



## **EARIST ANTI-RED TAPE UNIT**

Consultant

Dr. EDITHA V. PILLO

President

Chairman

Dr. GRANT B. CORNELL

**VPREIA** 

Members

Mr. NOEL ORIEL

Director, Administrative Services

Ms. SHEILA M. MATIAS

Director, Student Admission, Registration and Records Management Services

**Engr. MINERVA ZOLETA** 

**Director, Planning Services** 

**Engr. ROBERTO M. LIWANAG** 

Director, Financial Management Services

Dr. SHEILA MARIE M. MATIAS

Director, Information and Public Affairs Services

Ms. AGNES F. AMORIN

Director, Student Affairs Services

Dr. JESUS PAGUIGAN

Director, Management information System

Ms. CHRISTYLANE B. BAGABALDO

Chief, Human Resource Management Services

Ms. ELIZABETH C. GUBATON

Chief, Cash and Disbursement Services

Dr. PEGGY OCHOA

Chief, Medical and Dental Services

Secretary

DANA R. ROLDAN

Chief, Records Services

**MELINDA DUYAN** 

Staff, Administrative Services

Graphics and Sayout

**MANAGEMENT INFORMATION SYSTEM SERVICES** 

AND

**INFORMATION AND PUBLIC AFFAIRS SERVICES** 

## FOREWORD

#### ANTI-RED TAPE ACT OF 2007

The Philippines had been described by the World Bank as "Asia's rising tiger" because of its booming economy eliminating the once moniker of "Sick man of Asia". With agriculture, industry, and people, the Philippines can be once again become a promising aconomy not only in Asia but also in the world. This can be realized if this country can rise again especially from the practice of corruption in the government.

In 2007, the ARTA was enacted which mandated government agencies to improve efficiency in the delivery of services to the public by reducing bureaucratic red tape, preventing graft and corruption, and providing penalties thereof.

The Anti-Red Tape Act can perhaps serve as a measure that can address the burden of corruption as experienced by the citizenry thus, it could look into the efficient flow of government transactions from the citizens' perspective. Further, this law intends to restrain corruption in the entire government office by providing a guiding principle on how it should operate based on its mandate. Additionally, this law focuses more on the prevention of corruption than an imposition of punishment to who steals what and how much.

The timely implementation of this law could possibly curb corruption in the Philippine government agencies with the help of the citizens to rebuild and improve public service delivery. Thus, Filipinos' confidence and trust in the capacity of public servants to help them improve their lives will soon be actualized.

The administration of President Rodrigo Roa Duterte's policy on good governance and transparency is a pivotal era to start abolishing corruption in the government.

# HISTORY



# Vision

EARIST is envisioned to be a centerof excellence in trades, business, arts, science and technology education.

# Philosophy

As a state college, Eulogio "Amang " Rodriguez Institute of Science and Technology (EARIST) believes that education is not an area of knowledge that can be arrogated unto itself by one profession, nor it is a division separate and distinct from the society and the times inwhich it flourishes. It is a plexus of knowledge and skills applied to the economic, social and moral development of self-actualized and productive citizenry.

# Mission

Turn out vocationally, technically,

technologically, and scientifically trained graduates who will be economically productive, self-sufficient, effective, responsible and discipline citizen

of the Philippines.

# **PERFORMANCE PLEDGE**

We, the Officials and Employees of the Eulogio "Amang" Rodriguez Institute of Science and Technology commit to:



Efficiently and courteously serve clients with proper identification from Monday until Friday from 8:00 am to5:00 pm without break.



Accurately ensure that Service Standards are met and proper communications are sent to clients without delay orinconvenience at the Frontline Service



Respectfully respond and attend immediately to any problem or complaint received and filed by the clients.



Instantly device solutions or answers to any queries, complaints in the shortest time possible.



Systematically look at every detail to facilitate prompt and efficient service.



Technically maneuverer programs adapted globally toensure customer satisfaction

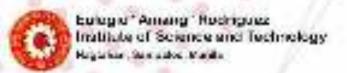
Feel free to visit the school that truly cares for the future generation through our website <a href="https://www.earist.edu.ph">www.earist.edu.ph</a> or you may contact us at 243-9467.

# LIST OF SERVICES

Office of the President	1
Information and Public Affairs Services	15
Planning Office	17
Internal Audit Services	24
Office of the Vice President for Administration and Finance	28
Administrative Services	32
Human Resource Management Services	34
Medical and Dental Services	38
Property Management Services	50
Procurement Services	55
Physical Plant and General Services	60
Transportation and Motorpool Services	62
Records Management Services	64
Information System Hardware Services	70
Security Services	74
Financial Management Services	77
Financial Management Services – Business Development Services	91
Cash and Disbursement Services	97
Office of the Vice President for Academic Affairs	101
Student Admission, Registration and Records Management Services	109
Quality Assurance Services	129
Student Affairs Services	131
Library Services	135
Counselling and Testing Services	145
Instruction Services	154
National Service Training Program	159
Office of the Vice President for research, Extension and International Affairs	161
Research Development and Production Services	163
Extension and Community Services	176
Management Information System Services	183
International Affairs Service Office	187
EARIST Cavite Campus	193
Feedback and Complaints Mechanism	264
List of Offices	267





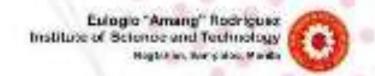


## OFFICE OF THE EARIST PRESIDENT

## 1. Purchase of Materials and Equipment

Approval of the President for the purchase of items/materials/equipment for the use of the Office/College.

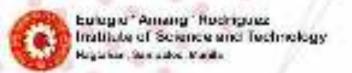
Office or Division:	Office of the EARIST President			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Executive Official, Faculty, Employees and Students			
CHECKLIST OF RE	QUIREMENTS	V	VHERE TO SECU	JRE
Endorsement Letter		Dean or Directo	or concern	
Recommendation Lette	r	Vice President	concern	
Photocopy of APP refle	cting the	Office or Colleg	ge Concern	
requested item/s				
CLIENT STEPS	AGENCY	FEES TO BE	PROCESSING	PERSON
OLILINI STETS	ACTION	PAID	TIME	RESPONSIBLE
Submit the Required	Checking of the	None	15 Minutes	Officer In-charge
Documents	Propriety of the			Office of the
2301	request as to			President
(F)	proper			Staff
of 1	endorsement by			Procurement
/	the dean or			Services
	director and duly			00.1.000
	recommended by			
	the Vice president			
None	Verification of the	None	15 Minutes	Officer In-charge
	Requested item if			Office of the
	included in the			President
	approved APP			Staff
				Procurement
				Services
	TOTAL	None	30 Minutes	



#### 2. Attendance to Seminar/Conferences

Approval of the President to attend seminars/conferences

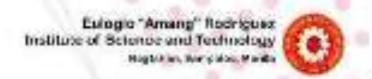
Office or Division:	Office of the EARIS	ST President		
Classification:		Simple		
Type of Transaction:		G2C - Government to Client		
Who may avail:	Executive Official, F		es and Students	
CHECKLIST OF RE			VHERE TO SECU	
Endorsement Letter		Dean or Directo	or concern	
Recommendation Lette	r	Vice President	concern	
Invitation with attached	Initial Request	Organizer / Eve	ent Facilitator	
Certificate of Availability	of Fund	FMS Office		
Recommendation for S	Substitute while	Person Involve	or Office/College	Concern
attending Conference o	r Seminar			A A
CLIENT STEPS	AGENCY	FEES TO BE	PROCESSING	PERSON
	ACTION	PAID	TIME	RESPONSIBLE
Submit the Required	Checking for	None	15 Minutes	Officer In-charge
Documents	proper			Office of the President
	endorsement by			Fresident
	the Dean or			Staff
	Director, duly			FMS
	endorsed by the Vice President			1
	Vice Fresiderii			Staff
<u> </u>	D .: (		45.40	OVPAA
None	Preparation of	None	15 Minutes	Officer In-charge Office of the
	Office Order			President
	(Staff Dev.)			rresident
	Time Only			Staff
	-If			FMS
	seminar/conferen			2. "
	ce requires			Staff
	budget allocation		N 19.	OVPAA
	TOTAL	None	30 Minutes	



# 3. Budget for Activities (conduct of seminar, extension activity, etc.)

Approval of the President for the conduct of seminar, extension activities, etc.

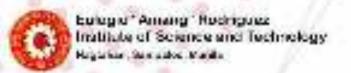
Office or Division:	Office of the EARIS	ST President		
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All			
CHECKLIST OF RE	EQUIREMENTS	V	VHERE TO SECU	JRE
Endorsement Letter		Dean or Direct	or Concern	
Recommendation Lette	r	Vice President	Concern	
Program of Activities		Person Involve	/ Organizer / Eve	nt Facilitator
Certification of Availabil	ity of Funds	FMS Office	-	
Eligibility / Classification	of expenditure	FMS Office		
CLIENT STEPS	AGENCY	FEES TO BE	PROCESSING	PERSON
CLIENT STEPS	ACTION	PAID	TIME	RESPONSIBLE
Submit the Required Documents	Checking for proper endorsement by	None	15 Minutes	Officer In-charge Office of the President
	the Dean or Director, duly endorsed by the Vice President			Staff FMS
None	Preparation of Special Order	None	15 Minutes	Officer In-charge Office of the President  Staff
	TOTAL	None	30 Minutes	FMS



#### 4. Replenishment, Liquidation, Reimbursement

Approval of the President for the replenishment of petty cash, liquidation of seminars attended and reimbursement of cash advance.

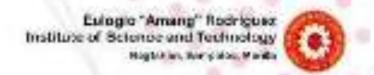
Office or Division:	Office of the EARIS	Office of the EARIST President			
Classification:	Simple				
Type of Transaction:	G2C - Government to Client				
Who may avail:	All				
CHECKLIST OF RE	QUIREMENTS	V	VHERE TO SECU	JRE	
Letter Request with Red	commendation		or concern with er	ndorsed by Vice	
		president			
Official Receipt			or Office/College		
Approved Initial request			or Office/College	Concern	
Photocopy of Special O		Office of the Pr	resident		
Proof of the conduct of	activity	Organizer/Event Facilitator			
(Attendance Sheet, Etc	<i>'</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Submit the Required	Checking for	None	15 Minutes	Officer In-charge	
Documents	proper			Office of the	
	endorsement by			President	
	the Dean or				
	Director, duly				
	endorsed by the				
	Vice President				
None	Checking for	None	15 Minutes	Officer In-charge	
	supporting			Office of the	
	documents			President	
				TIL 1	
	TOTAL	None	30 Minutes		



### 5. Reinstatement

Approval of the President for the reinstatement of the faculty/employee.

Office or Division:	Office of the EARIS	ST President		
Classification:	Simple			
Type of Transaction	G2C - Government	to Client		
Who may avail:		Executive Official, Faculty and Employees		
CHECKLIST OF F	EQUIREMENTS	1	WHERE TO SECU	JRE
Letter Request with R	ecommendation	Dean or Direct	or concern with er	ndorsed by Vice
		president		
Promissory Note (for t	nose with	Person Concer	'n	
suspension)				
Copy of duly approved	Leave form	HRM		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit the Required Documents	Checking for proper endorsement by the Dean or Director, duly recommended by the Vice President	None	30 Minutes	Officer In-charge Office of the President  Staff HRD
	TOTAL	None	30 Minutes	



#### 6. Use of Institute Vehicle / Facilities

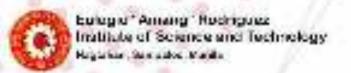
Approval of the President for the use of the Institute Vehicle / Facilities.

Office or Division:	Office of the EARIST	Office of the EARIST President			
Classification:	Simple		. 7.7		
Type of Transaction:	G2G - Government	to Government	- 70		
Who may avail:	Executive Official, Faculty and Employees				
CHECKLIST OF RI	EQUIREMENTS	V	HERE TO SECU	JRE	
Letter-request duly end	orsed by	Person Concer	n / College or Off	ice Concern	
appropriate Official and	duly accomplished			111	
form				3 3 3	
Accomplished/Approved	d trip ticket	Administrative	Office		
CLIENT STEPS AGENCY ACTION		FEES TO BE	PROCESSING	PERSON	
CLIENT STEPS	AGENCY ACTION	PAID	TIME	RESPONSIBLE	
Submit the Required	Checking for	PAID None	TIME 30 Minutes	Officer In-charge	
	Checking for proper			Officer In-charge Office of the	
Submit the Required	Checking for proper endorsement by			Officer In-charge	
Submit the Required	Checking for proper endorsement by the Director of			Officer In-charge Office of the President	
Submit the Required	Checking for proper endorsement by the Director of Administrative			Officer In-charge Office of the President Staff	
Submit the Required	Checking for proper endorsement by the Director of Administrative Services, duly			Officer In-charge Office of the President Staff Administrative	
Submit the Required	Checking for proper endorsement by the Director of Administrative Services, duly recommended by			Officer In-charge Office of the President Staff	
Submit the Required	Checking for proper endorsement by the Director of Administrative Services, duly			Officer In-charge Office of the President Staff Administrative	

#### 7. Retirement

Approval of the President for the retirement of the faculty/employee.

Office or Division:	Office of the EARIS	Office of the EARIST President			
Classification:	Simple				
Type of Transaction:	G2C - Government	to Client			
Who may avail:	All				
CHECKLIST OF RE	QUIREMENTS	1	WHERE TO SECU	JRE	
Letter-request duly end or Director, duly recommodities President		Person Concer	'n		
Accomplished General	Clearance	HRD Office			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Submit the Required Documents	Checking for proper endorsement by the Dean or Director, duly recommended by the Vice President	None	30 Minutes	Officer In-charge Office of the President  Staff HRD	
	TOTAL	None	30 Minutes		



### 8. Change of Official Time

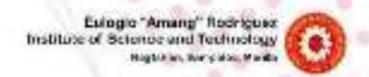
Approval of the President for the retirement of the faculty/employee.

Office or Division:	Office of the EARIST President			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client			
Who may avail:	Executive Official, Faculty and Employees			
CHECKLIST OF RE	QUIREMENTS	\	WHERE TO SECU	JRE
Letter-request duly ende	orsed by the Dean	Person Concer	'n	10
or Director, duly recomr	mended by the Vice			
President				
CLIENT STEPS	AGENCY	FEES TO BE	PROCESSING	PERSON
CLIENT STEPS	ACTION	PAID	TIME	RESPONSIBLE
Submit the Required	Checking for	None	30 Minutes	Officer In-charge
Documents	proper			Office of the
/	endorsement by			President
	the Dean or			04-44
7	Director, duly			Staff
300	recommended by			HRD
(f)	the Vice			
	President			
	TOTAL	None	30 Minutes	

#### 9. Refund of Tuition Fees

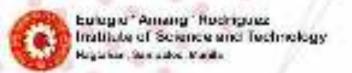
Approval of the President for the refund of Tuition fees.

Office or Division:	Office of the EARIS	T President			
Classification:	Simple	Simple			
Type of Transaction:	G2C - Government	to Client			
Who may avail:	Students				
CHECKLIST OF R	EQUIREMENTS	V	VHERE TO SECU	JRE	
Basic request endorsed		Student and O	SA		
Recommended by the	Vice President				
Photocopy of COR		SARRMS Offic	е		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Submit the Required Documents	Checking for proper endorsement by the Dean, duly endorsed by the Vice President	None	30 Minutes	Officer In-charge Office of the President  Staff FMS Office  Staff SAS Office	
	TOTAL	None	30 Minutes		



#### 10. Vouchers

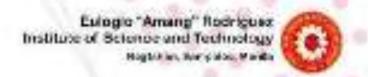
Office or Division:	Office of the EARIS	Office of the EARIST President		
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Executive Official,	Faculty and Emp	loyees	
CHECKLIST OF RE	QUIREMENTS	W	HERE TO SECU	RE
Approved request Resol	ution	Client Concern		
Certificate of availability	of funds	FMS Office		
Copy of Special Order o	r Board	Office of the Pre	esident	
Other require supporting	documents	Depend on requ	uired Documents	
Initial by the Director, IA	S	IAS Office		3
CLIENT STEPS	AGENCY	FEES TO BE	PROCESSING	PERSON
CLIENT STEPS	ACTION	PAID	TIME	RESPONSIBLE
Submit the Documents for Signature	Checking for completeness of attached documents and signatories	None	30 Minutes	Officer In-charge Office of the President
	TOTAL	None	30 Minutes	



### 11. Payment of Obligation (Gasoline/Utilities, Etc.)

Approval of the President for the payment of gasoline/electricity/water consumption.

	Office or Division:	Office of the EARIS	Office of the EARIST President			
	Classification:	Simple	Simple			
	Type of Transaction:	G2G - Government	G2G - Government to Government			
	Who may avail:	Faculty and Employees				
	CHECKLIST OF RI	EQUIREMENTS	V	HERE TO SECU	IRE	
	Letter-request duly ende or Director, duly recomme President		Person Concer	n	1	
1	Statement of Account d FMS and the IAS	uly checked by the	FMS and IAS			
	CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
	Submit the Required Documents	Checking for proper endorsement by the Director of Administrative Services, duly recommended by the Vice President	None	30 Minutes	Officer In-charge Office of the President  Staff FMS Office  Staff IAS Office	
		TOTAL	None	30 Minutes		



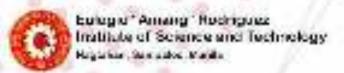
#### 12. LDDAP, Checks, ACIC

#### Approval / Signature of the President

Office or Division:	Office of the EARIST President			
Classification:	Simple			
Type of Transaction:	G2G - Governmen	t to Government	. 7.7	
Who may avail:	All			
CHECKLIST OF RE	QUIREMENTS WHERE TO SECURE			RE
Approved request Resol	ution	Client Concern	1.7	
Certificate of availability	of funds	FMS Office	S Office	
Copy of Special Order o	r Board	Office of the President		
Other require supporting	documents	Depend on required Documents		
Initial by the Director, IA	S	IAS Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit the Documents for Signature	Checking for completeness of signatories	None	30 Minutes	Officer In-charge Office of the President
	TOTAL	None	30 Minutes	

# 13. Clearances, Leave Form, Class Program, Diploma and Certificates

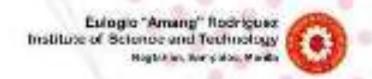
Office or Division:	Office of the EARIST President			
Classification:	Simple			
Type of Transaction:	G2G - Governmen	t to Government		
Who may avail:	Executive Official, Faculty, Employees and Students			
CHECKLIST OF RE	QUIREMENTS	V	<b>HERE TO SECU</b>	RE
Signature of concerned	Dean or Director	College or Office		
Signature of the Supervi	sor, AS Director,	College or Offic	e Concern / IA / F	IRD
Endorsement by the VP	AA	Office of the Vic	e President for Academic Affairs	
Signature of the Registra	ar and the Dean	SARRMS and 0	Colleg <mark>e C</mark> oncern	
Signature of the Dean/D President	irector/Vice	College or Office Concern		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit the Documents for Signature	Checking for completeness of signatories	None	30 Minutes (for Diploma and Certificate Depend on the Volume)	Officer In-charge Office of the President  Staff SARRMS Office



1			OSA / HRD / College / Services
TOTAL	None	30 Minutes	

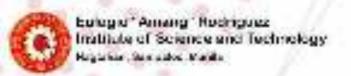
#### 14. Purchase Order

Office or Division:	Office of the EARIS	Office of the EARIST President			
Classification:	Simple				
Type of Transaction:	G2G - Governmen	t to Government		1/1	
Who may avail:	Executive Official,	Faculty and Emp	loyees		
CHECKLIST OF RE	QUIREMENTS	V	VHERE TO SECU	IRE	
Approved Request		Client Concern			
Certificate of availability	of funds	FMS Office			
Special Order		Office of the Pre	esident		
Abstract of Canvas		BAC Office			
BAC Resolution/Board F	Resolution	BAC Office			
Signature of the end-use	er and the FMS	Client Concern	/ FMS Office		
Director					
CLIENT STEPS	AGENCY	FEES TO BE	PROCESSING	PERSON	
	ACTION	PAID	TIME	RESPONSIBLE	
Submit the Documents	Checking for	None	15 Minutes	Officer In-charge Office of the	
for Signature	completeness of			President	
	signatories			i resident	
				Staff	
				Procurement	
				Office	
None	Preparation of	None	15 Minutes	Officer In-charge	
	Board Resolution			Office of the	
				President	
				Staff	
				Procurement	
				Office	
				J5	
	TOTAL	None	30 Minutes		



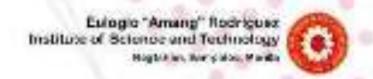
#### 15. Abstract of BIDS

Office or Division:	Office of the EARIS	ST President		1 1 1
Classification:	Simple			1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1
Type of Transaction:	G2G - Governmen	t to Government		
Who may avail:	Executive Official,	Faculty and Emp	loyees	
CHECKLIST OF RE	QUIREMENTS	V	VHERE TO SECU	IRE
Initial request duly funde	ed by the FMS	FMS Office		
BAC Resolution with sup	porting	BAC Office		
documents				
Board approval of the pr	oject/procurement	BAC Office		
CLIENT STEPS	AGENCY	FEES TO BE	PROCESSING	PERSON
CLILINI SILPS	ACTION	PAID	TIME	RESPONSIBLE
Submit the Documents for Signature	Checking for completeness of	None	15 Minutes	Officer In-charge Office of the
Tor Signature	signatories			President
				Staff
				Procurement Office
None	Preparation of Board Resolution	None	15 Minutes	Officer In-charge Office of the President
				Staff
				Procurement
				Office
	TOTAL	None	30 Minutes	



#### 16. Award of Contract/Notice to Proceed

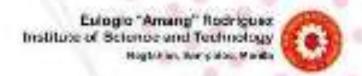
Office or Division:	Office of the EARIST President			
Classification:	Simple			- 1
Type of Transaction:	G2G - Governmen	t to Government		
Who may avail:	Executive Official,	Faculty and Emp	loyees	
CHECKLIST OF RE	QUIREMENTS	V	VHERE TO SECU	IRE
BAC Resolution		BAC Office		
Board Resolution approve Contract to the winning I	•	BAC Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit the Documents for Signature	Checking for completeness of signatories	None	15 Minutes	Officer In-charge Office of the President  Staff Procurement Office
None	Preparation of Board Resolution	None	15 Minutes	Officer In-charge Office of the President  Staff Procurement Office
	TOTAL	None	30 Minutes	



### 17. Memorandum of Agreement (MOA)

Office or Division:	Office of the EARIS	ST President		I.	
Classification:	Simple	Simple			
Type of Transaction:	G2G - Government to Government				
Who may avail:	Executive Official, Faculty, Employees and Students				
CHECKLIST OF RE	QUIREMENTS	V	VHERE TO SECU	IRE	
Board Resolution approv	ving the	Office of the Pre	esident	\	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Submit the Documents for Signature	Checking for completeness of signatories Checking for proper endorsement/ recommendation by the Vice President	None	15 Minutes	Officer In-charge Office of the President  Staff Procurement Office	
None	Preparation of Board Resolution	None	15 Minutes	Officer In-charge Office of the President  Staff Procurement Office	
	TOTAL	None	30 Minutes		





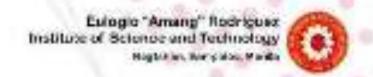
#### **INFORMATION AND PUBLIC AFFAIRS SERVICES**

#### 1. Freedom of Information (FOI) Request for Information

The FOI request for information shall deal with request of information received under Executive Order No. 02,s.2016. Every client shall have access to information, official records, public records, and documents and papers pertaining to official acts, transactions or decisions.

Office or Division:	Information and Public Affairs Services (InfoPAS)			
Classification:	Simple or Complex Request			
Type of Transaction:	G2CC – Governme	ent to Client		
Who may avail:	Internal Clients and			V V
CHECKLIST OF RE			VHERE TO SECU	
Government Issued Ider	ntification Card		e, DFA, SSS, GSIS	S, Pag-IBIG, LTO
FOI Request Form		InfoPAS Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Sign in the Client Log Book in the office lobby	Give the Log Book to the client	None	5 minutes	FOI Receiving Officer InfoPAS Office
Fill-up FOI Request Form	Issue the FOI Request Form	None	5 minutes	FOI Receiving Officer InfoPAS Office
Submit the required documents to InfoPAS Window 1	Screening, evaluation and clarification of request of information	None	10 minutes	FOI Receiving Officer InfoPAS Office
None	Forward the request to the FOI Decision Maker (FDM)	None	5 minutes	FOI Receiving Officer InfoPAS Office
None	Assessment of FDM for approval or denial of request	None	1 day	FOI Decision Maker VPAF VPAA VPREIA
None	Preparation of requested documents	None	5 days for simple request  10 days for complex request	FOI Receiving Officer Service Office/s
Client claims the requested document	Issuance of information requested	None	5 minutes	FOI Releasing Officer InfoPAS Office
	TOTAL	None	11 Days and 30 Minutes	





#### **PLANNING OFFICE**

1. Assistance in the production, conceptual plans/designs, budgetary estimates and other initial documents for the preparation of infrastructure project proposals.

Office or Division:	Planning Office			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government t	o Government		
Who may avail:	All Units of the Institu	ite		
CHECKLIST OF R	EQUIREMENTS		WHERE TO SECU	JRE
Approved request letter	from the President		of the President	
Sketch of ideas by the i		Client Concern		
List of spatial requireme	ents as determined	Client Concern		7. 7.
by the requesting party				_ A _ A
Other reference docum	ents		uired office conce	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Requesting party submits a letter of request to the President	If approved, the President sends letter to Planning Director.	None	15 minutes	Staff Office of the President
None	Planning Director informs IIPDO Chief and assign the project	None	3 days	Director Planning Office  Chief IIPDO Office
None	IIPDO conducts an ocular visit to the site of the proposed project, interview concerned personnel, take pictures and take measurements of the area.	None	2 days	Director Planning Office  Chief IIPDO Office
None	IIPDO prepares one (1) set of conceptual plan/design, budgetary estimate,	None	7 days	Director Planning Office  Chief IIPDO Office

	and other initial documents.			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	Presents the prepared documents to the Planning Director for a file copy	None	1 day	Director Planning Office  Chief IIPDO Office
None	Submits the prepared documents to the requesting College/Office	None	1 day	Director Planning Office  Chief IIPDO Office
None	IIPDO keeps the receiving copy for office files.	None	1 day	Director Planning Office  Chief IIPDO Office
	TOTAL	None	15 Days and 15 Minutes	

### 2. Project inspection and similar activities

To check the ongoing Project and Similar Activities of the Institute.

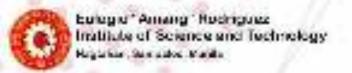
Office or Division:	Planning Office				
Classification:	Simple	Simple			
Type of Transaction:	G2G – Government to Government				
Who may avail:	All Units of the Institute				
CHECKLIST OF RE	QUIREMENTS	V	VHERE TO SECU	IRE	
Approved request letter t	Approved request letter from the President		/ Office of the Pre	sident	
Reference documents ne performance of project in activities		IIPDO Office			
If the project is coordinated with a consultant/agency outside EARIST (e.g. DPWH), an accepted schedule by the consultant/agency		IIPDO Office / Government Agency			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PROCESSING PERSON PAID TIME RESPONSIBLE			
Contractor / Client submit a letter of request to the president	If approved, the President sends letter to Planning Director	None	15 minutes	Chief & Staff IIPDO Office	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	Planning Director informs IIPDO Chief and assigns the task.	None	1 day	Chief & Staff IIPDO Office
None	IIPDO Performs the approved task. Planning Director participates in the Project inspection	None	1 day	Chief & Staff IIPDO Office
None	IIPDO may coordinate with a consultant/agency outside EARIST (e.g. DPWH).	None	3 days	Chief & Staff IIPDO Office
	TOTAL	None	5 Days, 15 Minutes	

#### 3. Dissemination of information

Dissemination of information regarding status, requirements, deadline and related information on physical accomplishment, government programs and projects.

Office or Division:	Planning Office			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All Units of the Institute			
CHECKLIST OF RE	QUIREMENTS WHERE TO SECURE			IRE
New or revised Guidelin	es, directives from	College or Office	e Con <mark>cern / Clien</mark>	t Concern
other government agen	cies	ies		
CLIENT STEPS	AGENCY	FEES TO BE	PROCESSING	PERSON
	ACTION	PAID	TIME	RESPONSIBLE
Send document via email or to the respective offices	Prepare communication letter	None	TIME 1 Day	Planning Office



# 4. Submission of Quarterly Report of the Status of Government Projects to COA

To inform the Commission on Audit (COA) the current status of government programs and projects in the Institute.

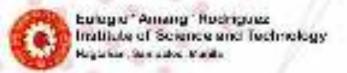
Office or Division:	Planning Office				
Classification:	Simple				
Type of Transaction:	G2G – Government to Government				
Who may avail:	All Units of the Institute				
CHECKLIST OF RE	QUIREMENTS				
Status of government pr projects	ograms and	IIPDO thru Planning Office		- 1	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Request for submission of required documents	Sign the report	None	10 minutes	<i>Director</i> Planning Office	
	Prepare the communication signed by the Head of the Agency	None	15 minutes	<i>Director</i> Planning Office	
	Submit to COA	None	10 minutes	Director Planning Office	
	TOTAL None 35 minutes				

#### 5. Submission of Quarterly, Semi-Annual and Annual Report of the status of the Institute's Physical Accomplishment to Department of Budget and Management (DBM)

To update DBM of the regular status on the Physical accomplishment of the Institute in quarterly, semi-annual and annual basis.

Office or Division:	Planning Office			
	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All Units of the Institute			
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE		
Status of Institute's Physical		Thru Planning Office		
Accomplishment (hardcopy)				
Status of Institute's Physical		Via Unified Report System (URS) thru Planning		
Accomplishment (softcopy)		Office		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request for submission of required documents	Sign Quarterly report of Licensure Examination	None	15 minutes	Director Planning Office
None	Sign data on Enrolment of Undergraduate and Graduate programs	None	15 minutes	Director SARRMS Office
None	Sign status of Accreditation of Undergraduate and Graduate Programs	None	15 minutes	Director Quality Assurance Office
None	Signed status of Graduate Tracer Status 2 years prior	None	5 minutes	VPAA Office via Deans of Colleges
None	Receive status of Research programs	None	5 minutes	Director Research Development and Production Office
None	Receive status of Extension and Community Projects	None	5 minutes	Director Extension and Community Involvement Office
None	Signed status of Graduate performance in Research activities	None	5 minutes	Dean Graduate School Office
None	Consolidate all the gathered data and encode thru the system	None	1 Day	Director Planning Office
None	Submission of data on Physical Accomplishment thru the system	None	15 minutes	Director Planning Office
None	Signing of the Physical Accomplishment	None	15 minutes	Director Planning Office
	TOTAL	None	2 days and 35 minutes	



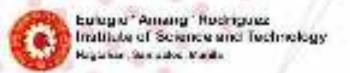
# 6. Submission of the Annual Performance Based Bonus (PBB) Requirements to AO25 Secretariat

Compliance of the PBB Requirements to avail the PBB Incentives

	Office or Division:	Planning Office			
		Complex			
	Type of Transaction:	G2G – Government to Government			
	Who may avail:	All Units of the Inst	itute		
	CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE		
	Physical Accomplishme	nt, Streamlining	Planning Office		
	and Process Improveme	ent of Agency,			
	Client / Citizen Satisfacti	ion			
	Good Governance – Transparency Seal and		InfoPas, Procurement		
	PhilGeps				
	Support to Operations -	Certification of	Quality Assurance		
	Agency's QMS				
	General Administration and Support to		Financial Management System, Internal Audit		
	Services - Budget Utilization	•	Service, Procurement		
	with Quarterly Submission of	•			
	Sustained Compliance with Audit Findings,				
Procurement Requirements					
	Other Cost Cutting Requirements - Agency		HRMS, InfoPAS		
SALN Review and Compliance Procedure, Agency					
System of Ranking Delivery Units, FOI Manual and					
Reports					

Reports				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request for submission of required documents	Receive the accomplished forms signed by concerned authorities and gather supporting documents	None	5 minutes	Staff Planning Office
None	Review of gathered documents	None	3 Days	Director, Planning Office
None	Reproduction of Documents	None	5 Days	Concerned Offices
None	Prepare the communication signed by the Head of the Agency	None	15 minutes	<i>Director,</i> Planning Office
None	Submit to AO25 Secretariat office and thru email	None	1 Day	Director, Planning Office
	TOTAL	None	9 days and 20 minutes	





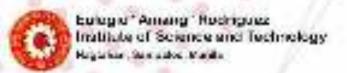
### **INTERNAL AUDIT SERVICES**

#### 1. Special Audit (Assurance and Advisory)

The special Audit is requested by the President whenever necessary. It is intended to address current issues on governance, risk assessment and control processes of the Institute.

Office or Division:	Internal Audit Services				
Classification:	Highly Technical				
Type of Transaction:	G2G - Government to Government				
Who may avail:	President				
CHECKLIST OF RI	EQUIREMENTS WHERE TO SECURE			JRE	
A request letter from the President to		From the Office of the President			
conduct special audit					
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
President sends	Clerk receives and	None	3 Minutes	Staff	
request letter for	records the			Office of the	
special audit	request letter and			President	
	sends it to the IAS				
	Director				
None	IAC Director	Nana	Ollouro	IAS Director	
None	IAS Director evaluates the	None	2 Hours	IAS Office	
	request and			17 to 011100	
	assigns the audit			Internal Auditor	
	assignment to one			IAS Office	
	of the Internal				
	Auditor				
None	Internal Auditor	None	4 Hours	IAS Director	
	prepares the Audit			IAS Office	
	Program and sends it to IAS			Internal Auditor	
	Director for			IAS Office	
	approval				
	αρρισται				
None	Director prepares	None	2 Hours	IAS Director	
41000	and sends Notice			IAS Office	
18 8 7	of Audit to			C+-#	
A STATE OF THE STA	President for			Staff Office of the	
	approval and			President	
	communication to			1 100idont	
	Auditee			17 17 1	

				100
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	Perform appropriate auditing fieldwork	None	30 working days	Internal Auditor IAS Office
None	Preparation and approval of audit report	None	1 working day	Internal Auditor IAS Office
None	Submission of the Audit Report to the Office of the President	None	3 minutes	Service Clerk IAS Office
President schedules the Exit Conference	Discussion of the Audit Findings with the President, Auditee, IAS Director and Internal Auditor	None	1 Hour	President OP IAS Director IAS Office
	TOTAL	None	32 days, 1 hour and 6 Minutes	

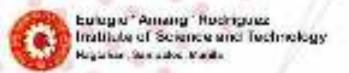


### 2. Request for Audit Reports

This service is intended to address specific needs of the Commission on Audit and heads of Offices/Units/Colleges of the Institute.

