



# CITIZENS CHARTER

## ❖ PROFILE

We provide student services that will hone students to be leaders by assisting them in their curricular, co-curricular and extra-curricular activities

## ❖ LOCATION

2<sup>nd</sup> Floor, Student Services Center Building, Andrews Campus, Caritan, Tuguegarao City Cagayan

## ❖ AVAILABILITY OF SERVICE

8:00 AM – 5:00 PM (Mondays-Fridays)

## ❖ CLIENTS

Students, Student leaders, Scholars, Student Organizations Officers, Student Government Officers, Private and Public Institutions/Agencies

## VISION

Transforming lives by educating for the best.

## MISSION

Cagayan State University is committed to transform the lives of people and communities through high quality instruction and innovative research development, production and extension.

## CORE VALUES

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## SERVICES OFFERED BY THE OFFICE OF STUDENT DEVELOPMENT AND WELFARE

1. PROCESSING OF SCHOLARSHIP & FINANCIAL ASSISTANCE APPLICATIONS
2. APPLICATION FOR STUDENT ASSISTANT
3. ACCREDITATION/RE-ACCREDITATION OF STUDENT ORGANIZATION
4. SPECIAL PROGRAM FOR THE EMPLOYMENT OF STUDENTS (SPES) OR R.A.9547
5. APPROVAL OF CONDUCT OF STUDENT ACTIVITIES
6. APPROVAL FOR POSTING OF INFORMATION DRIVES
7. SIGNING OF STUDENT CLEARANCE
8. STUDENT PUBLICATION EDITORIAL BOARD SCREENING
9. RECOMMENDATION OF PROMISSORY NOTE
10. ISSUANCE OF CERTIFICATIONS ON SCHOLARSHIPS/ CERTIFICATION AS STUDENT
11. APPLICATION FOR STUDENT MUTUAL AID FUND PROGRAM
12. STUDENT DISCIPLINE AND INVESTIGATION OF STUDENT CASES
13. INFORMATION AND DISSEMINATION IN THE SEARCH FOR MOST OUTSTANDING STUDENT
14. PREPARATION OF GENERAL GUIDELINES AND CRITERIA FOR MOST OUTSTANDING STUDENT LEADER/JOURNALIST/ ORGANIZATION
15. APPLICATION & EVALUATION IN THE SEARCH FOR MOST OUTSTANDING STUDENT LEADER/JOURNALIST/ORGANIZATION
16. AWARDDING FOR THE MOST OUTSTANDING STUDENT LEADER/JOURNALIST/ORGANIZATION
17. APPROVAL OF STUDENT FUND RAISING ACTIVITIES
18. IMPLEMENTATION OF PROPER WEARING OF SCHOOL UNIFORM AND SCHOOL ID

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**1. PROCESSING OF SCHOLARSHIP & FINANCIAL ASSISTANCE APPLICATIONS**

**1.1. UNIVERSITY-BASED SCHOLARSHIP**

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

**Clients/Customers:** Students

**Processing Time:** 1hour

**Requirements:**

*Eligibility:*

1. Carry the regular load in accordance with the curriculum
2. Take all non-academic courses such as Physical Education and National Services
3. Have no grade of "INC" (Incomplete) or "5"
4. Have not dropped a subject except in cases of illness or conflict of subjects

*Documentary requirements:*

1. Duly accomplished Scholar Data Form
2. Photocopy of Enrolment/Assessment Form
3. Latest Certification of Grades
4. Photocopy of School I.D.

STEP	CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON/S IN CHARGE	FEES	FORM
1	<ul style="list-style-type: none"> <li>• Sign in the Client/Visitor's Logbook</li> <li>• Apply for scholarship</li> </ul>	<ul style="list-style-type: none"> <li>• Determines the scholarship being applied</li> <li>• Gives the applicant the Scholarship Profile Form</li> <li>• Advises the applicant for the documentary requirements</li> </ul>	1 minute	Rrajamin Vincent C. Aspiras Shernan P. Mabborang	None	Scholarship form
2	<ul style="list-style-type: none"> <li>• Fill out the Scholarship Profile form</li> <li>• Submit the duly accomplished Scholarship Profile form together with the documentary requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Receives the documentary requirements</li> <li>• Checks completeness/correctness documents submitted.</li> </ul>	15 minutes	Shernan P. Mabborang	None	
3	<ul style="list-style-type: none"> <li>• Seek approval of the OSDW Director</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluates scholarship application</li> <li>• Approves scholarship application</li> </ul>	10 minutes	Shernan P. Mabborang Dr. Loraine S. Tattao	None	
4	<ul style="list-style-type: none"> <li>• Present the original copy of Enrolment Form</li> </ul>	<ul style="list-style-type: none"> <li>• Stamps the original Enrolment Form with the approved scholarship grant</li> <li>• Posts scholarship in the Student Information and Accounting System (SIAS)</li> </ul>	3-5 minutes	Shernan P. Mabborang	None	
<b>END OF TRANSACTION</b>						

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## 1.2. GOVERNMENT & PRIVATE SCHOLARSHIP

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

**Clients/Customers:** Students

**Processing Time:** 1 hour

**Requirements:**

*Eligibility:*

1. Carry the regular load in accordance with the curriculum
2. Take all non-academic courses such as Physical Education and National Services Training
3. Have no grade of "Inc" or "5"
4. Have not dropped a subject except in cases of illness or conflict of subjects

*Documentary requirements:*

1. Duly accomplished Scholar Data Form
2. Photocopy of Enrolment/Assessment Form
3. Latest Certification of Grades
4. Notice of Award/Certification from the Scholarship provider/Inclusion in the List of Scholars provided by

