Republic of the Philippines  
CAGAYAN STATE UNIVERSITY  
PIAT CAMPUS

STUDENTS SERVICE AND WELFARE  
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/Customer:
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; 1x1 ID picture; Payment of GSIS Insurance Fee
Processing Time: 2-3 weeks

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Monitors the announcement from the Department of Labor and Employment-Special Program for Employment of Students.</td>
<td>Posts/informs client for opening of SPES Program of DOLE</td>
<td>30 minutes</td>
<td>None</td>
<td>BABYLYN CANCERAN, PH.D.</td>
<td>None</td>
</tr>
<tr>
<td>2</td>
<td>Signs in the Clients/Visitor’s Logbook; Applies at the OSSW; Fill-out application for student assistantship</td>
<td>Distributed application form for student assistantship; Conducts preliminary interviews; Endorse to the OSSW Campus Coordinator</td>
<td>15 – 20 minutes</td>
<td>None</td>
<td>BABYLYN CANCERAN, PH.D.</td>
<td>Logbook</td>
</tr>
<tr>
<td>3</td>
<td>Seeks recommendation of OSSW Campus Coordinator</td>
<td>Conducts Final interview; Recommends approval of application</td>
<td>15 – 20 minutes</td>
<td>None</td>
<td>BABYLYN CANCERAN, PH.D.</td>
<td>None</td>
</tr>
</tbody>
</table>
Republic of the Philippines  
CAGAYAN STATE UNIVERSITY  
PIAT CAMPUS  

STUDENTS SERVICE AND WELFARE  
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; 1x1 ID picture; Payment of GSIS Insurance Fee  

Processing Time: 2-3 weeks  

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<tbody>
<tr>
<td>4</td>
<td>ACCOMPLISHES DOLE forms; Secures documents requirements</td>
<td>Distributes DOLE Forms to qualified student applicants and list of other requirements; Sets deadline of submission</td>
<td>15–20 minutes</td>
<td>Certification of grades (P30) GSIS Insurance Fee (P5.50 photocopy of the other required documents; P1.00/page; ID picture P60.00)</td>
<td>BABYLYN CANCERAN, PH.D.</td>
<td>DOLE Form No. R.O 13/ SPES Application Form, Pro Forma Certificate of Enrolment, Indigence and Employment</td>
</tr>
</tbody>
</table>
Republic of the Philippines
CAGAYAN STATE UNIVERSITY
PIAT CAMPUS

STUDENTS SERVICE AND WELFARE

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; 1x1 ID picture; Payment of GSIS Insurance Fee

Processing Time: 2-3 weeks

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<tbody>
<tr>
<td>5</td>
<td>Submits duty accomplished forms and other documentary requirements</td>
<td>Receives forms and documentary requirements of the applicants; Checks completeness/correctness of forms and documents submitted; Endorses to the OSSW Campus Coordinator</td>
<td>15 – 20 minutes</td>
<td>None</td>
<td>BABYLYN CANCERAN, PH.D.</td>
<td>None</td>
</tr>
<tr>
<td>6</td>
<td>Seeks recommendation of the OSSW Campus Coordinator</td>
<td>Evaluates application of students and recommends to the CEO those who qualified to be recipients of the DOLE-SPES Program through the Director ARA</td>
<td>20 – 30 minutes</td>
<td>None</td>
<td>BABYLYN CANCERAN, PH.D.</td>
<td>None</td>
</tr>
<tr>
<td>7</td>
<td>Waits for the release of Special Order</td>
<td>Prepares Special Order; Recommends approval of the Special Order from the CEO</td>
<td>3 – 5 minutes 1 - 3 minutes</td>
<td>None</td>
<td>BABYLYN CANCERAN, PH.D.</td>
<td>None</td>
</tr>
<tr>
<td>8</td>
<td>Waits for the release of Special Order</td>
<td>Approves/ Signs Special Order</td>
<td>1 – 2 days</td>
<td>None</td>
<td>BABYLYN CANCERAN, PH.D.</td>
<td>None</td>
</tr>
</tbody>
</table>
STUDENTS SERVICE AND WELFARE

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; 1x1 ID picture; Payment of GSIS Insurance Fee