Office or Division:	Internal Audit Serv	Internal Audit Services			
Classification:	Simple				
Type of Transaction:	G2G - Governmen	t to Government			
Who may avail:	Commission on Au	idit and Colleges	Offices/Units of the	ne Institute	
CHECKLIST OF RE	QUIREMENTS	V	WHERE TO SECU	JRE	
Approved request to obt report.	ain copy of audit	From the Office	of the President	//3	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Send request letter to the Office of the President for approval	Receives approved request letter and records it in the logbook	None	3 minutes	Auditing Assistant / Clerk IAS Office	
None	Internal Audit Service Clerk sends the approved request letter to the IAS Director	None	3 Minutes	Internal Auditor IAS Office IAS Director IAS Office	
None	Locates needed report and reproduce it	None	2 Hours	Service Clerk IAS Office	
None	Records the distribution of the requested report	None	3 Minutes	Service Clerk IAS Office	
Receive the requested report	Send the requested report to the recipient	None	3 Minutes	Service Clerk IAS Office	
	TOTAL	None	2 Hours and 12 Minutes		





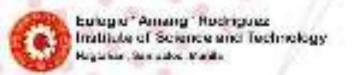
### **ADMINISTRATIVE SERVICES**

### 1. Signing of Budget Utilization (BUR)

Sign pertinent documents of the Institute

Office or Division:	Administrative Ser	Administrative Services			
Classification:	Simple				
Type of Transaction:	G2C – Governmer	nt to Client			
Who may avail:	Client				
CHECKLIST OF RE	QUIREMENTS	1	WHERE TO SEC	URE	
FOR FUND 164					
Official Receipt of the P	erformance Bond	Cashier's Office	•		
Notice of Award		BAC Office		1/1	
BAC Resolution		BAC Office			
BAC Abstract of Bids		BAC Office			
BAC Canvass Form		BAC Office			
Company Profile		BAC Office			
FOR FUND 101	FOR FUND 101				
Obligation Request and	l Status	Financial Management Service (FMS)			
Disbursement Voucher		Financial Management Service (FMS)			
Approved Letter reques	t by the President	Client			
Statement of Account		Financial Management Service (FMS)			
Sales Invoice		Client			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Submit the Budget Utilization Requisition	Accept, verify and	None	2 minutes	Officer in charge FMS	
(BUR) Form	signed BUR record and	2 minutes  FMS Di			
	release		2 minutes	I IVIO	
	TOTAL		6 minutes		





### **HUMAN RESOURCE MANAGEMENT SERVICE**

### 1. Recruitment and Placement

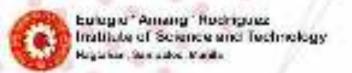
Hiring of New Employees based on the Civil Service Selection Process and Qualification Standards

Office or Division:	Human Resource Management Service (HRMS)			
Classification:	Highly Technical		( - /	
Type of Transaction:	G2C – Governmer	nt to Client		
Who may avail:	Client/Interested P			
CHECKLIST OF RE	QUIREMENTS	\	WHERE TO SECU	JRE
For the Applicant:				
Application Letter		Client		
All credentials/docume	nts to support	Client		
the entries in the Resu				
NBI Clearance		National Bureau	ı of Investigation (	NBI)
Clearance from previous	us Employment	Previous Emplo	yer	·
For the Newly Hired Emp	oloyee/Faculty			
Birth Certificate		National Statisti	cs Office (NSO)	
Neuro Exam Result		Accredited Hosp	oital	
Medical Examination F	Result	Accredited Hos	oital	
PDS/PDF				
Panunumpa sa Tungki	ulin	HRMS		
Statement of Assets &	Liabilities (SALN)	HRMS		
Oath of Office		HRMS		
Assumption of Duty (C	SC Form)	HRMS		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit Letter of Intent or Application Letter and Resume	Accept application letter and documents	None	10 minutes	HRMS Staff HRMS Office
	Review and submitted documents of client	None	10 minutes	HRMS Chief HRMS Office
	Conduct initial interview	None	15 minutes	HRMS Chief HRMS Office

,					
	CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Qualified applicants are required to take Examination and/or Teaching Demonstration	Conduct and evaluate the result of the Psychological Examination and/or Teaching Demonstration	None	3 hours	In-charge, Psychometrician HRMS Office  Dean College
	Applicants who passed the Examination are considered candidate for the vacant position	Prepare the following Documents: Personal Data Sheets and pertinent documents to support all entries therein	None	5 days	In-charge, Psychometrician HRMS Office Dean College
	Selection Board Interview and Final Evaluation	Inform the qualified candidates through email or text message	None	1 Hour	HRMS Chief HRMS Office
		Prepared the EPSB or EFSB compliance Form and Tabulation of Rating Scores of the Committee	None	2 hours	HRMS Chief HRMS Office
	Qualified candidates will wait for the result of the Selection	Inform all the candidates of the outcome/result of the selection after the deliberation	None	2 hours	HRMS Chief HRMS Office
		Prepare Personnel/ Faculty Board Resolution	None	3 months	HRMS Chief HRMS Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Confirmation/Approval of the EARIST Board of Trustees	Prepared EARIST Board Resolution	None	3 months (quarterly BOT meeting)	Office of the President/Board Secretary
Assumption to duty of the best Candidate/ Appointee	Prepared the Appointment and other documents	None	5 days	Staff In-Charge
	Signed Appointment	None	1 hour	Appointing Authority
	TOTAL	None	6 Months, 11 Days, 1 Hour and 35 Minutes	





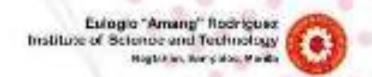
### MEDICAL AND DENTAL SERVICES

### 1. Regular Consultation And Check - Up

This cover from the time that the patient enter the Medical Health Services for the purpose of consultation and check-up, until they are assess and declared physically fit and healthy

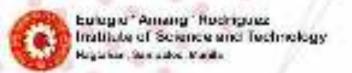
## 1.1 Regular Consultation and Check - Up for Emergency Case

Office or Division:	Medical and Denta	Medical and Dental Services (MDS)			
Classification:	Simple				
Type of Transaction:	G2C – Governmer	nt to Client			
Who may avail:	<b>Executive Officials</b>	, Students, Empl	oyees, Faculty An	d Extension	
•	Services (Adopted Barangay and Employee's Immediate Family)				
CHECKLIST OF RE	REQUIREMENTS WHERE TO SECURE				
None		None			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Visit the Medical Clinic	Assess the patient:	None	10 Minutes	Medical Officer MDS Office  Nurse on Duty MDS Office	
Consultation Proper Assessment/Check-up	If assessed as Emergency Case, the attending Physician or Nurse will give necessary first aid treatment or referral to the hospital of choice	None	Emergency (Priority) 20 Minutes	Medical Officer MDS Office  Nurse on Duty MDS Office	
	TOTAL	None	30 Minutes		



### 1.2 Regular Consultation and Check - Up for (Non-Emergency Case)

Office or Division:	Medical and Denta	Medical and Dental Services			
Classification:	Simple				
Type of Transaction:	G2C – Governmer	G2C – Government to Client			
Who may avail:	Students, Employees, Faculty And Extension Services (Adopted Barangay)				
CHECKLIST OF RE	0.37			IRE	
NONE					
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Visit the Medical Clinic	Assess the patient	None	30 minutes	Medical Officer MDS Office  Nurse on Duty MDS Office	
Consultation Proper Assessment/Check-up	Non-Emergency Case, the Medical Officer will manage the treatment of the patient	None	30 minutes	Medical Officer MDS Office  Nurse on Duty MDS Office	
	TOTAL		1 hour		

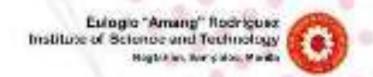


### 2. Medical Certificate Issuance to OJT Students

The procedure covers from the time OJT Students will enter the Medical Clinic for the purpose of medical physical examination and clearance for OJT

Office or Division:	Medical And Denta	al Services (MDS	)	
Classification:	Simple	•		
Type of Transaction:	G2C – GOVERNM	ENT TO CLIENT	-	
Who may avail:	STUDENTS			
CHECKLIST OF RE				
Chest X-ray		Medical Laborat	tory of choice	
Complete Blood Count	(Result)	Medical Laboratory of choice		
Urinalysis (Result)		Medical Laboratory of choice		
Drug Test Result (Option	onal)			
CLIENT STEPS AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Visit the Medical Clinic	Assess the client/ Give request for laboratory work- ups	None	1 Hour	Medical Officer MDS Office  Nurse on Duty MDS Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Consultation Proper Assessment/Check- up	Assessed the client	None	1 Hour	Medical Officer MDS Office
	Signing Medical Form to Clients that are fit to undergo the OJT program			Nurse on Duty MDS Office
	TOTAL	None	2 Hours	



### 3. Issuance of Return/Fit to Work Certificate

This procedure covers from the time the client had given their medical results/certificate for evaluation until the time the attending Physician signed the certificate attesting that the Client is Physically Fit to resume work.

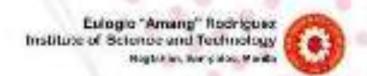
Office or Division:	Medical And Denta	Medical And Dental Services (MDS)			
Classification:	Simple				
Type of Transaction:	G2C – Governmer	nt to Client			
Who may avail:	Employees and Fa	Employees and Faculty			
CHECKLIST OF RE				JRE	
Medical Certificate		From the attend	ling physician or s	pecialist	
Laboratory Test Result				3 /3/ //	
Medical Abstract	From the attending physician or specialist			pecialist	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Visit the Medical Clinic	Assess the client/ Review necessary laboratory work- ups	None	30 Minutes	Medical Officer MDS Office  Nurse on Duty MDS Office	
Finish Assessment/ Discharged	Fit to work – signed clearance	None	30 Minutes	Medical Officer MDS Office  Nurse on Duty MDS Office	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Not yet Fit to return to work, recommend to the client:	None	7 Days and 40 Minutes	Medical Officer MDS Office
• //	Option A: Treatment Reassessment			Nurse on Duty MDS Office
11	Option B: Referral to hospital or specialist for	None	30 Minutes	Medical Officer MDS Office
/ //	further treatment			Nurse on Duty MDS Office
/	Schedule Client for reassessment or check-up then Signing of Return/			
1	Fit to Work form TOTAL	None	7 Days and 40	
			Mins. (Option A) or 30 Mins. (Option B)	

### 4. Issuance of Return/Fit to Work Certificate

This procedure covers from the time the client had given their medical results/certificate for evaluation until the time the attending Physician signed the certificate attesting that the Client is Physically Fit to resume work.

Office or	Medical and Dental So	ervices			
Division:					
Classification:	Simple				
Type of	G2C – Government to Client				
Transaction:	1811				
Who may avail:	Executive Officials, Employees and Faculty				
CHECKLIST OF	REQUIREMENTS WHERE TO SECURE				
Medical Certificate	10.5	From the attend	ling physician or s	pecialist	
Laboratory Test Res	s <mark>ult                                    </mark>	Laboratory of choice			
Medical Abstract		From the attend	ling physician or s	pecialist	
CLIENT STEPS	AGENCY ACTION	FEES TO BE	PROCESSING	PERSON	
CLIENT STEPS	AGENCY ACTION	PAID	TIME	RESPONSIBLE	
Visit the Medical	Assess the client/	None	30 minutes	Medical Officer	
Clinic	Review necessary	MDS Office			
	laboratory work-ups			Nurse on Duty	

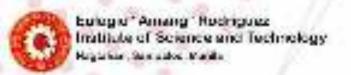


				MDS Office
Finish Assessment/	Fit to work – signed clearance	None	30 minutes	Medical Officer  MDS Office
Discharged	organ arrive			Nurse on Duty MDS Office
	TOTAL		1 hour	

## 5. Issuance of Return/Fit to Work Certificate (Treatment/Reassessment)

This procedure covers from the time the client was declared unfit to return to work/duty based on the medical results/certificate and was subjected to reevaluation until the time the attending Physician declared that the Client/Patient is Fit to resume work and signed the certificate as attestation.

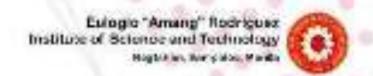
Office or Division:	Medical and Denta	Medical and Dental Services		
Classification:	Simple			
Type of Transaction:	G2C – Governmen	t to Client		7 7
Who may avail:	<b>Executive Officials</b>	, Employees and	Faculty	- N - N
CHECKLIST OF RE	QUIREMENTS	,	WHERE TO SEC	JRE
Medical Certificate		From the attend	ling physician or s	pecialist
Laboratory Test Result		Laboratory of ch	noice	
Medical Abstract		From the attend	ling physician or s	pecialist
CLIENT STEPS	AGENCY		PROCESSING	PERSON
CLIENT STEFS	ACTION	PAID	TIME	RESPONSIBLE
Visit the Medical	Assess the client/	None	30 minutes	Medical Officer
Clinic	Review			MDS Office
	necessary			Muses as Duty
	laboratory work-			Nurse on Duty  MDS Office
	ups			
Finish Assessment/	Not yet Fit to			Medical Officer
Discharged	return to work,			MDS Office
	recommend to			Muse a see Duty
	the client:			<i>Nurse on Duty</i> MDS Office
	Option A:			MD3 Office
	Treatment	Treatment None 7 days		
	Reassessment	Reassessment		
	TOTAL		7 days & 30 minutes	



## 6. Issuance of Return/Fit to Work Certificate (Referral to Hospital/Specialist)

This procedure covers from the time the client was declared unfit to return to work/duty based on the medical results/certificate and was subjected to reevaluation until the time the attending Physician declared that the Client/Patient is Fit to resume work and signed the certificate as attestation.

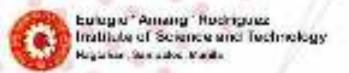
Office or Division:	Medical and Denta	l Services		
Classification:	Simple			
Type of Transaction:	G2C – Governmer	nt to Client		
Who may avail:	Executive Officials, Employees and Faculty			
CHECKLIST OF RE			WHERE TO SECU	JRE
Medical Certificate		From the attend	ling physician or s	pecialist
Laboratory Test Result		Laboratory of ch	noice	
Medical Abstract		From the attend	ling physician or s	pecialist
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Visit the Medical Clinic	Assess the client/ Review necessary laboratory work- ups	None	30 minutes	Medical Officer MDS Office  Nurse on Duty MDS Office
Finish Assessment/ Discharged	Not yet Fit to return to work, recommend to the client:  Option B:	None	30 minutes	Medical Officer MDS Office  Nurse on Duty MDS Office
	Referral to hospital or specialist for further treatment	None	1 hour	



### 7. Issuance of Permit to Teach

This cover from the time that the employee /patient were assess for medical check-up until the issuance of permit to teach by the school physician

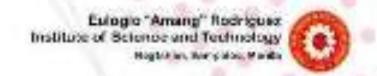
Office or Division:	Medical And Dental	Medical And Dental Services (MDS)			
Classification:	Highly Technical	Highly Technical			
Type of Transaction:	G2C – Government	G2C – Government to Client  Faculty / Academic Employees			
Who may avail:	Faculty / Academic I				
CHECKLIST OF R	EQUIREMENTS	QUIREMENTS WHERE TO SEC			
Laboratory Test Result		Medical Labora	atory of choice		
Medical Certificate		Medical Labora			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Visit the Medical Clinic	Assess the client/ patient	None	30 Minutes	Medical Officer MDS Office  Nurse on Duty MDS Office	
Consultation Proper Assessment/Check-up	Assessed the Patient, Medical/Laboratory Work-ups reviewed	None	30 Minutes	Medical Officer MDS Office  Nurse on Duty MDS Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Finish Assessment/ Discharged	Sign clearance of client/patient that is assessed as Fit to work	None	15 Minutes	Medical Officer MDS Office	
	TOTAL	None	1 Hour and 15		



### 8. Issuance of Permit to Student Athletes

The procedure covers the Athletic Student of the Institution to established the Standard procedure for the issuance of fit to play (medical Certificate) of the Athletes.

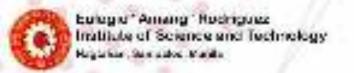
Office or Division:	Medical And Denta	Medical And Dental Services (MDS)			
Classification:	Highly Technical	Highly Technical			
Type of Transaction:	G2C – Governmen	G2C – Government to Client			
Who may avail:	Student / Employe	e Athlete		1/2	
CHECKLIST OF RE	QUIREMENTS	1	WHERE TO SECU	JRE	
Medical History		Hospital Or Phy	sician Of Choice		
Physical Education Form	า	Physical Educat	tion Department	N.	
Chest X-Ray Result		Medical Labora	tory Of Choice		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Visit the Medical Clinic for Consultation/ Check-up	Assess the client/ patient  Evaluate Patient with Medical Certificate and the result of Laboratory Work- up	None	45 Minutes	Medical Officer MDS Office	
Consultation Proper Assessment/Check-up	Issue Fit to play Form to Clients/ Patient passed the check-up	None	15 Minutes	Medical Officer MDS Office  Nurse on Duty MDS Office	
	TOTAL	None	1 Hour		



### 9. Issuance of Medical Clearance for Excuse Slip

To establish the standard procedure for the issuance of excuse slip to EARIST Students

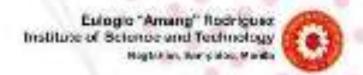
Office or Division:	Medical And Dental	Medical And Dental Services (MDS)			
Classification:	Simple				
Type of Transaction:	G2C – Government	to Client			
Who may avail:	Students				
CHECKLIST OF RI	EQUIREMENTS	1	WHERE TO SECU	JRE	
Excuse Letter From The Guardian	Parents or	Parents/Guard	ian of The Client	/ /	
Valid ID Of The Parent	or Guardian	Parents/Guard	ian of The Client	7.7	
		Medical Labora	atory of Choice		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Visit the Medical Clinic for Consultation/ Check-up	Interview/Assess the client/ patient	None	15 Minutes	Medical Officer MDS Office	
	Check Logbook if client had previous consultation or check-up	None	5 Minutes	Nurse on Duty MDS Office	
Consultation Proper Assessment/Check-up	Assessed the client	None	15 Minutes	Medical Officer MDS Office  Nurse on Duty MDS Office	
	Issue Excuse Slip if Client's name is on the Logbook for previous consultation/check- up	None	30 Minutes	Medical Officer MDS Office  Nurse on Duty MDS Office	
	Ask the Client to present Excuse Letter from the Parents/Guardian if Client's name is not found in the Logbook before issuance of the Excuse Slip				
	TOTAL	None	1 Hour and 5 Minutes		



### 10. Pre-Enrollment for First Year Students

The Procedure covers from the time that the freshmen/transferees had already given their results until they were cleared by the medical officer.

Office or Division:	Medical And Dental	Services (MDS)		
Classification:	Highly Technical			
Type of Transaction:	G2C – Government	to Client		
Who may avail:	All Incoming 1st Year	r Students		
CHECKLIST OF RE	EQUIREMENTS	V	WHERE TO SECU	JRE
Chest X-Ray		Medical Labora	tory Of Choice	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Visit the Medical Clinic for Health Assessment/Check-up	Interview/Assess the client/ patient	None	15 Minutes	Medical Officer MDS Office  Nurse on Duty MDS Office
None	Issue Fit to Enroll Form for those who passed the Medical Exam  For Client/ Applicant who failed the Medical Exam:  Asked clearance from the previous attending Physician or Specialist  Signing of Fit to Enrolled	None	7 Days	Medical Officer MDS Office  Nurse on Duty MDS Office
	TOTAL		7 Days and 15 Minutes	



# 11. Annual Physical Examination for Faculty and None Teaching Personnel/Employees

To established the Standard Procedure for APE of All the Employees which promote the overall health.

				- V - 1
Office or Division:	Medical and Dental So	ervices (MDS)	1.47	
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to	Client		1
Who may avail:	Faculty and Employee	es (Academic an	d Non-Academic)	
CHECKLIST OF F			WHERE TO SECU	
None		None		/ /
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Visit the Medical Clinic for Check-up and Laboratory Work- ups	Ask client to fill-up necessary Forms	None	1 Hour	Staff MDS Office
Physical Examination Laboratory Test	Subject Clients for the following Laboratory work- ups: Chest X-Ray, Blood Chemistry, Urinalysis Fecalysis, FBS,ECG, Dental and Eye Examination	None	2 Hours	Medical Officer MDS Office  Nurse on Duty MDS Office  Service provider medical staff Service provider
Wait for the result of the Laboratory Work- ups	Coordinate with the Service Provider (Laboratory)  Service Provider processing Period	None	2 Days and 8 Hours	Medical Officer MDS Office  Service provider medical staff Service provider
Report to the MDS to get the Laboratory result	Release Result and sign PVP Clearance of Faculty who are Physically Fit	None	30 Minutes	Staff MDS Office
	Client who are found to have Medical/Laboratory Findings/Issues shall be given necessary treatment or referrals to the Specialist/ Hospital	None	1 Hour	Medical Officer MDS Office  Nurse on Duty MDS Office

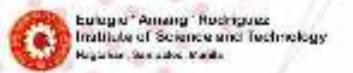
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Sign or acknowledge receipt of the result in the Logbook	Register entry at the releasing Logbook	None	10 Minutes	Staff MDS Office
	TOTAL	None	3 Days, 4 Hours and 40 Minutes	

### 9. Dental Check-Up and Tooth Extraction

This procedure covers from the time that patient went to medical clinic until tooth extraction was done.

Office or Division:	Medical and Dental	Services		
Classification:	Simple			
Type of Transaction:	G2C – Government			
Who may avail:	Executive Officials, F	aculty, Employe	ee and Students	
CHECKLIST OF RI	EQUIREMENTS	1	WHERE TO SECU	JRE
For Students Only:				
Registration/Enrollmen	nt Form		egistrar (SARRMS	3)
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Visit the Dental Clinic for Check-up	Ask client to fill-up necessary Forms  Refer to the School Dentist	None	30 Minutes	Staff MDS Office
Consultation Proper Check-up/ Treatment	Dental Work-up/ Treatment or Tooth Extraction  Prescribed medication if necessary	None	2 Hours	School Dentist MDS Office
Check-out from the Dental Clinic	Register to the Logbook	None	10 Minutes	Staff MDS Office
	TOTAL	None	2 Hours and 40 Minutes	



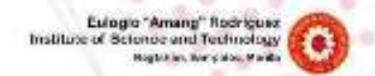


### PROPERTY MANAGEMENT SERVICES

### 1. Requisition and Issuance of Supplies

Requisition and Issuance of Supplies Based on the Annual Procurement Plan (APP)

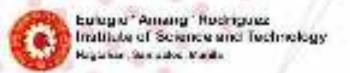
Office or Division:	Property Manageme	nt Services (PM	S)	
Classification:	Simple			
Type of Transaction:	G2C – Government	to Client		
Who may avail:	Internal Clients (Fac			
CHECKLIST OF RI	EQUIREMENTS	V	WHERE TO SECU	JRE
Approved Annual Procu	, ,		lanagement Servi	
Signed Requisition And	Issue Slip		gement Service/C	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Visit or Call the PMS office for the release of Office Supplies/ Materials	Prepare 4 copies of the Requisition and Issue Slip (RIS) based on the approved APP	None	5 Minutes	PMS Staff PMS Office
Sign the prepared Requisition and Issue Slip	Forward the Prepared RIS to the Client for signature	None	5 Minutes	PMS Staff PMS Office
Secure the signature of the Head of the Office on the space provided on the RIS				
Return the signed RIS to the PMS Office	Issue the requested Supplies/Materials	None	5 Minutes	PMS Staff PMS Office
Accept the delivery by signing at the space provided at the RIS	Retain 1 copy  File the retained copy	None	5 Minutes	PMS Staff PMS Office
	TOTAL	None	20 Minutes	



# 2. Requisition and Issuance of Supplies/ Materials that are not Available at The PMS

This procedure shall be followed in case the Supplies/Materials are not available at the Property Management Service (PMS)

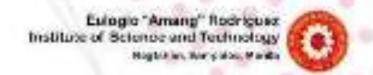
Office or Division:	Property Management Services (PMS)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client			
Who may avail:		Internal Clients (Offices And Colleges)		
CHECKLIST OF R	EQUIREMENTS	V	<b>VHERE TO SECU</b>	JRE
Supplies Availability Inq	uiry Form	Property Mana	gement Service/C	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Accomplish and submit two (2) copies of the Supplies Availability Inquiry Form	Verify/check availability of the items requested against the Stock Card	None	5 minutes	PMS Staff PMS Office
None	Sign the SAI Form if supplies/ materials are available and will satisfy the requirement of the Client  Return the accomplished SAI	None	10 minutes	PMS Staff PMS Office
Receive the SAI Form	Form to the Client Record the released SAI Form at the Logbook	None	5 minutes	PMS Staff PMS Office
Acknowledge Receipt	Ask Client to sign at the specific space at the Releasing Logbook	None	5 minutes	PMS Staff PMS Office
	TOTAL	None	20 minutes	



# 3. Requisition and Issuance of Supplies/Materials are Available to PMS

This procedure shall be followed in requesting Supplies/Materials that are available at the Property Management Service (PMS)

Office or Division:	Property Manageme	nt Services (PM	S)	
Classification:	Simple			
Type of Transaction:	G2C – Government to Client			
Who may avail:		Internal Clients (Offices and Colleges)		
CHECKLIST OF RI	EQUIREMENTS	WHERE TO SECURE		
Verified Supplies Availa	bility Inquiry Form	Property Management Service (PMS)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit the Verified Supplies Availability Inquiry Form duly signed by the Head of the Office	Prepare the Advance Issuance of Supplies Form  Forward the prepared Form to be filled-up and signed by the Client and the Head of Office	None	5 minutes	PMS Staff PMS Office
Submit the accomplished Advance Issuance of Supplies Form	Prepare the items requested ready for release	None	10 minutes	PMS Staff PMS Office
Acknowledge Receipt of the items at the space provided at the Form	Release the requested items to the Client	None	5 minutes	PMS Staff PMS Office
	TOTAL	None	20 minutes	

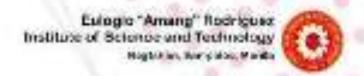


### 4. Returning Property/Accountability

This procedure applies in returning accountable property/equipment to the Property Management Service (PMS)

Office or Division:	Property Manageme	nt Services (PM	S)	
Classification:	Simple	,	,	11/1/2
Type of Transaction:	G2C - Government	to Client		1.7. 0
Who may avail:	Internal Clients (Office	Internal Clients (Offices and Colleges)		
CHECKLIST OF RE	EQUIREMENTS	WHERE TO SECURE		
Employees Copy Of Pro Acknowledgement Rece	eipt		Management Ser	
Employee's Copy Of I Slip	nventory Custodian	. ,	Management Se	· · · · · · · · · · · · · · · · · · ·
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Inform the Office of the Property/Equipment intended to return or submit a copy of either the Property Acknowledgement Receipt or the Inventory Custodian Slip	Verify/check the accountability in the Employee's Folder	None	5 Minutes	PMS Staff PMS Office
None	Prepare the Property turned-in slip	None	5 Minutes	PMS Staff PMS Office
Sign the Property turned-in Slip and return to the PMS Office	Acknowledge receipt  Release 1 copy to the Client  Original copy shall be retained on File at the Client's/ Employee's Folder	None	10 Minutes	PMS Staff PMS Office
Acknowledge Receipt of the items at the space provided at the Form	Release the requested items to the Client	None	5 Minu <mark>te</mark> s	PMS Staff PMS Office
	TOTAL	None	20 minutes	

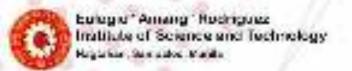




### **PROCUREMENT SERVICES**

1. Contract/Purchase Order and Notice to Proceed (NTP)
Issuances of the approved Contract /PO and Notice to Proceed (NTP) to external providers

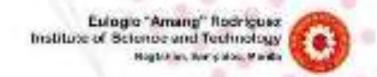
Office or Division:	Procurement Service	es (PS)		
Classification:	Simple	Simple		
Type of Transaction:	G2C - Government	G2C – Government To Client		
Who may avail:	External Clients (Cor	External Clients (Contractor, Supplier/Winning Bidder)		
CHECKLIST OF R	EQUIREMENTS	V	WHERE TO SECU	JRE
Notice Of Award		Bids and Award	ds and Awards Co	ommittee (BAC)
Performance Security		Client		7 7
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Register at the Logbook	Provide Logbook for the Registration	None	3 minutes	Staff PS Office
Obtain/Received the approved Contract/ Purchase Order for notarization	Release the original copy of the Approved Contract/ Purchase Order to the winning bidder for notarization. And return the notarized Contract  Register the documents at the releasing Logbook and ask the Client to sign at the specific space provided for acknowledgement	None	30 minutes	Staff PS Office
Submit the Notarized Contract	Register at the Incoming Logbook	None	3 minutes	Staff PS Office
Received the Original Notarized Copy of the Contract and Notice to Proceed	Released to the Client the Original Notarized Copy of the Contract and Notice to Proceed	None	5 minutes	Staff PS Office
Acknowledge receipt of the Original Contract and the Notice to proceed at the Releasing Logbook	Registered the documents at the Releasing Logbook	None	5 minutes	Staff PS Office
	TOTAL	None	46 Minutes	



### 2. Procurement of Approved Request

Procurement through alternative mode of procurement

D	I D	(50)			
Office or Division:	Procurement Services (PS)				
Classification:	Highly Technical				
Type of Transaction:		G2C – Government to Client			
Who may avail:	Internal Clients (Office	ces And College	es)		
CHECKLIST OF R	EQUIREMENTS	1	NHERE TO SECU	JRE	
Approved Purchase Red	quest with Funding			- //	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Submit the Approved Purchase Request (APR)	Received the APR	None	3 minutes	Staff PS Office	
1.7	Pre-numbering of APR	None	2 minutes	Staff PS Office	
/	Review for the completeness of the required documents	None	15 minutes	Chief PS PS Office	
/	Preparation of Request for Quotation (RFQ)	None	10 minutes	Chief PS PS Office	
	PhilGeps Posting of RFQ	None	7 days	Chief PS PS Office	
	Accept/Receive RFQ to BAC for evaluation of the proposal	None	1 day	Staff BAC Office	
	Received BAC Resolution of Award/Abstract of Bid proposal	None	1 day	Staff PS Office	
	Prepare the Notice of Award (NOA)	None	15 minutes	Chief PS PS Office	
1	Prepare Contract/Purchase Order (PO)/Notice to Proceed (NTP)	None	1 day	Chief PS PS Office	
610	Issuance of PO/NTP	None	5 minutes	Staff PS Office	
Accept Delivery	Delivery of Procured Request	None	5 minutes	Staff PS Office	
	TOTAL	None	10 Days and 55 Minutes		



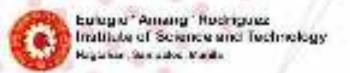
### 3. Procurement of Approved Request

Procurement of Goods and Service in accordance with rules and regulations under RA 9184 (Public Bidding) Procurement through public bidding.

Office or Division:	Procurement Service	Procurement Services (PS)			
Classification:	Highly Technical				
Type of Transaction:	G2C – Government to Client				
Who may avail:	Internal Clients (Offices And Colleges), Bidders				
CHECKLIST OF R	EQUIREMENTS	WHERE TO SECURE			
Approved Purchase Re	quest With Funding				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Submit the Approved Purchase Request (APR)	Received the APR	None	3 minutes	Staff PS Office	
	Pre-numbering of APR	None	2 minutes	Staff PS Office	
	Review for the completeness of the required documents	None	15 minutes	Chief PS PS Office	
Attend Pre- procurement Conference	Pre-procurement Conference	None	1 day	Staff BAC Office TWG BAC Office	
Wait to be notified for the next activity	Preparation of the Invitation to Bid (ITB)	None	30 Minutes	Chief PS PS Office	
	PhilGeps Posting of the ITB/ Advertisement	None	7 Days	Chief PS PS Office	
Attend the Pre-Bid Conference	Pre-bid Conference	None	1 Day	Staff BAC Office TWG BAC Office	
Wait to be notified for the next activity	Received Bid Documents within the specified period of submission and forward the submitted Bid Documents to BAC for Evaluation	None	12 Days (After The Pre- Bid)	Staff BAC Office  TWG BAC Office	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Attend the Opening of Bids Conference	Attend the Opening of Bid Conference	None	1 Day	Chief PS PS Office
Wait for the Delivery of the Goods and Service procured	Received the BAC Resolution of Award/Abstract of Bids	None	1 Day	Staff PS Office
None	Present to the Board of Trustees (BOT) for Approval	None	Bot Time (Bot Meetings Are Scheduled Every 3 Months)	Members of the Board of Trustees Office of the BOT
None	Prepare the Notice of Award (NOA)	None	1 Day	Chief PS PS Office Staff BAC Office
None	Prepare the Contract/Purchase Order (PO)/Notice to Proceed (NTP)	None	1 Day	Chief PS PS Office Staff BAC Office
None	Issuance of PO/NTP	None	5 Minutes	Chief PS PS Office
	TOTAL	None	25 Days, 1 Hour and 55 Minutes	



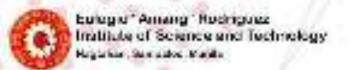


### PHYSICAL PLANT AND GENERAL SERVICES

1. Request for Repair And Maintenance Of Facilities
This Office is responsible in the maintenance of Cleanliness of the
Institute vicinity and minor carpentry and repairs of facilities

Office or Division:	School Plant and Janitorial Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client			
Who may avail:	Internal Clients (Offices and Colleges)			
CHECKLIST OF RI	EQUIREMENTS	1	WHERE TO SECU	JRE
Approved Letter Reques Maintenance	st For Repair And	Client		
Actual Copy Of Property/Furniture	The Damaged	Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit written request to the Office of the Director, Administrative Services	Acknowledge Receipt	None	5 Minutes	Staff Admin Office
None	Record at the Logbook	None	5 Minutes	Staff Admin Office
None	Approved Request	None	5 Minutes	<i>Director</i> Admin Office
None	Assign Personnel to perform the task/request	None	10 Minutes	<i>Director</i> Admin Office
	TOTAL	None	25 minutes	





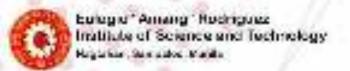
# TRANSPORTATION AND MOTORPOOL SERVICES

### 1. Utilization of Vehicle

This Office is responsible to dispatch Drivers and Vehicles to transport Employees, Faculty and Students in connection with their Official Functions/Duties.

Office or Division:	Transportation And Motorpool Services (TMS)				
Classification:	Simple				
Type of Transaction:		G2C – Government to Client			
Who may avail:	Internal Clients (Office	ces and College	s)		
CHECKLIST OF RI	EQUIREMENTS	WHERE TO SECURE			
Approved Letter Reques Maintenance	st For Repair And	Client			
Actual Copy Of Property/Furniture	The Damaged	Client			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Submit written request to the Office of the Director, Administrative Services	Acknowledge Receipt	None	2 minutes	Staff Admin Office	
None	Approved Request Issue/Sign Trip Ticket	None	2 minutes	Staff Admin Office	
None	Forward request to the Transportation and Motorpool Office	None	5 minutes	Staff Admin Office	
None	Schedule the request and assign Driver and Vehicle	None	10 minutes	Chief TMS Office	
	TOTAL	None	19 Minutes		





#### RECORDS MANAGEMENT SERVICES

# 1. Mails and other Official Communication/ Correspondence Service

Responsible for Routing of Mails and Dissemination of Written Correspondence/Communication or Institute Issuances and the posting of Outgoing Written Communications and/or Documents via Postal or Courier Service.

#### 1.1 Incoming Correspondence or Institute Issuances

Office or Division:	Records Managem	Records Management Service			
Classification:	Simple				
Type of Transaction:	G2C – Government to Client				
Who may avail:	Executive Officials	, Academic and N	Non-Academic Pe	rsonnel of EARIST	
CHECKLIST OF RE	QUIREMENTS	IENTS WHERE TO SECURE			
None					
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
None	Deliver to the client/recipient any written correspondence/documents or Institute Issuances.	None	1 hour	Staff RMS Office	
	TOTAL	None	1 hour		

#### 1.2 Outgoing Correspondence

Of	ffice or Division:	Records Managem	nent Service (RMS)	
CI	assification:	Simple		
Ty	pe of Transaction:	G2C – Government to Client		
W	ho may avail:	<b>Executive Officials</b>	, Academic and Non-Academic Personnel of EARIST	
CHECKLIST OF REQUIREMENTS WHERE TO SECURE			WHERE TO SECURE	
1.	1. Complete name and address of the		Client	
	Recipient	61100		
2.	Request for Posting/I	Mailing Form or	Records Management Service	
RMS Form No. 3				
3.	3. Availability of Funds		Records Management Service or Financial	
			Management Service	
4.	Photocopy of corresp	ondence/	Client	
	communication for R	MS file		

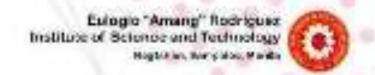
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Provide the complete Name and Address of the Recipient.	Check if the requirement is complete	None	5 minutes	Chief RMS RMS Office
Accomplish RMS Form No. 3 or the request for mailing/ posting form	Check the entry and Approve the Form	None	5 minutes	Chief RMS RMS Office
Submit the original and 1 photocopy of the	Verify availability of funds	None	5 minutes	Chief RMS RMS Office
Communication for Mailing/ Posting	Prepare the Mailing/Posting Envelop	None	10 minutes	Chief RMS RMS Office
	Mailing/Posting	Postage Fee varies on the Charge of the Courier or Postal Service	7 Hours Bulk request will depend on the availability of funds	Staff RMS Office
	TOTAL	None	7 Hours and 25 Minutes	

#### 2. REQUEST FOR A COPY OF DOCUMENTS ON FILE

Attend to the Internal/External Client's request for a photocopy of documents that are under the Custody of this Office

Office or Division:	Records Managemen	t Service		
Classification:	Simple/Complex			
Type of Transaction:	G2G – Government to Government			
	G2C – Government to Client			
Who may avail:	Executive Officials, Academic and Non-Academic Personnel			
	and former Employees of EARIST and other Government or Private			
	Agencies/Institutions			
CHECKLIST OF R	REQUIREMENTS	WHERE TO SECURE		
RS Form No. 1 (Reque	st for Documents	Records Management Service (RMS)		
Form)				
Clearance from the Dat	a Protection Officer	Data Privacy Office		
or FOI Office (this only				
who are requesting in b	ehalf of another	Freedom of Information Office		
person				

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secure Clearance from the Data Protection Officer or FOI Office	Referred to the Data Privacy Office or Freedom for Information Office	None	Refers to the DPO or FOI	Data Protection Officer VPREIA  FOI Receiving Officer InfoPAS Office
Fill-up RS Form No. 1 (Request for Document Form)	Check if entry is correct	None	10 minutes	Staff RMS Office
Submit accomplished RS Form No. 1 or Request for Document Form (Clearance from the DPO or FOI if necessary)	Approve/Disapprove	None	5 minutes	Chief RMS RMS Office
Wait for the notification through text or call on the result of the request.	Locate Documents from the Files	None	7 days	Chief RMS Office
Received feedback regarding the request or Claim the request if the document/s are available on file.	Inform the Client thru text or SMS (or other option selected by the Clients)	None	5 minutes	Chief RMS Office
	TOTAL	None	7 Days and 20 minutes (3 days – simple transaction and 7 days – complex transaction)	



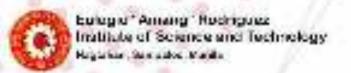
#### 3. Authentication Of Documents

Validation of the accuracy and correctness of documents before its submission to other offices or government agencies

Office or Division:	Doordo Managament	Sorving (PMS)		0 0
	Records Management Service (RMS)			
Classification:	SIMPLE			
Type of Transaction:	G2G – Government To			
140	G2C – Government To			LICEADIOT
Who may avail:	Executive Officials, Ac			
CHECKLIST OF F			WHERE TO SEC	JKE
Original or Photo Copy of		Client		
One extra photocopy of	documents for file	Client	DD00500INO	DEDOON
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Accomplish and submit RMS Form No. 2 (Request for Authentication Form)	Approve/Disapproved Request Form	None	10 minutes	Chief RMS RMS Office
Submit documents for authentication	Verify or Validate submitted documents	None	10 minutes	Chief RMS RMS Office
Wait for the release of the document/s subjected for Authentication	Stamped the Certificate of Authenticity whichever is applicable:  a. Certified True Copy - for the Original Copy only. b. Certified Photo Copy – where the original copy of the documents is on file. c. Certified Photo Copy from the Original – where the original copy is on file at RMS.	None	30 minutes	Chief RMS RMS Office
			1 - 0	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
//	Affixing Signature and the date signed at the certificate of Authentication	None	30 minutes	Chief RMS RMS Office
• //	Record at the Certified (Outgoing) Logbook.	None	15 minutes	Staff RMS Office
Receive the documents and Sign at the releasing Logbook.	Release documents to the interested party	None	5 minutes	Staff RMS Office
	TOTAL	None	1 Hours and 40 Minutes (This only applies to 1- 100 pages of documents)	



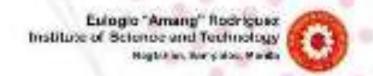


# INFORMATION SYSTEM HARDWARE SERVICES

#### 1. Request for End-user Support

The procedure starts from the time the end-user request is received by the office until such time the action taken by the service is relayed to the end-user.