STEP	CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON/S IN CHARGE	FEES	FORM
1	<ul style="list-style-type: none"> <li>• Sign in the Client/Visitor's Logbook</li> <li>• Present Notice of Award/Certification from the scholarship provider/Inclusion in the List of Scholars provided by the scholarship provider</li> </ul>	<ul style="list-style-type: none"> <li>• Checks Notice of Award/Certification from the scholarship provider presented or verify name if included in the List of Scholars provided by the scholarship provider</li> <li>• Gives the applicant the Profile for Scholarship form</li> <li>• Advises the applicant for the documentary requirements</li> </ul>	5-10 minutes	Rrajamin Vincent C. Aspiras  Eunice Joy T. Lugue  Richelle Grace S. Umipig  Jolyne-Anne M. de Guzman	None	Scholarship Form
2	<ul style="list-style-type: none"> <li>• Fill out the Profile for Scholarship form</li> <li>• Submit the duly accomplished Profile for Scholarship form together with the documentary requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Receives the documentary requirements</li> <li>• Reviews documents submitted.</li> </ul>	5 minutes	Student	None	

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3	<ul style="list-style-type: none"> <li>Present the Photo copy of Enrolment Form</li> </ul>	<ul style="list-style-type: none"> <li>Stamps the original or photocopy of Enrolment Form with the scholarship grant</li> </ul>	1 minutes	Eunice Joy T. Lague Richelle Grace S. Umipig Jolyne-Anne M. de Guzman	None	
4		<ul style="list-style-type: none"> <li>Prepares the general payroll</li> <li>Inform the recipients to submit the requirements</li> <li>Certifies the correctness of the payroll</li> <li>Forward the payroll at the Finance Office for processing and release of stipend or financial assistance</li> </ul>	1 hour	Eunice Joy T. Lague Richelle Grace S. Umipig Jolyne-Anne M. de Guzman Dr. Loraine S. Tattao	None	

**END OF TRANSACTION**



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**2. APPLICATION FOR STUDENT ASSISTANT**

**STUDENT ASSISTANTSHIP**

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

**Clients/Customers:** Students

**Processing Time:** 2 weeks

**Requirements:**

Eligibility

1. Any bonafide student of the University who at least stayed in the University for one whole school year
2. The student's class schedule should allow him/her free time to render service

Documentary requirements:

1. Duly accomplished Student Assistantship Application Form
2. Photocopy of Enrolment Form & Class schedule

STEP	CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON/S IN CHARGE	FEES	FORM
1	<ul style="list-style-type: none"> <li>• Sign in the Client/Visitor's Logbook</li> <li>• Apply for Student Assistants ship</li> </ul>	<ul style="list-style-type: none"> <li>• Gives the student application form for student assistantship</li> <li>• Advises the student of the documentary requirements</li> </ul>	1-5 minutes	Rrajamin Vincent C. Aspiras	None	Student Assistantship Form
2	<ul style="list-style-type: none"> <li>• Fill out the Student Assistantship Application form</li> <li>• Submit the duly accomplished application form together with the documentary requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Receives the documentary requirements</li> <li>• Reviews documents submitted</li> <li>• Screen and conduct preliminary interview of the applicant/s and endorses to the OSDW Director</li> </ul>	10-15 minutes	Student/s	None	
3	<ul style="list-style-type: none"> <li>• Seek recommendation from the OSDW Director</li> </ul>	<ul style="list-style-type: none"> <li>• Conducts final interview</li> <li>• Prepare the final list for Student Assistants</li> </ul>	10-20 minutes 1 day	Rrajamin Vincent C. Aspiras Dr. Loraine S. Tatta	None	

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		<ul style="list-style-type: none"> <li>• Recommends to the President the approval of their applications</li> <li>• President Approves the List</li> <li>• Once approved, prepare Special Order for signature of the University President</li> </ul>		Dr. Urdujah A. Tejada		
4	<ul style="list-style-type: none"> <li>• Receive copy of Special Order</li> </ul>	<ul style="list-style-type: none"> <li>• Gives copies of Special Order to qualified students as well as the concerned offices for their information</li> </ul>	½ day to 1 day	Rrajamin Vincent C. Aspiras	None	
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**3. ACCREDITATION/RE-ACCREDITATION OF STUDENT ORGANIZATION**

**STUDENT ORGANIZATION**

**Schedule of Availability of Service:** Month of August/8:00 AM to 5:PM/Monday to Friday

**Clients/Customers:** Student Organization Officers

**Processing Time:** 1-2 weeks

**Requirements:**

1. Complete submission of documentary requirements (see IPP of Student Manual) Class schedule

STEP	CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON/S IN CHARGE	FEES	FORM
1	<ul style="list-style-type: none"> <li>Student Organizations monitor the start or schedule of accreditation/reaccreditation</li> </ul>	<ul style="list-style-type: none"> <li>Posts schedule of accreditation/re-accreditation of student organizations</li> </ul>	30 minutes	Joylne-Anne M. de Guzman	None	None
2	<ul style="list-style-type: none"> <li>Sign in the Client/Visitor's Logbook</li> <li>Apply for accreditation/re-accreditation</li> <li>Submits documentary requirements</li> </ul>	<ul style="list-style-type: none"> <li>Receives the documentary requirements</li> <li>Checks completeness / correctness of documents submitted</li> <li>Endorses to the OSDW Director the applications for accreditation/re-accreditation</li> </ul>	15-20 minutes	Joylne-Anne M. de Guzman	None	
3	<ul style="list-style-type: none"> <li>Seek recommendation and approval of application</li> </ul>	<ul style="list-style-type: none"> <li>Evaluates the application</li> </ul>	10-20 minutes	Joylne-Anne M. de Guzman	None	

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		<ul style="list-style-type: none"> <li>• Recommends to the President the approval of their applications</li> <li>• Prepares Certificate of Accreditations</li> <li>• Forwards to the Office of the Vice President for Academics for recommendation to the Office of the President for approval and signing of the Certificates of Accreditations</li> </ul>	<p>3-5 days</p> <p>1-2 days</p>	Dr. Loraine S. Tattao		
4	<ul style="list-style-type: none"> <li>• Receive Certificate of Accreditation</li> </ul>	<ul style="list-style-type: none"> <li>• Gives the Certificate of Accreditation to concerned Student Organization officers</li> </ul>	½ to 1 day	Joylne-Anne M. de Guzman	None	
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**4. SPECIAL PROGRAM FOR THE EMPLOYMENT OF STUDENTS (SPES) OR R.A.9547**

**SPECIAL PROGRAM FOR EMPLOYMENT OF STUDENTS**

**Schedule of Availability of Service:** Twice a year (Summer Term and First Semester)

**Clients/Customers:** Students

**Processing Time:** 1-2 weeks

**Requirements:**

Eligibility

1. Dependents and/or children of displaced workers, those who belong to indigent families and those affected by calamities.