Processing Time: 2-3 weeks

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</table>
| 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 | BABYLYN CANCERAN, PH.D. | Logbook |
STUDENTS SERVICE AND WELFARE
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/Customer:
Students

Requirement/s:
Duly accomplished DOLE from no. RO-013 or DOLE Application Forms; Certificate of Enrollment/ Indigence/Employment (DOLE Pro Forma Forms); Photocopy of Enrollment Forms; Photocopy of School ID; Birth Certificate; Latest Certification of Grades; 1x1 ID picture; Payment of GSIS Insurance Fee

Processing Time:
2-3 weeks

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<tbody>
<tr>
<td>10</td>
<td>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%)</td>
<td>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</td>
<td>5 – 15 minutes</td>
<td>None</td>
<td>BABYLON CANCERAN, PH.D.</td>
<td>None</td>
</tr>
<tr>
<td>11</td>
<td>Follows up status of salary for the DOLE counterpart of 40%</td>
<td>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)</td>
<td>30 minutes</td>
<td>5 – 10 minutes 15 – 20 minutes 1 day 15 – 20 minutes</td>
<td>None</td>
<td>BABYLON CANCERAN, PH.D.</td>
</tr>
</tbody>
</table>

*End of Procedure*
**STUDENTS SERVICE AND WELFARE**

**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

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</thead>
<tbody>
<tr>
<td>1</td>
<td>Signs in the client/’s/ visitor’s logbook; Accomplishes Promissory Note Form</td>
<td>Issues Promissory Note Form; Conducts short interview; Endorses to OSSW Campus coordinator</td>
<td>5 – 10 minutes</td>
<td>None</td>
<td>BABYLYN CANCERAN, PH.D.</td>
<td>Logbook</td>
</tr>
<tr>
<td>2</td>
<td>Seeks for the recommendation of OSSW Campus Coordinator</td>
<td>Conducts interviews/ counselling; Recommends promissory note</td>
<td>5 – 10 minutes</td>
<td>None</td>
<td>BABYLYN CANCERAN, PH.D.</td>
<td>None</td>
</tr>
</tbody>
</table>

*End of Procedure*
# Students Service and Welfare

## Accreditation/Re-Accreditation of Organization

### Schedule of Availability of Service:
- August or as scheduled

### Clients/Customers:
- Students/Organization

### Requirement/s:
- Complete submission of documentary requirements (see IPP of Student Manual)

### Processing Time:
- 1-2 weeks

<table>
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<tr>
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<tbody>
<tr>
<td>1</td>
<td>Student Organizations monitor the start of accreditation/re-accreditation</td>
<td>Post schedule of accreditation/re-accreditation of student organizations</td>
<td>30 minutes</td>
<td>None</td>
<td>BABYLON CANCERAN, PH.D.</td>
<td>None</td>
</tr>
<tr>
<td>2</td>
<td>Signs in the Client/Visitor’s Logbook; Applies for accreditation/re-accreditation; Submits documentary requirements</td>
<td>Receives the documentary requirements; Checks completeness/ correctness of documents submitted; Endorses to the OSSW Director the applications for accreditation/re-accreditation</td>
<td>15 – 20 minutes</td>
<td>None</td>
<td>BABYLON CANCERAN, PH.D.</td>
<td>None</td>
</tr>
<tr>
<td>3</td>
<td>Seeks recommendation and approval of application</td>
<td></td>
<td>10-20 minutes 3-5 days 1-2 days</td>
<td>None</td>
<td>BABYLON CANCERAN, PH.D.</td>
<td>None</td>
</tr>
<tr>
<td>4</td>
<td>Receives Certificate of Accreditation/re-accreditation</td>
<td>Gives the certificate of Accreditation to concerned Student Organization officers</td>
<td>½ day to 1 day</td>
<td>None</td>
<td>BABYLON CANCERAN, PH.D.</td>
<td>None</td>
</tr>
</tbody>
</table>

*End of Procedure*
## STUDENTS SERVICE AND WELFARE

### 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

<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Signs in the Client’s/visitor’s Logbook; Presents duly accomplished Student Clearance Form and surrenders University ID</td>
<td>Receives Student Clearance Form; Conducts short interview; Recommends to the OSSW Campus Coordinator for signature</td>
<td>10 – 15 minutes</td>
<td>None</td>
<td>BABYLYN CANCERAN, PH.D.</td>
<td>Student Clearance Form</td>
</tr>
<tr>
<td>2</td>
<td>Seeks for the recommendation of OSSW Campus Coordinator</td>
<td>Conducts interviews/ counselling; Recommends promissory note</td>
<td>5 – 10 minutes</td>
<td>None</td>
<td>BABYLYN CANCERAN, PH.D.</td>
<td>None</td>
</tr>
</tbody>
</table>