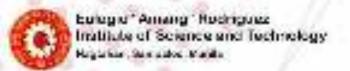
office drift such time the detion taken by the service is relayed to the end deci.					
Office or Division:	Information System	n Hardware Serv	ices (ISHS)		
Classification:	Simple				
Type of Transaction:				10	
Who may avail:	Chiefs of offices ar				
CHECKLIST OF RE	QUIREMENTS	1	WHERE TO SECU	JRE	
End-user request	From the requesting party				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Submit request for end-user support	Evaluate the request	None	1 hour	Student Assistants ISHS Office ISHS Chief ISHS Office	
None	Conduct troubleshooting.	None	2 hours if there are no complex problem; 5 hours if there are complex problem	Student Assistants ISHS Office ISHS Chief ISHS Office	
None	Inform end-user that the problem has been solved or not	None	1 hour	ISHS Chief ISHS Office	
	TOTAL	None	9 hours		



#### 2. Request for IT Equipment Repair Service

The procedure starts from the time the end-user request is received by the office until such time the action taken by the service is relayed to the end-user.

Office or Division:	Information System Hardware Services				
Classification:	Highly Technical	<u> </u>			
Type of Transaction:	G2C – Government				
Who may avail:	Chiefs of offices an				
CHECKLIST OF RI	EQUIREMENTS		WHERE TO SECU	JRE	
End-user request		From the reque	From the requesting party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Submit letter of request	Receive and evaluate the request	None	1 hour	Student Assistants ISHS Office  ISHS Chief ISHS Office	
None	Determine if equipment is still under warranty. If under warranty, forward request to the PMS to inform the supplier	None	1 hour	ISHS Chief ISHS Office	
None	If no longer under warranty, conduct trouble shooting	None	3 hours	ISHS Chief ISHS Office	
None	If equipment is no longer repairable, inform the PMS	None	1 hour	ISHS Chief ISHS Office	
None	If still repairable, inform end-user of the result of the evaluation	None	2 hours	ISHS Chief ISHS Office	
	TOTAL	None	8 hours		



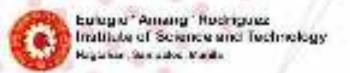
#### 3. Request for File Recovery

The procedure starts from the time the end-user request is received by the office until such time the action taken by the service is relayed to the end-user.

office until such time the action taken by the service is relayed to the end-user.				
Office or Division:	Information System	n Hardware Serv	ices	
Classification:	Complex			
Type of Transaction:				
Who may avail:	Chiefs of offices ar			
CHECKLIST OF RE	QUIREMENTS		WHERE TO SECU	JRE
End-user request		From the requis		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit letter of request	Receive the request and analyze the problem	None	1 hour	ISHS Chief ISHS Office
None	If the requesting officer is not the owner of the file, return without action	None	30 minutes	ISHS Chief ISHS Office
None	If the requesting officer is the file owner, start the file recovery	None	1 hour the minimum, depending on the number of files to be recovered	ISHS Chief ISHS Office
None	Inform the end- user that files have been recovered	None	1 hour	ISHS Chief ISHS Office
	TOTAL	None	3 hours and	

30 Minutes





# **SECURITY SERVICES**

## 1. Gain Entrance to EARIST Campus (New Normal)

The procedure was implemented in compliance to the AITF requirements on Health and Safety Protocol during the time of Pandemic (COVID 19).

Office or Division:	SECURITY SERVICES			
Classification:	Simple			
Type of Transaction:		G2C – Government to Client		
Who may avail:	EMPLOYEES/FAC			13
CHECKLIST OF RE	QUIREMENTS		WHERE TO SEC	URE
Company ID		EARIST		33
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Put on face mask and face shield.	Ensure that face mask and face shield are properly use.	NONE	10 seconds	Security Guard on Duty SS Office
Submit for the body temperature check	Check body temperature using the Termal Scanner.	NONE	10 seconds	Security Guard on Duty SS Office
Sanitize Hands	Spray alcohol on the palm or hands of the person	NONE	5 seconds	Security Guard on Duty SS Office
Fill-up the Health Declaration Form	Distribute and Collect the Health Declaration Form	NONE	5 minutes	Security Guard on Duty SS Office
Gain Entry at the Main Gate	If body temperature is below 37.7 C, grant entry to proceed to their designated offices	NONE	5 seconds	Security Guard on Duty SS Office

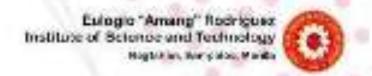
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	If body temperature is above 37.7 C, guide or give instruction to rest or to cool off for 5 – 15 minutes at the holding area near the gate.	NONE		
	If the temperature did not subside after 15 minutes, refer to the Medical Clinic or the Institute Physician.	NONE		Security Guard on Duty SS Office
	TOTAL	None	5 minutes and 30 seconds	

#### 2. Gain Entrance to EARIST Campus

The Procedure covers from the time students and visitors will enter the School Campus.

Office or Division:	Security Services (	(SS)		
Classification:	Simple			
Type of Transaction:	G2C – Governmer	nt to Citizen		
Who may avail:	Students and Visite	ors		
CHECKLIST OF RE	CHECKLIST OF REQUIREMENTS WHERE TO SECURE			JRE
Student Identification	Registrar's Office			
Certificate of Registration				
Valid Identification (Visit	itor) Any Government or Legal entity			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Student Entering the Gate	Check uniform, Check Identity and Check ID Validity	None	5-10 Secs.	Security Guard on Duty SS Office
B. Visitor/s Entering the Gate	Ask for Purpose, Check Identity Sign Visitor's Log Book Issue Visitor's Pass	None	3-5 Mins.	Security Guard on Duty SS Office
	TOTAL	None	5 Minutes	





# FINANCIAL MANAGEMENT SERVICES (FMS)

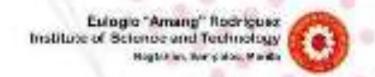
#### 1. Preparation of Payroll (National Paid)

This refers to the process of paying the regular salaries of National Paid Employees prepared to a list from Abstract of absences and deductions to calculating deductions and wages, producing payment lists and accompanying payment documents, creating direct deposits thru fund transfers and remitting tax payment and other remittance necessary approved for payment by the Head of the Agency.

				1 1
Office or Division:	Financial Manager	ment Services (Fl	MS)	
Classification:	Complex			
Type of Transaction:	G2C – Government to Client			
Who may avail:	Executive Staff, Faculty and Non-Academic Personnel			
CHECKLIST OF RE	QUIREMENTS	1	WHERE TO SECU	JRE
Daily Time Record (DTF	R)/Form 48	CLIENT/Human Resource Management Service		
		(HRMS)		
Abstract of Absences ar	nd other	Chief, Payroll Service		
deductions				
CLIENT STEPS AGENCY		FEES TO BE	PROCESSING	PERSON
CLIENT STEPS	ACTION	PAID	TIME	RESPONSIBLE
Submit DTR with	Prepare Abstract	None	1 day	Chief, Payroll

CLIENT STEPS	AGENCY ACTION	PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit DTR with signature	Prepare Abstract of Absences and other deductions	None	1 day	Chief, Payroll Service FMS Office
None	Prepare Disbursement Voucher, JEV and obligation of Request (Fund 101)	None	1 hour	Chief, Payroll Service FMS Office
None	Recording to RAO (Payroll, JEV, Obligation Request, Disbursement Voucher)	None	1 hour	Staff, Budget Services FMS Office  In-charge, Fund 101 FMS Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	Signing of Payroll,	None	1 day	Chief, Payroll FMS Office
. //	Disbursement Voucher, JEV and Obligation			<i>Chief, HRMS</i> HRMS Office
1//	Request (Fund 101)			<i>Director</i> Admin Office
///				Chief, Budget Services FMS Office
7				Chief, Accounting Services FMS Office
//				<i>Director</i> FMS Office
				Director IAS Office
				President Office of the President
None	Prepare LDDAP/SLIIE and Data Base	None	1 day	Chief, Payroll Service FMS Office
				Chief, Accounting Service FMS Office
None	Signing of LDDAP	None	1 day	Director FMS Office
				<i>VPAF</i> VPAF Office
None	Submit LDDAP, SLIIE and Data Base	None	1 day	Chief, Cashier Serv.
_	TOTAL	None	5 days and 2 hours	



#### 2. Preparation of Payroll (City Paid)

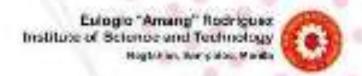
This refers to the process of paying the regular salaries of City-Paid Employees prepared to a list from Abstract of absences and deductions to calculating deductions and wages, producing payment lists and accompanying payment documents, creating direct deposits thru fund transfers and remitting tax payment and other remittance necessary approved for payment by the Head of the Agency

Office or Division:	Financial Management Services (FMS)			
Classification:	Simple			
Type of Transaction:	G2C – Governmer			
Who may avail:	Executive Staff, Fa			
CHECKLIST OF RE			WHERE TO SECU	
Daily Time Record (DTF	R)/Form 48	CLIENT/Humar (HRMS)	ı Resource Manaç	gement Service
Abstract of Absences and deductions	d other	Chief, Payroll S	ervice	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit DTR with signature	Prepare Abstract of Absences and other deductions	None	1 day	In-charge, City Payroll FMS Office
None	Prepare Disbursement Voucher, JEV and obligation of Request (Fund 101)	None	1 hour	In-charge, City Payroll FMS Office
None	Recording to RAO (Payroll, JEV, Obligation Request, Disbursement Voucher)	None	1 hour	Chief, Budget Service FMS Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	Signing of Payroll, Disbursement Voucher, JEV and	None	1 day	In-charge, City Payroll FMS Office
	Obligation Request and Status and Memorandum			Chief, Payroll FMS Office
. //				Chief, HRMS HRMS Office
///				<i>Director</i> Admin Office
				Chief, Budget Services FMS Office
1				Chief, Accounting Services FMS Office
/				<i>Director</i> FMS Office
				<i>Director</i> IAS Office
				<i>President</i> Office of the President
None	Prepare Data Base	None	1 day	Staff, Payroll Service FMS Office
	Submit Data Base to City Hall for processing of Payment			In-charge, City Payroll FMS Office
				City Liason Officer HRMS Office
	TOTAL	None	3 days and 2 hours	

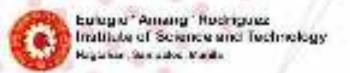
#### 3. Preparation of Honorarium Payroll

This refers to the process of paying the honoraria of instructors and Part-time lecturers prepared to a list from Abstract of absences and deductions to calculating deductions and wages, producing payment lists and accompanying payment documents, creating direct deposits thru fund transfers and remitting



tax payment and other remittance necessary approved for payment by the Head of the Agency

Office or Division:	Financial Management Services (FMS)				
Classification:	Highly Technical		- 37	0 40	
Type of Transaction:	G2C – Governmer			0 1	
Who may avail:	Executive Staff, Fa				
CHECKLIST OF RE		WHERE TO SECURE			
Daily Time Record (DTF	,	(HRMS)	n Resource Manag	gement Service	
Approved Program for F	aculty	College Deans			
Approved Budget			Service Director/C		
Signed Designation			ce Management S		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Submit DTR/F48 with signature	Check DTR/F48 against the Designation and Budget Program	None	1 week (5 days)	Staff, Payroll Service FMS Office	
None	Encoding/ Tax Computation	None	1 hour	Staff, Payroll Service FMS Office	
N		N		Staff, Accounting Service FMS Office	
None	Payroll preparation and checking of entry	None	1 day	Staff, Payroll Service FMS Office	
				Chief Accounting Service FMS Office	
None	Prepare BUR, Disbursement Voucher and JEV	None	1 hour	Staff Accounting Service FMS Office	
None	Sign Payroll, BUR, Disburse- ment Voucher and JEV	None	1 day	Chief, HRMS HRMS Office Director	
	and or v		1	Admin Office  Chief, Accounting Services	
				FMS Office	
				Director FMS Office	
None	Prepare Check	None	1 day	Staff Cashiers Office	
	TOTAL	None	8 days and 2 hours		



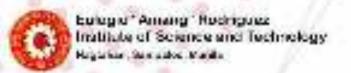
#### 4. Payment to Suppliers and Contractors

This refers to the process of paying the various suppliers and contractors of the Institute, producing necessary and related documents for payment, creating direct deposits thru fund transfers and remitting tax payment necessary approved for payment by the Head of the Agency

Office or Division:	Financial Manag	ement Services (	FMS)	
Classification:	Simple			
Type of Transaction:	G2C – Governm	ent to Client		7.4
Who may avail:	External Client (Suppliers And Contractors)			
CHECKLIST OF REC	UIREMENTS	1	WHERE TO SEC	URE
Approved Letter Reques	t For Payment	Client		- 1
Annual Procurement Pla	n (APP)	Procurement Ma	anagement Servic	ce (PS)
Program Procurement M	lanagement	Procurement Ma	anagement Servic	ce (PS)
Plan (PPMP)				
Purchase Order Or Cont	ract	Procurement Management Service (PS)		
Documents Presented D	uring The	Bids And Awards Committee (BAC)		
Bidding Process				
Inspection Acceptance F		Property Management Service (PMS)		
Acceptance And Acknow	vledgement	Property Management Service (PMS)		
Receipt (Are)				
Inventory Custodian Slip (ICS)		Property Manag	jement Service (P	MS)
CLIENT STEPS	AGENCY	FEES TO BE	PROCESSING	PERSON
	ACTION	PAID	TIME	RESPONSIBLE
Submit approved letter	Prepare	None	1 hour	In-charge, Fund 101
request	Dishursement			FMS Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit approved letter request	Prepare Disbursement Voucher and JEV	None	1 hour	In-charge, Fund 101 FMS Office  or In-charge, Fund 164 FMS Office  or In-charge Fund 151 FMS Office
None	Sign JEV or	None	30 minutes	Director FMS Office  Director IAS Office  President Office of the President

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Sign Disbursement Voucher (DV) and JEV	None	5 minutes	In-charge, Fund 101 FMS Office  Chief, Accounting Service FMS Office  or In-charge, Fund 164 FMS Office  Chief, Accounting Service FMS Office  or In-charge Fund 151 FMS Office  Chief, Accounting Service FMS Office  Chief, Accounting Service FMS Office
None	Prepare Check or Prepare LDDAP, SLIIE, Data base	None	10 minutes	Chief Cashiers Office Chief Accounting Service FMS Office
	TOTAL	None	1 Hour & 45 Minutes	

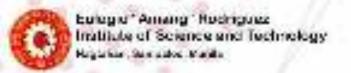


#### 5. Request Funding for Training/Seminars

This refers to the process of paying the request of permanent employees and faculty members as well as student leaders aiming to attend different training, seminar, workshop and conferences within Metro Manila and other provinces.

- / /				
Office or Division:	Financial Manager	ment Services (FI	MS)	
Classification:	Simple			
Type of Transaction:	G2C – Governmer			
Who may avail:		ppliers And Contractors)		
CHECKLIST OF RE	QUIREMENTS		WHERE TO SECU	JRE
Approved Letter Reques Seminar/Workshop		Client		1
Invitation From The Orga Seminar/Workshop		Client/Organize	r	- \
<b>Endorsement From CHE</b>			n Higher Education	
Endorsement From The Dean/Service Director	College		e/Service Director Approval Of The	
Itinerary Of Travel		Accounting Ser	vices/FMS	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit approved letter request for Funding	Funding of the Request	None	1 Hour	Director FMS Office
	Forward to the Office of the President for the issuance of the Staff Dev't/ Special Order (SO)			President Office of the President
	Received the Special Order/ Staff Dev't. Memo from the OP	None	5 Minutes	Staff FMS Office
	Prepare the Disbursement Voucher (DV) /JEV and Obligation Request (Fund 101)/Budget Utilization Request (Fund 164 & Fund 151)	None	1 Hour	In-charge, Fund 101 FMS Office or In-charge, Fund 164 FMS Office or In-charge Fund 151 FMS Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Sign the DV, JEV and Obligation Request (Fund 101)/ and BUR (Fund 164 & Fund 151)	None	40 Minutes	In-charge, Fund 101 FMS Office  or In-charge, Fund 164 FMS Office  or In-charge Fund 151 FMS Office
	Prepare Check or	None	10 minutes	Chief Cashier Office
	LDDAP, SLIIE	None	10 minutes	Chief, Accounting Service FMS Office
	and Data Base	None	10 minutes	Staff, Payroll Services FMS Office Chief, Payroll Services FMS Office
	TOTAL	None	2 hour & 45 minutes	

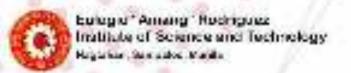


#### 6. Payment of Stipend of ESGP-PA Scholars

This refers to the process of paying the stipend of students, grantees, or scholars under the ESGP-PA.

	Office or Division:	Financial Manageme	nt Services (FMS	S)	
١	Classification:	Simple			
	Type of Transaction:	G2C – Government to	o Citizen		
	Who may avail:	Students / Scholars			
	CHECKLIST OF R		V	VHERE TO SECU	JRE
	Certificate of Registratio	n	Interested Party photocopy	y shall provide the	e original or
	Student's Statement of A	Account	Interested Partiphotocopy	y shall provide the	e original or
j	Copy of Grades		Interested Part photocopy	y shall provide the	e original or
	Approved List of Qualifie	ed Student Grantees	Interested Part photocopy	y shall provide the	e original or
	Approved Endorsement Letter of OSA Interested Party shall provide the original or photocopy			e original or	
j	CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Receive, record documents from the different colleges	Verify or Validate submitted documents from OSA	None	4 Hours	Staff FMS Office
	None	Evaluation of documents subjected for certification of submitted documents	None	5 minutes	Staff Accounting Services FMS Office
	None	Prepare payroll for the grantees / scholars	None	1 hour	Staff Accounting Services FMS Office
	None	Preparation of Disbursement Voucher, JEV and Obligation Request or Budget Utilization Request (ObR or BUR)	None	1 hour	Staff Budget Services FMS Office
	None	Record to RAO the payment to the worksheet	None	5 minutes	Staff Budget Services FMS Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	Signing of Disbursement Voucher, JEV and Obligation Request or Budget Utilization Request (ObR or BUR)	None	1 day	Director SAS Office  Chief, Budget Service FMS Office  Chief, Accounting Services FMS Office  Director FMS Office  Director IAS Office  President Office of the President
None	Preparation of LDDAP, SLIIE, Database; or	None	10 mins	Chief, Accounting Services FMS Office
None	Preparation of Check	None	10 mins	Chief Cashier Office
None	Signing of LDDAP, SLIIE, Database or Check	None	1 day	Director FMS Office  VPAF VPAF Office  President Office of the President
	TOTAL	None	2 Days, 6 Hours and 30 Minutes	



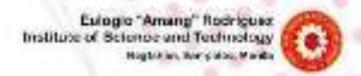
#### 7. Payment of Refund of Tuition

This refers to the process of paying the refund of tuition fee of various students and scholar of different scholarship providers like Quezon City Government, necessary approved for payment by the Head of the Agency

Office or Division:	Financial Management S	Financial Management Services (FMS)			
Classification:	Simple				
Type of Transaction:	G2C – Government to C	itizen			
Who may avail:	Students / Scholars				
CHECKLIST OF I	REQUIREMENTS		WHERE TO SI	ECURE	
Request Letter for refund			d Party shall provid		
	Certificate of Registration			de the photocopy	
Official Receipt of tuition			d Party shall provid		
Certificate of Scholarship			d Party shall provid	de the original or	
Hall or Scholarship Provi		photocopy			
Student's Statement of A	Account		d Party shall provi	de the original or	
		photocopy			
Endorsement and List of	Scholars from City Hall		d Party shall provi	de the original or	
or Scholarship Provider		photocopy			
Approved Endorsement	Letter of OSA		Party shall provi	de the original	
CLIENT STEPS	AGENCY ACTION	FEES TO BE	PROCESSING	PERSON	
	7.0.2.10.17.01.011	PAID	TIME	RESPONSIBLE	
Receive, record	Verify or Validate	None	4 Hours	Staff	
documents from the	submitted documents			FMS Office	
different colleges	from OSA				
None	Evaluation of	None	5 minutes	Staff Accounting	
	documents subjected			Services	
	for certification of			FMS Office	
	submitted documents				
None	Prepare payroll for the	None	1 hour	Staff Accounting	
	grantees / scholars			Services	
170				FMS Office	
None	Preparation of	None	1 hour	Staff Budget	
-0.00	Disbursement			Services FMS Office	
41010	Voucher, JEV and			FIVIS Office	
	Obligation Request or				
	Budget Utilization Request (ObR or BUR)			- 7	
	riednesi (Oni i ni nou)				
None	Record to RAO the	None	5 minutes	Staff, Budget	
	payment to the			Service	
	worksheet			FMS Office	
				1/2//	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	Signing of Disbursement Voucher, JEV and	None	1 day	Director OSA Office Chief, Budget
	Obligation Request or Budget Utilization Request (ObR or BUR)			Service FMS Office
/				Chief, Accounting Services FMS Office
				Director FMS Office
				Director IAS Office
			10	President Office of the president
None	Preparation of LDDAP, SLIIE, Database; or	None	10 mins	Chief, Accounting Services FMS Office
None	Preparation of Check	None	10 mins	Chief Cashier Office
None	Signing of LDDAP, SLIIE, Database or Check	None	1 day	Director FMS Office
				VPAF VPAF Office
				President Office of the President
	TOTAL	None	2 Days, 6 Hours and 30 Minutes	



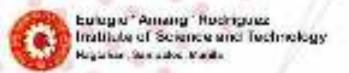


# FINANCIAL MANAGEMENT SERVICES – BUSINESS DEVELOPMENT SERVICES (FMS-BDS)

#### 1. Request of Issuance of Canteen Clearance

This is a request from various canteen concessionaires aiming to secure a clearance as requirement for renewal of contract of lease

Office or Division:	Financial Management Services – Business Development Services (FMS – BDS)				
Classification:	Simple				
Type of Transaction:	G2C – Government to C				
Who may avail:	Canteen Concessionaire	es / Tenants d			
	REQUIREMENTS		WHERE TO SI	ECURE	
Original Copy of Latest E Accounts	Billing / Statement of	Interested F copy	Party shall provi	de the original	
Original or Photo copy o	f official receipts	Interested F photo copy	Party shall provi	de the original or	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSI NG TIME	PERSON RESPONSIBLE	
Submit required documents	Verify or Validate submitted documents	None	5 minutes	Staff FMS – BDS Office	
None	Verify or Validate submitted documents	None	5 minutes	Chief FMS – BDS Office	
None	Prepare Certification of Canteen Clearance showing that he/she has no outstanding balance.	None	5 minutes	Chief FMS – BDS Office	
None	Affixing Signature and the date signed at the Certification of No Outstanding Balance / Canteen Clearance	None	5 minutes	Director FMS Office	
Signed at the outgoing logbook	Record at the Certified (Outgoing) Logbook.	None	5 m <mark>in</mark> utes	Staff FMS – BDS Office	
Received the document	Release documents to the interested party	None	5 min <mark>ut</mark> es	Staff FMS – BDS Office	
	TOTAL	None	30 Minutes		



## 2. Application of New Canteen Concessionaire

This is a service for those client/person who wanted to put up a business in the school premises

A				
Office or Division:	Financial Manageme (FMS – BDS)	ent Services –	Business Develop	oment Services
Classification:	Highly Technical			
Type of Transaction:	G2C – Government	to Citizen		
Who may avail:	Canteen Concession	naires / Tenant	ts of EARIST	
CHECKLIST OF R			WHERE TO SEC	URE
Letter of Intent		Interested Pa	arty shall provide th	ne original
Legal Documents like b	usiness permit,			ne original or photo
Barangay Clearance, N BIR Registration, DTI R Permit and others.	BI/Police Clearance, copy			\
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit required documents	Verify or Validate submitted documents	None	5 minutes	Staff FMS – BDS Office
None	Verify or Validate submitted documents	None	5 minutes	Staff FMS – BDS Office
None	Prepare a list of qualified applicants	None	14 Days	Chief FMS – BDS Office
Shortlisted applicants shall present food for tasting	Taste the food to be served if given the chance to operate.	None	1 day	IGP Committee FMS – BDS Office
Present/attend interview	Interview the applicant/s to check the knowledge and how the food was being prepared to ensure its cleanliness and its affordability.	None	1 day	IGP Committee FMS – BDS Office
None	Prepare list of new concessionaire /	None	1 hour	IGP Committee FMS – BDS Office

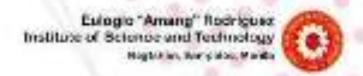
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	To prepare a contract in between the concessionaire and EARIST	None	1 hour	Legal Counsel Office of the Legal Counsel
Review the Contract of Lease	Issue the Contract of Lease to the Concessionaire to affix their signature with their witness.	None	5 minutes	Chief FMS – BDS Office
Signing and received the Contract of Lease	Record the returned Contract of Lease to the Outgoing Logbook of the Office to the Office of Chairman, IGP Committee and President for their signature.	None	1 hour	Chairman, IGP Committee FMS – BDS Office  President Office of the President
	TOTAL	None	16 Days, 3 Hours and 15 Minutes	

#### 3. Rental of the Institute's Facilities

This is a service to different requesting parties from the Institute as well as the community and the private entity or individual who wanted to conduct an activity or event within the school premises.

Office or Division:	Financial Management Services – Business Development Services (FMS – BDS)		
Classification:	Simple		
Type of Transaction:	G2C – Government to Citizen		
Who may avail:	Student Organizatio	ns, Faculty, Employee <mark>s,</mark> Private	
	Company/Individual		
CHECKLIST OF R	EQUIREMENTS	WHERE TO SECURE	
Letter of Intent stating t	he schedule of the	Interested Party shall provide the original or photo	
activity		copy	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submission of letter of intent to the office	Receive and Evaluate the application as to the availability of	None	5 minutes	Staff FMS – BDS Office
••//	the venue requested If the venue is not available, the client must revise their letter and change the date of their activity if they want to.			
Secure Application Form for the Use of Facilities	Issue Application Form to be accomplished by the requesting person or the client.	None	5 minutes	Staff FMS – BDS Office
Secure Order of Payment	Prepare the Order of Payment indicating the amount to be paid	1,000/day (depends on the number of days in their request)	5 minutes	Staff FMS – BDS Office
Payment of Rental Fee	Receive the payment and issue Official Receipt	1,000/day (amount indicated in the Order of Payment)	5 minutes	Staff Cashier's Office
Signing of Application Form for the Use of Facilities by the concerned officials	Attach to the Application Form the Letter of Intent, Order of Payment, Official Receipt for rental payment	None	1 hour	In-Charge of the Venue FMS – BDS Office  Director Admin Services  President Office of the President
Confirmation of Schedule of event to the in-charge of the venue	Give copy of the duly approved application form for the use of facilities with other relative documents	None	5 minutes	In-Charge of the Venue FMS – BDS Office
Reminder of the Event to the in- charge of venue	Remind the in-charge of the venue to the upcoming activity	None	10 Minutes	In-Charge of the Venue FMS – BDS Office
	TOTAL	None	1 Hour and 35 Minutes	



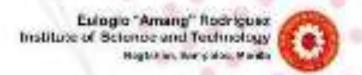
#### 4. Issuance of Contract of Leased Old Canteen Concessionaire

This is a service from various canteen concessionaires aiming to continue their business operation in the Institute.

Office or Division:	Financial Management Services – Business Development Services (FMS – BDS)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Cit	G2C – Government to Citizen		
Who may avail:	Canteen Concessionaires / Tenants of EARIST			
CHECKLIST OF	WHERE TO SECURE			
Letter of Intent	Interested Party shall provide the original			
Clearance / Certificate of Balance	of No Outstanding	Interested P	arty shall provide	the original
Legal Documents like by Barangay Clearance, N Registration, DTI Registrand others.	Interested P photo copy	arty shall provide	the original or	
OLIENT OTERO	ACENOV ACTION	FEES TO	PROCESSING	PERSON

and others.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit required documents	Verify or Validate submitted documents	None	5 minutes	Staff FMS – BDS Office
Wait for the announce of renewal	Prepare a list of concessionaires for renewal	None	14 Days	Chief FMS – BDS
Wait for the endorsement of renewal	Prepare endorsement letter to be submitted to the Office of VPAF	None	5 minutes	Staff FMS – BDS Office
	Prepare endorsement letter to be submitted to the Office of President	None	5 minutes	VPAF VPAF Office
Wait for the release of the contract	To prepare a contract in between the concessionaire and EARIST	None	1 hour	Legal Counsel Office of the Legal Counsel
Review and Sign the Contract of Lease	Issue the Contract of Lease to the Concessionaire to affix their signature with their witness.	None	5 minutes	Chief FMS – BDS Office
Received the copy of the contract and signed acknowledgement of receipt at the outgoing logbook	Record at the outgoing logbook and release the Contract of Lease	None	1 hour	President Office of the President
	TOTAL	None	14 Days, 2 Hours 20 Minutes	





# **CASH AND DISBURSEMENT SERVICES**

#### 1. Collection of Fees and Payment for Enrollment

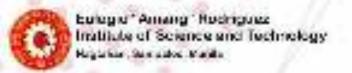
Collection of Student Tuition and other Miscellaneous Fees

Office or Division:	Cash And Disburse	ement Service (C	Cashiers)	1.7
Classification:	Simple			
Type of Transaction:	G2C – Governmer	G2C – Government to Client		
Who may avail:	Student	Student		
CHECKLIST OF RE	QUIREMENTS	\	WHERE TO SECU	JRE
Student Clearance		Dean's Office		
Enrollment Form		Dean's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present Clearance	Accept, verify and signed clearance	None	2 minutes	Staff Cashiers office
Payment of Enrollment Fees	Check student's outstanding balance, accept cash print out and Issue Official Receipt	Based on the Assessment of the Financial Management Service (FMS)	2 minutes	Staff Cashiers office
	TOTAL	None	4 minutes	

#### 2. Payment for Rental

Collection of Fees from the Rental of IGP Stalls, Venue and Facilities

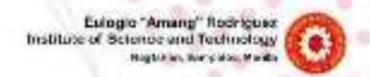
Office or Division:	Cash and Disburse	ement Service		
Classification:	Simple			
Type of Transaction:	G2C – Government to Client			
Who may avail:	Client/Interested Parties			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Order of Payment		Business Development Service (BDS)		
Identification Card		Issued by any Government Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present Order of Payment and Identification Card to the Cashier	Verify ID and Order of Payment	None	2 minutes	Staff Cashiers office
Payment of Rental	Received Payment & Issue Official Receipt	None	2 minutes	Staff Cashiers office
	TOTAL	None	4 minutes	



#### 3. Disbursement of Checks

Service Description Issuance of Checks as Payment for Services and or Procurement of Goods

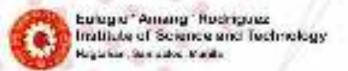
Present the necessary Verify ID and None 2 minutes			
Type of Transaction: Who may avail: Client/Interested Parties  CHECKLIST OF REQUIREMENTS Identification Card Representative of the Payee shall provide Authorization Letter Official Receipt  CLIENT STEPS Present the necessary requirements  G2C - Government To Client WHERE TO SECURE Issued by any Government Office From the Payee  Supplier  Supplier  PROCESSING TIME RE  Present the necessary review the supporting documents of the			
Who may avail:  Client/Interested Parties  CHECKLIST OF REQUIREMENTS  Identification Card  Representative of the Payee shall provide Authorization Letter  Official Receipt  CLIENT STEPS  Present the necessary requirements  Client/Interested Parties  WHERE TO SECURE  Issued by any Government Office  From the Payee  Supplier  Supplier  FEES TO BE PROCESSING TIME  RE  Present the necessary review the supporting documents of the			
CHECKLIST OF REQUIREMENTS   Identification Card   Issued by any Government Office			
Identification Card   Issued by any Government Office			
Representative of the Payee shall provide Authorization Letter  Official Receipt  CLIENT STEPS  AGENCY ACTION  Present the necessary requirements  Verify ID and review the supporting documents of the  From the Payee  Supplier  FEES TO BE PROCESSING TIME  RE  O  O  O  O  O  O  O  O  O  O  O  O  O			
Authorization Letter Official Receipt  CLIENT STEPS AGENCY ACTION Present the necessary requirements  Verify ID and review the supporting documents of the  Supplier  FEES TO BE PROCESSING TIME RE  OTHER PAID  None 2 minutes  COMMITTEE  OTHER PAID  OTHER PAID			
Official Receipt  CLIENT STEPS  AGENCY ACTION  Present the necessary requirements  Verify ID and review the supporting documents of the  Supplier  FEES TO BE PROCESSING TIME RE  PAID  None  2 minutes  Comparison of the Compariso	From the Payee		
CLIENT STEPS  AGENCY ACTION  Present the necessary requirements  Verify ID and review the supporting documents of the			
Present the necessary requirements  ACTION PAID TIME RE  Verify ID and review the supporting documents of the			
requirements review the supporting documents of the	PERSON ESPONSIBLE		
DV	Chief Cashiers office		
Ask Client to None 2 minutes Sign at the Disbursement Voucher	Chief Cashiers office		
checks is correct	Chief Cashiers office		
Shook to Short	Chief Cashiers office		
Claim Checks from the Cashier Records at the Releasing Logbook Company	<i>Chief</i> Cashiers office		
Acknowledge receipt of Check at the Record Book  Review if all None 2 minutes Check is correct	Chief Cashiers office		
TOTAL None 12 Minutes			



#### 4. Payment of Other School Fees

Collection of payment for other miscellaneous fees such as payment for the Transcript of Records (TOR), Honorable Dismissal, Certificate of Registration, Authentication of TOR, Completion Form, Certificate of Good Moral Character, Certified True Copy on the Report of Grades, Dropping Forms, etc.