Documentary requirements

1. Duly accomplished DOLE Form No. RO-013 or DOLE Application Form
2. Certificate of Enrolment/ Indigence/Employment (DOLE Pro Forma Forms)
3. Photocopy of Enrolment Form
4. Photocopy of School ID
5. Birth Certificate
6. Latest Certification of Grades
7. 1x1 ID picture
8. Payment of GSIS Insurance Fee

STEP	CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON/S IN CHARGE	FEES	FORM
1	<ul style="list-style-type: none"> <li>Students monitor the announcement for the Department of Labor and Employment-Special Program for Employment of Students</li> </ul>	<ul style="list-style-type: none"> <li>Posts/Informs students for the opening of the SPES Program of DOLE</li> </ul>	30 minutes	Joylne-Anne M. de Guzman	None	None

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2	<ul style="list-style-type: none"> <li>• Sign in the Client/Visitor's Logbook</li> <li>• Interested students apply at the OSDW</li> <li>• Fill-out application for student assistantship</li> </ul>	<ul style="list-style-type: none"> <li>• Distribute application form student assistantship</li> <li>• Conducts preliminary interview</li> <li>• Endorses to the OSDW Director</li> </ul>	15-20 minutes	Rrajamin Vincent C. Aspiras Joylne-Anne M. de Guzman	None	S.P.E.S Form
3	<ul style="list-style-type: none"> <li>• Seek recommendation of the OSDW Director</li> </ul>	<ul style="list-style-type: none"> <li>• Conducts Final interview</li> <li>• Recommends approval of application</li> </ul>	15-20 minutes	Joylne-Anne M. de Guzman	None	None
4	<ul style="list-style-type: none"> <li>• Accomplish DOLE Forms</li> <li>• Secures documentary requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Distributes DOLE Forms to qualified student applicants and list of other requirements</li> <li>• Sets deadline of submission</li> </ul>	15-20 minutes	Joylne-Anne M. de Guzman	GSIS Insurance Fee (P5.50)	DOLE Form No. R.O 13/SPES Application Form, Pro Forma Certificate of Enrolment, Indigence and Employment
5	<ul style="list-style-type: none"> <li>• Submits duly accomplished forms and other documentary requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Receives forms and documentary requirements of the applicants</li> <li>• Checks completeness/correctness of forms and documents submitted</li> <li>• Endorses to the OSDW Director</li> </ul>	15 -30 minutes	Joylne-Anne M. de Guzman	None	None
4	<ul style="list-style-type: none"> <li>• Seek recommendation of the OSDW Director</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluates application of students and recommends to the President those who qualified to be recipients of the DOLE –SPES Program through the Vice President for Academics</li> </ul>	20-30 minutes	Joylne-Anne M. de Guzman Dr. Loraine S. Tattao	None	None
5	<ul style="list-style-type: none"> <li>• Wait for the release of Special Order</li> </ul>	<ul style="list-style-type: none"> <li>• Prepares Special Order</li> <li>• Recommends approval of the Special Order to the President</li> </ul>	3-5 minutes 1-3minutes	Joylne-Anne M. de Guzman	None	None
6	<ul style="list-style-type: none"> <li>• Wait for the release of Special Order</li> </ul>	<ul style="list-style-type: none"> <li>• Approves /Signs Special Order</li> </ul>	1-2 days	Dr. Urdujah A. Tejada	None	None
6	<ul style="list-style-type: none"> <li>• Receives copy of Special Order</li> </ul>	<ul style="list-style-type: none"> <li>• Gives copies of Special Order to concerned Offices and to students qualified as SPES recipient for information</li> </ul>	1day	Joylne-Anne M. de Guzman	None	None

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		<ul style="list-style-type: none"> <li>Prepares Placement Form/Pledge of Commitment/GSIS Insurance Form/</li> <li>The OSDW Director certifies the correctness Dole Forms or Reports to be submitted to DOLE</li> <li>Forwards the forms/reports to the Director of Finance for her signature as to availability of funds for the program</li> <li>Forwards the forms/reports to the President for his approval</li> <li>Approves DOLE Reports</li> <li>Submit duly accomplished DOLE Forms to DOLE Regional Office II</li> </ul>	<p>1 day</p> <p>20 minutes</p> <p>5-15 minutes</p> <p>5-15 minutes</p> <p>1-2 days</p>	Dr. Loraine S. Tattao		
6	<ul style="list-style-type: none"> <li>Submit DTR and accomplishment to the OSDW every end of the month</li> <li>Follow-up status of salary for CSU 70% counterpart</li> </ul>	<ul style="list-style-type: none"> <li>Receives DTR</li> <li>Checks correctness of DTR</li> <li>Prepares the general payroll every 2nd week of the month</li> <li>The OSDW Director certifies the correctness of the payroll</li> <li>Forwards the payroll to the Finance Office for processing (60% counterpart of CSU)</li> </ul>	<p>5-15 minutes</p> <p>3 hours</p> <p>5-10 minutes</p> <p>5 minutes</p>	<p>Joylne-Anne M. de Guzman</p> <p>Dr. Loraine S. Tattao</p>	None	None
7	<ul style="list-style-type: none"> <li>Follow up status of salary for the DOLE counterpart of 40%</li> </ul>	<ul style="list-style-type: none"> <li>After the contract usually end of semester, prepares the Termination report</li> <li>Certifies correctness of the Termination Report</li> <li>Forwards the report to the President for her signature</li> <li>Submits report to the DOLE Regional Office II for processing of SPES Grantees salary (40% counterpart)</li> </ul>	<p>30 minutes</p> <p>5-10 minutes</p> <p>1 day</p> <p>15-20 minutes</p>	<p>Joylne-Anne M. de Guzman</p> <p>Dr. Loraine S. Tattao</p> <p>Dr. Urdujah A. Tejada</p>	None	None
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**5. APPROVAL OF CONDUCT OF STUDENT ACTIVITIES**