*End of Procedure*
# STUDENTS SERVICE AND WELFARE

## SIGNING OF STUDENT CLEARANCE

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</thead>
<tbody>
<tr>
<td>1</td>
<td>Signs in the Client’s/visitor’s Logbook; Presents duly accomplished Student Clearance Form and surrenders University ID</td>
<td>Receives Student Clearance Form; Conducts short interview; Recommends to the OSSW Campus Coordinator for signature</td>
<td>10 – 15 minutes</td>
<td>None</td>
<td>BABYLYN CANCERAN, PH.D.</td>
<td>Student Clearance Form</td>
</tr>
<tr>
<td>2</td>
<td>Seeks for the recommendation of OSSW Campus Coordinator</td>
<td>Conducts short interview and signs the clearance</td>
<td>5 – 10 minutes</td>
<td>None</td>
<td>BABYLYN CANCERAN, PH.D.</td>
<td>None</td>
</tr>
</tbody>
</table>

*End of Procedure*
**STUDENTS SERVICE AND WELFARE**

**Student Services and Welfare**

**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

<table>
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<tbody>
<tr>
<td>1</td>
<td>Signs in the Client’s/visitor’s Logbook; Submits documentary requirements to support claim</td>
<td>Receives documentary requirements of documents submitted; Endorses to the OSSW Director</td>
<td>3-5 minutes</td>
<td>None</td>
<td>BABYLYN CANCERAN, PH.D.</td>
<td>Student Manual Aid Fund Application Form</td>
</tr>
<tr>
<td>2</td>
<td>Waits for the processing of the service</td>
<td>Evaluates correctness of Claim; Recommends for the release of benefit claim</td>
<td>1 day</td>
<td>None</td>
<td>BABYLYN CANCERAN, PH.D.</td>
<td>None</td>
</tr>
<tr>
<td>3</td>
<td>Waits for the processing of the service</td>
<td>Prepares the voucher for the payment of benefit claim; Forwards the voucher to the Finance Office for processing</td>
<td>2-3 days</td>
<td>None</td>
<td>BABYLYN CANCERAN, PH.D.</td>
<td>None</td>
</tr>
</tbody>
</table>

*End of Procedure*
Student Services and Welfare

APPROVAL FOR THE CONDUCT OF STUDENT ACTIVITIES

B. University Wide Level
Schedule of Availability of Service: 1 week before the activity
Monday to Friday (8:00 am – 5:00 pm)
Clients/Customers: Students Organization
Requirement/s: Letter-request; Activity Proposal/plan; Budget plan if it entails expenses
Processing Time: 1 - 2 days

<table>
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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Signs in the Client’s/visitor’s Logbook; Present letter-request</td>
<td>Reviews the request for previous details (properly signed by organization officers, noted by the adviser, Activity plan/project proposal)</td>
<td>1-3 minutes</td>
<td>None</td>
<td>BABYLYN CANCERAN, PH.D. ROSELLE SIBAYAN</td>
<td>None</td>
</tr>
<tr>
<td>2</td>
<td>Seeks recommendation of the OSSW Campus Coordinator</td>
<td>Evaluates the request; Conducts short interview; Recommends to the CEO</td>
<td>5-10 minutes</td>
<td>None</td>
<td>BABYLYN CANCERAN, PH.D.</td>
<td>None</td>
</tr>
<tr>
<td>3</td>
<td>Seeks approval of the CEO</td>
<td>Approves the conduct of the activity</td>
<td>1 - day</td>
<td>None</td>
<td>BABYLYN CANCERAN, PH.D.</td>
<td>None</td>
</tr>
</tbody>
</table>

