APPLICANT	TYPES OF FRONTLINE SERVICE	DURATION OF ACTIVITY	FEES	PERSON RESPONSIBLE	FORMS
1	Signs in the Client's/ visitor's Logbook; Present complaint letter	Receives letter complaint	2- 3 minutes	None	Florentina G. Reyes	None
2	Waits for the processing of the service	Creates student Tribunal	1 day	None	Prof. Froilan A. Pacris, Jr Florentina G. Reyes	None
3	Waits for the processing of the service	Conducts Preliminary Inquiry upon receipt of complaint/ report	½ day	None	Student Tribunal Members	None
4	Receives formal charge	Issues formal charge	½ day	None	Student Tribunal Members	None
5	Submits formal written answer	Receives formal written answer	2 – 3 minutes	None	Student Tribunal Members	None
6	Receives notice of hearing	Notifies respondents for date/s of hearing	½ day	None	Student Tribunal Members	None



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STUDENT SERVICES

STUDENT PUBLICATION EDITORIAL BOARD SCREENING

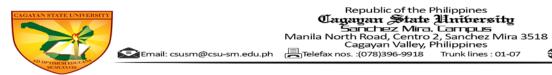
Schedule of Availability of Service: July/August or as scheduled - Monday to Friday (8:00 am - 5:00 pm)

Clients/Customers: Students

Requirement/s: Qualifications needed

Processing Time: 1-2 weeks

STEPS	CLIENT/APPLICANT	TYPES OF FRONTLINE SERVICE	DURATION OF ACTIVITY	FEES	PERSON RESPONSIBLE	FORMS
1	Student who desire to be part of the CSU Publication Editorial Board monitors for the start of the search for editorial board staff of the student publication	to the different college deans requiring	10 - 20 minutes	None	Florentina G. Reyes Verlino Baddu Janelyn I. Agbayani	Student Clearance Form
2	Accomplishes application form for the screening; Undergoes screening	Creates Selection Board; Distributes Application Form for the screening; Conducts screening; Committee Interviews applicants/ checks written exams	1 day 1 – 2 days	None	Florentina G. Reyes Verlino Baddu Janelyn I. Agbayani	Staff Application Form
3	Waits for the processing of the service	Prepares payroll of honorarium of the Selection Board; Certifies correctness of the payroll; Forwards it to the Finance Office for Processing	10 - 20 minutes 3 - 5 minutes 5 - 10 minutes	None	Florentina G. Reyes Verlino Baddu Janelyn I. Agbayani	Payroll







STUDENT SERVICES

STUDENT PUBLICATION EDITORIAL BOARD SCREENING

Schedule of Availability of Service: July/August or as scheduled - Monday to Friday (8:00 am - 5:00 pm)

Clients/Customers: Students

Qualifications needed Requirement/s:

Processing Time: 1-2 weeks

STEPS	CLIENT/APPLICANT	TYPES OF FRONTLINE SERVICE	DURATION OF ACTIVITY	FEES	PERSON RESPONSIBLE	FORMS
4	Waits for the processing of the service	Prepares Special Order for the qualified Editorial Board Staff Recommends approval of the Special Order	5 - 10 minutes 3 – 5 minutes	None	Florentina G. Reyes Janelyn I. Agbayani	None
5	Waits for the processing of the service	Approves Special Order re-composition of the Editorial Board	1 day	None	Prof. Froilan A. Pacris, Jr.	None
6	Waits for the processing of the service	Distributes copy of Special Order to qualified Editorial Board Staff	Half day	None	Florentina G. Reyes	None







STUDENT SERVICES

STUDENT PUBLICATION EDITORIAL BOARD SCREENING

Schedule of Availability of Service: July/August or as scheduled - Monday to Friday (8:00 am - 5:00 pm)