**A. STUDENT ACTIVITIES (CAMPUS LEVEL)**

Schedule of Availability of Service: Monday to Friday/ 8:00 AM to 5:00 PM

Clients/Customers: Student Organizations

Processing Time: 1-2 days

**Requirements:**

1. Letter-request
2. Activity Proposal/plan
3. Budget plan if it entails expenses

STEP	CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON/S IN CHARGE	FEES	FORM
1	<ul style="list-style-type: none"> <li>Sign in the Clients/Visitors Logbook</li> <li>Presents letter-request</li> </ul>	<ul style="list-style-type: none"> <li>Reviews the request for previous details (noted by the student organization adviser and endorsed by the Dean) and attachments if necessary such as budgetary requirements or Activity plan/project proposal</li> <li>Endorses the activity to the CEO</li> </ul>	1-3 minutes	Dr. Recto A. Aguirre	None	None
2	<ul style="list-style-type: none"> <li>Seek endorsement of the OSDW Coordinator to the Campus Executive Officer for recommendation</li> </ul>	<ul style="list-style-type: none"> <li>Evaluates the request</li> <li>Conducts short interview</li> <li>CEO reviews the request for previous details (noted by the student organization adviser and endorsed by the Dean) and attachments if necessary such as budgetary requirements or Activity plan/project proposal</li> </ul>	5-10	Dr. Recto A. Aguirre Dr. Theresa B. Dimalanta	None	None
3	<ul style="list-style-type: none"> <li>Seek approval of Campus Executive Officer</li> </ul>	<ul style="list-style-type: none"> <li>Approves the conduct of the activity</li> </ul>	1 day	Dr. Theresa B. Dimalanta	None	None
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## B. STUDENT ACTIVITIES (UNIVERSITY LEVEL)

Schedule of Availability of Service: Monday to Friday/ 8:00 AM to 5:00 PM

Clients/Customers: Student Organizations

Processing Time: 1-2 days

**Requirements:**

1. Letter-request
2. Activity Proposal/plan
3. Budget plan if it entails expenses

STEP	CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON/S IN CHARGE	FEES	FORM
1	<ul style="list-style-type: none"> <li>• Sign in the Clients/Visitors Logbook</li> <li>• Presents letter-request</li> </ul>	<ul style="list-style-type: none"> <li>• Reviews the request for previous details (properly signed by organization officers, noted by the adviser, endorsed by the Campus OSDW Coordinator and recommended by the CEO) and attachments if necessary such as budgetary requirements or Activity plan/project proposal</li> <li>• Endorses to the OSDW Director</li> </ul>	1-3 minutes	Jolyne-Anne M. de Guzman	None	None
2	<ul style="list-style-type: none"> <li>• Seek recommendation of the OSDW Director</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluates the request</li> <li>• Conducts short interview</li> <li>• Recommends to the President</li> </ul>	5-10	Dr. Loraine S. Tattao	None	None
3	<ul style="list-style-type: none"> <li>• Seek approval of the President</li> </ul>	<ul style="list-style-type: none"> <li>• Approves the conduct of the activity</li> </ul>	1 day	Dr. Urdujah A. Tejada	None	None
<b>END OF TRANSACTION</b>						

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**6. APPROVAL FOR POSTING OF INFORMATION DRIVES**

**POSTING OF INFORMATION DRIVES**

Schedule of Availability of Service: Monday to Friday/ 8:00 AM to 5:00 PM

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

Processing Time: 1-2 weeks

**Requirements:**

1. Approved Letter-Request/ Announcement/ ADS

STEP	CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON/S IN CHARGE	FEES	FORM
1	<ul style="list-style-type: none"> <li>• Sign in the Client's/Visitors Logbook</li> <li>• Present approved letter-request</li> <li>• Seek for the OSDW Director's approval</li> </ul>	<ul style="list-style-type: none"> <li>• Receives and reviews completeness of letter-request, Announcement/ ADS</li> <li>• Endorses to the OSDW Director for her approval</li> </ul>	5-10 minutes	Rrajamin Vincent C. Aspiras Dr. Loraine S. Tattao	None	None
2	<ul style="list-style-type: none"> <li>• Seek for the CEO's approval</li> </ul>	<ul style="list-style-type: none"> <li>• Reviews/Verifies completeness of documents.</li> <li>• Approves the letter request.</li> </ul>	5-10 minutes	Dr. Theresa B. Dimalanta	None	None

**END OF TRANSACTION**

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**7. SIGNING OF STUDENT CLEARANCE**

**STUDENT CLEARANCE**

Schedule of Availability of Service: Month of August/8:00 AM to 5:PM/Mondays to Fridays

Clients/Customers: Graduates, Shifters and Transferring students

Processing Time: 20 minutes

**Requirements:**

1. Duly accomplished Student Clearance Form
2. University ID

STEP	CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON/S IN CHARGE	FEES	FORM
1	<ul style="list-style-type: none"> <li>• Sign in the Client's/Visitors Logbook</li> <li>• Present duly accomplished Student Clearance Form and surrender University ID</li> </ul>	<ul style="list-style-type: none"> <li>• Receives student clearance Form</li> <li>• Conducts short interview</li> <li>• Recommends to the OSDW Director for her signature</li> </ul>	5-10 minutes	Rrajamin Vincent C. Aspiras Shernan P. Maborang Eunice Joy T. Lague Richelle Grace S. Umipig Jolyne-Anne M. de Guzman	None	Student Clearance Form
2	<ul style="list-style-type: none"> <li>• Seek for the OSDW Director's signature</li> </ul>	<ul style="list-style-type: none"> <li>• Conducts short interview</li> <li>• Signs the clearance</li> </ul>	5-10 minutes	Dr. Loraine S. Tattaog		
<b>END OF TRANSACTION</b>						

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**8. STUDENT PUBLICATION EDITORIAL BOARD SCREENING**

**STUDENT PUBLICATION**

**Schedule of Availability of Service:** Month of July/August  
Mondays to Saturdays / 8:00 AM to 5:00 PM

**Clients/Customers:** Students

**Processing Time:** 1-2 weeks

**Requirements:**

Qualifications

2. Must pass the qualifying examination;
3. Must have good academic standing and must carry a regular load in accordance with the curriculum he/she is enrolled in;
4. Must have no "INC" or failing grade;
5. Must not hold any key position in the University Student Government, Campus Student Government, nor College Student Government;
6. Must have good working attitude and can work well with others;
7. Must have good moral character and must not have been found guilty of any violation of the University rules on disciplinary matters; and
8. Must have no pending administrative case.