*End of Procedure*
# STUDENTS SERVICE AND WELFARE

## APPROVAL FOR THE CONDUCT OF STUDENT ACTIVITIES

### A. University Wide Level

#### Schedule of Availability of Service:

- **1 week before the activity**
- **Monday to Friday (8:00 am – 5:00 pm)**

#### Clients/Customers:

- Students Organization

#### Requirement/s:

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

#### Processing Time:

- 1 day and 13 minutes

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<tbody>
<tr>
<td>1</td>
<td>Signs in the Client’s/visitor’s Logbook; Present letter-request</td>
<td>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;</td>
<td>1-3 minutes</td>
<td>None</td>
<td>BABYLYN CANCERAN, PH.D. ROSELLE SIBAYAN</td>
<td>Logbook</td>
</tr>
<tr>
<td>2</td>
<td>Seeks recommendation of the OSSW Campus Coordinator</td>
<td>Evaluates the request; Conducts short interview; Recommends to the CEO</td>
<td>5-10 minutes</td>
<td>None</td>
<td>BABYLYN CANCERAN, PH.D.</td>
<td>None</td>
</tr>
<tr>
<td>3</td>
<td>Seeks approval of the CEO</td>
<td>Approves the conduct of the activity</td>
<td>1 - day</td>
<td>None</td>
<td>BABYLYN CANCERAN, PH.D.</td>
<td>None</td>
</tr>
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*End of Procedure*
Student Services and Welfare

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
Processing Time: 20 minutes

<table>
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<tbody>
<tr>
<td>1</td>
<td>Signs in the Client’s/visitor’s Logbook; Present letter-request</td>
<td>Receives and reviews completeness of letter-request Endorse to the OSSW Campus Coordinator</td>
<td>5 - 10 minutes</td>
<td>None</td>
<td>BABYLYN CANCERAN, PH.D. ROSELLE SIBAYAN</td>
<td>Logbook</td>
</tr>
<tr>
<td>2</td>
<td>Seeks recommendation of the OSSW Campus Coordinator</td>
<td>Conducts short interview for verification/clarification; Approves the letter request</td>
<td>5 - 10 minutes</td>
<td>None</td>
<td>BABYLYN CANCERAN, PH.D.</td>
<td>None</td>
</tr>
</tbody>
</table>

*End of Procedure*
## STUDENTS SERVICE AND WELFARE

### 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

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<tbody>
<tr>
<td>1</td>
<td>Signs in the Client’s/visitor’s Logbook; Apply for scholarship</td>
<td>Determines the scholarship being applied; Issues the Scholarship Application Form to the applicant; Advises the applicant for the documentary requirements</td>
<td>1-minutes</td>
<td>None</td>
<td>BABYLYN CANCERAN, PH.D. ROSELLE SIBAYAN</td>
<td>Scholarship Form</td>
</tr>
<tr>
<td>2</td>
<td>Fills out the Scholarship Form; Submits the duly accomplished Scholarship Application form together with the documentary requirements</td>
<td>Receives the documentary requirements; Checks completeness/correctness of documents submitted</td>
<td>15 minutes</td>
<td>None</td>
<td>BABYLYN CANCERAN, PH.D.</td>
<td>Scholarship Form</td>
</tr>
<tr>
<td>3</td>
<td>Seeks approval of the OSSW Campus Coordinator</td>
<td>Evaluates scholarship application; Approves scholarship application</td>
<td>10 - minutes</td>
<td>None</td>
<td>BABYLYN CANCERAN, PH.D.</td>
<td>Scholarship Form</td>
</tr>
<tr>
<td>4</td>
<td>Presents the original copy of Enrolment Form</td>
<td>Stamps the original Enrolment Form with the approved scholarship grant; Posts scholarship in the Student Information and Accounting System (SIAS)</td>
<td>1 day (due to non-connection of OSSW to SIAS)</td>
<td>None</td>
<td>BABYLYN CANCERAN, PH.D.</td>
<td>Scholarship Form</td>
</tr>
</tbody>
</table>