Office or Division:	Cash and Disburse	Cash and Disbursement Service			
Classification:	Simple	Simple			
Type of Transaction:	G2C – Governmen	G2C – Government to Client			
Who may avail:	Student				
CHECKLIST OF RI	EQUIREMENTS				
Student ID or the Certif Registration Form	icate of Student's	Student Registrar's Office (SARRMS)			
Application for Records	Request Slip	Cashier's Office			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Present the school ID or the Student's Registration Form to the Cashier on duty	Verify school ID or Registration Form	None	2 minutes	Staff Cashiers office	
Pay the amount corresponding to the desired request	Accept Cash Issue Official Receipt	Fees are determined by the Registrar's Office	2 minutes	Staff Cashiers office	
	TOTAL	None	4 minutes		



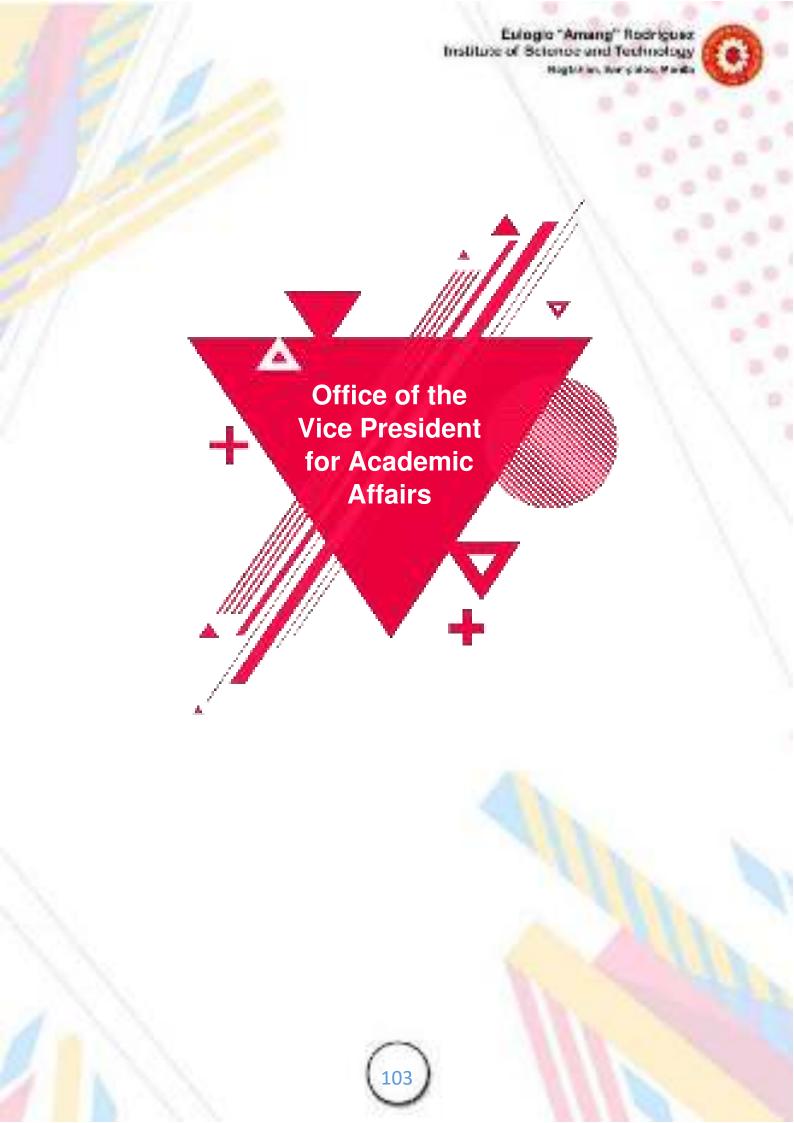
### 5. On-line Payment thru LANDBANK Link.BizPortal (New Normal)

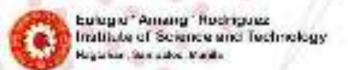
This contactless transaction was implemented in adherence to the Health and Safety Protocol due to the COVID 19 Pandemic as well as to adopt the trend in digitalization.

Office or Division:	CASHIFR	SERVICES		
Classification:	Simple			
Type of Transaction:		overnment to Client		
Who may avail:	Students			1.3
CHECKLIST OF REQUIREM		V	WHERE TO SECI	JRE
Student Number		SARRMS		
Order of Payment	FMS			
e-mail address		Interested Parti	es/Clients	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to  www.landbank.com and click on LANDBANK Link.Biz.Portal	N/A	N/A	N/A	Interested Party/Client
2. Select "Eulogio Amang Rodriguez Institute of Science and Technology" on the merchant's name on the Search Field	N/A	N/A	N/A	Interested Party/Client
<ul> <li>3. Select Transaction Type Choose only one type per transaction:</li> <li>• Augmentation Fee</li> </ul>	N/A	Computation is based on the number of students per class	N/A	FMS/GS
Comprehensive     Fee Doctoral	N/A	₱400.00	N/A	FMS/GS
Comprehensive     Fee Master's	N/A	₱200.00	N/A	FMS/GS
Defense Fee     Final Doctoral	N/A	₱900.00	N/A	FMS/GS
Defense Fee     Final Master's	N/A	₱900.00	N/A	FMS/GS

<ul> <li>Defense Fee Pre-Oral Doctoral</li> </ul>	N/A	₱900.00	N/A	FMS/GS
<ul><li>Defense Fee Pre-Oral Master's</li></ul>	N/A	₱900.00	N/A	FMS/GS
SARRMS Form	N/A	₱20/Page	N/A	SARRMS
<ul> <li>Transcript of Records</li> </ul>	N/A	₱100/Page	N/A	SARRMS
<ul> <li>Tuition Fee         Undergraduate         Mater's         Doctoral     </li> </ul>	N/A	₱100/UNIT ₱165/UNIT ₱200/UNIT	N/A	FMS
<ul> <li>Other Fees not listed, proceed to the EARIST Cashier's Office for payment</li> </ul>	Require the order for payment	₱900.00	N/A	FMS
<ul> <li>4. Fill-out Transaction Details and Review provided information Required fields are: <ul> <li>Student Number</li> <li>Student Name</li> <li>Order of payment number</li> <li>Amount to be paid</li> <li>Campus of transaction</li> <li>Email address</li> </ul> </li> </ul>	N/A	N/A	N/A	Interested Party/Client
<ul> <li>5. Select Payment Options Payment Mode: <ul> <li>Landbank/OF Bank ATM Card</li> <li>Bancnet</li> <li>Cash Payment</li> <li>Other Banks via PCHC PayGate</li> </ul> </li> </ul>	N/A	N/A	N/A	Interested Party/Client

6. Authorize Transaction	N/A	N/A	N/A	Interested Party/Client
7. View/Print Payment Confirmation	N/A	N/A	N/A	Interested Party/Client
8. Wait for payment to be processed within three (3) working days. Email the proof of payment to the following:  registrar@earist.ph.education for the following:  SARRMS Form Transcript of	1. Wait for the List of Payment from the concerned Bank/ Payment Center	N/A	N/A	Bank or Payment Center concerned
Records  graduate@earist.ph.education for the following:	2. Print the Original Receipt upon receipt of the List of Payment (hard copy)	N/A	2 minutes/ transaction	Cashier Service/ Staff
	3. Register the OR at the Official Outgoing Logbook	N/A	1 minute/ transaction	Cashier Service/ Staff
	4. Release the OR to Client/ Interested Party	N/A	1 minute/ transaction	Cashier Service/ Staff
	TOTAL	Payment varies per transaction s As stated above	3 days or depending on the effort of the Client or Interested Party	





## VICE PRESIDENT FOR ACADEMIC AFFAIRS SERVICES

#### 1. Program Curriculum

Provide a copy of Program Curriculum (Course Syllabus/Course Outline, Course Description and/or Course Crediting) approved by the Chairperson, Dean and Vice President for Academic Affairs

Office or Division.	Callagras			
Office or Division:	Colleges			
Classification:	Simple			
Type of Transaction:	G2C – Government t	o Citizen		
Who may avail:	Students (Current, Fo	ormer and Gra	duates), Faculty F	Personnel and/or
	Academic Personnel			
CHECKLIST OF RE	EQUIREMENTS		WHERE TO SEC	URE
Log in request		College Servi	ces	
Letter of Request		Client Conce	rn	
Course Description of the	Course	VPAA / College / Client Concern		
CLIENT STEPS	AGENCY ACTION	FEES TO PROCESSING PERSON		
CLIENT STEPS	AGENCY ACTION	BE PAID	TIME	RESPONSIBLE
Submit the letter of	Evaluate the	None	1 Day	Area Chairperson
request and course	document			Dean's Office
description of the	submitted			
program				College Dean
program.				Dean's Office
1			_	
None	Endorse for	None	1 Day	College Dean
6.4	approval and			Dean's Office
	submit to SARRMS	_		
	TOTAL	None	2 days	

#### 2. Completion Grade

Validation of the Completion Form submitted by the concerned faculty and endorsement to the Registrar's Office for processing.

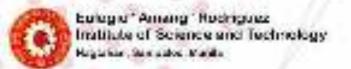
Office or Division:	Colleges			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Students and Faculty Personnel			
CHECKLIST OF REQ	EQUIREMENTS WHERE TO SECURE			
Completion Form with OR N	Completion Form with OR Number and Registrar / Cashier / Faculty / Student / College			
Faculty Signature	acul <mark>ty</mark> Signature			
Log in receipt	g in receipt College Services			
ID Log in receipt	J 10	College Services		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Approval of Completion Form Submit Completion Form with OR Number and Faculty approval	Assist the Client	None	5 minutes	College Dean Dean's Office
Faculty Copy Sign in the Client Log-in request	Give the Log Book/form to the client	None	15 Minutes	College Dean Dean's Office
Student's Copy Sign in the Client Log-in receipt and present ID	Give the Log Book/form to the client	None	15 Minutes	College Dean Dean's Office
•	TOTAL	None	35 Minutes	

#### 3. Faculty Teaching Load

Preparation and Assignment of Faculty Teaching Load and provide Computer System Generated Faculty Load Sheet Copy to faculty personnel.

Office or Division:	Colleges				
Classification:	Simple				
Type of Transaction:	G2C – Governmen	t to Citizen			
Who may avail:	Faculty Personnel	and/or Acade	mic Personnel		
CHECKLIST OF REQ	UIREMENTS		WHERE TO SEC	URE	
Log in receipt		College Serv	vices	19.0	
CLIENT STEPS	AGENCY ACTION	FEES TO PROCESSING PERSON BE PAID TIME RESPONSIBLE			
Log in request	Assist the Faculty	None	15 Minutes	Staff Dean's Office	
Computer System Generated Faculty Load Sheet Copy	Assist the None 15 Minutes Staff Faculty Dean's Office				
	TOTAL	None	30 Minutes		



#### 4. Admission / Enrollment

Application of students to be accepted in a certain program of the college and submission of requirements

#### 4.1 College Interview

Evaluation of student's knowledge and aptitude through program preparedness test (PPT) and interview during admission.

Office or Division:	Colleges			
Classification:	Simple			
Type of Transaction:	G2C – Government	to Citizen		
Who may avail:	Old Students, New S	Students/Quali	fied Applicants, Ti	ransferees,
	Shifters and Acaden	nic or Non-Aca	demic Personnel	
CHECKLIST OF RE	QUIREMENTS		WHERE TO SEC	URE
Notice of Admission / EC	AT Result /	Registrar		
Accomplished Application	n Form			
Chairperson's Evaluation		Area Chairpe	rson	
Recommending approval	from concerned	College Servi	ces	
College Dean				
Withdrawal / Changing / /	Adding Form	College / Reg	jistrar	
Letter of Request with red	commending	VPAA / College / Area Chairperson / Student		
approval by the concerne	ed program			
chairperson				
CLIENT STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON
CLIENT STEPS	AGENCY ACTION	BE PAID	TIME	RESPONSIBLE
College Interview /	Assist the Student	None	1 Day	Program
College Assessment.				Chairperson
Submit Notice of				
Admission / ECAT				
Result / Accomplished				
Application Form				
Submit Chairperson's	Issuance to	None	1 Day	Enrolling Officer /
Evaluation	Student of			Program
	Advisement Slip			Chairperson
	TOTAL	None	2 days	

#### 4.2 Cross Registration

Subjects to be taken by the students to other colleges or school.

Office or Division:	Colleges
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Old Students, New Students/Qualified Applicants, Transferees,
-	Shifters and Academic or Non-Academic Personnel

CHECKLIST OF REQ	UIREMENTS		WHERE TO SEC	URE
Notice of Admission / ECAT Result / Accomplished Application Form		Registrar	0	0 0
Chairperson's Evaluation		Area Chairp	erson	
Recommending approval fro College Dean	om concerned	College Serv	vices	0 0
Withdrawal / Changing / Ad	ding Form	College / Re	gistrar	
Letter of Request with recor approval by the concerned p chairperson		VPAA / Colle	ege / Area Chairp	erson / Student
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Recommending approval from concerned College Dean	Assist the Student Concern	None	1 Day	College Dean Dean's Office  Program Chairperson Dean's Office
	TOTAL	None	1 day	

### 4.3 Approval Of Withdrawal From Enrolment, Dropping, Changing And Adding Courses

Assessment of subjects enrolled by the students for withdrawal, dropping, changing and adding of subjects.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
chairperson					
approval by the concerned program					
Letter of Request with recommending		VPAA / Colle	ge / Are <mark>a Chai</mark> rpe	rso <mark>n / Stu</mark> de <mark>nt</mark>	
	Nithdrawal / Changing / Adding Form		gistrar		
College Dean					
Recommending approval	Recommending approval from concerned		ices		
Chairperson's Evaluation	Chairperson's Evaluation		erson		
Accomplished Application	Accomplished Application Form				
Notice of Admission / EC	AT Result /	Registrar			
CHECKLIST OF RE	QUIREMENTS		WHERE TO SEC	URE	
	Shifters and Academic or Non-Academic Personnel				
Who may avail:	Old Students, New S			ransferees,	
Type of Transaction:	G2C – Government to Citizen				
Classification:	Simple				
Office or Division:	Colleges				

Submit Withdrawal / Changing / Adding Form	Assist the Student	None	1 Day	College Dean Dean's Office  Program Chairperson
/	V.			Dean's Office
	TOTAL	None	1 Day	

#### 4.4 Approval of Excess/Overload

Request of excess/overload subject maximum of 12 units by the graduating students.

Office or Division:	Colleges			
Classification:	Simple			
Type of Transaction:	G2C – Governmer	nt to Citizen		
Who may avail:	Old Students, New	Students/Qu	alified Applicants,	Transferees,
	Shifters and Acade	emic or Non-A	cademic Personr	nel
CHECKLIST OF REC	UIREMENTS		WHERE TO SEC	URE
Notice of Admission / ECA	T Result /	Registrar		
Accomplished Application I	Form			
Chairperson's Evaluation		Area Chairp	erson	
Recommending approval fi	rom concerned	College Serv	vices	
College Dean				
Withdrawal / Changing / Ad	dding Form	College / Registrar		
Letter of Request with reco	mmending	VPAA / College / Area Chairperson / Student		
approval by the concerned	program			
chairperson				
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
OLILINI OTLI O	ACTION	BE PAID	TIME	RESPONSIBLE
Submit Letter of Request	Assist the	None	1 Day	College Dean
with recommending	Student for the			Dean's Office
approval by the	Concern			
concerned program	requirements			
chairperson				
	TOTAL	None	1 Day	

#### 5. Student Activities

Validation of the correctness of the request to conduct school activities and the use of school facilities and equipment and be forwarded to VPAA Office and Administrative Services for approval.

Office or Division:	Colleges
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Students (First to Fifth Year, Regular and Irregular) Faculty Personnel
	and/or Academic Personnel

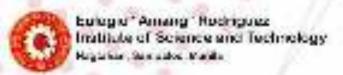
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter of Request with recommending	College Services
approval by the concerned program	( a _ a
chairperson	
Attachment of pertinent documents	
All pertinent documents as stated in the	CHED / College Services
CHED Memorandum Order No. 63, s. 2017	

	AGENCY	FEES TO	PROCESSING	PERSON
CLIENT STEPS	ACTION	BE PAID	TIME	RESPONSIBLE
Approval of Program / College Organization Activities. Submit Letter of Request with recommending approval by the concerned program chairperson Attachment of pertinent documents	Approved Request -Request Student -Approval of Dean -VPAA endorse to President	None	1 Day	College Dean Dean's Office  VPAA VPAA Office
Recommending approval for Off-Campus Activities. All pertinent documents as stated in the CHED Memorandum Order No. 63, s. 2017	Collect the Documents compile  -Review the Documents -Submit to VPAA -Recommending Approval of VPAA -Submit to President for Approval	None	1 Days	College Dean Dean's Office  VPAA VPAA Office
	TOTAL	None	2 Day	

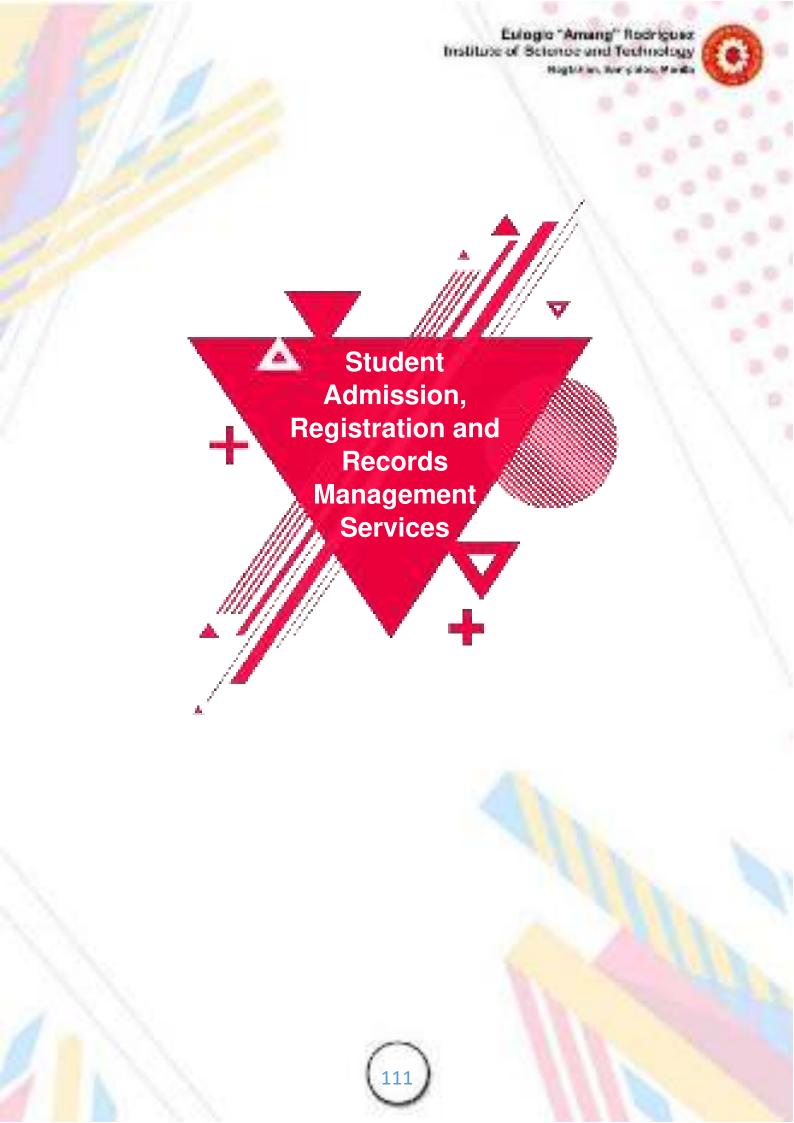
#### 6. Student's Complaints

Verification and investigation of the student's complaint to the concerned office/personnel and to be endorsed to Grievance and Legal Counsel Office for immediate legal proceedings

Office or Division:	Colleges	
Classification:	Simple	
Type of Transaction:	G2C – Governmen	nt to Citizen
Who may avail:	Students (First to F	Fifth Year, Regular and Irregular)
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE
Written Complaint		Concern Client (Student / Faculty / Academic
- The Control of		Personnel)



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit Written Complaint	Assist the Student / Client	None	3 Days	College Dean Dean's Office
	111			
	TOTAL	None	3 Days	

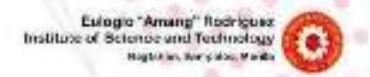


# STUDENT ADMISSION, REGISTRATION AND RECORDS MANAGEMENT SERVICES

#### 1. ADMISSION

Admitting or allowing student to apply to the program that they want.

Office or Division:	Registrar's Office				
Classification:	Simple				
		Cliont			
Type of Transaction:	G20 - Government to	G2C - Government to Client			
	OL deal				
Who may avail:	Student				
CHECKLIST OF F			WHERE TO SE	CURE	
Form 138 (Senior High Card)	·	Previous Se	nior High School		
Certificate of Good Mo	oral Character	Previous Se University So		Previous College/	
Certificate of Live Birth	(Photocopy)	PSA/NSO			
Transfer Credentials /		Previous Co	llege/University So	chool	
Copy of Grades			llege/University So		
Official receipt of Entra	ance Fee	EARIST Cas			
ECAT Forms		EARIST Red	gistrar's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Preliminary assessment of screening officers	Determination of available slots	None	5 minutes	Officer in-charge SARRMS Office	
None	Issuance of ECAT Form	500.00	1 minute	Officer in-charge SARRMS Office	
Check /Process Accomplished ECAT and Capture Picture of Student Applicant	Issuance of Exam Permit	None	3 minute	Officer in-charge SARRMS Office	
None	Examination Day	None	2 hours	Officer in-charge SARRMS Office Staff SASA Office	
None	Personal Interview of Student Applicant and Releasing of Result	None	20 Minutes	College Dean Dean's Office	
None	Physical Examination for those who qualifies for admission	None	30 Minutes	Physician MDS Office	
	TOTAL	500.00	2 hours and 59 minutes		



#### 2. REGISTRATION

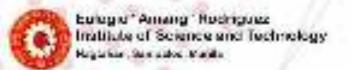
Enrolling the Student to the Program that they want wherein there is a bond between the school and student.

Office or Division:	Pagistrar's Office			9		
	Registrar's Office					
Classification:	Simple					
Type of Transaction:	G2C - Government to C	G2C - Government to Client				
Who may avail:	Student					
CHECKLIST OF	REQUIREMENTS		WHERE TO SE	CURE		
Advisement Slip with ap including PE and NSTP		Enrollment Officer by College				
School Identification Ca	ırd (ID)	EARIST Reg	gistrar's Office			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
Student Enrollment	College Enrollment Officer /Dean' Office encoding of Subjects	None	10 Minutes	Enrollment Officer Dean's Office		
Student Validation	SARRMS Officer Validation and Recording of Enrollment	None	20 Minutes	Officer in-charge SARRMS Office		
	TOTAL	None	30 Minutes			

#### 3. EVALUATION AND PROMOTION

Screening of Student records such as the submitted documents from previous school, student grades, etc.

Office or Division:	Registrar's Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to	Client		
Who may avail:	Student			
CHECKLIST OF F	REQUIREMENTS		WHERE TO SEC	CURE
Certification of Registrat	tion Student Copy			
Copy of Grades		Registrar's Office		
Curriculum Checklist		College Area	a <mark>Cha</mark> ir	
Credential and other SA	ARRMS Form Registrar's Office			
Faculty Grade Sheet		Faculty In-ch	harg <mark>e</mark>	
CLIENT STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON
CLIENT STEPS	AGENCY ACTION	BE PAID	TIME	RESPONSIBLE
Apply for Evaluation of Grades	Verifies Evaluated lacking grades and deficiency and	None	30 Minutes	Officer in-charge SARRMS Office
	TÓTAL		30 Minutes	

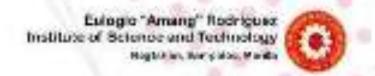


#### 4. REQUEST FOR SARRMS FORMS

The Official Document that the Student can request from the school such as Transcript of Record, Certificate of Good Moral Character, Honorable Dismissal, Copy of Grades, Etc.

#### 4.1 For Transcript of record

Office or Division:	Registrar's Office				
Classification:	Complex				
		G2C - Government to Client			
Type of Transaction:		Client			
Who may avail:	Student		WILEDE TO OF	OUDE	
CHECKLIST OF R	EQUIREMEN 15	D : 1 1 6	WHERE TO SE	CURE	
Application Form		Registrar's C			
Clearance form from diff	erent offices		ne Office Required	1	
Official Receipt		Cashier's Of	fice		
Parent / Guardian Conse		Client			
School Identification Car	\ /	Client			
SHS Credentials / TOR with remarks Copy for E		Previous School			
Authorization Letter from	n the Student	Client			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Accomplish TOR Application Form	Issue Application Form	None	2 Minutes	Officer in-charge SARRMS Office	
Student Clearance	Issue Clearance Form	None	5 Minutes	Depend on Office Required	
Pay corresponding fees	Receive Payment	100.00 / per page	3 Minutes	Staff Cashiers Office	
	Preparation of the documents	None	3 days	Officer in-charge SARRMS Office	
Submit the Application to Registrar's counter	Recording and accepting the application	None	2 Minutes	Officer in-charge SARRMS Office	
	TOTAL	100.00 / Per page	3 Days and 12 Minutes		



#### 4.2 Certificate of Grades/Units Earned

The Official Document that the Student can request from the school.

O(() D: : :	D : 1 0 CC:			-	
Office or Division:	Registrar's Office				
Classification:	Complex				
Type of Transaction:	G2C - Government	G2C - Government to Client			
Who may avail:	Student				
CHECKLIST OF RI	EQUIREMENTS		WHERE TO SEC	CURE	
Application Form		Registrar's C	Office		
Clearance form from diff	erent offices	Depend of the	ne Office Required		
Official Receipt		Cashier's Of	ffice		
Authorization Letter from	n the Student	Client		1 1 3	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Accomplish Certification Application Form	Issue Application Form	None	2 Minutes	Officer in-charge SARRMS Office	
Student Clearance	Issue Clearance Form	None	5 Minutes	Staff Dean's Office	
Pay corresponding fees	Receive Payment	20.00	3 Minutes	Staff Cashiers Office	
	Preparation of the documents	None	3 days	Officer in-charge SARRMS Office	
Submit the Application to Registrar's counter	Recording and accepting the application	None	2 Minutes	Officer in-charge SARRMS Office	
	TOTAL	20.00	3 Days and 12 Minutes		

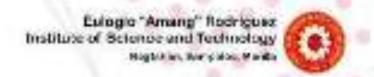
#### 4.3 Certification of Good Moral Character

Office or Division:	Registrar's Office			
Classification:	Complex			
Type of Transaction:	G2C - Go	overnment to Client		
Who may avail:	Student			
CHECKLIST OF REQUIREM	MENTS	WHERE TO SECURE		
Application Form	Registrar's Office			
Clearance form from different of	fices	Depend of the Office Required		
Official Receipt	Cashier's Office			
Parent / Guardian Consent	Client			
School Identification Card (ID)	Client			
Certificate of Registration		Client / Registrar's Office		
Affidavit of Loss	Notary Public			
Authorization Letter from the Stu	udent	Client		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Accomplish Certification Application Form	Issue Application Form	None	2 Minutes	Officer in-charge SARRMS Office
Pay corresponding fees	Receive Payment	20.00	3 Minutes	Staff Cashiers Office
//	Preparation of the documents	None	3 days	Officer in-charge SARRMS Office
Submit the Application to Registrar's counter	Recording and accepting the application	None	2 Minutes	Officer in-charge SARRMS Office
	TOTAL	20.00	3 Days and 7 Minutes	

#### 4.4 Honorable Dismissal

Office or Division:	Registrar's Office			Registrar's Office			
Classification:	Complex						
Type of Transaction:	G2C - Government	to Client					
Who may avail:	Student						
CHECKLIST OF RE	QUIREMENTS		WHERE TO SEC	CURE			
Application Form		Registrar's O	ffice				
Clearance form from dif	ferent offices	Depend of the	e Office Required				
Official Receipt		Cashier's Off	ice				
Parent / Guardian Cons	sent	Client					
School Identification Ca	ırd (ID)	Client					
SHS Credentials / TOR School with remarks Co	•	Previous School					
Affidavit of Loss	Notary Public						
Authorization Letter from	n the Student Client						
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE			
Accomplish Request Application Form	Issue Application Form	None	2 Minutes	Officer in-charge SARRMS Office			
Student Clearance	Issue Clearance Form	None	5 Minutes	<i>Staff</i> Dean's Office			
Pay corresponding fees	Receive Payment	40.00	3 Minutes	Staff Cashiers Office			
Submission of required documents	Evaluate the submitted documents	None	2 Minutes	Officer in-charge SARRMS Office			
Alle	Preparation of the documents	None	3 days	Officer in-charge SARRMS Office			
Submit the Application to Registrar's counter	Recording and accepting the application	None	2 Minutes	Officer in-charge SARRMS Office			
	TOTAL	40.00	3 Days and 14 Minutes				



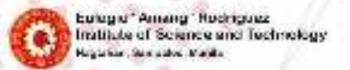
#### 4.5 Completion Form

The Official Document that the Student can request from the school

Office or Division:	Registrar's Office		- 1/	0 6
Classification:	Simple			
Type of Transaction:	G2C - Government to Client			
Who may avail:	Student		7/7	
CHECKLIST OF RI	EQUIREMENTS		WHERE TO SEC	CURE
Certificate of Registration	n	Client / Regi	strar's Office	
Report of Grades with II	NC grade	Client / Regi	strar's Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present Incomplete Report of Grades	Verify by the SARRMS Officer	None	2 Minutes	Officer in-charge SARRMS Office
	Issue Payment Slip	None	2 Minutes	Staff Dean's Office
Pay corresponding fees	Receive Payment	20.00	3 Minutes	Staff Cashiers Office
Submit the OR and Payment Slip to Registrar's counter	Recording and accepting the application and issue Completion form	None	3 Minutes	Officer in-charge SARRMS Office
	TOTAL	20.00	10 Minutes	

#### 4.6 Change / Additional Subject

Office or Division:	Registrar's Office	Registrar's Office			
Classification:	Simple				
Type of Transaction:	G2C - Government	G2C - Government to Client			
Who may avail:	Student				
CHECKLIST OF RE	EQUIREMENTS		WHERE TO SEC	CURE	
Advisement Slip Approv	ed by College Dean	College Enro	ollment Officer		
Recommendation from 0	College Dean	College Dea	n's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO DROCESSING DERSON			
Accomplish Request Application Form	Present the Advisement Slip w/ approved by Dean	None	2 Minutes	Officer in-charge SARRMS Office	
Pay corresponding fees	Receive Payment	20.00	2 Minutes	Staff Cashiers Office	
Submit the Advisement Slip to Registrar's counter	Recording and accepting the application and issue new COR	None 1 Minutes Officer in-char SARRMS Offi			
	TOTAL	20.00	5 Minutes		



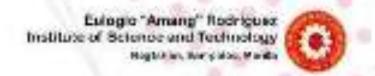
#### 4.7 Permit to Cross-Enroll

The Official Document that the Student can request from the school

Office or Division:	Registrar's Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client			
Who may avail:	Student			
CHECKLIST OF F	REQUIREMENTS		WHERE TO SE	CURE
Official Receipt		Cashier's Of	fice	
Recommendation from	College Dean	College Dea	n's Office	
Permit to Cross Enroll		Registrar's C	Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Accomplish Request Application Form	Present the Recommendation from respective college dean	None	10 Minutes	Officer in-charge SARRMS Office
Pay corresponding fees	Receive Payment	20.00	5 Minutes	Staff Cashiers Office
Submit the OR and Other Documents to Registrar's counter	Recording and accepting the application and issue Permit of Cross enroll	None	15 Minutes	Officer in-charge SARRMS Office
	TOTAL	20.00	30 Minutes	

#### 4.8 Authentication of Records

Office or Division:	Registrar's Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to	Client		
Who may avail:	Student			
CHECKLIST OF F	REQUIREMENTS		WHERE TO SE	CURE
Other Pertinent Docume	ents (TOR, Diploma,	Depend of th	ne Required Need	ed
Certification	Laborator Control			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit the Original Document/s	Present the Original Documents	None	10 Minutes	Officer in-charge SARRMS Office
Pay corresponding fees	Receive Payment	20.00 / document	5 Minutes	Staff Cashiers Office
Submit the OR and Original Documents to Registrar's counter	Recording and accepting the application	None	15 Minutes	Officer in-charge SARRMS Office
	TOTAL	20.00 / document	30 Minutes	



#### 4.9 Students Identification Card

The Official Document that the Student can request from the school

Office or Division:	Registrar's Office		100	W
Classification:	Simple		100	0 0
Type of Transaction:	G2C - Government	to Client	0.7	
Who may avail:	Student			
CHECKLIST OF RE	EQUIREMENTS	V	VHERE TO SECU	IRE
Clearance form from dif	fferent offices	Depend of the C	Office Required	
Official Receipt		Cashier's Office		A
Certificate of Registration	on	Client / Registra	r's Office	
Affidavit of Loss		Notary Public		1 1 3
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Accomplish Request Application Form	Present the COR for New and for Replacement Clearance, Affidavit of Loss and COR	None	20 Minutes	Officer in-charge SARRMS Office
Pay corresponding fees	Receive Payment	100.00 / New 150.00 / Replacement	5 Minutes	Staff Cashiers Office
Submit the OR and Documents Needed to Registrar's counter	Recording and accepting the application	None	5 Minutes	Officer in-charge SARRMS Office
	TOTAL	100.00 / New 150.00 / Replacement	20 Minutes for New and 30 Minutes for Replacement	

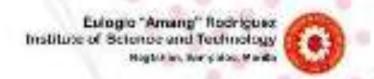
### 4.10 Verification of Scholastic Records/ School Attendance / Graduation

Office or Division:	Registrar's Office		
Classification:	Simple		
Type of Transaction:	G2C - Government to	Client	
Who may avail:	Student		
CHECKLIST OF F	REQUIREMENTS	WHERE TO SECURE	
Application Form		Registrar's Office	
Request Letter for Verif	ication Client / Requesting Party		
Authorization Letter from	n the Student	Client	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Accomplish Request Application Form	Submit request for Verification and Authorization Letter from the Student	None	7 Days	Officer in-charge SARRMS Office
	TOTAL	None	7 Days	

#### 4.11 Issuance of Diploma and Certificate

Office or Division:	Registrar's Office			
Classification:	Complex			
Type of Transaction:	G2C - Government to	Client		
Who may avail:	Student	Ollotti		
CHECKLIST OF F	I.		WHERE TO SEC	CURE
List of Graduate		Registrar's C		-
Promotion Report		Registrar's C		
Application Form		Registrar's C		
School Identification Ca				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Accomplish Request Application Form	Submit request for ID, Promotion Report and List of Graduation	None	20 Minutes	Officer in-charge SARRMS Office
Pay corresponding fees	Receive Payment	150.00	5 Minutes	Staff Cashiers Office
Submit the OR and Documents Needed to Registrar's counter	Recording and accepting the application	None	5 Minutes	Officer in-charge SARRMS Office
	TOTAL	150.00	30 Minutes	



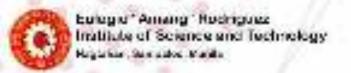
#### 5. NEW NORMAL PROCESS

#### 5.1 Admission

This describes the process of ensuring that the admission procedure is fair, transparent, ethical and timely, making study accessible to a diverse range of prospective students by providing students with appropriate guidance in choosing academic program that fits their interest

Office or Division:	Registrar's Office	Registrar's Office			
Classification:	Simple				
Type of Transaction:		to Client	1/0		
Who may avail:	Student				
CHECKLIST OF REQUIREMENTS			VHERE TO SECU	IRE	
Form 138 (Senior High	School Report	School of origin			
Card)					
Certificate of Good Mor		School of origin			
Certificate of Live Birth		Philippine Statis			
Transfer Credentials /H	onorable Dismissal	School of origin			
Copy of Grades		School of origin			
SHS Equivalent Rating		School of origin		- A - A	
Certified copy of List of	Passers	School of origin		A	
Certificate of Passer		School of origin			
ECAT Application Form	is (SARRMS Form	EARIST Registi	ar's Office		
001)	AOFNOV	FFFO TO DE	PROGEOGINA	DEDOON	
CLIENT STEP/S	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Download the ECAT Application form from the EARIST Website (www.earist.edu.ph) *Go to earist.edu.ph website. Apply Online Admission	Determination of available slots	None	None	Officer in-charge SARRMS Office	
Proceed to the Registrar's Office and present ECAT Application Form together with admission credentials * Upload admission credentials	Check and Screen submitted forms and admission credentials * Check and Verify uploaded credentials	None	5 minutes	Officer in-charge SARRMS Office	
Check personal information in the profiling system of the Registrar's Office	Encoding of data and Issuance of ECAT Permit  * Send an acceptance letter to the student applicant	None	5 minutes	Officer in-charge SARRMS Office	
	TOTAL	None	10 minutes		

<sup>\*</sup> Admission procedure that is fair, transparent, ethical and timely during this pandemic (new normal)

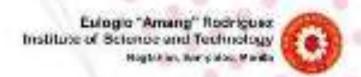


#### 5.2 Enrollment Process for New Student

Enrolling the Student to the Program that they want wherein there is a bond between the school and student.