STEP	CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON/S IN CHARGE	FEES	FORM
1	<ul style="list-style-type: none"> <li>Students who desire to be part of the CSU Publication Editorial Board monitor for the start of the search for editorial board staff of the student publication</li> </ul>	<ul style="list-style-type: none"> <li>Posts announcements regarding schedule for the search for editorial board staff of the student publication</li> <li>Sends communications to the different college deans to send 5 best students writers from their college to participate in the scheduled screening</li> </ul>	10-20 minutes	Dr. Recto A. Aguirre	None	None
2	<ul style="list-style-type: none"> <li>Accomplish application form for the screening</li> <li>Undergo screening</li> </ul>	<ul style="list-style-type: none"> <li>Creates Selection Board</li> <li>Distributes application form for the screening</li> </ul>	1day	Dr. Recto A. Aguirre	None	Editorial Board Staff Application Form

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**Office of Student Development and Welfare**  
**Andrews Campus, Tuguegarao City**



		<ul style="list-style-type: none"> <li>Conducts screening</li> <li>Supervises the conduct of Screening</li> <li>Acts as Chairman of the Screening Committee</li> <li>Interview applicants/check written exams</li> </ul>	1-2 days			
3		<ul style="list-style-type: none"> <li>Prepare payroll of honorarium of the Selection Board</li> <li>Certifies correctness of the payroll</li> <li>Forwards it to the Finance Office for processing</li> </ul>	10-20 minutes 3-5 minutes 5-10 minutes	Dr. Recto A. Aguirre	None	None
4		<ul style="list-style-type: none"> <li>Prepares Special Order for the qualified Editorial Board Staff</li> <li>Recommends approval of the Special Order</li> </ul>	5-10 minutes 3-5 minutes	Dr. Recto A. Aguirre	None	None
5		<ul style="list-style-type: none"> <li>Approves Special Order re: Composition of the Editorial Board</li> </ul>	1 day	Dr. Theresa B. Dimalanta	None	None
6		<ul style="list-style-type: none"> <li>Distributes copy of Special Order to qualified Editorial Board Staff</li> </ul>	Half day	Dr. Recto A. Aguirre	None	None
7	<ul style="list-style-type: none"> <li>Qualified Editorial Board Staff recommends adviser to the OSDW Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>Select/choose adviser from the recommended list</li> <li>Recommends approval of the Special Order</li> <li>Approves Special Order</li> </ul>	1 day 5 minutes 1 minute 1 day	Dr. Recto A. Aguirre Dr. Theresa B. Dimalanta	None	None
8		<ul style="list-style-type: none"> <li>Prepare Special Order of the Adviser</li> <li>Recommends Approval of the Special Order</li> <li>Approves Special Order</li> </ul>	5-10 minutes 3-5 minutes 1-2 days	Dr. Recto A. Aguirre Dr. Theresa B. Dimalanta	None	None
8	<ul style="list-style-type: none"> <li>Editorial Board Staff and the concerned adviser receives copy of the Special Order re: Adviser of the Student Publication</li> </ul>	<ul style="list-style-type: none"> <li>Gives copy of Special Order to the concerned adviser and to the Editorial Board Staff</li> </ul>	Half day	Dr. Recto A. Aguirre	None	None

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**9. RECOMMENDATION OF PROMISSORY NOTE**

PROMISSORY NOTE

Schedule of Availability of Service: Mondays to Fridays/8:00AM to 5:00 PM  
During Preliminary, Midterm and Final examinations

Clients/Customers: Students/Parents

Processing Time: 10-20 minutes

Requirements:

1. Duly accomplished Promissory Note Form

STEP	CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON/S IN CHARGE	FEES	FORM
1	<ul style="list-style-type: none"> <li>• Sign in the Client's/Visitors Logbook</li> <li>• Accomplish Promissory Note Form</li> </ul>	<ul style="list-style-type: none"> <li>• Gives Promissory Note Form</li> <li>• Conducts short interview</li> <li>• Endorses to the OSDW Director</li> </ul>	5-10 minutes	Rrajamin Vincent C. Aspiras Shernan P. Maborang Eunice Joy T. Lugue Richelle Grace S. Umipig Jolyne-Anne M. de Guzman	None	Promissory Note Form
2	<ul style="list-style-type: none"> <li>• Seek for the OSDW Director's approval</li> </ul>	<ul style="list-style-type: none"> <li>• Conducts interview/counselling</li> </ul>	5-10 minutes	Rrajamin Vincent C. Aspiras	None	

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		<ul style="list-style-type: none"> <li>• Approves promissory note</li> </ul>		<p>Shernan P. Mabborang          Eunice Joy T. Lugue          Richelle Grace S. Umipig          Jolyne-Anne M. de Guzman          Dr. Loraine S. Tattao</p>		
<b>END OF TRANSACTION</b>						



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**10. ISSUANCE OF CERTIFICATIONS ON SCHOLARSHIPS/ CERTIFICATION AS STUDENT**

**CERTIFICATION**

Schedule of Availability of Service: Mondays to Fridays / 8:00 AM to 5:00 PM

Clients/Customers: Students/Parents/Faculty members

Processing Time: 15 minutes

**Requirements:**

1. CSU Official Receipt (Certification Fee)

STEP	CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON/S IN CHARGE	FEES	FORM
1	<ul style="list-style-type: none"> <li>• Sign in the Client's/Visitors Logbook</li> </ul>	<ul style="list-style-type: none"> <li>• Checks records</li> <li>• Prepares certification</li> <li>• Endorses to the OSDW Director for her signature</li> </ul>	5-10 minutes	Rrajamin Vincent C. Aspiras Shernan P. Maborang Eunice Joy T. Lugue Richelle Grace S. Umipig Jolyne-Anne M. de Guzman	Certification fee (PHP. 30.00)	Request for Certification Form
2	<ul style="list-style-type: none"> <li>• Seek for the OSDW Director's signature</li> </ul>	<ul style="list-style-type: none"> <li>• Signs certification</li> </ul>	3-5 minutes	Dr. Loraine S. Tattao	None	None