*End of Procedure*
**STUDENTS SERVICE AND WELFARE**

**STUDENTS DISCIPLINE AND INVESTIGATION OF STUDENT CASES**

**Students involved are from the same college**

<table>
<thead>
<tr>
<th>Schedule of Availability of Service:</th>
<th>Monday to Friday (8:00 am – 5:00 pm)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clients/Customers:</td>
<td>Students/Parents/Faculty members</td>
</tr>
<tr>
<td>Requirement/s:</td>
<td>Written letter-complaint/protest</td>
</tr>
<tr>
<td>Processing Time:</td>
<td>10 minutes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STEPS</th>
<th>CLIENT/APPLICANT</th>
<th>TYPES OF FRONTLINE SERVICE</th>
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<th>PERSON RESPONSIBLE</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Receives letter-complaints</td>
<td>3 - 5 minutes</td>
<td>None</td>
<td>BABYLYN CANCERAN, PH.D</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>ROSELLE SIBAYAN</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Signs certification</td>
<td>3 - 5 minutes</td>
<td>None</td>
<td>BABYLYN CANCERAN, PH.D</td>
<td>None</td>
</tr>
</tbody>
</table>

*End of Procedure*
# Student Services and Welfare

## 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

<table>
<thead>
<tr>
<th>STEPS</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Signs in the Client’s/ visitor’s Logbook; Present complaint letter</td>
<td>Receives letter complaint</td>
<td>2–3 minutes</td>
<td>None</td>
<td>BABYLON CANCERAN, PH.D. ROSELLE SIBAYAN</td>
<td>None</td>
</tr>
<tr>
<td>2</td>
<td>Waits for the processing of the service</td>
<td>Creates student Tribunal</td>
<td>1 day</td>
<td>None</td>
<td>BABYLON CANCERAN, PH.D.</td>
<td>None</td>
</tr>
<tr>
<td>3</td>
<td>Waits for the processing of the service</td>
<td>Conducts Preliminary Inquiry upon receipt of complaint/ report</td>
<td>½ day</td>
<td>None</td>
<td>BABYLON CANCERAN, PH.D.</td>
<td>None</td>
</tr>
<tr>
<td>4</td>
<td>Receives formal charge</td>
<td>Issues formal charge</td>
<td>½ day</td>
<td>None</td>
<td>BABYLON CANCERAN, PH.D.</td>
<td>None</td>
</tr>
<tr>
<td>5</td>
<td>Submits formal written answer</td>
<td>Receives formal written answer</td>
<td>2 – 3 minutes</td>
<td>None</td>
<td>BABYLON CANCERAN, PH.D.</td>
<td>None</td>
</tr>
<tr>
<td>6</td>
<td>Receives notice of hearing</td>
<td>Notifies respondents for date/s of hearing</td>
<td>½ day</td>
<td>None</td>
<td>BABYLON CANCERAN, PH.D.</td>
<td>None</td>
</tr>
</tbody>
</table>

*End of Procedure*
### STUDENTS SERVICE AND WELFARE

**STUDENT PUBLICATION EDITORIAL BOARD SCREENING**

<table>
<thead>
<tr>
<th>STEPS</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>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</td>
<td>Posts announcements regarding schedule for the search for editorial board staff of the student publication; Sends communications to the different college deans requiring them to send 5 best student writers from their college to participate in the scheduled screening</td>
<td>10 - 20 minutes</td>
<td>None</td>
<td>SHELLA DELA CRUZ, PH.D.</td>
<td>Student Clearance Form</td>
</tr>
<tr>
<td>2</td>
<td>Accomplishes application form for the screening; Undergoes screening</td>
<td>Creates Selection Board; Distributes Application Form for the screening; Conducts screening; Committee Interviews applicants/ checks written exams</td>
<td>1 day 1 – 2 days</td>
<td>None</td>
<td>BABYLYN CANCERAN, PH.D. SHELLA DELA CRUZ, PH.D.</td>
<td>Staff Application Form</td>
</tr>
<tr>
<td>3</td>
<td>Waits for the processing of the service</td>
<td>Prepares payroll of honorarium of the Selection Board; Certifies correctness of the payroll; Forwards it to the Finance Office for processing</td>
<td>10 – 20 minutes 3 – 5 minutes 5 – 10 minutes</td>
<td>None</td>
<td>BABYLYN CANCERAN, PH.D. SHELLA DELA CRUZ, PH.D.</td>
<td>Payroll</td>
</tr>
</tbody>
</table>
# STUDENTS SERVICE AND WELFARE