Office or Division:	Registrar's Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to	Client		
Who may avail:	Student			
CHECKLIST OF RI		WHERE TO SECURE		
Form 138 (Senior High S	•	School of ori		
Certificate of Good Mora	, ,	School of ori	•	
Certificate of Live Birth (	Photocopy)		atistics Office	
Transfer Credentials / Ho		School of ori		
Copy of Grades	School of origin			
SHS Equivalent Rating (	Card	School of ori	igin	
Certified copy of List of F	Passers	School of ori	gin	
Certificate of Passer				
ECAT Forms (SARRMS				
College Forms		Enrollment Officer by College  FEES TO PROCESSING PERSON		
CLIENT STEP/S	CLIENT STEP/S AGENCY ACTION			PERSON
		BE PAID	TIME	RESPONSIBLE
After successful	Receive original	None	5 Minutes	Officer in-charge SARRMS Office
subject encoding, and	admission			SARRIVIS Office
enrollment validation,	credential/s and			Dean
submit original admission credential/s	other College form/s			College Dean
and other College	*Check submitted			Ü
form/s	credentials			Staff
* Go to the website and log	0.040.ma.0			FMS
in the username and	Issue Certificate of			Staff
password given by the	Registration			Cashier Office
college and register the	* Validate online			Guornioi Ginioo
subjects needed * Submit the Original	enrollment to generate			
Credentials to the	E-copy of COR			
Registrar's Office for	Issue School ID			
Validation				
	TOTAL	None	5 Minutes	

<sup>\*</sup>Enrollment procedure that is fair, transparent, ethical and timely during this pandemic (new normal)



#### 5.3 Enrollment Process For Old/Continuing Student

This describes the procedure for enrolment for old or continuing student

Office or Division:	Registrar's Office			. " "
Classification:	Simple	Simple		
Type of Transaction:	G2C - Government to Client			0 0
Who may avail:	Student		13/2/2	
CHECKLIST OF RE	QUIREMENTS	V	HERE TO SECU	RE
Approved Advisement S	Slip	Enrollment Office	er by College	
School ID	EARIST Registrar's Office			
Official receipt of Tuition	n Fee (for paying	<b>EARIST Cashier</b>	's Office	
student)			- 1	
CLIENT STEP/S	AGENCY	FEES TO BE	PROCESSING	PERSON
CLIENT STEP/S	ACTION	PAID	TIME	RESPONSIBLE
After successful	Receive student	None	5 Minutes	Officer in-charge
subject encoding, and	ID and approved			SARRMS Office
enrollment validation,	Advisement Slip			D
submit student ID and				Dean College Dean
approved Advisement	Issue COR and			College Dean
Slip and Official	ID sticker			Staff
Receipt (for paying	* Online Validation			FMS
student only)	of enrollment			1 1010
	*Send an E-copy of			Staff
	student's COR			Cashier Office
	TOTAL	None	5 Minutes	

<sup>\*</sup>Enrollment procedure that is fair, transparent, ethical and timely during this pandemic (new normal)

#### 5.4 Adding, Dropping And Changing Of Subjects

This describes the procedure for adding, dropping and changing subjects of old or continuing student

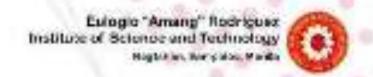
Office or Division:	Registrar's Office	Registrar's Office				
Classification:	Simple	Simple				
Type of Transaction:	G2C - Government to	Client				
Who may avail:	Student					
CHECKLIST OF R	EQUIREMENTS WHERE TO SECURE					
Approved ADC Advisem	ent Slip	Enrollment Officer by College				
School ID		EARIST Registrar's Office				
Certificate of Registratio	n	EARIST Registrar's Office				
Official receipt of Tuition	n Fee (for paying					
student)						

CLIENT STEP/S	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit Approved ADC Advisement Slip	Receive Approved ADC Advisement Slip Encoding of ADC for approved and available subjects	None	10 Minutes	Officer in-charge SARRMS Office
For paying students, proceed to Cashier's Office for payment of school fees	Advise paying students to proceed to the Cashier's Office for payment of fees  Printing of updated COR	None	5 Minutes	Officer in-charge SARRMS Office Staff Cashier Office
	TOTAL	None	15 Minutes	

#### 5.5 Cross-Enrolment Procedure

This describes the procedure for application of cross-enrolment

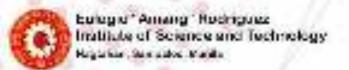
Office or Division:	Registrar's Office	Registrar's Office			
Classification:	Simple				
Type of Transaction:	G2C - Government to	o Client			
Who may avail:	Student				
CHECKLIST OF F	REQUIREMENTS	QUIREMENTS WHERE TO SECURE			
Endorsement by the De	ean	Enrollment C	Officer by College		
Certificate of Registrati	on		gistrar's Office		
School ID			gistrar's Office		
Official receipt		EARIST Cas	shier's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Submit Endorsement letter and COR	Receive Endorsement letter and COR  Evaluation of	None None	2 minutes	Officer in-charge SARRMS Office	
	Grades  Issue Payment Slip	60.00			
Proceed to the Cashier's Office for payment of fees and	Issue Permit to cross enroll in triplicate copy	None	3 minutes	Officer in-charge SARRMS Office	
submit to the Registrar's Office				Staff Cashier Office	
	TOTAL	None	5 Minutes		



#### 5.6 Withdrawal of Registration

This describes the procedure for a systematic environment designed for students to process withdrawal of registration from this institution.

Office or Division:	Registrar's Office		7.7/	. 0	
Classification:	Simple		3.3	9 _ 0	
Type of Transaction:	G2C - Governmen	t to Client			
Who may avail:	Student			1	
CHECKLIST OF RE	QUIREMENTS		WHERE TO SECURE		
SARRMS Form-007		EARIST Registi			
School ID		EARIST Regist	rar's Office		
Written Statement from	a parent, guardian	Student's paren	nts	1. /	
or sponsor					
Certificate of Registration		EARIST Registi			
CLIENT STEPS	AGENCY	FEES TO BE	PROCESSING	PERSON	
	ACTION	PAID	TIME	RESPONSIBLE	
Present Letter of Intent	Receive Letter of	None	2 Minutes	Officer in-charge	
to the Registrar's	Intent			SARRMS Office	
Office		00.00		A 1	
	Issue Payment	20.00			
D 1	Slip		<b>-</b> · ·	Office who also was	
Proceed to the Cashier's Office for	Issue SARRMS	None	5 minutes	Officer in-charge SARRMS Office	
-	Form 007			SALITING Office	
payment of fees and submit to the				Staff	
Registrar's Office				Cashier Office	
Submit accomplished	Receive	None	8 minutes	Officer in-charge	
SARRMS Form 007,	accomplished	INOTIC	o minutes	SARRMS Office	
OR, COR, ID	SARRMS Form				
	007, OR, COR,				
	ID				
	3.2 Release				
	Original				
	Credentials				
	TOTAL	None	15 Minutes		



#### 5.7 Application for Leave of Absence

This describes the systematic process for the request of leave of absence

Office or Division:	Registrar's Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to	Client		
Who may avail:	Student			
CHECKLIST OF R	EQUIREMENTS WHERE TO SECURE			
Letter of Intent	Student			
SARRMS Forms-019	EARIST Registrar's Office			
School ID	EARIST Registrar's Office			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present Letter of Intent and School ID	Receive Written Petition and School ID Issue LOA Form, in quadruple copy	None	3 Minutes	Officer in-charge SARRMS Office
Submit accomplished LOA, Letter of Intent and photocopy of ID	Issue 3 copies of LOA Form (for Dean's Copy, Student and FMS)	None	7 Minutes	Officer in-charge SARRMS Office
	TOTAL	None	10 Minutes	

#### 5.8 Application For Final Evaluation Of Graduating Students

To describe the process of evaluating graduating students as to their qualification to be included in the list of candidates for graduation. Determining student's standing and academic requirement for graduation is the primary concern of this process.

Office or Division:	Registrar's Office	Registrar's Office			
Classification:	Simple				
Type of Transaction:	G2C - Government to Client				
Who may avail:	Student	Student			
CHECKLIST OF R	EQUIREMENTS WHERE TO SECURE			CURE	
School ID	Registrar's Office				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Present ID	Issue SARRMS Form-008	None	1 Minute	Officer in-charge SARRMS Office	
Accomplished and submit SARRMS Form-008	Qualified student must be included in the Graduating List Issue Academic Program Evaluation and Application for Final Evaluation	None	4 minutes	Officer in-charge SARRMS Office	
	TOTAL	None	5 Minutes		

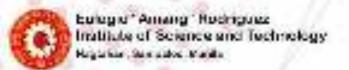
### 5.9 Request for Academic Record (Transcript of Record and Transfer Credentials)

To provide a systematic process designed for students to request academic documents such as Transcript of Records and Transfer Credentials.

	1			V
Office or Division:	Registrar's Office			
Classification:	Simple			
Type of	G2C - Government to C	lient		
Transaction:				
Who may avail:	Student			
	REQUIREMENTS		VHERE TO SECU	RE
SARRMS Form-004		EARIST Registra		
School ID or any Gove	ernment issued ID	EARIST Registra		
Official Receipt		EARIST Registra		
Authorization Letter, in	case of representative	Student Applicar		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present School ID or any Government issued ID  * Go to the earist.edu.ph website. Apply Online Request Documents  * Fill up and submit Online Request Documents Form  Proceed to the Cashier's Office for payment of fees	Issue SARRMS Form- 004 with clearance if applicable  Authorized Representative is advised to proceed to FOI (Freedom of Information Office) for Data Privacy purposes  Assessment of Fees	100.00/ set 60.00 (Copy of Grades, Honorable Dismissal and Certificate of Good Moral Character	5 Minutes 3 minutes	Staff InfoPAS Office  Staff Cashier's Office
Submit accomplished application form and Official Receipt	Schedule the date of release and Issue claim stub to client * Email a received reply of ORD of the client	None	3 working days**	Officer in-charge SARRMS Office
	TOTAL	100.00/set 160.00 (HD)	3 working days and 8 minutes	

<sup>\*</sup>An Online request of document adapted during this pandemic (new normal)

<sup>\*\*</sup>Not applicable during high season (enrollment or graduation period)



### 5.10 Request for Certification, Authentication and Verification of Student

This process ensures that the documents being release to the person who requested it is valid, certified, or authentic.

Office or Division:	Registrar's Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to	Client		
Who may avail:	Student			
CHECKLIST OF RE	EQUIREMENTS		WHERE TO SE	CURE
School ID or any Govern	ment issued ID	EARIST Reg	gistrar's Office	
Official Receipt		EARIST Reg	gistrar's Office	
Authorization Letter, in ca	ase of representative	Student App	licant	
Original Document to be authenticated and verified	•	Student App	licant Copy	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present School ID or any Government issued ID	Issue SARRMS Form-004 with clearance if applicable  Authorized Representative is advised to proceed to FOI (Freedom of Information Office) for Data Privacy purposes	None	5 Minutes	Officer in-charge SARRMS Office Staff InfoPAS Office
Proceed to the Cashier's Office for payment of fees	Assessment of Fees	20.00 / copy	3 minutes	Staff Cashier's Office
Submit original and photocopy of the document/s and Official Receipt	Schedule the date of release and Issue claim stub to client	None	3 working days*	Officer in-charge SARRMS Office
	TOTAL		3 working days and 8 minutes	

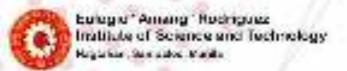
<sup>\*</sup>Not applicable during high season (enrollment or graduation period)

# 5.11 Request for Student Admission Document Form/s (Copy of Grades, Certification, Report of Grades, Completion Form, and Dropping Form)

This process ensures that the documents being release to the person who requested it is valid, certified, or authentic.

Office or Division:	Registrar's Office			
Classification:	Simple		0.0	
Type of Transaction:	G2C - Government to Cl	ient		9 0
Who may avail:	Student			
CHECKLIST OF	REQUIREMENTS	W	HERE TO SECU	RE
School ID or any Gover	nment issued ID	EARIST Registra	ar's Office	
Official Receipt		EARIST Registra	ar's Office	
Authorization Letter, in	case of representative	Student Applican	nt	
Other pertinent docume	ents	Student Applican	nt Copy	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present School ID or any Government issued ID	Authorized Representative is advised to proceed to FOI (Freedom of Information Office) for Data Privacy purposes	None	2 Minutes	Officer in-charge SARRMS Office Staff InfoPAS Office
Proceed to the Cashier's Office for payment of fees	Assessment of Fees	20.00 / copy	3 minutes	Staff Cashier's Office
Submit Official Receipt and applicable pertinent documents	Schedule the date of release and Issue claim stub to client	None	1 to 3 working days*	Officer in-charge SARRMS Office
	TOTAL		1 to 3 working days and 5 minutes	

<sup>\*</sup>Not applicable during high season (enrollment or graduation period)

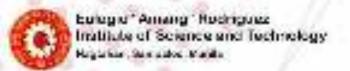


#### 5.12 Release of Academic Record/s and Sad Form/s

To provide a systematic way of releasing the academic documents such as transcript of records and honorable dismissal to the students requestee or authorized representative.

Office or Division:	Registrar's Office			
Classification:	Simple	Simple		
Type of Transaction:	G2C - Government to	G2C - Government to Client		
Who may avail:	Student			
CHECKLIST OF RE	QUIREMENTS		WHERE TO SE	CURE
School ID or any Governr	ment issued ID	EARIST Reg	jistrar's Office	
Official Receipt		EARIST Reg	jistrar's Office	
Authorization Letter, in ca	ase of representative	Student App	licant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present School ID or any Government issued ID	Locate student's requested documents  Authorized Representative is advised to proceed to FOI (Freedom of Information Office) for Data Privacy purposes  Issue requested documents	None	5 Minutes	Officer in-charge SARRMS Office Staff InfoPAS Office
	TOTAL		5 Minutes	





#### **QUALITY ASSURANCE SERVICES**

#### 1. Request for Quality Assurance Document

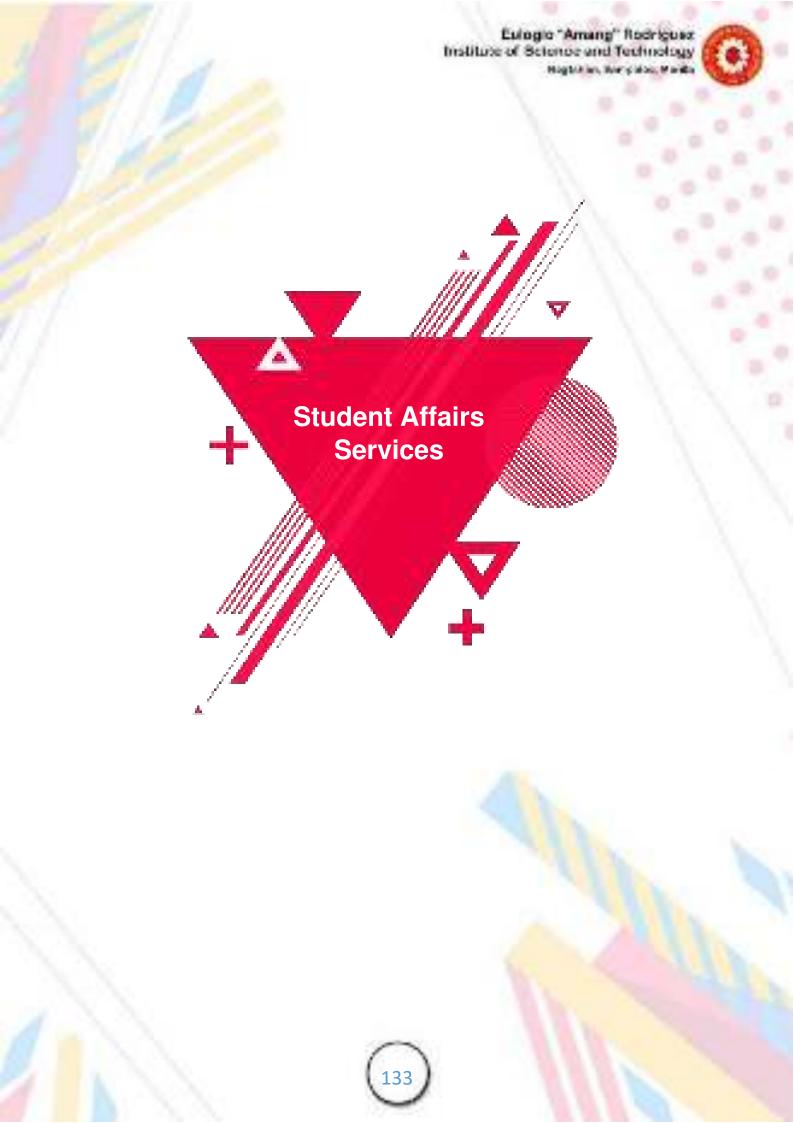
This is a request for relevant Documents pertaining to quality assurance services such as accreditation, ISO, etc.

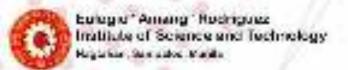
Office or Division:	Quality Assurance Services Office				
Classification:	Simple				
Type of Transaction:	G2G – Government to Government				
Who may avail:	All				
CHECKLIST OF R	REQUIREMENTS WHERE TO SECURE		CURE		
Request Letter		Client / College / Office Concern			
Verbal Request	Request		Client / College / Office Concern		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Submit Request Letter	Accreditation ISO-QMS (Office Visit, Telephone Call)	None	3 Working Day	Staff QA Office	
	TOTAL	None	3 Working Days		

### 2. Request to Attend QA Related Conference, Training and Accreditation Visit.

This is a request by Faculty members and other personnel who will attend QA related conferences trainings and accreditation visit.

Office or Division:	Quality Assurance Services Office				
Classification:	Simple				
Type of Transaction:	G2G – Government to Government				
Who may avail:	All				
CHECKLIST OF I	EQUIREMENTS WHERE TO SECURE			CURE	
Request Letter	Client / College / Office Concern		rn		
Invitation Letter		Client / Colle	Client / College / Office / School Concern		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Submit Documents Needed	QA Office will process the documents	None	3 Working Day	Staff QA Office	
	TOTAL	None	3 Working Days		





#### STUDENT AFFAIRS AND SERVICES

#### 1. Scholarship

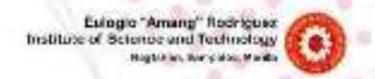
Client-Oriented

Office or Division:	Office of the Student Affairs and Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Students			
CHECKLIST OF R	EQUIREMENTS V		WHERE TO SECURE	
Certificate of Registration		Registrar		
Report of Grades		Dean's Office / Registrar		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit PDF copies of COR and ROG	Request from the Student-applicant	None (If Lost, Fee is 20.00	1 Day	Staff SARRMS Office
	TOTAL	None (If lost, fee is 20.00)	1 Day	

#### 2. Student Activity

Client - Oriented

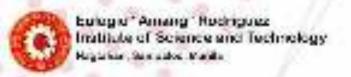
Office or Division:	Office of the Student Affairs and Services				
Classification:	Simple				
Type of Transaction:	G2C – Government to Citizen				
Who may avail:	Students				
CHECKLIST OF RI	WHERE TO SECURE				
Request letter for activity		College			
Resolution		CSG/CBO (College Student Government / College Based Organization			
Budget Proposal			llege Student Gov	Student Government / College	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Submit Request letter online (thru studentaffairs@earist. edu.ph.education) for activity		None	2 Days	CSG/CBO's SAS Office	
Secure Student Activity Form via Google Form	Provide Form	None	0 Day	Staff SAS Office	
Submit Activity Request online with required documents (Resolution, Budget Proposal, Program, Etc.)	Received Documents	None	2 Days	CSG/CBO's SAS Office	
	TOTAL	None	4 Days		



# 3. Accreditation of Student Organization

Client - Oriented

Office or Division:	Office of the Student	Office of the Student Affairs and Services			
Classification:	Simple		100		
Type of Transaction:	G2C – Government t	o Citizen	3.3	9 0	
Who may avail:	Students		100		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
Letter of Application for Recognition		Student Affairs and Services Office (SAS Form # 1)			
Constitution and By-Laws of	of the Organization	Organization	ther CBO's (Coll ı), Institutional O ganizations, Poli		
List of Officers with specim student number, major, yea landline/mobile number and picture	ar-level, addresses, d attached 2x2 I.D.	Client		11.	
Copies of latest Certificate (Officers and Member)	of Recognition	Client			
Master Plan of activities go which includes the goals, o description and budget bre	bjectives, brief	Client			
Acceptance Letter of Advis		Student Affairs and Services (SAS Form#2)			
**For renewal – same as a documents shall be require	•			No.	
Accomplishment Report wi	th documentation	Client		- N	
Financial Report		Client		7.7	
Liquidation Report		Client			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE	
Secure and Fill-up accreditation form via Google Form	Provide form	None	1 Day	Staff SAS Office	
Submit Required documents online (thru studentaffairs@earist.edu .ph.education)	Receive the documents	None	1 Day	Staff SAS Office	
	TOTAL	None	2 Days		

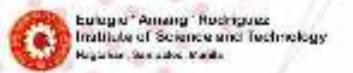


# 4. Complaints and Investigation

Client - Oriented

Office or Division:	Office of the Student Affairs and Services				
Classification:	Simple				
Type of Transaction:	G2C – Government t	o Citizen			
Who may avail:	Students				
CHECKLIST OF R	EQUIREMENTS		WHERE TO SE	CURE	
Complaint-letter of the re	espondent	Client			
Proof or Evidences (sucl	h as written	as written Client			
testimonies of witnesses	s, Etc.)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE	
Submit Complaint- letter online (thru studentaffairs@earist.e du.ph.education)	Receive complaint- letter	Free	1 Day	Staff SAS Office	
Follow-up regarding the schedule of hearing via online	Notify all concerned parties	Free 3 Days Staff SAS Office			
	TOTAL	None	4 Days		





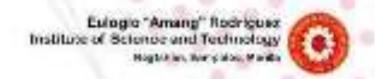
# LIBRARY SERVICES

## 1. Circulation of books and other library materials for students

This is how any book or library material is borrowed, lend and return inside the reading area by its library users or even brought home for use depending on availability.

#### 1.1 For students

Office or Division:	Library Services			
Classification:	Simple			
Type of Transaction:	G2C – Governmen	t to Citizen		
Who may avail:	Students			
CHECKLIST OF RE	QUIREMENTS WHERE TO SECURE			CURE
Book Card/Borrowers' S	Slip	Library Office		
Student ID		Student/Clie	nt Concern	
Certificate of Registration		Student/Clie		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present COR to the staff	Go to the shelf and locate the material/book, if in case he/she finds difficulty in locating, staff assists client	None	5 Minutes	Staff on duty Library Services
None	Once the material/book is found, signs the book card and present to the staff	None	5 Minutes	Staff on duty Library Services
None	If being returned, hands over to the staff as the staff exchanges his/her COR	None	5 Minutes	Staff on duty Library Services
	TOTAL	None	15 Minutes	

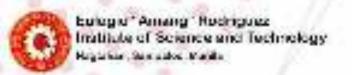


# 1.2 For administrator and faculty member

Office or Division:	Library Services				
Classification:	Simple				
Type of Transaction:	G2C – Government	G2C – Government to Citizen			
Who may avail:	Administrators, Fac	ulty	3.0		
CHECKLIST OF RE	QUIREMENTS		WHERE TO SE	CURE	
Book Card/Borrowers' S	Slip	Library Office	е		
Valid ID		Faculty/Clier	nt Concern		
CLIENT STEPS	AGENCY ACTION	AGENCY FEES TO PROCESSING PERSON			
Presents the title of the material/book request					
	TOTAL	None	5 Minutes		

## 1.3 For part-time faculty member

Office or Division:	Library Services			
	,			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Part-time Faculty			
CHECKLIST OF RE			WHERE TO SE	CURE
Book Card/Borrowers' S	Slip	Library Office		N
Valid ID		Faculty/Clier		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Presents his/her any valid ID	Staff keeps the record at the faculty file borrowed items	None	5 Minutes	Staff on duty Library Services
None	Once it is returned, staff sends acknowledgment and provide copies for both the library and the faculty, and keeps a master list record for the faculty's returned items.	None	5 Minutes	Staff on duty Library Services
	TOTAL	None	10 Minutes	



#### 2. Photocopying of any books, documents, items & materials

This is providing library users permission to reproduce and availing any materials allowable for photocopying subject to copyright laws and guidelines.

Office or Division:	Library Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Administrators, Fac	ulty, students	, visitors, alumni	
CHECKLIST OF RE	EQUIREMENTS		WHERE TO SE	CURE
Student ID		Student / Cli	ent Concern	
Certificate of Registration	on (COR)	Student / Cli	ent Concern	
Book Card / Borrower S	Slip's	Library Office	9	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Presents COR	Signs the book card	None	5 Minutes	Staff on duty Library Services
None	Returns the material/book immediately after	None	5 Minutes	Staff on duty Library Services
None	Upon return, staff hands over his/her COR in exchange of the item	None	5 Minutes	Staff on duty Library Services
	TOTAL	None	15 Minutes	

# 3. Overnight or over weekend use of any books and other resources

This is to allow taking out books and other resources of the library for home use or during weekend in order to maximize usage subject to rules and regulations.

Office or Division:	Library Services		
Classification:	Simple		
Type of Transaction:	G2C – Government	t to Citizen	
Who may avail:	Administrators, Faculty, students, visitors, alumni		
CHECKLIST OF RE	EQUIREMENTS	WHERE TO SECURE	
CHECKLIST OF RE Student ID	EQUIREMENTS	WHERE TO SECURE Student / Client Concern	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Presents COR	Signs the book card	None	2 Minutes	Staff on duty Library Services
None	Hands over to the staff the signed book card while the staff attaches it to his/her COR	None	5 Minutes	Staff on duty Library Services
None	Staff files this at the items being borrowed	None	3 Minutes	Staff on duty Library Services
None	Student keeps the material/book one(1) night for overnight, and if weekend, over the weekend, to be returned the following working day first hour of the library service hours	None	5 Minutes	Staff on duty Library Services
	TOTAL	None	15 Minutes	

#### 4. Issuance of Referrals to enrolled students

This is issued to enrolled students in order for them to avail or allow use of facilities and resources outside own library with a mutual understanding that they are subject to existing outsiders or visitors' restrictions.

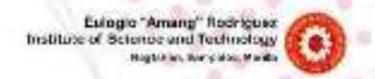
Office or Division:	Library Services		
Classification:	Simple		
Type of Transaction:	G2C – Government to Citizen		
Who may avail:	Administrators, Faculty, students, visitors, alumni		
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE	
CHECKLIST OF RE Student ID	QUIREMENTS	WHERE TO SECURE Student / Client Concern	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Presents COR	Signs the book card	None	2 Minutes	Staff on duty Library Services
None	Signs the referral form list	None	3 Minutes	<i>Staf<mark>f on duty</mark></i> Library Services
None	Staff issues the referral and reminds students on the guidelines to follow	None	5 Minutes	Staff on duty Library Services
	TOTAL	None	10 Minutes	

# 5. Use of Computer / Equipment

This gives rights and privileges to library users make use of available equipment, tools or any gadgets for instruction/classroom use on reservation basis.

Office or Division:	Library Services			
Classification:	Simple			
Type of Transaction:	G2C – Governmer	nt to Citizen		
Who may avail:	Administrators, Faculty, students, visitors, alumni			
CHECKLIST OF RE				CURE
Student ID		Student / Clie	ent Concern	
Certificate of Registration	on (COR)	Student / Clie	ent Concern	
User's Log Sheet		Library Office	)	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Presents COR	Signs the book card	None	2 Minutes	Staff on duty Library Services
None	Signs the list provided for those who make use of the facility or service to know about the details of the request	None	3 Minutes	Staff on duty Library Services
None	Remind his/her to read and follow the guidelines	None	5 Minutes	Staff on duty Library Services
	ΤΟΤΔΙ	None	10 Minutes	



#### 6. Reservation of any available reading materials/ items, etc.

This is to give library users a chance to have a certain resource (book or non-book), facilities and services, put on reserved prior to use, either for class instruction or home use, based on priority.

Office or Division:	Library Services				
Classification:	Simple				
Type of Transaction:	G2C – Government to Citizen				
Who may avail:	Administrators, Fa	culty, students	, visitors, alumni		
CHECKLIST OF RE	QUIREMENTS		WHERE TO SE	CURE	
Student ID		Student / Clie	ent Concern		
Certificate of Registratio	n (COR)	Student / Clie	ent Concern	/ / 9	
Letter of Request		Student / Clie	ent Concern		
Reservation Form		Library Office	)	7 / / /	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Presents COR	Provide details of items being reserved	None	5 Minutes	Staff on duty Library Services	
None	Claim the items as scheduled	he items None 5 Minutes Staff on duty			
	TOTAL	None	10 Minutes		

#### 7. Visiting Users from other institutions

This is providing access to any alumni, visitors from other schools, guests, etc. to use the library facilities, resources and services, only subject to referrals system mutual understanding, and by following existing guidelines of the institution being visited.

Office or Division:	Library Services		
Classification:	Simple		
Type of Transaction:	G2C – Governmer	nt to Citizen	
Who may avail:	Administrators, Faculty, students, visitors, alumni		
CHECKLIST OF RE	CHECKLIST OF REQUIREMENTS WHERE TO SECURE		
Validated ID/Currently enrolled		Student / Client Concern	
Employment ID Student / Client Concern			
Referral Letter from their own school		Student / Client Concern	
Visitors' Log sheet		Library Office	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
If from other schools: Present valid or current ID	Provide referral letter from the school/institution where they come from	None	5 Minutes	Staff on duty Library Services
If alumni/ visitors or guests: Present employment or any valid ID	Sign at the Visitor's log sheet	None	5 Minutes	Staff on duty Library Services
-	TOTAL	None	10 Minutes	

## 8. Online circulation of books and other library materials

This is how any book, document or any library material can be accessible to borrowers through online means depending on availability.

Office or Division:	Library Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Administrators, Faculty, students, visitors, alumni			
CHECKLIST OF RE			WHERE TO SE	CURE
Filled Google form		Library		
Photocopied/ or digitized	COR	Student/Clier	nt Concern	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
FOR STUDENTS	For document/	None	5 Minutes	Staff on duty
Present digitized or				Library Services
photocopied COR to	Staff assists			
the staff	client by			
FOR FACULTY /	responding to			
VISITORS OR	their reference			
ALUMNI	queries. Options			
Valid /employment ID	are provided on			
Important :	h <mark>ow t</mark> hey can			
Create an active Face	access resources			
book (FB) account	either any of the			
Follow and like FB	following means:			
library account Amang				
library and chat through	•			
the m <mark>essen</mark> ger	via FB library			
	account			
	via telephone			191
	institute website			// //

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fill out google form for document book request	Staff sends an acknowledgement letter confirming document/ book request	None	5 Minutes	Staff on duty Library Services
The following can be done: Document delivery services/ document request pick-up which could be: personally, through a representative, or through a courier	The staff delivers the document/book request in a designated area or a person to handle the borrowing transactions	None	10 Minutes	Staff on duty Library Services
	TOTAL	None	20 Minutes	

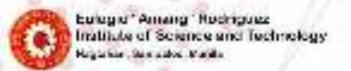
# 9. Overnight/ over weekend or a week use of any books and other resources and returning them properly to the library

This is to allow taking out books and other resources of the library for home use and returning them properly in order to maximize usage subject to rules and regulations.

Office or Division:	Library Services			
Classification:	Simple			
Type of Transaction:	G2C – Government	t to Citizen		
Who may avail:	Administrators, Fac	culty, students,	visitors, alumni	
CHECKLIST OF RE	QUIREMENTS		WHERE TO SE	CURE
Filled google form		Student / Clie	ent Concern	
Photocopied/digitized Co	OR	Library		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
FOR STUDENTS Present digitized or photocopied COR to the staff FOR FACULTY / VISITORS OR ALUMNI Valid /employment ID	Staff sends an acknowledgement letter confirming document/ book request	None	5 Minutes	Staff on duty Library Services

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
The following can be		None	5 Minutes	Staff on duty
done:	the document/			Library Services
Document delivery	book request in a			
services/ document	designated area			
request pick-up which	provided for, in			
could be:	order to handle			
personally,	the borrowing			
through a	transactions			
representative, or through a courier				
To return by	The staff sends an	None	10 Minutes	Staff on duty
students/faculty:	acknowledgment	None	10 Milliates	Library Services
Fill out google form for	email for			,
book returns	confirmation of			
Place the documents/				
books in the drop box	returns			
at a designated area				
provided in the				
entrance				
-/-				
	TOTAL	None	20 Minutes	





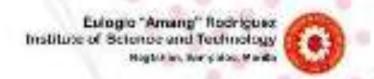
# **COUNSELING AND TESTING SERVICES**

#### 1. Testing Services

Testing service is an important vehicle in assessing students in terms of aptitudes, interests, achievements, intelligence and similar things that make use of standard tests. It aids in strengthening the assessment of students' performance and to recommend course of action to be taken and to maximize the learning of students of the needed adjustment in the approach of the instructional area learning more attainable.

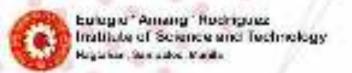
#### 3.1 Administering of ECAT

Office or Division:	Counseling and Te	estina Services	(Guidance Office	)	
Classification:	•	Complex			
Type of Transaction:	G2C – Governmer	nt to Citizen (S	tudent Oriented)		
Who may avail:	Students				
CHECKLIST OF RE	1			CURE	
Examination Permit		Registrar's O			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Student secure examination permit from the Registrar's Office	Receive, check and sign in examination permit from student	None	5 minutes	Staff SARRMS Office	
None	Administration of Entrance Exam proper	None	1 hour and 30 minutes	Chief & Staff Guidance Office	
None	Check, summarize and post test results to the institute system	None	1 hour	Staff Guidance Office	
	TOTAL	None	2 Hours and 35 Minutes		



# 3.2 Psychological Test

Office or Division:	Counseling and Te	Counseling and Testing Services (Guidance Office)				
Classification:	Complex	Complex				
Type of Transaction:	G2C – Governmer	nt to Citizen (St	tudent Oriented)	0 0		
Who may avail:	Students		(3.2)			
CHECKLIST OF RE	QUIREMENTS		WHERE TO SE	CURE		
Client consent form		Guidance Co	unselor			
Call slip		Guidance Co				
Confirmation slip		Guidance Co		1 1 0		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
Fill out testing consent form	Secure letter of communication to the College Dean noted by OSA with psychological test schedule	None	1 day	Chief & Staff Guidance Office		
Fill out Call slip	Issue Call Slip and administration of Entrance Exam proper	None	1 hour	Chief & Staff Guidance Office		
None	Check, score, and interpret psychological test	None	1 hour	Chief & Staff Guidance Office		
None	Release and discuss of psychological test result with confirmation slip	None	1 day	Chief & Staff Guidance Office		
	TOTAL	None	2 Days, 2 Hours			



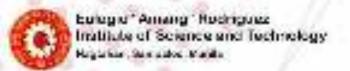
# 3.3 Needs Assessment Inventory

	1.00				
Office or Division:	Counseling and Te	Counseling and Testing Services (Guidance Office)			
Classification:	Complex				
Type of Transaction:	G2C – Governmer	nt to Citizen (St	tudent Oriented)		
Who may avail:	Students				
CHECKLIST OF RE	QUIREMENTS WHERE TO SECURE				
Needs Assessment Inve		Guidance Co			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Fill out Attendance in the log sheet	Secure letter of communication to the College Dean noted by OSA with psychological test schedule	None	1 day	Chief & Staff Guidance Office	
None	Administration of Needs Assessment Inventory proper	None	1 hour	Chief & Staff Guidance Office	
None	Check, score, and interpret Needs Assessment Inventory	None	1 hour	Chief & Staff Guidance Office	
None	Release and discuss needs assessment inventory result with confirmation slip	None	1 day	Chief & Staff Guidance Office	
	TOTAL	None	2 Days, 2 Hours		

#### 2. Individual Inventory

Individual Inventory consist of all information gathered about each individual student in school. A comprehensive individual inventory composed of personal —social data, academic-educational data and vocational —occupational data. These data is usually stored and kept in a confidential locker while the student is still in school. It systematically collects, evaluates, and interprets data to identify the characteristics and potential of every clients.