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## 11. APPLICATION FOR STUDENT MUTUAL AID FUND PROGRAM

### STUDENT MUTUAL AID FUND PROGRAM

Schedule of Availability of Service: Mondays – Fridays/ 8:00 AM to 5:00 PM

Clients/Customers: Students/Parents

Processing Time: 1-2 weeks

#### Requirements:

##### Eligibility

1. Any bonafide student of the University

##### Documentary Requirements

#### ❖ Accidental Death Benefit Claim

- i. Duly accomplished SMAP Application Form
- ii. Photocopy of Enrollment Form
- iii. Death Certificate

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❖ **Natural Death Benefit Claim**

- i. Duly accomplished SMAP Application Form
- ii. Photocopy of Enrollment Form
- iii. Death Certificate
- iv. Endorsement Letter by the Campus OSDW Coordinator, noted by the CEO (except Andrews Campus)
- iv. Police/Barangay/Incident Report signed by CSU authorized Official
- v. Endorsement Letter by the Campus OSDW Coordinator, noted by the CEO (except Andrews Campus)

❖ **Permanent Disability Benefit Claim**

- i. Duly accomplished SMAP Application Form
- ii. Photocopy of Enrollment Form
- iii. Police/Barangay/Incident Report signed by CSU authorized Official
- iv. Medical Certificate/Medical Abstract
- v. Endorsement Letter by the Campus OSDW Coordinator, noted by the CEO (except Andrews Campus)

❖ **Dismemberment Benefit Claim**

- i. Duly accomplished SMAP Application Form
- ii. Photocopy of Enrollment Form
- iii. Police/Barangay/Incident Report signed by CSU authorized Official
- iv. Medical Certificate/Medical Abstract
- v. Endorsement Letter by the Campus OSDW Coordinator, noted by the CEO (except Andrews Campus)

❖ **Medical Assistance (School Related Activities)**

- i. Duly accomplished SMAP Application Form
- ii. Photocopy of Enrollment Form
- iii. Police/Barangay/Incident Report signed by CSU authorized official
- iv. Medical Certificate/Medical Abstract
- v. Medical Services (Original Copy of Official Receipts)
- vi. Endorsement Letter by the Campus OSDW Coordinator, noted by the CEO (except Andrews Campus)

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**Medical Assistance (School Related Activities)**

1. Duly accomplished SMAP Application Form
2. Photocopy of Enrollment Form
3. Incident Report signed by Adviser/Dean or OSDW Coordinator
4. Medical Certificate/Medical Abstract
5. Medical Services (Original Copy of Official Receipts)
9. Endorsement Letter by the Campus OSDW Coordinator, noted by the CEO (except Andrews Campus)

STEP	CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON/S IN CHARGE	FEES	FORM
1	<ul style="list-style-type: none"> <li>• Sign in the Client's/Visitors Logbook</li> <li>• Submit documentary requirements to support claim</li> </ul>	<ul style="list-style-type: none"> <li>• Receives documentary requirements</li> <li>• Checks completeness of documents submitted</li> <li>• Endorses to the OSDW Director</li> </ul>	3-5 minutes	Richelle Grace S. Umipig	None	S.M.A.P Form
2		<ul style="list-style-type: none"> <li>• Evaluate correctness of Claim</li> <li>• Recommend for the release of benefit claim</li> </ul>	3-5 minutes	Richelle Grace S. Umipig Dr. Loraine S. Tattao	None	None
3		<ul style="list-style-type: none"> <li>• Prepares the voucher for the payment of benefit claim</li> <li>• Forwards the voucher to the Finance Office for processing</li> </ul>	3-5 minutes	Richelle Grace S. Umipig	None	None
<b>END OF TRANSACTION</b>						

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**12. STUDENT DISCIPLINE AND INVESTIGATION OF STUDENT CASES**

**STUDENT CASES (STUDENTS INVOLVED ARE FROM THE SAME COLLEGE)**

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

Clients/Customers: Students/Parents/Faculty members

Processing Time: 15 minutes

**Requirements:**

1. Written Letter-complaint/protest

STEP	CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON/S IN CHARGE	FEES	FORM
1	<ul style="list-style-type: none"> <li>• Sign in the Client's/Visitors Logbook</li> <li>• Presents letter complaint/protest</li> </ul>	<ul style="list-style-type: none"> <li>• Receives letter-complaint</li> </ul>	3-5 minutes	Dr. Recto A. Aguirre	None	None
2	<ul style="list-style-type: none"> <li>• Seek for the OSDW Coordinator's signature</li> </ul>	<ul style="list-style-type: none"> <li>• Signs certification</li> </ul>	3-5 minutes	Dr. Recto A. Aguirre	None	None
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**13. INFORMATION AND DISSEMINATION IN THE SEARCH FOR MOST OUTSTANDING STUDENT**



SEARCH FOR MOST OUTSTANDING STUDENT

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

Clients/Customers: Students

Processing Time: 15 minutes

**Requirements:**

- Criteria for the Search for Most Outstanding Student Leader/ Journalist/ Organization

STEP	CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON/S IN CHARGE	FORM
1	<ul style="list-style-type: none"> <li>Student</li> </ul>	<ul style="list-style-type: none"> <li>Prepares communication and General Guidelines on the Search for Most Outstanding Student Leader/Journalist/ Organization of the Campus.</li> <li>Forwards/Sends Communication/General Guidelines/Criteria for the Search for Most Outstanding Student Leader/Journalist/Organization) to concerned colleges and Post deadline of submission of documents.</li> <li>Posts schedule for submission of application and other documentary requirements.</li> </ul>	<p>2 hours</p> <p>15 Mins</p>	<p>Jolyne-Anne M. de Guzman</p> <p>Dr. Loraine S. Tattao</p>	
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**14. PREPARATION OF GENERAL GUIDELINES AND CRITERIA FOR MOST OUTSTANDING STUDENT LEADER/JOURNALIST/ ORGANIZATION**