Clients/Customers: Students

Requirement/s: Qualifications needed

Processing Time: 1-2 weeks

STEPS	CLIENT/APPLICANT	TYPES OF FRONTLINE SERVICE	DURATION OF ACTIVITY	FEES	PERSON RESPONSIBLE	FORMS
7	Qualified Editorial Board Staff recommends adviser to the Campus Coordinator		1 day 5 minutes 1 minute 1 day	None	Florentina G. Reyes	None
8	Waits for the processing of the service	Prepares Special Order of the Adviser; Recommends Approval of the Special Order; Approves Special Order	5 - 10 minutes $3 - 5$ minutes $1 - 2$ days	None	Prof. Froilan A. Pacris, Jr	None
9	Editorial Board Staff and the concerned adviser receive copy of the Special Order as Adviser of the Student Publication		Half day	None	Florentina G. Reyes	None



Republic of the Philippines Ungayan State University Sanchez Mira. Campus Manila North Road, Centro 2, Sanchez Mira 3518 Cagayan Valley, Philippines Trunk lines: 01-07







STUDENT SERVICES

GOVERNMENT/PRIVATE SCHOLARSHIP

Schedule of Availability of Service: Monday to Friday (8:00 am - 5:00 pm)

Clients/Customers: **Scholars**

Duly accomplished Scholars Data Form; Photocopy of Enrolment/ Assessment Form

Latest Certification of Grades; Notice of Awards/Certification from the Scholarship provider/ Requirement/s:

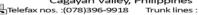
Inclusion in the list of Scholars provided by the scholarship provider

Processing Time: 1 hour and 26 minutes

STEPS	CLIENT/APPLICANT	TYPES OF FRONTLINE SERVICE	DURATION OF ACTIVITY	FEES	PERSON RESPONSIBLE	FORMS
1	Logbook; Presents Notice of Award/ Certification from	Scholars provided by the scholarship provider; Gives the applicant the	5 - 10 minutes	None	Florentina G. Reyes	Scholarship Form
2	Fills out the scholarship form; Submits the duly accomplished scholarship application form together with the documentary requirements	Receives the documentary requirements; Reviews documents submitted	15 - minutes	None	Florentina G. Reyes	None



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STUDENT SERVICES

GOVERNMENT/PRIVATE SCHOLARSHIP

Schedule of Availability of Service: Monday to Friday (8:00 am - 5:00 pm)

Clients/Customers: **Scholars**

Duly accomplished Scholars Data Form; Photocopy of Enrolment/ Assessment Form

Latest Certification of Grades; Notice of Awards/Certification from the Scholarship provider/ Requirement/s:

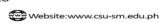
Inclusion in the list of Scholars provided by the scholarship provider

1 hour and 26 minutes **Processing Time:**

STEPS	CLIENT/APPLICANT	TYPES OF FRONTLINE SERVICE	DURATION OF ACTIVITY	FEES	PERSON RESPONSIBLE	FORMS
3	Presents the original copy of Enrolment Form	Stamps the original Enrolment Form with the scholarship grant	1 - minute	None	Florentina G. Reyes	None
4	Waits for the processing of the service	Prepares the general payroll (when all of the scholars already submitted all essential requirements required by the OSSW); Certifies the correctness of the payroll; Forwards the payroll at the Finance Office for processing and releases the stipend or financial assistance	1 - hour	None	Florentina G. Reyes	None









STUDENT SERVICES

ISSUANCE OF CERTIFICATIONS ON SCHOLARSHIPS; CERTIFICATION AS STUDENT ORGANIZATION **ADVISER/ OFFICERS**

Schedule of Availability of Service: Monday to Friday (8:00 am - 5:00 pm)Clients/Customers: Student/ Parents/ Faculty Members Requirement/s: For Student CSU Official Receipt

Processing Time: 15 minutes

STEPS	CLIENT/APPLICANT	TYPES OF FRONTLINE SERVICE	DURATION OF ACTIVITY	FEES	PERSON RESPONSIBLE	FORMS
1	Signs in the Client's/ Visitors Logbook	Checks records; Prepares certification; Endorse to the OSSW Campus Coordinator for signature	5 – 10 minutes	None	Florentina G. Reyes	None
2	Seeks for the signature of OSSW Campus Coordinator	Signs Certification	3 – 5 minutes	None	Florentina G. Reyes	None