Office or Division:	Counseling and Te	esting Services	(Guidance Office	)	
Classification:	Complex	Complex			
Type of Transaction:	G2C – Governmer	G2C – Government to Citizen (Student Oriented)			
Who may avail:	Students				
CHECKLIST OF RE	QUIREMENTS	QUIREMENTS WHERE TO SECURE			
Individual Inventory For		Guidance Of	fice		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Fill out Attendance in the log sheet	Secure letter of communication to the College Dean noted by OSA with administration of Student Personal Inventory schedule (8 Colleges)	None	1 Day	Chief & Staff Guidance Office	
Answer the Student Personal Inventory Form	Distribution of Student Personal Inventory proper (room to room)	None	30 Minutes	Chief & Staff Guidance Office	
None	Profiling and assessment of Students' data per student	None	30 Minutes	Chief & Staff Guidance Office	
None	Encode Student's data (All 8 Colleges)	None	10 Days	Chief & Staff Guidance Office	
	TOTAL	None	11 Days and 1 Hour		



#### 3. Counseling Service

Counseling is the heart of the guidance program. It is the counseling service that integrates all the gathered about the individual and his/her environment, in order for them to make sense. Counseling can either be individual or in group setting where relationship between them are helping

#### 3.1 Walk-in Counseling

Office or Division:	Counseling and To	Counseling and Testing Services (Guidance Office)			
Classification:	Complex				
Type of Transaction:	G2C – Governmei	nt to Citizen (S	Student Oriented)		
Who may avail:	Students				
CHECKLIST OF R	EQUIREMENTS		WHERE TO S	ECURE	
Logsheet		Chief, Gu	idance Counselor/	Staff	
Walk-in slip		Chief, Gu	idance Counselor/	Staff	
Counseling Form	Chief, Guidance Counselor/Staff			Staff	
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
CEIENT STEFS	ACTION	BE PAID	TIME	RESPONSIBLE	
Accomplish walk in counselling slip and	Interview, counselling	None	1 Hour	Chief & Staff Guidance Office	
sign in the logsheet	proper to student and accomplish counselling form				
	TOTAL	None	1 Hour		

# 3.2 Guidance initiated Counseling

Office or Division:	Counseling and T	Counseling and Testing Services (Guidance Office)			
Classification:	Complex	Complex			
Type of Transaction:	G2C – Government to Citizen (Student Oriented)				
Who may avail:	Students				
CHECKLIST OF R	EQUIREMENTS		WHERE TO S	ECURE	
Logsheet		Chief, Gui	idance Counselor/	Staff	
Counseling Logboo	k	Chief, Gui	idance Counselor/	Staff	
Call slip		Chief, Gui	idance Counselor/	Staff	
Counseling schedul	e	Chief, Gui	Guidance Counselor/Staff		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Sign in the logsheet	Secure call slip and give counselling to student and accomplish counselling form	None	1 Hour	Chief & staff Guidance Office	
	TOTAL	None	1 Hour		

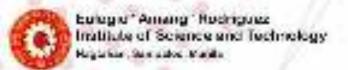
#### 3.3 Exit Interview/ Career Counseling

Office or Division:	Counseling and Test	Counseling and Testing Services (Guidance Office)				
Classification:	Complex	Complex				
Type of Transaction:	G2C – Government t	o Citizen (St	udent Oriented)	0 0		
Who may avail:	Students	,	7.70			
CHECKLIST OF	REQUIREMENTS		WHERE TO S	ECURE		
Logsheet		Chief, G	uidance Counselo	r/Staff		
Exit Interview Form	Chief, Guidance Counselor/Staff			r/Staff		
CLIENT STEPS	OLIENT CTERO ACENOV ACTION		PROCESSING	PERSON		
CLIENT STEPS	AGENCY ACTION	BE PAID	TIME	RESPONSIBLE		
None	Distribute the exit interview form and explain the details of the form	None	10 Minutes	Chief & Staff Guidance Office		
Accomplish exit interview form and sign in the logsheet	Give proper interview/counselling to students	None	1 Hour	Chief & Staff Guidance Office		
	TOTAL	None	1 Hour and 10 Minutes			

#### 4. Referral Services

This services is usually understood as the taken action by person within the institution who see that a particular person needs counselor assistance. In a school setting, administrators, faculty, personnel, parents and other student

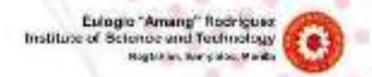
Office or Division:	Counseling and Testing Services (Guidance Office)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen (Student Oriented)			
Who may avail:	Students			
CHECKLIST OF RE	QUIREMENTS		WHERE TO SEC	CURE
Referral form (signed by	Dean/Faculty)	Guidance Offi	ce	
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
CLIENT STEPS	ACTION	BE PAID	TIME	RESPONSIBLE
Present counseling	Latera de la constante de la c			
r resem counselling	Interview,	None	1 Hour and 10	Chief & Staff
form and sign in the	counselling	None	1 Hour and 10 Minutes	Chief & Staff Guidance Office
	7	None		
form and sign in the	counselling	None		



#### 5. INFORMATION

Information Service as an activity whereby descriptive materials and media are accumulated, organized and disseminated through individual advising or counseling or through planned group activities. It provides students with personal—social information that will help them develop their personality and social life, with educational—academic information that would help them select the proper academic setting and program knowing the requirements and the opportunities available and with vocational—occupational information that would help them learn about the world of work and careers so that they can make appropriate decisions that will prepare them for the future.

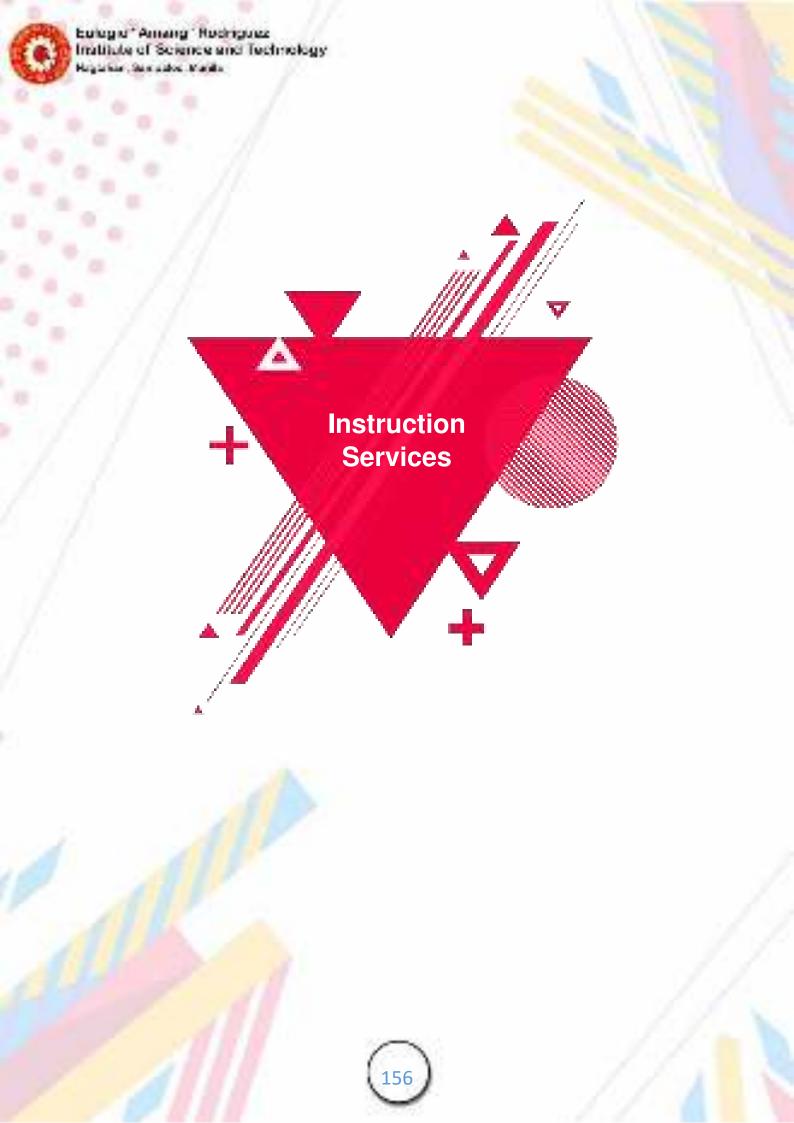
Office or Division:	Complex			
Classification:	G2C – Government	to Citizen (Stud	dent Oriented)	
Type of Transaction:	Students			
Who may avail:	Complex			
CHECKLIST OF RI				URE
Attendance logheet		Guidance Offic	е	
Seminar Evaluation for	m	Guidance Offic	е	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	Secure letter of	None	1 Day	Chief
	communication to			Guidance Office
	the College Dean			
//	noted by OSA			
20	with schedule of			
/	the seminar (pre-			
17	scheduled as			
	indicated in the			
	Guidance			
	Program for the			
	Academic Year)			
Sign in the	Give actual	None	2 Hours	Chief
attendance sheet and	seminar to			Guidance Office
accomplish the	students			
evaluation form				
	TOTAL	None	1 day and 2 Hours	

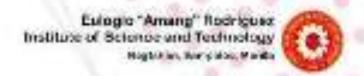


# 6. Follow-Up Services

This service deals with the assessment of how counseless who have been counseled, placed or referred or have graduated are doing.

	I		(O. 1.1. O.(1)		
Office or Division:	Counseling and Te	sting Services	(Guidance Office)	_ 0	
Classification:	Simple		7.7		
Type of Transaction:	G2C – Governmen	G2C – Government to Client			
Who may avail:	All				
CHECKLIST OF RI	EQUIREMENTS		WHERE TO SE	CURE	
Call Slip		Guidance Off	ice		
Logsheet		Guidance Off	ice		
Counseling Form		Guidance Off	ice		
Counseling Logbook		Guidance Off	ice	V V	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
None	Issue call slip to the student through the College Dean	None	1 Day	Chief Guidance Office	
Present Call slip to the Guidance Counselor and sign in the logsheet	Interview/Counsel ing proper and accomplish counselling form	None	1 hour	<i>Chief</i> Guidance Office	
	TOTAL	None	1 Day, 1 Hour		



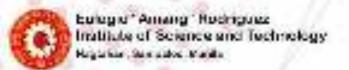


# **INSTRUCTION SERVICES**

## 1. General Education Course Description and Crediting

The office is tasked to evaluate taken courses from other institution and courses under the old General Education curriculum.

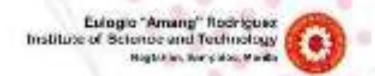
Office or Division:	Instruction Services Office	e (DI)		
Classification:	Simple			7
Type of	G2C – Government to Citi	zen		
Transaction:				1 1
Who may avail:	Faculty and Students			
	F REQUIREMENTS		WHERE TO SEC	CURE
Log in request		DI Services		
Letter of Request		Client Concer		
Course Description of	of the Course		Client Concern	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Sign in the Client Log-in request (or submit letter of request via email).	Assist the Client by giving the Log Book/form to the client (or assess the letter of request)	None	1 day	Staff DI Office
	Call the attention of the concern chairperson where the courses are being offered for the evaluation and recommendation Approval or disapproval of the evaluation (or Sending the certification of approval of the request	None	1 day	Area Chairperson DI Office  Director DI Office
To receive the letter of certification	Assist the Client by giving the Log Book/form to the client (or reply the client with the attached letter of certification via emai)	None	30 minutes	Staff DI Office
	TOTAL	None	2 Days and 30 Minutes	



# 2. Completion Grade

The office approve completion form and distributes a copy of incomplete form with grade to faculty and student concerns.

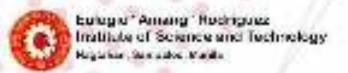
	200			
Office or Division:	Instruction Service	s Office		
Classification:	Simple			
Type of Transaction:	G2C – Governmer	nt to Citizen		
Who may avail:	All			
CHECKLIST OF RE	QUIREMENTS	\	WHERE TO SECU	JRE
Completion Form with O	R Number and	Registrar / Cash	nier / Faculty / Stu	dent
Faculty Signature				
Log in receipt		DI Services		
ID Log in receipt		DI Services		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit Completion Form with OR Number and Faculty approval	Assist the Client (or Faculty)	None	5 minutes	Staff DI Office
	Evaluate the completion form	None	5 minutes	Director DI Office
/	Submit the completion form to the Office of the Registrar upon approval	None	5 minutes	Staff DI Office
	Receive the three copies from the Office of the Registrar	None	2 days	Staff DI Office
Sign in the Client Log- in request	Give the Log Book/form to the client	None	15 Minutes	Staff DI Office
	TOTAL	None	2 Days and 30 Minutes	



#### 3. NBC 461 CCE Evaluation

The Office is responsible for the implementation and evaluation of faculty profile under the Common Criteria Evaluation (CCE) of the NBC 461. It also certifies faculty previous points in CCE and reviews the CCE Local Evaluation.

Office or Division:	Instruction Service	s Office	0.7	
Classification:	Simple		1.0	
Type of Transaction:	G2C – Governmer	nt to Citizen		7.0
Who may avail:	Faculty			
CHECKLIST OF RE		WHERE TO SECURE		
Log in receipt		DI Services	1.11	
CCE Folders		DI Services / CI	ient Concern	
Local Evaluation Comm	ttee			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit CCE Folder evaluated by the Local Evaluation Committee (LEC)	Assist the Faculty	None	15 minutes	NBC 461 Chief DI Office
	Check the veracity and completeness of the documents	None	10 days	NBC 461 Chief DI Office
	Make a schedule of the meeting for the reevaluation of the documents by the Institute Review Committee (IRC)	None	5 days	NBC 461 Chief DI Office Members IRC – DI Office
	Inform the faculty of the deficiency of the documents if there are any	None	2 days	NBC 461 Chief DI Office
Comply the necessary documents	Assist the Faculty	None	15 days	NBC 461 Chief DI Office
	Submission of the CCE folders in the Zonal Center	None	5 days	NBC 461 Chief DI Office
	TOTAL	None	37 Days and 15 Minutes	

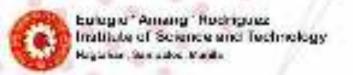


# 4. Copy of Approved Faculty Teaching Load

The Office gives a copy of approved faculty load sheet and a generated faculty load sheet copy upon request of the concern faculty.

Office or Division:	Instruction Services Office				
Classification:	Simple				
Type of Transaction:	G2C – Governmer	G2C – Government to Citizen			
Who may avail:	Faculty				
CHECKLIST OF RE	QUIREMENTS	1	WHERE TO SECU	JRE	
Log in receipt		DI Services			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Log in request	Assist the Faculty	None	15 Minutes	Staff DI Office	
Log in received	Assist the Faculty	None	15 Minutes	Staff DI Office	
	TOTAL	None	30 Minutes		





# NATIONAL SERVICES TRAINING PROGRAM

#### 1. Issuance of Certification as Graduate of NSTP CWTS/LTS

Certificate of Graduation is being issued to students to certify that he/she finished NSTP

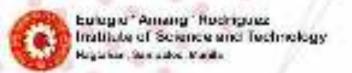
Office or Division:	NSTP Office	NSTP Office			
Classification:	Complex				
Type of Transaction:	G2C – Government to Citizen				
Who may avail:	Graduate of NSTP				
CHECKLIST OF RE	QUIREMENTS	REMENTS WHERE TO SECURE			
Student who Passed the	e Subject NSTP 1	NSTP Subject			
and 2 with the same Co	mponent				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Present ROG that Passed the Subject NSTP 1 and 2 with the same Component	Issuance of certificate	None	30 Minutes	Director NSTP Office	
	TOTAL	None	30 Minutes		

# 2. Issuance of Serial Number (CWTS & LTS)

Number Issued to Student who completed the NSTP

Office or Division:	NSTP Office				
Classification:	Simple				
Type of Transaction:	G2C – Government to Citizen				
Who may avail:	Client				
CHECKLIST OF RE	QUIREMENTS	W	HERE TO SECU	RE	
Student who Passed the	Subject NSTP 1	NSTP Subject			
and 2 with the same Cor	mponent				
CLIENT STEPS	AGENCY	FEES TO BE	PROCESSING	PERSON	
OLILINI OTLI O	ACTION	PAID	TIME	RESPONSIBLE	
Present ROG that	Issuance of	None	30 Minutes	Director	
Passed the Subject	certificate			NSTP Office	
NSTP 1 and 2 with the					
same Component					
	TOTAL	None	30 Minutes		





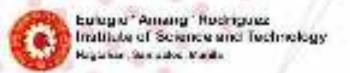
# VICE PRESIDENT FOR RESEARCH, EXTENSION AND INTERNATIONAL AFFAIRS

## 1. Endorsing Documents to the President

The procedure covers from the time documents arrive in the OVPREIA for endorsement and transmitted to the Office of the President.

Office or Division:	Office of the Vice President for Research, Extension and International Affairs (VPREIA)			
Classification:	Simple			
Type of Transaction:	Government to Client			
Who may avail:	All Institute person	nel (Both teachin	g and non-teachi	ng)
CHECKLIST OF RE	QUIREMENTS	W	HERE TO SECU	RE
Clearance		Human Resource	ces Department	
Individual Performance Commitment Review		Human Resources Department		
Endorsement for travel (Research/Extension)		Respective Service Director		
Endorsement of permit tactivities	o conduct official	Respective Serv	vice Director	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit to the OVPREIA request for endorsement	Assess and Recommend for Approval	None	1 day	VPREIA VPREIA Office
	TOTAL	None	1 day	





# RESEARCH DEVELOPMENT AND PRODUCTION SERVICES

#### 1. Annual Outstanding Research Award (AORA)

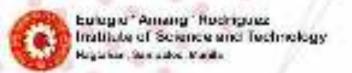
The procedure covers from the time Proponents submits form and necessary documents to the ORDPS for the purpose of applying to the AORA.

Office or Division:	Office of the Resea	Office of the Research Development and Production Services (ORDPS)			
Classification:	Simple	Simple			
Type of Transaction:	G2G – Governmer	G2G – Government to Government			
Who may avail:	All regular faculty members, administrative staff, and officials with				
	academic rank and	d non-academic r	ank		
CHECKLIST OF RE	QUIREMENTS	W	HERE TO SECU	RE	
Abstract and Full Paper		Proponent's Re	search Paper		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Submit Requirements to the ORDPS	Verification of Submitted Documents	None	3 days	Director ORDPS Staff ORDPS	
	Screening and Short-listing	None		Internal Reviewers ORDPS	
	Judging of Short- listed entries and endorsement to President	None		External Judges ORDPS	
Attend award ceremony	Awarding of Plaque of recognition and cash incentive	None		President Office of the President	
	TOTAL	None	3 Days		

# 2. Outstanding Researcher Award (ORA)

The procedure covers from the time Proponents submits form and necessary documents to the ORDPS for the purpose of applying to the ORA.

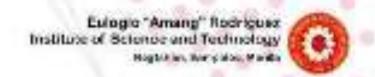
Office or Division:	Office of the Research Development and Production Services (ORDPS)				
Classification:	Complex				
Type of Transaction:					
Who may avail:	All faculty members and administrative official, with exclusions of the				
	President, Vice Presidents, Research Directors and Researchers (Plantilla Item)				
CHECKLIST OF RE		V	VHERE TO SECU	IRF	
Letter of Nomination			College Dean / Immediate supervisor of the		
Lottor or Normination		Proponent			
Documents Related to	Research	Proponent's certificate of presentation, published			
Achievement			and research rela		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Submit Requirements to the ORDPS	Verification and Preliminary	None	3 days	Director ORDPS	
	Screening of submitted documents			Staff ORDPS	
NONE	Listing of nominees to be Endorsed to Institute Committee on Research Awards (ICRA)	None	2 days	Director ORDPS Staff ORDPS	
NONE	Evaluation of nominees	None		ICRA Chair ORDPS	
NONE	Recommendation of Awardee to the President	None		ICRA Chair ORDPS	
Attend Award	Awarding of	None		President	
Ceremony	Plaque of			Office of the	
	recognition and			President	
	cash incentive				
	TOTAL	None	5 Days		



#### 3. Production, Marketing and Distribution of Research Outputs

The procedure covers from the time Proponents submits the packaged information of their research outputs and necessary documents to the ORDPS for the purpose of producing, marketing and distribution of their research outputs.

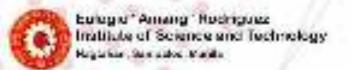
Office or Division:	Office of the Research Development and Production Services (ORDPS)  COMPLEX			
Classification:				
Type of Transaction:	G2G – Government to Government			
Who may avail:	All administrative officials, regular faculty and staff			
CHECKLIST OF RE				IRE
Packaged Information of Research Output		Proponent's Research Output for dissemination and utilization		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit Requirements to the ORDPS	Verification and Evaluation of Submitted Requirements Recommendation	None	2 days	VPREIA Director, ORDPS ORDPS Staff
NONE	to the President	N	4 1	5
NONE	Checking for availability of funding through the FMS	None	1 day	President Office of the President
NONE	Issuance of Availability of funding to the President	None	1 day	Director FMS Office
Sign Memorandum of Agreement	Signing of the Memorandum of Agreement	None	2 days	President Office of the President
100				VPREIA Office of the VPREIA
	TOTAL	None	6 Days	



#### 4. Research Citation Award

The procedure covers from the time Proponents submits letter of application and necessary documents to the ORDPS for the purpose of applying to for the Research Citation Award.

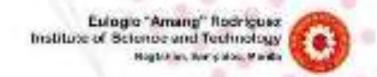
Office or Division:	Office of the Research Development and Production Services (ORDPS)			
Classification:	COMPLEX			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Full time faculty member or administration official who has a permanent			
	status and with a length of service of at least three years			
CHECKLIST OF RE		WHERE TO SECURE		
Letter of Application to Research Citation Award		Proponent		
Proof of at least ten (10) cited or utilized research / findings / model / theory of applicant		Proponent		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit Requirements to the ORDPS	Verification and screening of the submitted requirements	None	1 days	Director ORDPS Staff ORDPS
NONE	Endorsement to Institute Committee on Research Awards (ICRA)	None	2 days	Director ORDPS Staff ORDPS
NONE	Evaluation	None	3 days	<i>ICRA Chair</i> ORDPS
NONE	Recommendation of Awardee	None	3 days	<i>ICRA Chair</i> ORDPS
Attend Awarding	Awarding of Plaque of recognition and cash incentive	None	3 days	President Office of the President
	TOTAL	None	6 Days	



#### 5. Research Presentation

The procedure covers from the time Proponents submits letter of invitation and necessary documents to the ORDPS for the purpose of doing Research Presentation

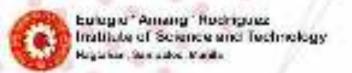
Office or Division:		Office of the Research Development and Production Services (ORDPS)						
Classification:		Highly Technical						
	Type of Transaction: G2G - Governmen			t to Government				
'	Who may avail		All administrative of	officials, regular faculty and staff				
	CHECKLIST OF REQUIREMENTS				WHERE TO SEC	URE		
	Letter of Invitation to present		esent	Proponent				
	Research Abstract			Proponent				
	Notice of Acceptance			Conference / Journal Organization of the research presentation				
	Recommendation Letter			College Dean / Immediate supervisor of the Proponent / Research Coordinator				
	Submission of Evidences Presentation)		s (After	Certificate of Participation / Attendance / Written Report				
	CLIENT STEPS		ENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
	Submit Requirements to the ORDPS	Prelimi	ation and nary Assessment of sed requirements	None	2 days	<i>Director</i> ORDPS		
	/	oddinia roqui omonic				Staff ORDPS		
	NONE	Recommendation to the OVPREIA		None	1 day	Director ORDPS		
	7.					Staff ORDPS		
	NONE	Evaluation of submitted documents		None	1 day	VPREIA VPREIA Office		
		Recommendation to the Office of the President						
			ng for availability of through the FMS	None	2 days	President Office of the President		
			ce of Availability of to the President	None	1 days	Director FMS Office		
	NONE	Issua <mark>nc</mark> e of Staff Development Order		None	1 days	President Office of the President		
1	Submit Received Presentation		ing of Reports	None	2 days	Director ORDPS Staff		
						ORDPS		
			TOTAL	None	10 Days	0.131.0		



## 6. Research Proposal and Undertaking

The procedure covers from the time Proponents submits research proposal and necessary documents to the ORDPS for the purpose of applying to Research Proposal Undertaking

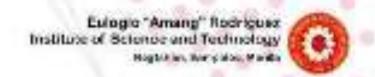
		<del></del>				
Office or Divisi	on:	Office of the Research (ORDPS)	Development and Production Services			
Classification:		COMPLEX				
Type of Transa	ction:	G2G – Government to	Government			
Who may avail	:	All regular faculty men	nbers, regardl	ess of academic r	ank, non-	
		teaching personnel wh				
		in collaboration with a				
CHECKLIS	ST OF F	REQUIREMENTS	•	WHERE TO SEC	URE	
Capsule Resear	ch Prop	oosal	Proponent			
			•			
Endorsement Le	etter fro	m College Research	College Dea	n / College Resea	arch Coordinator	
<b>Evaluation Com</b>		_		3		
CLIENT STEPS		GENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Submit	Verific	ation and Evaluation	None	2 days	Director	
Requirements		uirements	INOTIC	2 days	ORDPS	
to the ORDPS	OI TIEC	Julienienis			0.12.0	
to the orthro	Conso	lidation and			Staff	
	Endorsement to the				ORDPS	
	OVPREIA				100	
	Convene EARIST Research Evaluation Committee		None	2 days	VPREIA	
			110110	_ z dayo	VPREIA Office	
	(EREC					
	(=: := \	- /				
	Recon	nmendation of				
		ved Research				
		sal to the President				
		ing for availability of	None	2 days	President	
		g through the FMS of		,	Office of the	
		ved Research			President	
	Propos					
		ce of Availability of	None	1 day	Director	
		g to the President of			FMS Office	
		ved Research				
	Propos	sal				
		IA informs Proponent	None	2 days	VPREIA	
		e College Dean			VPREIA Office	
Sign	Signin	g of the Memorandum	None	2 days	President President	
Memorandum	_	earch Undertaking		100	VPREIA	
of Research		-				
Undertaking						
		TOTAL	None	11 Days		



#### 7. Research Publication Incentives

The procedure covers from the time Proponents submits OVPREIS Form No. 10 and necessary documents to the ORDPS for the purpose of applying to Research Publication Incentives

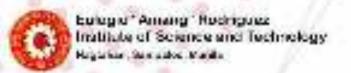
Office or Division: Office of the Res (ORDPS)		search Dev	elopment and Pro	oduction Services	
Classification:		Highly Technical			
Type of Transaction:		G2G – Governm		rernment	
Who may avail:				regular faculty and	d staff
CHECKLIST OF R	EQUIR			WHERE TO SE	
Research Publication Ince	entive (	OVPREIS Form	ORDPS		
Supporting documents of	the Pu	blication	Proponer	nts	
CLIENT STEPS		ENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Download OVPREIS Form no. 10 using www.earistresearch.com		OVPREIS No.10	None	5 minutes	Director ORDPS Staff ORDPS
Fill-up OVPREIS Form No. 10 Submit Requirements to the ORDPS through www.earistresearch.com	Prelin Asses Subm	cation and ninary ssment of nitted irements	None	1 day	Director ORDPS Staff ORDPS
	Reco Quali	mmendation of fied Application VPREIA	None	1 day	Director ORDPS Staff ORDPS
		ation of the nmended cat <mark>io</mark> n	None	1 day	VPREIA VPREIA Office
	Recor	mmendation of wardees to the of the	None	1 day	VPREIA VPREIA Office
Attend Awarding	of rec	ding of Plaque cognition and incentive	None	1 day	President Office of the President
		TOTAL	None	5 Days and 5 Minutes	



## 8. Special Research Award

The procedure covers from the time Proponents submits letter of application and necessary documents to the ORDPS for the purpose of applying to the Special Research Award

Submit Requirements to the ORDPS  Endorsement of qualified applicant(s) to the Office  Submit Requirements  Verification and Evaluation of submitted requirements  Staff ORDPS  TIME RESPONSIE  AGENCY ACTION  BE PAID  TIME  RESPONSIE  ORDPS  Director  ORDPS  1 day  Director  ORDPS	Office or Division:	Office of the Research Development and Production Services (ORDPS)					
Who may avail:  Winners or awardees in regional, national or international research competitions  CHECKLIST OF REQUIREMENTS  Letter of Application to the Special Research Award  Supporting documents of the Award  Proponents  CLIENT STEPS  AGENCY ACTION  Submit Requirements to the ORDPS  Verification and Evaluation of submitted requirements  Endorsement of qualified applicant(s) to the Office  WHERE TO SECURE  Proponents  Proponents  PROCESSING PERSON RESPONSIE  AGENCY ACTION  BE PAID  None  2 days  Director ORDPS	Classification:	Complex					
CHECKLIST OF REQUIREMENTS  Letter of Application to the Special Research Award  Supporting documents of the Award  CLIENT STEPS  AGENCY ACTION  Submit Requirements to the ORDPS  Verification and Evaluation of submitted requirements  Endorsement of qualified applicant(s) to the Office  CHECKLIST OF REQUIREMENTS  WHERE TO SECURE  Proponents  Proponents  PROCESSING PERSON RESPONSIE  AGENCY ACTION  BE PAID  None  2 days  Director ORDPS  Staff ORDPS	<b>Type of Transaction:</b>	G2G – Government to Go	vernment				
CHECKLIST OF REQUIREMENTS       WHERE TO SECURE         Letter of Application to the Special Research Award       Proponents         Supporting documents of the Award       Proponents         CLIENT STEPS       AGENCY ACTION         Submit Requirements to the ORDPS       Verification and Evaluation of submitted requirements       None       2 days       Director ORDPS         Staff ORDPS       Endorsement of qualified applicant(s) to the Office       None       1 day       Director ORDPS	Who may avail:	Winners or awardees in re	egional, nationa	al or international	research		
Letter of Application to the Special Research Award  Supporting documents of the Award  CLIENT STEPS  AGENCY ACTION  Submit Requirements to the ORDPS  Verification and Evaluation of submitted requirements  Endorsement of qualified applicant(s) to the Office  Proponents  Proponents  PROCESSING PERSON RESPONSIE  None  2 days  Director ORDPS  Staff ORDPS					3. 13. 14		
Award Supporting documents of the Award  CLIENT STEPS AGENCY ACTION BE PAID Submit Requirements to the ORDPS  Verification and Evaluation of submitted requirements  Endorsement of qualified applicant(s) to the Office  PROCESSING PERSON RESPONSIE  None 2 days  Director ORDPS  Staff ORDPS	CHECKLIST OF	REQUIREMENTS	1	WHERE TO SEC	URE		
Supporting documents of the Award   Proponents	Letter of Application to	the Special Research	Proponents				
CLIENT STEPS         AGENCY ACTION         FEES TO BE PAID         PROCESSING TIME         PERSON RESPONSIE           Submit Requirements to the ORDPS         Verification and Evaluation of submitted requirements         None         2 days         Director ORDPS           Endorsement of qualified applicant(s) to the Office         None         1 day         Director ORDPS	Award				100 100		
Submit Requirements to the ORDPS  Endorsement of qualified applicant(s) to the Office  Submit Requirements  Verification and Evaluation of submitted requirements  Staff ORDPS  TIME RESPONSIE  AGENCY ACTION  BE PAID  TIME  RESPONSIE  ORDPS  Director  ORDPS  1 day  Director  ORDPS	Supporting documents	of the Award	Proponents		- 13 - 13		
Submit Requirements to the ORDPS  Evaluation of submitted requirements  Endorsement of qualified applicant(s) to the Office    BE PAID   TIME   RESPONSIE	CLIENT STEDS	AGENCY ACTION	FEES TO	PROCESSING	PERSON		
to the ORDPS  Evaluation of submitted requirements  Staff ORDPS  Endorsement of qualified applicant(s) to the Office  ORDPS  1 day  Director ORDPS	CLILINI SILPS	AGENCI ACTION	BE PAID	TIME	RESPONSIBLE		
requirements  Staff ORDPS  Endorsement of qualified applicant(s) to the Office  Parallel of Cashinted Staff ORDPS  Staff ORDPS  ORDPS		Verification and	None	2 days			
Endorsement of qualified None 1 day Director applicant(s) to the Office ORDPS	to the ORDPS	Evaluation of submitted			ORDPS		
Endorsement of qualified None 1 day Director applicant(s) to the Office ORDPS		requirements			Ctoff		
Endorsement of qualified None 1 day Director applicant(s) to the Office ORDPS							
applicant(s) to the Office ORDPS		Endorsement of qualified	None	1 day			
of the President		applicant(s) to the Office	INOTIC	luay			
Of the Freductit		of the President			Ctoff		
Staff ORDPS							
	Attand Awarding	Awarding of Plague of	None	1 day	1		
	Allend Awarding		INOTIE	i uay	President Office of the		
					President		
TOTAL None 4 Days			None	4 Days			



## 9. Copyright Registration

The procedure covers from the time Proponents submits letter of application and necessary documents to the ORDPS for the purpose of requesting support for copyright registration.

Office or Division: Office of the (ORDPS)		Office of the Resea	arch Develop	ment and Product	tion Services	
Classification:		Highly Technical				
Type of Transac	ction:	G2G – Governmer	nt to Governm	nent		
Who may avail:		All regular faculty r			mic rank. Non-	
,		Teaching personne				
		copyright registrati				
CHECKLIST	COF REC	QUIREMENTS	·	WHERE TO SE	CURE	
Letter of Applica	tion		Proponents			
Non-Technical V	/orks		Proponents			
CLIENT STEPS	AGE	ENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Submit Requirements to the ORDPS	Receive and Preliminary assessment of Submitted Requirements Endorsement of Qualified application to the OVPREIA Evaluation of qualified application Endorsement of qualified application to the Office of the President Checking for availability of funding through the FMS		None	1 day	Director ORDPS Staff ORDPS	
//.			None	2 days	VPREIA VPREIA Office	
			None	1 day	President Office of the President	
		e of Availability of to the <mark>OR</mark> DPS	None	1 day	Director FMS Office	
	Fill-up and Submit IPOPHL Registration and Deposit form		None	3 days	Director ORDPS Staff ORDPS	
Secure copy of Certificate of Registration	Certificate of Registration of Copyright		None	3 days	Director ORDPS	
					Staff ORDPS	
		TOTAL	None	11 Days	_	

## 10. Utility Model and Industrial Design Registration

The procedure covers from the time Proponents submits letter of application and necessary documents to the ORDPS for the purpose of requesting support for Utility Model and Industrial Design Registration.

Office or Division	n:	Office of the Research Development and Production Services (ORDPS)					
Classification:		Highly Technical					
Type of Transact	tion:	G2G – Government t	o Government				
Who may avail:		All regular faculty me	mbers, regard	less of academic	rank, Non-		
•		Teaching personnel					
		output applicable for					
		registration	, ,	,			
CHECKLIST	OF RI	EQUIREMENTS	,	WHERE TO SEC	URE		
Letter of Application	on		Proponents				
Filled-up Technolo	ogy Dis	closure Form	ORDPS		V V		
CLIENT STEPS	AC	GENCY ACTION	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE		
Submit	Receiv	e and Preliminary	None	2 days	Director		
		ment of Submitted			ORDPS		
	Requir	ements					
	•				Staff		
	Endors	sement to ITSO Chief			ORDPS		
for Prid		or art search and			- X		
	evaluatio						
Issuan		ce of search report	None	1 day	ITSO Chief		
		5			ITSO Staff		
		ation Drafting and					
		sement of Qualified					
		ology to ORDPS	Nicon	4 .1.	Dinastan		
		sement of qualified	None	1 day	<i>Director</i> ORDPS		
	applica	ation to the OP			ONDI 3		
					Staff		
					ORDPS		
		ing for availability of	None	1 day	President		
	funding	g through the FMS			Office of the		
	laa	ce of Availability of	NIa	4 4	President		
			None	1 day	Director FMS Office		
		g to the ORDPS and Submit IPOPHL	None	2 days	Director		
	•	d ID application form	ivone	2 <mark>da</mark> ys	ORDPS		
	JIVI all	מווטו ווטוווו			OTIDI O		
					Staff		
					ORDPS		
		tion and Processing	None		IPOPHL		
	of App	lication					

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE
Follow-up and Coordinate with the ORDPS	Respond to formality examination results  Coordinate with the Proponent in responding to the formality examination result	None	2 days	Director, ORDPS ITSO Chief ITSO Staff
Follow-up on result of application  Request copy of Certificate of Registration if Approved	Inform Proponent if Application is Rejected / Denied  Receive Certificate of Registration of UM or ID from IPOPHL if registration was approved	None	1 days	Director ORDPS Staff ORDPS
	TOTAL	None	10 Days	

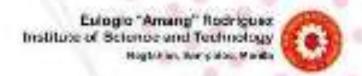
## 11. Patent Registration

The procedure covers from the time Proponents submits letter of application and necessary documents to the ORDPS for the purpose of requesting support for Patent Registration.