**A. SEARCH FOR MOST OUTSTANDING STUDENT LEADER/  
JOURNALIST/ORGANIZATION**

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

Clients/Customers: Students

Processing Time: 1-2 days

**Requirements:**

- Criteria for the Search for Most Outstanding Student Leader/ Journalist/ Organization



STEP	CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON/S IN CHARGE	FORM
1	<ul style="list-style-type: none"> <li>Students</li> </ul>	<ul style="list-style-type: none"> <li>Presents the existing general guidelines and criteria for Most Outstanding Student Leader/Journalist/Organization</li> <li>Reviews/suggests the general guidelines; if any</li> <li>Encodes corrections/revisions made by the coordinators</li> <li>Reviews/finalizes the general guidelines and criteria</li> <li>Recommends for approval to the President</li> <li>Approves general guidelines and criteria</li> <li>Furnishes/sends copies of the guidelines to the different campuses</li> </ul>	<p>5-10 mins</p> <p>1 hour</p> <p>30 mins</p> <p>30 mins</p> <p>30 mins</p> <p>1 day</p> <p>5 mins</p>	<p>Jolyne-Anne M. de Guzman</p> <p>Dr. Loraine S. Tattao</p>	<p>Approved General Guidelines and Criteria for the Most Outstanding Student Leader/Journalist/ Organization</p>

**END OF TRANSACTION**



## B. COMPOSITION OF THE EVALUATION COMMITTEE

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

Clients/Customers: Students

Processing Time: 1-2 days

STEP	CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON/S IN CHARGE	FORM
1	<ul style="list-style-type: none"> <li>Students</li> </ul>	<ul style="list-style-type: none"> <li>Identifies the members of the Evaluation Committee</li> <li>Prepares special order of the evaluation Committee</li> <li>Initials the prepared Special Order</li> <li>Approves Special Order</li> <li>Furnishes copies of special order to the members of the Evaluation Committee</li> </ul>	<p>(1 day)</p> <p>(15 minutes)</p> <p>(3 minutes)</p> <p>(1 day)</p>	<p>Jolyne-Anne M. de Guzman</p> <p>Dr. Loraine S. Tattao</p>	<p>Approved Special Order</p>
<b>END OF TRANSACTION</b>					

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**15. APPLICATION & EVALUATION IN THE SEARCH FOR MOST OUTSTANDING STUDENT LEADER/  
JOURNALIST/ORGANIZATION**

**A. APPLICATION AND EVALUATION (CAMPUS LEVEL)**

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

Clients/Customers: Students

Processing Time: 1-2 days

STEP	CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON/S IN CHARGE	FORM
1	<ul style="list-style-type: none"> <li>Students</li> </ul>	<ul style="list-style-type: none"> <li>Submits/checks original documents to the College such as certification of grades, certificate of awards (if medal/trophies proper certification)</li> <li>Submits list and original documents of Nominees</li> <li>Receives/checks documents submitted</li> <li>Reviews/validates/evaluates student documents.</li> <li>Records points in an evaluation tool</li> <li>Summarizes the result of the evaluation</li> <li>Prepares the result of the evaluation</li> <li>Reviews and evaluates the result of the evaluation</li> </ul>	<p>(15 minutes)</p> <p>(10 minutes)</p> <p>(5 minutes)</p> <p>(1 day)</p> <p>(2 minutes)</p> <p>(1 hour)</p> <p>30 mins</p> <p>30 mins</p>	<p>Student Nominee</p> <p>College Dean</p> <p>Dr. Recto A. Aguirre</p> <p>Members of the evaluation committee</p>	None
<b>END OF TRANSACTION</b>					

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## B. APPLICATION AND EVALUATION (UNIVERSITY LEVEL)

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

Clients/Customers: Students

Processing Time: 1-2 days

STEP	CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON/S IN CHARGE	FORM
1	<ul style="list-style-type: none"> <li>Students</li> </ul>	<ul style="list-style-type: none"> <li>Reviews/validates/evaluates student documents (one nominee per category/ campus)</li> </ul>	1 day	Members of the evaluation committee	List of nominees
		<ul style="list-style-type: none"> <li>Records points in an evaluation tool</li> </ul>	2 minutes		Evaluation Tool
		<ul style="list-style-type: none"> <li>Summarizes the result of the evaluation</li> </ul>	1 hour	OSDW Director and Campus Coordinators	Evaluation Form
		<ul style="list-style-type: none"> <li>Prepares the result of the evaluation</li> </ul>	30 mins		
		<ul style="list-style-type: none"> <li>Reviews the final result of the evaluation</li> </ul>	30 mins		
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**16. AWARDING FOR THE MOST OUTSTANDING STUDENT LEADER/JOURNALIST/ORGANIZATION**



**AWARDING**

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

Clients/Customers: Student Officers/Advisers

Processing Time: 1 day

STEP	CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON/S IN CHARGE	FORM
1	<ul style="list-style-type: none"> <li>Students</li> </ul>	<ul style="list-style-type: none"> <li>Signs the result of the evaluation</li> <li>Furnishes the College Deans through the College Adviser on the result of the Evaluation</li> <li>Receives copy of the result of the Evaluation</li> <li>Issues/awards Certificate of Recognition with medals to awardees as the Most Outstanding Student Leader/Journalist/Organization of the Campus</li> <li>Receives certificate of Recognition</li> </ul>	<p>(30 minutes)</p> <p>(1 hour)</p> <p>(1 hour)</p> <p>(2 hours)</p>	<p>Member of the evaluation committee</p> <p>Dr. Loraine S. Tattao</p> <p>College Dean/ Adviser</p> <p>Student Awardee</p>	
<b>END OF TRANSACTION</b>					