## 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
---|---|---|---|---|---|---
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 | SHELLA DELA CRUZ, PH.D. | None
5 | Waits for the processing of the service | Approves Special Order re-composition of the Editorial Board | 1 day | None | BABYLYN CANCERAN, PH.D.  
SHELLA DELA CRUZ, PH.D. | None
6 | Waits for the processing of the service | Distributes copy of Special Order to qualified Editorial Board Staff | Half day | None | SHELLA DELA CRUZ | None
**Students Service and Welfare**

**Student Publication Editorial Board Screening**

<table>
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<tr>
<td>7</td>
<td>Qualified Editorial Board Staff recommends adviser to the Campus Coordinator</td>
<td>Selects/chooses adviser from the recommended list; Recommends approval of the Special Order; Approves Special Order</td>
<td>1 day 5 minutes 1 minute 1 day</td>
<td>None</td>
<td>BABYLYN CANCERAN, PH.D.</td>
<td>None</td>
</tr>
<tr>
<td>8</td>
<td>Waits for the processing of the service</td>
<td>Prepares Special Order of the Adviser; Recommends Approval of the Special Order; Approves Special Order</td>
<td>5 – 10 minutes 3 – 5 minutes 1 – 2 days</td>
<td>None</td>
<td>BABYLYN CANCERAN, PH.D.</td>
<td>None</td>
</tr>
<tr>
<td>9</td>
<td>Editorial Board Staff and the concerned adviser receive copy of the Special Order as Adviser of the Student Publication</td>
<td>Gives copy of Special Order to the concerned adviser and to the Editorial Board Staff</td>
<td>Half day</td>
<td>None</td>
<td>BABYLYN CANCERAN, PH.D.</td>
<td>None</td>
</tr>
</tbody>
</table>

*End of Procedure*
Student Services and Welfare
GOVERNMENT/ PRIVATE SCHOLARSHIP

Schedule of Availability of Service: Monday to Friday (8:00 am – 5:00 pm)
Clients/Customers: Scholars
Requirement/s: Duly accomplished Scholars Data Form; Photocopy of Enrolment/ Assessment Form
Latest Certification of Grades; Notice of Awards/ Certification from the Scholarship provider/
Inclusion in the list of Scholars provided by the scholarship provider
Processing Time: 1 hour and 26 minutes

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1</td>
<td></td>
<td>Checks Notice of Awards/ Certification from the scholarship provider presented or verifies name if included in the List of Scholars provided by the scholarship provider; Gives the applicant the scholarship application form; Advises the applicant for the documentary requirements</td>
<td>5 - 10 minutes</td>
<td>None</td>
<td>BABYLYN CANCERAN, PH.D.</td>
<td>Scholarship Form</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Receives the documentary requirements; Reviews documents submitted</td>
<td>15 - minutes</td>
<td>None</td>
<td>BABYLYN CANCERAN, PH.D.</td>
<td>None</td>
</tr>
</tbody>
</table>
**Student Services and Welfare**

**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/

Inclusion in the list of Scholars provided by the scholarship provider

Processing Time: 1 hour and 26 minutes

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<tbody>
<tr>
<td>3</td>
<td>Presents the original copy of Enrolment Form</td>
<td>Stamps the original Enrolment Form with the scholarship grant</td>
<td>1 - minute</td>
<td>None</td>
<td>BABYLYN CANCERAN, PH.D.</td>
<td>None</td>
</tr>
<tr>
<td>4</td>
<td>Waits for the processing of the service</td>
<td>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</td>
<td>1 - hour</td>
<td>None</td>
<td>BABYLYN CANCERAN, PH.D.</td>
<td>None</td>
</tr>
</tbody>
</table>

*End of Procedure*
**STUDENTS SERVICE AND WELFARE**

**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

<table>
<thead>
<tr>
<th>STEPS</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Signs in the Client’s/Visitors Logbook</td>
<td>Checks records; Prepares certification; Endorse to the OSSW Campus Coordinator for signature</td>
<td>5 – 10 minutes</td>
<td>None</td>
<td>BABYLYN CANCERAN, PH.D.</td>
<td>None</td>
</tr>
<tr>
<td>2</td>
<td>Seeks for the signature of OSSW Campus Coordinator</td>
<td>Signs Certification</td>
<td>3 – 5 minutes</td>
<td>None</td>
<td>BABYLYN CANCERAN, PH.D.</td>
<td>None</td>
</tr>
</tbody>
</table>

*End of Procedure*