Office or Division	on:	Office of the Research (ORDPS)	h Developme	nt and Production	Services
Classification:		Highly Technical			
Type of Transa	ction:	G2G – Government to	Governmen	t	
Who may avail:		All regular faculty men	mbers, regard	dless of academic	rank, Non-
		Teaching personnel a	ınd students v	who have a techni	cal research
		output applicable for p	oatent registra	ation	
CHECKLIS	ST OF R	EQUIREMENTS		WHERE TO SEC	URE
Letter of Applica	tion		Proponents		
Filled-up Techno	ology Dis	sclosure Form	ORDPS		
CLIENT STEPS	A	GENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit Requirements to the ORDPS	ass <mark>e</mark> ss Requir Endors	re and Preliminary sment of Submitted ements sement to ITSO Chief or art search and tion	None	1 day	Director ORDPS Staff ORDPS
4111	Applica	ce of search report ation Drafting and sement of Qualified	None		ITSO Chief ITSO Staff

OLIENT OTERS	AOENOV AOTICN	FEES TO	PROCESSING	PERSON
CLIENT STEPS	AGENCY ACTION	BE PAID	TIME	RESPONSIBLE
	Endorsement of qualified application to the OP	None	2 days	<i>VPREIA</i> ORDPS
			- 1	<i>Director</i> ORDPS
	Checking for availability of funding through the FMS	None	1 day	President Office of the President
	Issuance of Availability of funding to the ORDPS	None	1 day	Director FMS Office
	Fill-up and Submit IPOPHL Patent application form	None	2 days	Director ORDPS
				Staff ORDPS
	Evaluation and Processing of Application	None		Staff IPOPHL Office
Follow-up and Coordinate with the ORDPS	Respond to formality examination results Coordinate with the Proponent in responding	None	2 days	Director ORDPS
	to the formality examination result			ITSO Chief ORDPS
Follow-up on result of application,	Inform Proponent if Application is Rejected / Denied	None	2 days	Director ORDPS
Request copy of	Receive Certificate of			<i>Staff</i> ORDPS
Certificate of	Registration (Letter's			
Registration if Approved	Patent) of Patent from IPOPHL if registration			
	was approved			
	TOTAL	None	11 Days	





#### **EXTENSION AND COMMUNITY SERVICES**

#### 1. Extension and Community Services

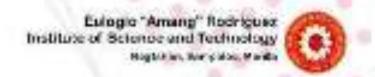
The Office of Extension and Community Services serves as an avenue where the relevance and responsiveness of curricular programs are validated by an enriched quality of people's lives and responding to community needs. It is guided by development extension principles of community development through a participatory approach, promotion of self-reliance, and societal transformation by serving the poorest of the poor, the less privileged, and the deprived and underserved.

Office or Division:	Community Development, Livelihood Program, Extension and					
	Linkages					
Classification:		Highly Technical				
Type of Transaction:		G2C Government to Client				
Who may avail:	Adopted Barangay, Sc	hool, LGU, ar		A. A.		
CHECKLIST OF I			WHERE TO SEC	CURE		
Letter of request duly si				0.00		
Director of Extension ar	nd Community	Requesting	College/Departme	ent, LGU, NGOs		
Services						
Activity Proposal			ension and Comr			
Budgetary requirements	s (if any)		ension and Comr	•		
		and Financia	al Management S	ervices		
Endorsement from ECS				A.		
the extension activity to	the President through	Office of Ext	ension and Comr	nunity Services		
the VPREIS						
MOA Signing		Office of Extension and Community Services				
Activity Evaluation For	m	Office of Extension and Community Services				
		FEES TO	PROCESSING	PERSON		
CLIENT STEPS	AGENCY ACTION					
		BE PAID	TIME	RESPONSIBLE		
Letter of Request to	Approve the request			RESPONSIBLE Director		
Letter of Request to be one of the adopted	Approve the request of the Barangay,	BE PAID	TIME	RESPONSIBLE		
Letter of Request to be one of the adopted barangay, school,	Approve the request of the Barangay, School, LGU, and	BE PAID	TIME	PESPONSIBLE  Director  Extension Office		
Letter of Request to be one of the adopted barangay, school, LGU, NGOs, and	Approve the request of the Barangay, School, LGU, and NGOs to be the	BE PAID	TIME	PESPONSIBLE  Director  Extension Office  Dean		
Letter of Request to be one of the adopted barangay, school, LGU, NGOs, and Industry of the	Approve the request of the Barangay, School, LGU, and NGOs to be the beneficiaries of the	BE PAID	TIME	PESPONSIBLE  Director  Extension Office		
Letter of Request to be one of the adopted barangay, school, LGU, NGOs, and	Approve the request of the Barangay, School, LGU, and NGOs to be the beneficiaries of the Institute for the	BE PAID	TIME	Director Extension Office  Dean Dean's Office		
Letter of Request to be one of the adopted barangay, school, LGU, NGOs, and Industry of the	Approve the request of the Barangay, School, LGU, and NGOs to be the beneficiaries of the Institute for the extension projects/	BE PAID	TIME	Director Extension Office  Dean Dean's Office  Extension		
Letter of Request to be one of the adopted barangay, school, LGU, NGOs, and Industry of the	Approve the request of the Barangay, School, LGU, and NGOs to be the beneficiaries of the Institute for the	BE PAID	TIME	Dean Dean's Office  Extension Coordinator		
Letter of Request to be one of the adopted barangay, school, LGU, NGOs, and Industry of the	Approve the request of the Barangay, School, LGU, and NGOs to be the beneficiaries of the Institute for the extension projects/	BE PAID	TIME	Director Extension Office  Dean Dean's Office  Extension		
Letter of Request to be one of the adopted barangay, school, LGU, NGOs, and Industry of the	Approve the request of the Barangay, School, LGU, and NGOs to be the beneficiaries of the Institute for the extension projects/	BE PAID	TIME	Dean Dean's Office  Extension Coordinator		
Letter of Request to be one of the adopted barangay, school, LGU, NGOs, and Industry of the	Approve the request of the Barangay, School, LGU, and NGOs to be the beneficiaries of the Institute for the extension projects/	BE PAID	TIME	Director Extension Office  Dean Dean's Office  Extension Coordinator Extension Office  Beneficiaries		
Letter of Request to be one of the adopted barangay, school, LGU, NGOs, and Industry of the	Approve the request of the Barangay, School, LGU, and NGOs to be the beneficiaries of the Institute for the extension projects/	BE PAID	TIME	Director Extension Office  Dean Dean's Office  Extension Coordinator Extension Office		
Letter of Request to be one of the adopted barangay, school, LGU, NGOs, and Industry of the	Approve the request of the Barangay, School, LGU, and NGOs to be the beneficiaries of the Institute for the extension projects/	BE PAID	TIME	Director Extension Office  Dean Dean's Office  Extension Coordinator Extension Office  Beneficiaries Adopted Brgy,		
Letter of Request to be one of the adopted barangay, school, LGU, NGOs, and Industry of the	Approve the request of the Barangay, School, LGU, and NGOs to be the beneficiaries of the Institute for the extension projects/	BE PAID	TIME	Director Extension Office  Dean Dean's Office  Extension Coordinator Extension Office  Beneficiaries Adopted Brgy, Schools, LGU,		

		FFFC TO	DDOOFCCING	DEDCON
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	After the identification of the barangay, school, LGU, NGOs and Industry, the Director together with the Extension Coordinator shall do the following:  1.1 Assessment of	None	2 days	Director Extension Office  Dean Dean's Office  Extension Coordinator Extension Office
	the Barangay  1.2 Provide necessary information of the socio- economic situation, needs and available resources.	None	2 days	Director Extension Office  Dean Dean's Office  Extension Coordinator Extension Office
	1.3 Prepare work plan and identify participation from clientele.	None	3 days	Director Extension Office  Dean Dean's Office  Extension Coordinator Extension Office
Attend meeting spearheaded by the Office of Extension and Community Services to discuss activities and linkages to be undertaken.	Conduct meeting(s) with the beneficiaries for presenting the extension projects to be undertaken	None	3 hours	Director Extension Office  Extension Coordinator Extension Office
Crafted a MOA to ensure both parties visions will be achieved.	Review of the drafted MOA for possible approval of the both parties	None	3 days	Director Extension Office  Extension Coordinator Extension Office

			<b>DD005</b> 00000	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Signing of the Memorandum of Agreement (MOA)	Meeting with the adopted Barangay, School, LGU, NGOs and Industry for MOA	None	2 hours	President Office of the President
	signing		1/	<i>VPREIA</i> VPREIA Office
			- 1	Director Extension Office
				Extension Coordinator
				Extension Office
				Beneficiaries Adopted Brgy, Schools, LGU, NGOs and Industry
Prepare the letter of request to conduct extension activities/ linkages	Prepare Endorsement Letter for the conduct of extension activities/linkages	None	3 hours	President Office of the President
	3.1			<i>VPREIA</i> VPREIA Office
				Director Extension Office
None	Submitted the Endorsement letter to the VPREIA and Office of the President	None	1 day	President Office of the President
	i igalugili		111	VPREIA VPREIA Office
				Director FMS Office

-					
	CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Waiting for the issuance of Special Order/Cash	Signing of SO and CA/Voucher	None	3 days	President Office of the President
	Advance/Voucher	9			<i>VPREIA</i> VPREIA Office
					Director Extension Office
	* //				Director FMS Office
	Conduct of the Extension Activities/	Monitoring/ supervision of the	None	2 days	Director Extension Office
	Linkages	activities/ linkages as stated in the Activity Proposal			Extension Coordinator Extension Office
					Beneficiaries Adopted Brgy, Schools, LGU, NGOs and Industry
	Documentation		None	2 days	Extension Coordinator Extension Office
	Evaluation of the Conducted Activities/Linkages	Distribution of the Evaluation Form to the participants/beneficiaries	None	2 hours	Dean Dean's Office  Extension
					Coordinator Extension Office
-	Submission of Terminal Report	Approval of the Terminal Report	None	3 days	Dean Dean's Office
					Extension Coordinator Extension Office
	Submission Liquidation Report	Clearing from the financial obligation of the person who	None	4 days	Dean Dean's Office
		shouldered the cash advance			Extension Coordinator Extension Office
		TOTAL	None	21 days and 2 hours	2 30

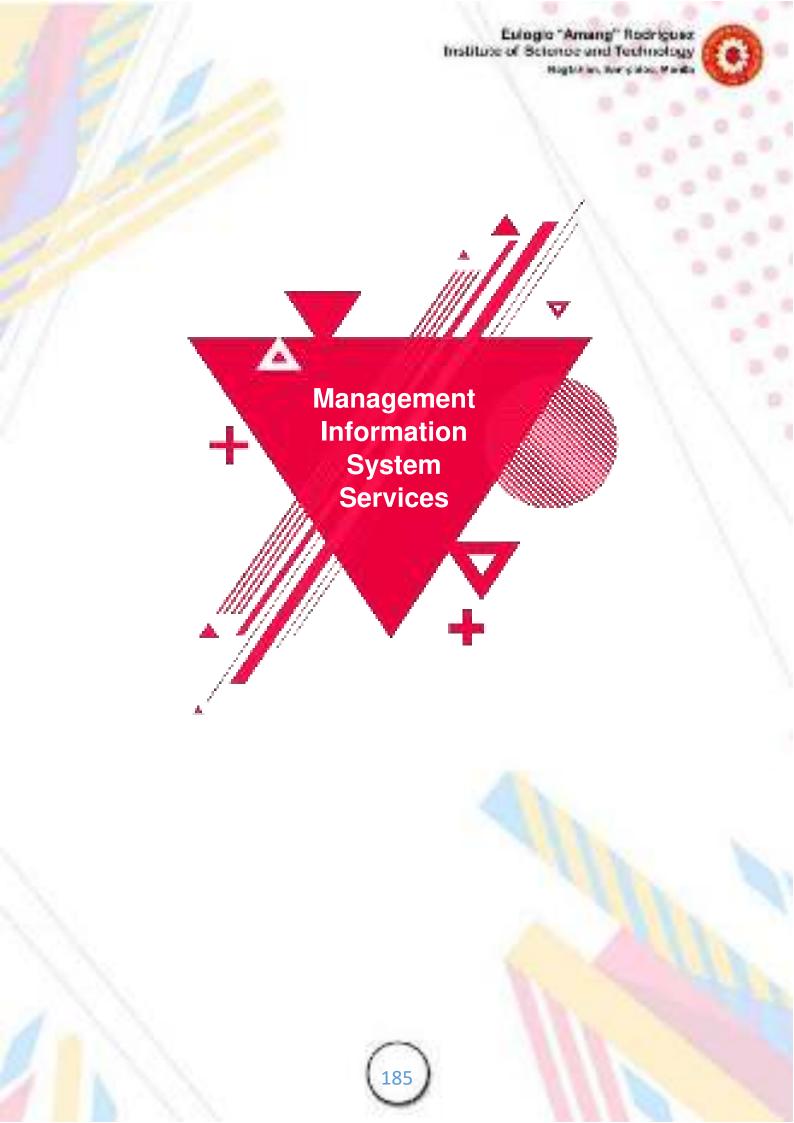


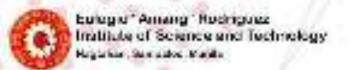
#### 2. Gender and Development

The Office of Gender and Development tasks are to ensure gender awareness and responsiveness, and support to women and gender issues within the Agency. It shall take the lead role in direction-setting, advocacy planning, monitoring and evaluation, and technical advisory in mainstreaming GAD for the agency, and its programs, projects, activities and processes.

Office or Division:	Office of Gender and Development			
Classification:	HIGHLY TECHNICAL			
Type of Transaction:	G2C Government to C			
Who may avail:	EARISTIANS and Add	pted Baran		
CHECKLIST OF RE	EQUIREMENTS		WHERE TO SE	
GAD Plan and Budget			xtension and Com d Development	nmunity Services-
Activity/Project Proposal			xtension and Com d Development	nmunity Services-
Proponent Request Letter			(College, Office, I	LGU or NGOs)
Activity Evaluation Form		Gender and	xtension and Com d Development	1X1 - X
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request for submission of GAD Plan and Budget proposal per College and Offices.	Consolidating the submitted GAD-PB by the colleges and offices	None	2 days	GAD Focal Person Extension office Dean Dean's Office
None	Evaluate Project Proposal submitted by the different colleges and Offices by the GAD Focal Person and Technical Working Group	None	1 day	GAD Focal Person Extension office  Coordinators Extension Office
None	Endorse to President for approval of the consolidated GAD Plan and Budget of the Institute for encoding to PCW website.	None	2 hours	President Office of the President  VPREIA VPREIA Office  GAD Focal Person Extension Office
Review of the GAD Plan and Budget (GAD-PB) by the CHED Regional Focal Person and for submission and review of the PCW.	Waiting for CHED and PCW review and endorsement	None	5 days	CHED Regional Focal Person Extension office PCW

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Attend meeting to discuss the activities to be undertaken as stated in the GAD-PB.	Conduct a meeting(s) with the beneficiaries for presenting the projects to be undertaken	None	3 hours	GAD Focal Person Extension office  Coordinators Extension Office
Letter request to conduct GAD activities	Endorsement of the GAD Focal Person to the President for the approval of the conduct of activities and request for funding	None	3 hours	President Office of the President  VPREIA VPREIA Office  GAD Focal Person Extension Office
Waiting for Approval of the conduct of activity, Issuance of Special Order, Cash Advance, Voucher	Signing of SO, CA, Voucher	None	2 days	President Office of the President  VPREIA VPREIA Office  Director FMS Office
Conduct of the GAD Activities	Supervision of the activities to be conducted based on the submitted GAD Plan and Budget	None	3 hours	GAD Focal Person Extension office  Coordinators Extension Office
Documentation		None	2 days	GAD Focal Person Extension office
Evaluation of the activities conducted	Distribution of the Evaluation Form to the participants/beneficiaries	None	2 hours	GAD Focal Person Extension office  Dean Dean's Office
Submission of Terminal Report	Approval of the Terminal Report	None	3 hours	Focal Person Dean Coordinator
Submission Liquidation Report	Clearing from the financial obligation of the person who shouldered the cash advance	None	4 days	Focal Person Dean Head of Unit Coordinator
	TOTAL	None	21 days & 5 hours	





#### MANAGEMENT INFORMATION SYSTEM SERVICES

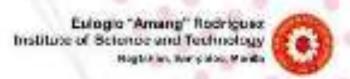
#### 1. Institute Email

Email is provided to staff to assist them in carrying out their duties efficiently and effectively. Email enables effective and efficient communication with other members of staff and students, other companies and partner institute. This policy is in place to ensure effective use of time, to prevent illegal and inappropriate use of email.

Office or Division:	Management Informa	ation System	Services (MIS)	
Classification:	Simple			
Type of Transaction:	G2C – Government t	o Citizen		
Who may avail:	All			
CHECKLIST OF R	EQUIREMENTS		WHERE TO SE	CURE
Fill up an Access/Reque submitted to the MIS	st Form to be	MIS Office		
Log to Form of MIS		MIS Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Requesting party submits Access/Request form to the MIS office	Receive the Submitted Form	None	5 Minutes	Head Unit MIS Office
	Director for MIS will evaluate and approve the unit form	None	15 Minutes	<i>Director</i> MIS Office
	The Head Unit for User, System Support and Security will add the requesting party in the institute email.	None	15 Minutes	Head Unit MIS Office
	TOTAL	None	35 Minutes	

#### 2. Request for Internet/Network Connection

Internet/network access is provided to all staff to assist them in carrying out their duties efficiently and effectively. This facilitates access to a vast range of information available on the world-wide web and the communication with people outside of the institute. This policy is in place to ensure effective use of time, to prevent illegal and inappropriate use of the Internet.



				The second second
Office or Division:	Management Information	on System Se	ervices	
Classification:	Simple			0
Type of Transaction:	G2C – Government to 0	Citizen	D. 10	_ 0 _ 0
Who may avail:	Internal Clients (Execut	ive Officials,	Faculty and Empl	oyees)
CHECKLIST OF F	REQUIREMENTS		WHERE TO SEC	URE
Fill up an Access/Reque submitted to the MIS	st Form to be	MIS Office	1//	0
Log to Form of MIS		MIS Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Requesting party submits letter request of requesting Office Head duly approved by the Director of MIS.	Receive the Submitted Form	None	15 Minutes	Head Unit MIS Office
_	Director of MIS evaluates location and approve type of connection to be installed upon identification of available service.	None	5 Days	Director MIS Office
	TOTAL	None	5 Days and 15 Minutes	

#### 3. Request for Access on Campus Information System

The Users will only be given sufficient rights to all systems to enable them to perform their job function. User rights will be kept to a minimum at all times. Users requiring access to systems must make a written application on the forms provided by the MIS.

Office or Division:	Management Information System Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to 0	Citizen		
Who may avail:	Internal Clients (Executive Officials, Faculty and Employees)			
CHECKLIST OF F	REQUIREMENTS WHERE TO SECURE			
Fill up an Access/Request Form to be submitted to the MIS		MIS Office	1	
Log to Form of MIS		MIS Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Requesting party submits letter request to the head of office for	Receive the Submitted Form	None	5 Minutes	Head Unit MIS Office

Office or Division:

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Director of MIS will process and approve the request depending on the needs.	None	10 Minutes	Head Unit MIS Office
	Once approved the Head unit for user, system support and security will be add the account as requested by the requesting party.	None	10 Minutes	Head Unit MIS Office
	TOTAL	None	25 Minutes	

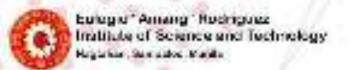
## 4. Request for an IT Resources

All IT equipment will be providing quality, prompt and efficient delivery IT equipment to be purchased to be reviewed by the MIS for better delivery of IT services.

Office of Division.	Management information bystem betwees			
Classification:	Simple			
Type of Transaction:	G2C – Government to			
Who may avail:	Internal Clients (Execu	tive Officials		
CHECKLIST OF R	EQUIREMENTS		WHERE TO SE	CURE
Fill up an Access/Reques	st Form to be	MIS Office		
submitted to the MIS				
Log to Form of MIS		MIS Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Requesting party identifies IT equipment to be purchased and submit to the Head of IT QA (desktop, laptop, printer other IT equipment' for recommendation to the Director of MIS.	Receive the Submitted Documents	None	15 Minutes	Head Unit MIS Office
	The Director of MIS evaluates request and determines of IT equipment to be purchased depending on the Office need.	None	3 Days	Director MIS Office
	TOTAL	None	3 Days and 15 Minutes	

Management Information System Services





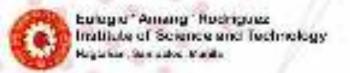
## INTERNATIONAL AFFAIRS SERVICE OFFICE

## 1. International Internship

International Internship

	f ( f )			
Office or Division:	International Affairs S	ervice Office		
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to	Citizen		
Who may avail:	Students			
CHECKLIST OF F	REQUIREMENTS	WHERE TO SECURE		
College Grade Evaluati	on Form	College Ser	vices	
Endorsement Letter	College Ser	vices		
Parents Waiver		Parents Co	ncern	
Invitation Letter (Host C	Country)	Organizer		
College Endorsement		College Ser	vices	
Curriculum Vitae		Client		
Passport		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON
		BE PAID	TIME	RESPONSIBLE
For College. Undergo	Evaluate Student	None	7 days	Chief,
a grade evaluation				International
from the College				Internship
Fuere the acceptant of	Obsaliina af	Nissa		IAS Office
From the evaluated	Checking of	None		Chief,
Grades be sure that	documents			International
NO Dropped NO Failed				Internship IAS Office
Secure a College	Check if all	None	1 Day	Chief,
Endorsement signed:	requirements are	INOTIE	l Day	International
Program Chair,	complied.			International
Practicum Coordinator	Complica.			IAS Office
Dean				17 (0 011100
For Student - Family	Let the Parents/	None		Chief.
Seek approval from	Guardian be			International
the Parents/Guardian.	informed by the			Internship
	student for his/ her			IAS Office
1	intention for			
20	International			
	internship.			
International Affairs	Inform the college	None	7 days	Chief,
Service Office	on the			International
48083	Programs open for			Internship
	Internship .			IAS Office
None	Inform the college	None	7 days	Chief,
	on the			International
	Programs open for			Internship
	Internship			IAS Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request the college for the student endorsement	Assist the Student	None	7 days	Chief, International Internship IAS Office
Submit documents for the Initial Screening	Screen the Documents	None	7 days	Chief, International Internship IAS Office
Student will undergo for Final interview	For those who; 1. Did not Passed, they will be shortlisted.  2. Passed; they will be recommended for final Interview via skype, virtual, face to face by our Foreign Host Establishment/ Organization	None	7 days	Chief, International Internship IAS Office
Attend the Orientation (PDOS)	Conduct Orientation	None	7 days	Chief, International Internship IAS Office
	IASO recommendation for the Board of Trustee Approval Present to BOT	None	3 Days	Chief, International Internship IAS Office
Seek approval from CHED-Office of Student Development Services (OSDS)	Seek Approval of CHED	None	3 Months	President Office of the President
Clearance		4	1 Month	VPAA VPAA Office
			1	Registrar SARRMS Office
				CHED – Office
		4		of Student Development Services OSDS Office
	TOTAL	None	5 mos. & 23 days	



## 2. Student Mobility (Temporary Mobility)

Student Mobility Outbound Mobility and Inbound Mobility.

	77/77				
Office or Division:	International Affairs Service Office				
Classification:	Complex				
Type of Transaction:	G2C – Government to Citi	zen			
Who may avail:	Students				
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	URE	
College Grade Evaluation	n Form	College Ser	vices		
CLIENT STEPS	CLIENT STEPS AGENCY ACTION			PERSON RESPONSIBLE	
For Outbound Cross Institutional Study. Students must apply accompanied by relevant documents as outlined in the form, by the published due dates in the Important Dates.	Assist and Process based from the eligibility criteria and approval of the application to participate	None	3 days	Staff IAS Office	
	Applications require the approval of the Program Chair, Dean and the Registrar		1 day	Staff IAS Office	
	Approval to undertake cross-institutional study applies only to the specific subject(s) and institution indicated in the notification the student may not substitute another subject(s) without obtaining approval		3 days	Staff IAS Office	
	Approval may be granted under the following circumstances: relocation, compassionate or compelling circumstances, required subject is no longer available In EARIST; or Where the student has failed a subject.		3 days	Staff IAS Office	

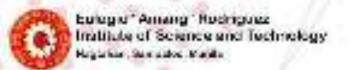
CL	IENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Excha Criter Applie	cation and oval to	Assist and Process	None	10 days	Staff IAS Office
			TOTAL	20 days	

## 3. Faculty Mobility

#### 3.1 (Scholarship to Study)

Faculty and Staff Mobility

Office or Division:	International Affairs Service Office			
		iis Service Offic	<u> </u>	
Classification:	Highly Technical			
Type of Transaction:	G2C – Governme	ent to Citizen		
Who may avail:	Faculty			20.00
CHECKLIST OF RE	QUIREMENTS		WHERE TO SE	CURE
Approval Letter		Institute		100
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit Invitation to study, Endorsement from the College, Endorsement from the Human Resource Services and Approval from the President/BOT	Assist and Process the Documents	None	3 Months	Staff IAS Office  Chief HRMS Office  Director FMS Office  VPAA VPAA Office
		TOTAL	3 Months	



## 3.2 Faculty Mobility (Research Presentation)

Faculty and Staff Mobility

Office or Division:	International Affairs Servi	International Affairs Service Office			
Classification:	Highly Technical				
Type of Transaction:	G2C – Government to Ci	tizen			
Who may avail:	Faculty				
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	URE	
Approval Letter		Institute			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Submit Invitation, Endorsement from the Director of Research and Approval	Assist and Process the Documents	None	3 Months	Staff IAS Office  Chief HRMS Office  Director FMS Office  VPAA VPAA Office	
		TOTAL	3 Months		

## 3.3 Faculty Mobility (Invitation to Teach)

Faculty and Staff Mobility

Office or Division:	International Affairs Service Office			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Ci	tizen		
Who may avail:	Faculty			
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	URE
Approval Letter		Institute		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Invitation to Teach, Endorsement from the College and Approval	Assist and Process the Documents	None	3 Months	Staff IAS Office  Chief HRMS Office  Director FMS Office  VPAA VPAA Office
		TOTAL	3 Months	



## OFFICE OF ECC ADMINISTRATOR SERVICES

#### 1. Signing of Student's General Clearance

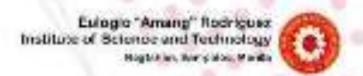
Student's clearance is signed after the two signatories have been completed, for whatever legal purpose, such as request for records, certification, and other documents.

Office or Division:	Office ECC Administrator Services				
Classification:	Simple				
Type of Transaction:	G2C – Government to Citizen				
Who may avail:	Students				
CHECKLIST OF F	REQUIREMENTS WHERE TO SECURE				
Clearance form (for apprecords)	Clearance form (for application of student records)		Registrar's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Secure first the signature of the Cashier/Accounting and the Chief, OSA	Signing of Clearance	None	5 Minutes	Campus Administrator ECC Administrator Office	
	TOTAL	None	5 Minutes		

#### 2. Signing of Transcript of Records (Under "reviewed by")

The Transcript of Records is reviewed by the Campus Administrator and is signed before the Approval of the EARIST Registrar for release.

Office or Division:	Office ECC Administrator Services			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF F	REQUIREMENTS		WHERE TO SEC	CURE
Accomplished Transcrip	ot of Records	Registrar's C	Office	
Official Receipt of Paym	ment Cashier's Office			
Attachments: Submitted	d Credentials	Registrar's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID		PERSON RESPONSIBLE
ECC Asst. Registrar to sign first the Transcript of Records and attach requirements (submitted credentials, official receipt of payment)	Signing of TOR	None	5 Minutes	Campus Administrator ECC Administrator Office
	TOTAL	None	5 Minutes	



#### 3. Signing of Faculty Clearance (End of School Year)

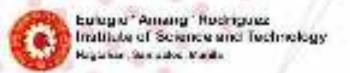
The Faculty Clearance is signed which indicates that the concerned instructor is cleared of all money and other accountabilities/responsibilities for the school year specified.

Office or Division:	Office ECC Administrator Services				
Classification:	Simple				
Type of Transaction:	G2C – Government to Citizen				
Who may avail:	Faculty	Faculty			
CHECKLIST OF RE	QUIREMENTS WHERE TO SECURE				
Clearance Form		Admin Office			
Printed Copy of Grade	Sheet Registrar's Office				
Annual Report		Faculty Conce	ern		
Financial Report (If App	olicable)	Faculty Conce	ern		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Secure initial of Librarian, Asst. Registrar, and Instruction Supervisor	Submission of Requirements and signing of Faculty Clearance	None	10 Minutes	Campus Administrator ECC Administrator Office	
	TOTAL	None	10 Minutes		

#### 4. Signing of Locator's Slip

Signing of the locator's slip is needed before the faculty leaves the campus for official business and to be submitted upon return, which is countersigned by the person with whom the transaction was made.

Office or Division:	Office ECC Admir	Office ECC Administrator Services		
Classification:	Simple			
Type of Transaction:	G2C – Governme	nt to Citizen		
Who may avail:	All			
CHECKLIST OF RE	QUIREMENTS		WHERE TO SE	CURE
Accomplished Locator's	s Slip	Admin Office/	Campus Admin	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fill out the information in the locator's slip, Indicate the date and time of departure, destination and purpose/reason	Signing of Locator's Slip and Record transaction in the Locator Slip Logbook	None	10 Minutes	Campus Administrator ECC Administrator Office
	TOTAL	None	10 Minutes	



#### 5. Filing of Application for Leave of Absence (Form 6)

The Campus Administrator signs the Form 6 to be submitted by the faculty in case of vacation leave or sick leave.

Office or Division:	Office ECC Administr	ator Services			
Classification:	Simple				
Type of Transaction:	G2C – Government to Citizen				
Who may avail:	Faculty				
CHECKLIST OF R	EQUIREMENTS		WHERE TO SEC	CURE	
Accomplished Form 6		HRMs			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Fill out Form 6 (Application for Leave of Absence) and submit Form 6 for Filing and for submission to EARIST-Manila (HRMS)	Filing of Form 6 and recording  None  3 Minutes  Campus  Administrator  ECC Administrat  Office				
	TOTAL	None	3 Minutes		

#### 6. Request for Approval to Conduct Activity or Project

The letter of request submitted by the concerned faculty is being given action as to whether the activity/project is approved or disapproved for consideration or implementation.

Office or Division:	Office ECC Administrator Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF RE				URE
Letter of Request		Concern Party	у	
Prepared Programme		Concern Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
activity/project to be conducted, date, persons involved, and	Check/verify if said activity was included in the ECC Consolidated Action plan	None	2 days	Campus Administrator ECC Administrator Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secure Recommending Approval/endorsement of other offices concerned	Approval to Conduct Activity/Project	None	1 day	Campus Administrator ECC Administrator Office
	TOTAL	None	3 days	

## 7. Signing of request for Faculty Development (Seminars, training, presentation, etc.)

The request made/submitted by the faculty is given action as to approval or disapproval

Office or Division:	Office ECC Administrator Services			
Classification:	Simple			
Type of Transaction:	G2C – Governme	ent to Citizen		
Who may avail:	Faculty			
CHECKLIST OF REC	QUIREMENTS		WHERE TO SEC	CURE
Letter of Request		Faculty Conc	ern	
Letter of Invitation		Organization/Facilitator Concern		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Complete the details in your request (inclusive date, fees to be paid if there's any, venue, sponsor, etc.) and Attachment the letter of Invitation	Secure recommending approval by other offices concerned (if applicable)	None	10 Minutes	Campus Administrator ECC Administrator Office
	TOTAL	None	10 minutes	

## 8. Securing Approval of Request for (Students' Permit to enter the Campus on non-school days/hrs.

The submitted request to enter the campus is given action as to approval or disapproval

Office ECC Administrator Services			
Simple			
G2C – Government to Citizen			
Student			
REQUIREMENTS WHERE TO SECURE			
sed and signed by	Student Concern		
arent's Permit	Student Concern		
	Simple G2C – Governme Student QUIREMENTS sed and signed by		

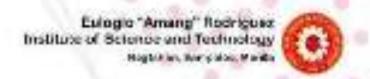
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Signing of Letter of Request and Indicate in the letter of request the following: purpose of entering the campus on non-school days, activity, date, time, organization	Secure endorsement and signature of faculty concerned and recommending approval	None	10 Minutes	Campus Administrator ECC Administrator Office
	TOTAL	None	10 Minutes	

# 9. Application for by Position (Teaching Position, Job Order Position, Student Assistantship)

The application for a certain position is accepted and is referred to or given recommendation (if available) for action/approval by the Main Campus

## 9.1 Teaching position

Office or Division:	Office ECC Administrator Services				
Classification:	Simple	Simple			
Type of Transaction:	G2C – Government	to Citizen			
Who may avail:	All				
CHECKLIST OF RE	EQUIREMENTS		WHERE TO SEC	URE	
Application Letter/Cover	Letter	_etter Client Concern			
Resume or Curriculum V	/itae	Client Concern			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Approval and Signing of Request • Submit Letter of Application and Resume addressed to the EARIST President • Attach supporting documents	Feedback or Action on the Application based on the vacancy or need	None	10 Minutes	Campus Administrator ECC Administrator Office	
	TOTAL	None	10 Minutes		

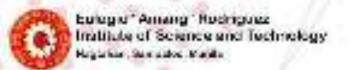


## 9.2 Job Order Position

Office or Division:	Office ECC Administrator Services					
Classification:	Simple					
Type of Transaction:	G2C – Governm	ent to Citizen	7.7			
Who may avail:	All		75.7			
CHECKLIST OF REC	QUIREMENTS	QUIREMENTS WHERE TO SECURE				
Bio-data or Resume		Client Concer	rn			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
Submit Bio-data or Resume	Preparation of Endorsement to be forwarded to EARIST-Manila if the need is confirmed	None	10 Minutes	Campus Administrator ECC Administrator Office		
	TOTAL	None	10 Minutes			

## 9.3 Student Assistantship

Office or Division:	Office ECC Administrator Services				
Classification:	Simple				
Type of Transaction:	G2C – Governm	G2C – Government to Citizen			
Who may avail:	All				
CHECKLIST OF RE	QUIREMENTS WHERE TO SECURE			CURE	
<b>Endorsement by Facult</b>	y or Personnel	Student Concern			
Certificate of Registration	on	Student Concern			
Schedule of Vacant or A	Available Time	Student Concern			
for S.A duty					
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
CLIENT STEPS  Submit COR and Endorsement by Faculty or Personnel and Submit Proposed Schedule or Availability					



#### 10. Signing of Application for Graduation

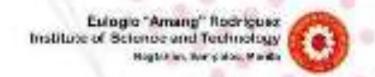
The accomplished application for graduation submitted by the program heads and advisers are signed.

Office or Division:	Office ECC Administ	rator Services		
Classification:	Simple			
Type of Transaction:	G2C – Government t	o Citizen		
Who may avail:	All			
CHECKLIST OF R	EQUIREMENTS		WHERE TO SEC	URE
Application for Graduation	on	Client Concern		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secure Application for Graduation Form from the Office of the Assistant Registrar and Complete the signatures and other requirements, payment of fees	Signing of Application for Graduation	None	5 Minutes	Campus Administrator ECC Administrator Office
	TOTAL	None	5 Minutes	

# 11. Review and Signing of Class Program and Faculty Assignment

The Faculty Assignment and class programs prepared by the program heads are reviewed in accordance with the prescribed number of units for regular load, consistency of subject codes and description/course title, time and manner of scheduling

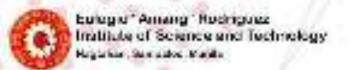
Office or Division:	Office ECC Administrator Services			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF R	EQUIREMENTS WHERE TO SECURE			URE
Draft but Reviewed Class	ss Program by the	Program Head		
Instruction Supervisor b	y Course and			
Section and Faculty Ass	Section and Faculty Assignment (with			
computed FTE) System	generated Class			
Program				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Class Program and	Review and	None	- D.	0
	neview and	none	5 Days	Campus
Faculty Assignment by	finalization, and	None	5 Days	Administrator
Program Heads to be	finalization, and signing of the	None	5 Days	Administrator ECC Administrator
Program Heads to be reviewed by the	finalization, and	None	5 Days	Administrator
Program Heads to be	finalization, and signing of the Class Program and Faculty	None	5 Days	Administrator ECC Administrator
Program Heads to be reviewed by the	finalization, and signing of the Class Program and	None	5 Days	Administrator ECC Administrator



#### 12. Approval of Request for Supplies

The request for supplies by faculty/personnel is approved subject to availability before the property custodian releases the requested items, for monitoring.