**17. APPROVAL OF STUDENT FUND RAISING ACTIVITIES**



**A. FUND RAISING ACTIVITIES (CAMPUS LEVEL)**

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

Clients/Customers: Student Officers/Advisers/Dean

Processing Time: 1 day

STEP	CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON/S IN CHARGE	FORM
1	<ul style="list-style-type: none"> <li>Student Officer/s</li> </ul>	<ul style="list-style-type: none"> <li>Signs in the Clients/Visitors Logbook and presents letter of request</li> <li>Receives and checks the completeness of the documentary requirements (budgetary requirements or Activity plan/project proposal)</li> <li>Evaluates/Reviews the letter request and conducts short interview to the President of the Student Organization</li> <li>Endorses/Recommends the request of the student organization to the Office of the CEO.</li> <li>Recommends for approval of the request of the organization for fund raising activities</li> <li>Approves/Disapproves the conduct of the student fund raising activities</li> </ul>	<p>2 mins</p> <p>15 mins</p> <p>15 mins</p> <p>20 mins</p> <p>10 mins</p> <p>10 mins</p>	<p>Student Organization Leader/ Representative</p> <p>Dr. Recto A. Aguirre</p> <p>Dr. Theresa B. Dimalanta</p>	
<b>END OF TRANSACTION</b>					

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## B. FUND RAISING ACTIVITIES (UNIVERSITY LEVEL)

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

Clients/Customers: Student Officers/Advisers/Dean

Processing Time: 1 day

STEP	CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON/S IN CHARGE	FORM
1	<ul style="list-style-type: none"> <li>Student Officers</li> </ul>	<ul style="list-style-type: none"> <li>Signs in the Clients/Visitors Logbook and presents letter of request</li> <li>Receives and checks the completeness of the documentary requirements (budgetary requirements or Activity plan/project proposal)</li> <li>Evaluates/Reviews the letter request and conducts short interview to the President of the Student Organization</li> <li>Endorses/Recommends the request of the student organization to the Office of the VP for Academics.</li> <li>Recommends for approval of the request of the organization for fund raising activities</li> <li>Approves/Disapproves the conduct of the student fund raising activities</li> </ul>		Student Organization/Leader or Representative  Jolynne Anne M. de Guzman  Dr. Loraine S. Tattao  Dr. Mariden V. Cauilan  Dr. Urdujah A. Tejada	Approved Request Letter
<b>END OF TRANSACTION</b>					

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## C. COLLECTION OF ANY FORM OF STUDENT FUND RAISING ACTIVITIES (CAMPUS LEVEL)

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

Clients/Customers: Student Officers/Advisers/Dean

Processing Time: 1 day

STEP	CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON/S IN CHARGE	FORM
1	<ul style="list-style-type: none"> <li>Student Officer/s</li> </ul>	<ul style="list-style-type: none"> <li>Presents the Book Receipts to be duly Sign by the OSDW Coordinator</li> <li>Receives and number the Book Receipts</li> <li>Reviews/evaluates and signs the back part of Book Receipts</li> <li>Facilitates the release of Book Receipts</li> <li>Orients student Officer/adviser on the proper collection/recording of all financial transactions</li> </ul>	<p>5 mins</p> <p>1 day</p> <p>30 mins</p> <p>5 mins</p> <p>30 mins</p>	<p>Student Officer/ Adviser</p> <p>Dr. Recto A. Aguirre</p>	<p>Copy of Official Receipt/s</p>
<b>END OF TRANSACTION</b>					

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## D. COLLECTION OF ANY FORM OF STUDENT FUND RAISING ACTIVITIES (UNIVERSITY LEVEL)

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

Clients/Customers: Student Officers/Advisers/Dean

Processing Time: 1 day

STEP	CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON/S IN CHARGE	FORM
1	<ul style="list-style-type: none"> <li>Student Officer/s</li> </ul>	<ul style="list-style-type: none"> <li>Presents the Book Receipts to be duly Sign by the OSDW Director</li> <li>Receives and number the Book Receipts</li> <li>Reviews/evaluates and signs the back part of Book Receipts</li> <li>Facilitates the release of Book Receipts</li> <li>Orients student Officer/adviser on the proper collection/recording of all financial transactions</li> </ul>	<p>5 mins</p> <p>1 day</p> <p>30 mins</p> <p>5 mins</p> <p>30 mins</p>	<p>Student Officer/ Adviser</p> <p>Jolyne-Anne M. de Guzman</p> <p>Dr. Loraine S. Tattao</p>	<p>Copy of Official Receipt/s</p>
<b>END OF TRANSACTION</b>					

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**18. IMPLEMENTATION OF PROPER WEARING OF SCHOOL UNIFORM AND SCHOOL ID**



**AFFIDAVIT OF LOST**

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

Clients/Customers: Student Officers/Advisers/Dean

Processing Time: 30 minutes

**Requirements:**

1. School ID/ Affidavit of Lost Form

STEP	CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON/S IN CHARGE	FORM
1	<ul style="list-style-type: none"> <li>Students</li> </ul>	<ul style="list-style-type: none"> <li>Checks students attire such as school uniform and school ID upon entering the school premises</li> <li>Submits captured ID's to the OSDW</li> <li>Claims captured ID's from the OSDW</li> <li>Conducts interview/counselling to student</li> <li>If lost school ID, proceeds to OSDW and secure Affidavit of Lost ID</li> <li>Signs in the logbook and accomplishes Affidavit of Lost ID</li> <li>Refers to the OSDW Director</li> <li>Conducts short interview and signs the Affidavit of Lost Form</li> </ul>	<p>5 mins</p> <p>1 day</p> <p>5 mins</p> <p>5 mins</p> <p>10 mins</p> <p>2 mins</p> <p>5 mins</p>	<p>Guard on duty</p> <p>Rrajamin Vincent C. Aspiras</p> <p>Eunice Joy T. Lugue</p> <p>Richelle Grace S. Umipig</p> <p>Jolyne-Anne M. de Guzman</p> <p>Dr. Loraine S. Tattao</p>	Affidavit of Loss Form
<b>END OF TRANSACTION</b>					



# CAGAYAN STATE UNIVERSITY

Office of Student Development and Welfare  
Andrews Campus, Tuguegarao City



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