	1					
Office or Division:	Office ECC Adm	Office ECC Administrator Services				
Classification:	Simple	Simple				
Type of Transaction:	G2C – Governm	ent to Citizen	(3:3			
Who may avail:	All					
CHECKLIST OF RE	QUIREMENTS		WHERE TO SEC	CURE		
Request Form for Supp	lies	Property/Sup	ply Office			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
Indicate request for supplies by filling out the Request Form	Initial by the Property Custodian to indicate availability of supplies requested	None	5 minutes	Campus Administrator ECC Administrator Office		
None	Approval of Request for Supplies	None	5 minutes	Campus Administrator ECC Administrator Office		
	TOTAL	None	10 Minutes			

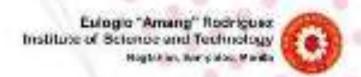


## **ECC ADMINISTRATIVE SERVICES**

## 1. Request for Utilization of Facilities

This service will only be applicable if ever there are interested parties outside the ECC community for the use of facilities to be rented.

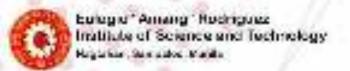
044	000			
Office or Division:	Office of Administrat	ive Services		
Classification:	Simple			
Type of Transaction:	G2C – Government	to Citizen		
Who may avail:	All			
CHECKLIST OF RE	QUIREMENTS		WHERE TO SEC	URE
Application Form for the Facilities	Utilization of ECC	Admin Servic	es Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Multi-Purpose Hall				
Fill out/Accomplished Application form for the utilization of ECC facilities	Secure approval of Application form	2,000.00	15 Minutes	Chief ECC Admin. Services Office  Campus Administrator ECC Administrator Office
Quadrangle				
Fill out/Accomplished Application form for the utilization of ECC facilities	Secure approval of Application form	3,000.00	15 Minutes	Chief ECC Admin. Services Office  Campus Administrator ECC Administrator Office
Main Lobby / Classroom				
Fill out/Accomplished Application form for the utilization of ECC facilities	Secure approval of Application form	None	15 Minutes	Chief ECC Admin. Services Office Campus Administrator ECC Administrator Office
	TOTAL	Depend on Facilities	15 Minutes per Transaction	



## 2. Request for repair and Installation of fluorescent lamp, and other facilities

The request is made by concerned personnel and is being processed subject to the availability of materials needed and schedule of manpower to do the work.

Office or Division:	Office of Adminis	strative Service	S		
Classification:	Simple	Simple			
Type of Transaction:	G2C – Governm	ent to Citizen			
Who may avail:	All				
CHECKLIST OF RE	QUIREMENTS		WHERE TO SE	CURE	
Request form signed by	y the	Admin Services Office			
requesitioner.				1 1 3	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Accomplish Request form for Repair or Installation	Secure Approval of Request	None	3 Days	Chief ECC Admin. Services Office Campus Administrator ECC Administrator Office	
	TOTAL	None	3 Days		



## **ECC QUALITY ASSURANCE SERVICES**

#### 1. AACCUP Accreditation

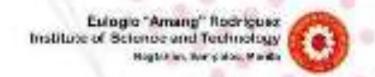
This includes asking for confirmation from the faculty concerned before requesting for the approval of the president and preparation of the Special Order.

Office or Division:	Office of the ECC Q	Office of the ECC Quality Assurance Services (ECC-QA)				
Classification:	Simple	Simple				
Type of Transaction:	G2C – Government	G2C – Government to Citizen				
Who may avail:	All					
CHECKLIST OF RE	QUIREMENTS		WHERE TO SEC	URE		
Letter of Invitation		AACCUP				
Signature of Concerned	Faculty	Faculty Conc	ern			
Endorsement Letter		Quality Assur	ance Office			
Special Order		Office of the President				
CLIENT STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON		
OLILINI STEI S	AGENOT ACTION	BE PAID	TIME	RESPONSIBLE		
Present Invitation from	confirmation by the	None	5 minutes	AACCUP,		
AACCUP	concerned faculty			0 16 11		
· /				Concerned faculty ECC-QA Office		
None	confirmation by the	None	3 minutes	Concerned faculty		
	concerned faculty			ECC-QA Office		
None	Secure S.O from	None	30 minutes	Office of the		
	EARIST President			President		
	70741			ECC-QA Office		
	TOTAL	None	38 minutes			

#### 2. Request for accreditation documents

Prepare a letter and submit to the concern authorities for the necessary documents needed.

Office or Division:	Office of the ECC Quality Assurance Services				
Classification:	Simple	Simple			
Type of Transaction:	G2C - Government t	G2C – Government to Citizen			
Who may avail:	All				
CHECKLIST OF R	EQUIREMENTS WHERE TO SECURE			CURE	
Written Request		Client Concern			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Submit written request	Photocopy of Documents	None	1 Day	Chief, Quality Assurance Services	
				ECC-QA Office	

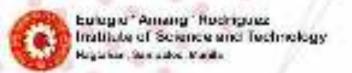


# **ECC INSTRUCTION SUPERVISOR SERVICES**

1. Consolidation and Review of Class Program: Faculty loading, Class Schedule and Room Utilization

This involves checking and reviewing of the schedule prepared by the program heads/coordinator

Office or Division:	ECC Instruction	ECC Instruction Supervisor Services (ECC-IS)				
Classification:	Complex	Complex				
Type of Transaction:	G2C – Governm	ent to Citizen				
Who may avail:	All	All				
CHECKLIST OF RE	QUIREMENTS		WHERE TO SEC	CURE		
Draft of Faculty Loading	g, Class	Program Hea	.d			
Schedule and Room Ut	ilization					
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON		
CLIENT STEPS	ACTION	BE PAID	TIME	RESPONSIBLE		
submission of printed class schedule, faculty loading and room utilization	Review of Class Schedule, Faculty Loading and Room Utilization	None	2 Days	Instruction Supervisor Campus Administrator ECC-IS Office		
	Finalization as to FTE and official time of faculty	None	2 Days	Program Head ECC-IS Office  Instruction Supervisor ECC-IS Office  Campus Administrator ECC-IS Office		
	TOTAL	None	4 Days			



#### 2. Student Enrolment: Review and Approval of Advisement Slip

This involves the review, checking, and approval the advisement slip issued to students.

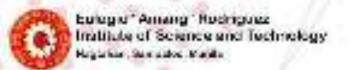
Office or Division:	ECC Instruction Supe	ervisor Service	es		
Classification:	Simple	Simple			
Type of Transaction:	G2C – Government to Citizen				
Who may avail:	Student				
CHECKLIST OF R	EQUIREMENTS		WHERE TO SEC	CURE	
Advisement Slip (only for evaluation checklist and		Student Con	cern		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Submit Advisement Slip	Check form (number of units to be enroll and if fully sign by concerned program head)	None	5 Minutes	Instruction Supervisor ECC-IS Office	
	Sign the advisement slip and return to the student concerned to proceed to MIS for tagging and validation	None	1 Minutes	Instruction Supervisor ECC-IS Office	
	TOTAL	None	6 Minutes		

## 3. Student completion form for incomplete grades

This is checking of entries in the completion form before signing.

Office or Division:	ECC Instruction Supe	ervisor Services
Classification:	Simple	
Type of Transaction:	G2C - Government t	o Citizen
Who may avail:	Student	
CHECKLIST OF R	EQUIREMENTS	WHERE TO SECURE
Accomplished completion	on f <mark>orm d</mark> uly signed	Student Concern
by the subject professo		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit completion form by program head (duly accomplished by student, signed by subject professor concerned and program head)	check the entry (if properly fill- out by the student the subject code and description the semester, grades and signed by concerned subject professor and program head	None	4 Minutes	Program Head ECC-IS Office Instruction Supervisor ECC-IS Office
	Signing of completion form and forwarded to the Registrar's Office (for the Registrar's copy and to program heads (for the faculty and student copy)	None	1 Minutes	Instruction Supervisor ECC-IS Office Program head, Registrar's ECC-IS Office
	TOTAL	None	5 Minutes	

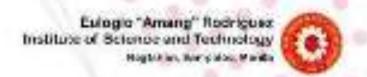


## **ECC PROGRAM HEAD SERVICES**

## 1. Interview of applicant for enrolment

Applicants are interviewed based on the qualifications needed for the program, their previous scholastic performance, their family background and reason for choosing the Institution.

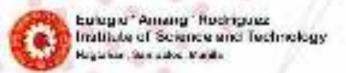
244				
Office or Division:	ECC Program Heads S	ervices		
Classification:	Simple			
Type of Transaction:	G2C – Government to 0	Citizen		
Who may avail:	Students			
CHECKLIST OF F	REQUIREMENTS	WHERE TO SECURE		
Interview Slip	Interview Slip		lead	
Birth Certificate	Birth Certificate			
Form 138		High School	ol	
Good Moral		High School		
ECAT Application form		Registrar		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	Conduct personal interview	None	25 Minutes	Program head or Designated officer In-charge ECC-PHS Office
Administration of program placement test (PPT) Only for the following: BSCS, BS Info. Tech, BSIP, and BSBA	Administer program placement test to the applicant	None	30 Minutes	Concerned Program head services ECC-PHS Office
Computation of admission result for BSCS, BS Info. Tech., BSIP and BSBA (ECAT, Interview, PPT, GWA)	Checking and computation of admission result	None	2 Days	Designated officer In-charge ECC-PHS Office Concerned Program Head ECC-PHS Office
Issuance of Advisement Slip (New Students)	Issuance of advisement slip to the applicant	None	10 Minutes	Program heads or Designated officer in-charge ECC-PHS Office
Issuance of advisement slip (Old students)	Review of evaluation checklist/ROG and Checking of no. of load and units	None	10 Minutes	Program heads or Designated officer in-charge ECC-PHS Office
None	Signing and Issuance of advisement slip	None	25 Minutes	Program heads or Designated officer in-charge ECC-PHS Office
	TOTAL	None	2 days, 1 hour and 40 minutes	



# 2. Preparation of Class Program, Faculty Assignment and Room Utilization

Creation of Class Program based on the approved curriculum checklist. Subjects will be assigned to the faculty based of their field of expertise. There must be no conflict with regards to the day and time of the subject as well as the load for individual faculty. Room utilization must then be assigned for each of the subjects.

Office or Division:	ECC Program Heads Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citi	zen		
Who may avail:	Faculty			. 4
	REQUIREMENTS		WHERE TO SEC	URE
Curriculum Checklist		Program He		
	ılar Faculty per program	Instruction S		
Curriculum Program Of		Program He		
Projected no. of section	s per year level and	Program He	ad	
course				
No. of available rooms		Program He		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Initial drafting of Class Program		None	3 hours	Program Head, ECC-PHS Office Instruction Supervisor ECC-PHS Office
Submission of initial draft of Class Program, Faculty Assignment and Room Utilization to the Instruction Supervisor	Consolidation and Review of Class Program, Faculty Assignment and Room Utilization with the Instruction Supervisor	None	5 hours	Program Head ECC-PHS Office  Instruction Supervisor ECC-PHS Office
None	Revision and submission of final draft of Class Program, Faculty Assignment and Room Utilization to the Instruction Supervisor	None	1 day	Program Head ECC-PHS Office  Instruction Supervisor ECC-PHS Office
None	Encoding and Posting of Approved Class Program, Faculty Assignment and Room Utilization in the system	None	1 day	Program Head ECC-PHS Office  Instruction Supervisor ECC-PHS Office
	TOTAL	None	2 Days and 8 hours	



# 3. Preparation of Advisement Slip by Program (per year level per section)

Advisement Slips are issued for each of the students who will enroll for the current semester. Documents will be needed such as the student's previous semester COR (Certificate of Registration), ROG (Report of Grades) or EOG (Updated Evaluation of Grades) for Graduating Students.

Office or Division:	ECC Program Heads Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF RE	QUIREMENTS	V	<b>VHERE TO SECU</b>	IRE
Finalized Class Program	ı	Program Head		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Encoding of the advisement slip of the class program per year level and section	Print out and photocopy of Advisement Slip	None	1 Day	Program Head ECC-PHS Office
	TOTAL	None	1 Day	

#### 4. Student completion form for incomplete grade

Service Description: Issuance of form and completion of incomplete grades. Completion form are filled out by the students and processed by the instructor concerned upon the completion of the requirements who incurred a remark of INC (Incomplete) in his/her subject not later than one semester after he/she acquired the INC grade.

Office or Division:	ECC Program Heads Services				
Classification:	Simple				
Type of Transaction:	G2C – Government to Citizen				
Who may avail:	All	All			
CHECKLIST OF RE	EQUIREMENTS WHERE TO SECURE				
Duly accomplished com	pletion form signed	Registrar's Office	ce		
by Faculty/Subject Instru	by Faculty/Subject Instructor				
CLIENT STEPS AGENCY		FEES TO BE	PROCESSING	PERSON	
		PAID TIME RESPONSIBLE			
CLIENT STEPS	ACTION	PAID	TIME	RESPONSIBLE	
The student will fill-up	ACTION The Faculty	PAID Php20	TIME 3 Minutes	Faculty	
The student will fill-up	The Faculty			Faculty	
The student will fill-up the completion form	The Faculty concerned will			Faculty	
The student will fill-up the completion form and submit it to the	The Faculty concerned will submit personally			Faculty	
The student will fill-up the completion form and submit it to the	The Faculty concerned will submit personally the completion			Faculty	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Student will be informed once the completion form is fully accomplished and approved.	The completion form will be forwarded and submitted to the Instruction Supervisor	None	1 Minute	Faculty, ECC-PHS Office  Program Head ECC-PHS Office  Instruction Supervisor
Once accomplished and approved, copy of the form will be given back to the student.	The Student's completion form signed by the Program Head and Instruction Supervisor will be returned to the following: 1 copy for the student 1 copy for the Faculty	None	5 Minutes	ECC-PHS Office Program Head ECC-PHS Office
	TOTAL	None	9 Minutes	

# 5. OJT Deployment (for BSIT, BSP, BSHM, BSCS, BS Info. Tech, BSBA, BSOA)

Issuance, processing and approval of On-the-Job Training requirements. All documents/forms to be issued by the OJT Coordinator to students enrolled on the subject. Documents must then be reviewed and signed by the OJT Coordinator with recommending approval from the Program Head and approved by the Campus Administrator.

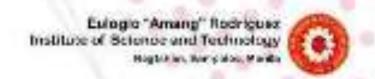
#### 5.1 Review and signing of documents

Office or Division:	ECC Program Heads Services			
Classification:	Simple	Simple		
Type of Transaction:	G2C – Governmen	G2C – Government to Citizen		
Who may avail:	All			
CHECKLIST OF RE	LIST OF REQUIREMENTS WHERE TO SECURE			
OJT Manual Initial Evaluation: Student Concern		Student Concern		
Application Letter	Student Concern			
Recommendation/ Endorsement Letter Program Head / OJT Coordinator		Program Head / OJT Coordinator		
Acceptance Letter		Program Head / OJT Coordinator		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Review and signing of Documents	For review by OJT coordinator with recommending approval from PH and approval of Campus Administrator.	None	1 Day	OJT Coordinator ECC-PHS Office  Program Head ECC-PHS Office  Campus Administrator ECC-PHS Office
The student will submit the following requirement for evaluation and signature	Orientation Program for OJT	None	1 Day	Program Head ECC-PHS Office OJT Coordinator ECC-PHS Office
	TOTAL	None	2 Days	

# 5.2 Deployment of on the job trainee

Office or Division:	ECC Program Heads Services			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF RE	EQUIREMENTS	\	WHERE TO SECU	JRE
Application letter		Student Conce	rn	
Comprehensive resume		Student Conce	rn	
Updated Evaluation of g	rade	Registrar's Offi	ce	
Parents Certification and	d waiver	Program Head	/ OJT Coordinate	or
Photocopy of MOA		Program Head	/ OJT Coordinato	or
OJT rules and regulation	1	Program Head / OJT Coordinator		
student health record		Medical Clinic		
CLIENT STEPS	AGENCY ACTION	FEES TO BE	PROCESSING	PERSON
CLIENT STEFS	AGENCI ACTION	PAID	TIME	RESPONSIBLE
Deployment of on the				
job, trainee				
Student should submit	Upon approval the	None	7 Days	OJT Coordinator
the corresponding	student will be			on-the-job Trainee
requirement to the	deployed by the			OJT Coordinator
program head for	program head to			ECC-PHS Office
evaluation and	their respective			Drogram Hood
approval.	department/agency			Program Head ECC-PHS Office
	TOTAL	None	7 Days	LOCITIO Office



# 6. Communication for Recommendation/ Approval

Service Description: Planning out the organization of all student's activity

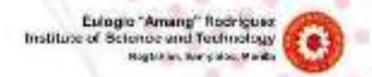
Office or Division:	ECC Program Hea	ECC Program Heads Services		
Classification:	Simple			
Type of Transaction:	G2C – Governmen	t to Citizen	000	
Who may avail:	All			
CHECKLIST OF RE	QUIREMENTS	1	WHERE TO SECU	JRE
	Request letter stating purpose of the		Student Concern	
activity/project in and th	e intended date.	7 7 9		
CLIENT STEPS AGENCY		FEES TO BE	PROCESSING	PERSON
CLIENT STEPS	ACTION	PAID	TIME	RESPONSIBLE
Submit request for the conduct of the activity/project	ACTION  Request for review of possible conflict on schedule or necessity of said activity.	PAID None	TIME 15 Minutes	RESPONSIBLE Program Head ECC-PHS Office

# OFFICE OF THE ECC REGISTRAR'S SERVICES

## 1. ADMISSION

Admitting or allowing student to apply to the program that they want.

Office or Division:	Registrar's Office			
Classification:	Simple			
Type of Transaction:		Client		
Who may avail:	Student			
CHECKLIST OF R			WHERE TO SE	CURE
Form 138 (Senior High			nior High School	
Certificate of Good Mor	al Character			Previous College/
10 m / 1 m / 1 m / 1 m		University So	chool	
Certificate of Live Birth		PSA/NSO		
Transfer Credentials / H	lonorable Dismissal		llege/University So	
Copy of Grades			llege/University So	chool
Official receipt of Entra	nce Fee	EARIST Cas		
ECAT Forms			istrar's Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Preliminary	Determination of	None	5 minutes	Officer in-charge
assessment of	available slots			SARRMS Office
screening officers				
None	Issuance of ECAT	500.00	1 minute	Officer in-charge
1.30	Form			SARRMS Office
Check /Process	Issuance of Exam	None	3 minute	Officer in-charge
Accomplished ECAT	Permit			SARRMS Office
and Capture Picture				
of Student Applicant				
None	Examination Day	None	2 hours	Officer in-charge
				SARRMS Office
				Staff
				SASA Office
None	Personal Interview	None	20 Minutes	College Dean
1.3	of Student	1.55		Dean's Office
	Applicant and			
	Releasing of Result			
None	Physical	None	30 Minutes	Physician
and the same	Examination for			MDS Office
All A	those who qualifies			
	for admission			
	TOTAL	500.00	2 hours and	
	IOIAL	300.00	59 minutes	



#### 2. REGISTRATION

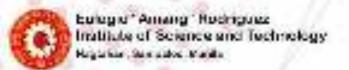
Enrolling the Student to the Program that they want wherein there is a bond between the school and student.

Office or Division:	Registrar's Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to C	lient	A-7-	
Who may avail:	Student		1.7	
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	CURE
Advisement Slip with ap including PE and NSTP	proved class Schedule Schedule			1
School Identification Ca	ard (ID)	EARIST Reg	jistrar's Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Student Enrollment	College Enrollment Officer /Dean' Office encoding of Subjects	None	10 Minutes	Enrollment Officer Dean's Office
Student Validation	SARRMS Officer Validation and Recording of Enrollment	None	20 Minutes	Officer in-charge SARRMS Office
	TOTAL	None	30 Minutes	

#### 3. EVALUATION AND PROMOTION

Screening of Student records such as the submitted documents from previous school, student grades, etc.

Office or Division:	Registrar's Office	Registrar's Office			
Classification:	Simple				
Type of Transaction:	G2C - Government to C	Client			
Who may avail:	Student				
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	CURE	
Certification of Registra	tion	Student Cop	у		
Copy of Grades		Registrar's C	Of <mark>fic</mark> e		
Curriculum Checklist		College Area	a <mark>Ch</mark> air		
Credential and other SA	ARRMS Form	Registrar's C	Offi <mark>ce</mark>		
Faculty Grade Sheet		Faculty In-ch	narg <mark>e</mark>		
CLIENT STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON	
CLIENT STEPS	AGENCY ACTION	BE PAID	TIME	RESPONSIBLE	
Apply for Evaluation	Verifies Evaluated	None	30 Minutes	Officer in-charge	
of Grades	lacking grades and			SARRMS Office	
	deficiency and				
	TOTAL		30 Minutes		

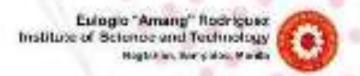


#### 4. REQUEST FOR SARRMS FORMS

The Official Document that the Student can request from the school such as Transcript of Record, Certificate of Good Moral Character, Honorable Dismissal, Copy of Grades, Etc.

#### 4.1 For Transcript of Record

Office or Division:	Registrar's Office	Registrar's Office			
Classification:	Complex				
Type of Transaction:	G2C - Government to	o Client			
Who may avail:	Student				
CHECKLIST OF R	REQUIREMENTS WHERE TO SECURE				
Application Form		Registrar's C	Office		
Clearance form from dif	ferent offices	Depend of the	ne Office Required		
Official Receipt		Cashier's Of	fice		
Parent / Guardian Cons	sent	Client			
School Identification Ca	ard (ID)	Client			
SHS Credentials / TOR School with remarks Co		Previous School			
Authorization Letter from	n the Student	Client			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Accomplish TOR Application Form	Issue Application Form	None	2 Minutes	Officer in-charge SARRMS Office	
Student Clearance	Issue Clearance Form	None	5 Minutes	Depend on Office Required	
Pay corresponding fees	Receive Payment	100.00 / per page	3 Minutes	Staff Cashiers Office	
	Preparation of the documents	None	3 days	Officer in-charge SARRMS Office	
Submit the Application to Registrar's counter	Recording and accepting the application	None	2 Minutes	Officer in-charge SARRMS Office	
	TOTAL	100.00 / Per page	3 Days and 12 Minutes		



#### 4.2 Certificate of Grades/Units Earned

The Official Document that the Student can request from the school.

	T =			NO
Office or Division:	Registrar's Office			
Classification:	Complex			9
Type of Transaction:	G2C - Government	to Client		
Who may avail:	Student		A3	
CHECKLIST OF RI	EQUIREMENTS WHERE TO SECURE			CURE
Application Form		Registrar's 0	Office	
Clearance form from diff	erent offices		ne Office Required	
Official Receipt		Cashier's Of		
Authorization Letter from	n the Student	Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Accomplish Certification Application Form	Issue Application Form	None	2 Minutes	Officer in-charge SARRMS Office
Student Clearance	Issue Clearance Form	None	5 Minutes	Staff Dean's Office
Pay corresponding fees	Receive Payment	20.00	3 Minutes	Staff Cashiers Office
	Preparation of the documents	None	3 days	Officer in-charge SARRMS Office
Submit the Application to Registrar's counter	Recording and accepting the application	None 2 Minutes Officer in-charge SARRMS Office		
	TOTAL	20.00	3 Days and 12 Minutes	

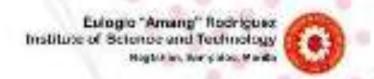
#### 4.3 Certification of Good Moral Character

Office or Division:	Registrar's Office
Classification:	Complex
Type of Transaction:	G2C - Government to Client
Who may avail:	Student
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Application Form	Registrar's Office
Clearance form from different offices	Depend of the Office Required
Official Receipt	Cashier's Office
Parent / Guardian Consent	Client
School Identification Card (ID)	Client
Certificate of Registration	Client / Registrar's Office
Affidavit of Loss	Notary Public
Authorization Letter from the Student	Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Accomplish Certification Application Form	Issue Application Form	None	2 Minutes	Officer in-charge SARRMS Office
Pay corresponding fees	Receive Payment	20.00	3 Minutes	Cashiers Office
/	Preparation of the documents	None	3 days	Officer in-charge SARRMS Office
Submit the Application to Registrar's counter	Recording and accepting the application	None	2 Minutes	Officer in-charge SARRMS Office
	TOTAL	20.00	3 Days and 7 Minutes	

# 4.4 Honorable Dismissal

Office or Division:	Registrar's Office			
Classification:	Complex			
Type of Transaction:		to Client		
Who may avail:	Student			
CHECKLIST OF RE				CURE
Application Form		Registrar's O		
Clearance form from dif	ferent offices		e Office Required	
Official Receipt		Cashier's Off	ice	
Parent / Guardian Cons		Client		
School Identification Ca	1 1	Client		
SHS Credentials / TOR		Previous Sch	ool	
School with remarks Co Affidavit of Loss	ppy for EARIST	Notary Public	•	
Authorization Letter from				
	AGENCY FEES TO DROCESS		PROCESSING	PERSON
CLIENT STEPS	ACTION	BE PAID	TIME	RESPONSIBLE
Accomplish Request Application Form	Issue Application Form	None	2 Minutes	Officer in-charge SARRMS Office
Student Clearance	Issue Clearance Form	None	5 Minutes	<i>Staff</i> Dean's Office
Pay corresponding fees	Receive Payment	40.00	3 Minutes	Staff Cashiers Office
Submission of required documents	Evaluate the submitted documents	None	2 Minutes	Officer in-charge SARRMS Office
All	Preparation of the documents	None	3 days	Officer in-charge SARRMS Office
Submit the Application to Registrar's counter	Recording and accepting the application	None	2 Minutes	Officer in-charge SARRMS Office
	TOTAL	40.00	3 Days and 14 Minutes	



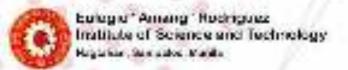
# 4.5 Completion Form

The Official Document that the Student can request from the school

Office or Division:	Registrar's Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client			
Who may avail:	Student		7/7	
CHECKLIST OF RI	EQUIREMENTS		WHERE TO SEC	CURE
Certificate of Registratio	n	Client / Regi	strar's Office	
Report of Grades with IN	NC grade	Client / Regi	strar's Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present Incomplete Report of Grades	Verify by the SARRMS Officer	None	2 Minutes	Officer in-charge SARRMS Office
	Issue Payment Slip	None	2 Minutes	Staff Dean's Office
Pay corresponding fees	Receive Payment	20.00	3 Minutes	Staff Cashiers Office
Submit the OR and Payment Slip to Registrar's counter	Recording and accepting the application and issue Completion form	None	3 Minutes	Officer in-charge SARRMS Office
	TOTAL	20.00	10 Minutes	

#### 4.6 Change / Additional Subject

Office or Division:	Registrar's Office			
Classification:	Simple			
Type of Transaction:	G2C - Government t	to Client		
Who may avail:	Student			
CHECKLIST OF RE	EQUIREMENTS		WHERE TO SEC	CURE
Advisement Slip Approv	ed by College Dean	College Enro	ollment Officer	
Recommendation from 0	College Dean	College Dea	n' <mark>s Office</mark>	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Accomplish Request Application Form	Present the Advisement Slip w/ approved by Dean	None	2 Minutes	Officer in-charge SARRMS Office
Pay corresponding fees	Receive Payment	20.00	2 Minutes	Staff Cashiers Office
Submit the Advisement Slip to Registrar's counter	Recording and accepting the application and issue new COR	None	1 Minutes	Officer in-charge SARRMS Office
	TOTAL	20.00	5 Minutes	



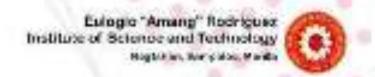
#### 4.7 Permit to Cross-Enroll

The Official Document that the Student can request from the school

Office or Division:	Registrar's Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client			
Who may avail:	Student			
CHECKLIST OF F	REQUIREMENTS		WHERE TO SE	CURE
Official Receipt		Cashier's Of	fice	
Recommendation from	College Dean	College Dea	n's Office	
Permit to Cross Enroll		Registrar's C	Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Accomplish Request Application Form	Present the Recommendation from respective college dean	None	10 Minutes	Officer in-charge SARRMS Office
Pay corresponding fees	Receive Payment	20.00	5 Minutes	Staff Cashiers Office
Submit the OR and Other Documents to Registrar's counter	Recording and accepting the application and issue Permit of Cross enroll	None	15 Minutes	Officer in-charge SARRMS Office
	TOTAL	20.00	30 Minutes	

#### 4.8 Authentication of Records

Office or Division:	Registrar's Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client			
Who may avail:	Student			
CHECKLIST OF F	REQUIREMENTS		WHERE TO SE	CURE
Other Pertinent Docume Certification	ents (TOR, Diploma,	ma, Depend of the Required Needed		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit the Original Document/s	Present the Original Documents	None	10 Minutes	Officer in-charge SARRMS Office
Pay corresponding fees	Receive Payment	20.00 / document	5 Minutes	Staff Cashiers Office
Submit the OR and Original Documents to Registrar's counter	Recording and accepting the application	None	15 Minutes	Officer in-charge SARRMS Office
	TOTAL	20.00 / document	30 Minutes	



#### 4.9 Students Identification Card

The Official Document that the Student can request from the school

Office or Division:	Registrar's Office			W
Classification:	Simple		100	
Type of Transaction:	G2C - Government	G2C - Government to Client		
Who may avail:	Student			
CHECKLIST OF RE	QUIREMENTS	V	VHERE TO SECU	IRE
Clearance form from dif	ferent offices	Depend of the C	Office Required	
Official Receipt		Cashier's Office		A
Certificate of Registration	on	Client / Registra	ar's Office	
Affidavit of Loss		Notary Public		1 1
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Accomplish Request Application Form	Present the COR for New and for Replacement Clearance, Affidavit of Loss and COR	None	20 Minutes	Officer in-charge SARRMS Office
Pay corresponding fees	Receive Payment	100.00 / New 150.00 / Replacement	5 Minutes	Staff Cashiers Office
Submit the OR and Documents Needed to Registrar's counter	Recording and accepting the application	None	5 Minutes	Officer in-charge SARRMS Office
	TOTAL	100.00 / New 150.00 / Replacement	20 Minutes for New and 30 Minutes for Replacement	

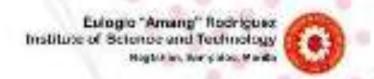
# 4.10 Verification of Scholastic Records/ School Attendance / Graduation

Office or Division:	Registrar's Office	
Classification:	Simple	
Type of Transaction:	G2C - Government to	Client
Who may avail:	Student	
CHECKLIST OF F	EQUIREMENTS	WHERE TO SECURE
Application Form		Registrar's Office
Application Form Request Letter for Verif	ication	Registrar's Office Client / Requesting Party

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Accomplish Request Application Form	Submit request for Verification and Authorization Letter from the Student	None	7 Days	Officer in-charge SARRMS Office
	TOTAL	None	7 Days	

# 4.11 Issuance of Diploma and Certificate

Office or Division:	Registrar's Office				
	·				
Classification:	Complex				
Type of Transaction:	G2C - Government to	G2C - Government to Client			
Who may avail:	Student				
CHECKLIST OF F	REQUIREMENTS		WHERE TO SEC	CURE	
List of Graduate		Registrar's C	Office		
Promotion Report		Registrar's C	Office		
Application Form		Registrar's C	Office		
School Identification Ca	<u> </u>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Accomplish Request Application Form	Submit request for ID, Promotion Report and List of Graduation	None	20 Minutes	Officer in-charge SARRMS Office	
Pay corresponding fees	Receive Payment	150.00	5 Minutes	Staff Cashiers Office	
Submit the OR and Documents Needed to Registrar's counter	Recording and accepting the application	None	5 Minutes	Officer in-charge SARRMS Office	
	TOTAL	150.00	30 Minutes		



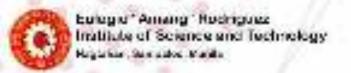
#### 5. NEW NORMAL PROCESS

#### 5.1 Admission

This describes the process of ensuring that the admission procedure is fair, transparent, ethical and timely, making study accessible to a diverse range of prospective students by providing students with appropriate guidance in choosing academic program that fits their interest

Office or Division:	Registrar's Office		1.7	
Classification:	Simple			
Type of Transaction:	G2C - Government	to Client	1.0	
Who may avail:	Student			A
CHECKLIST OF RI		V	VHERE TO SECU	IRE
Form 138 (Senior High	School Report	School of origin		
Card)				
Certificate of Good Mor	al Character	School of origin		
Certificate of Live Birth	(Photocopy)	Philippine Statis	stics Office	
Transfer Credentials /H	onorable Dismissal	School of origin		
Copy of Grades		School of origin		
SHS Equivalent Rating	Card	School of origin		A 0
Certified copy of List of	Passers	School of origin		A
Certificate of Passer		School of origin		
<b>ECAT Application Form</b>	s (SARRMS Form	EARIST Registi	rar's Office	
001)	•	_		
CLIENT STEP/S	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Download the ECAT Application form from the EARIST Website (www.earist.edu.ph) *Go to earist.edu.ph website. Apply Online Admission	Determination of available slots	None	None	Officer in-charge SARRMS Office
Proceed to the Registrar's Office and present ECAT Application Form together with admission credentials * Upload admission credentials	Check and Screen submitted forms and admission credentials * Check and Verify uploaded credentials	None	5 minutes	Officer in-charge SARRMS Office
Check personal information in the profiling system of the Registrar's Office	Encoding of data and Issuance of ECAT Permit * Send an acceptance letter to the student applicant	None	5 minutes	Officer in-charge SARRMS Office
	TOTAL	None	10 minutes	

<sup>\*</sup> Admission procedure that is fair, transparent, ethical and timely during this pandemic (new normal)

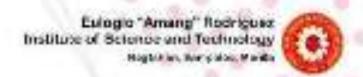


#### 5.2 Enrollment Process for New Student

Enrolling the Student to the Program that they want wherein there is a bond between the school and student.

Office or Division:	Registrar's Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to	Client		
Who may avail:	Student			
CHECKLIST OF R		WHERE TO SECURE		
Form 138 (Senior High S		School of ori		
Certificate of Good Mora		School of ori		
Certificate of Live Birth (	Photocopy)		tatistics Office	
Transfer Credentials / He		School of ori		
Copy of Grades		School of ori		
SHS Equivalent Rating (	Card	School of ori	igin	
Certified copy of List of F	Passers	School of ori	igin	
Certificate of Passer	School of origin			
ECAT Forms (SARRMS	Form 001)	EARIST Registrar's Office		
College Forms		Enrollment Officer by College		
CLIENT STEP/S	AGENCY ACTION	FEES TO	PROCESSING	PERSON
		BE PAID	TIME	RESPONSIBLE
After successful	Receive original	None	5 Minutes	Officer in-charge
subject encoding, and	admission			SARRMS Office
enrollment validation,	credential/s and			Dean
submit original	other College			College Dean
admission credential/s	form/s			20gg = 2a
and other College form/s	*Check submitted credentials			Staff
* Go to the website and log	Credentials			FMS
in the username and	Issue Certificate of			C+=#
password given by the	Registration			<i>Staff</i> Cashier Office
college and register the	* Validate online			Odsfiler Office
subjects needed * Cubmit the Original	enrollment to generate			
* Submit the Original Credentials to the	E-copy of COR			
Registrar's Office for	Janua Cabaal ID			
Validation	Is <mark>sue Sc</mark> hool ID			
	TOTAL	None	5 Minutes	

<sup>\*</sup>Enrollment procedure that is fair, transparent, ethical and timely during this pandemic (new normal)



#### 5.3 Enrollment Process For Old/Continuing Student

This describes the procedure for enrolment for old or continuing student

Office or Division:	Registrar's Office			
Classification:	Simple			
Type of Transaction:	G2C - Governmen	t to Client	- 0.0	0 0
Who may avail:	Student		176.76	
CHECKLIST OF RE	QUIREMENTS	V	HERE TO SECU	RE
Approved Advisement S	Slip	Enrollment Office	er by College	
School ID		EARIST Registra	ar's Office	
Official receipt of Tuition	n Fee (for paying	EARIST Cashier	's Office	7.0
student)			- 1	
CLIENT STEP/S	AGENCY	FEES TO BE	PROCESSING	PERSON
CEILINI STEF/S	ACTION	PAID	TIME	RESPONSIBLE
After successful	Receive student	None	5 Minutes	Officer in-charge
subject encoding, and	ID and approved			SARRMS Office
enrollment validation,	Advisement Slip			
submit student ID and				Dean College Dean
approved Advisement	Issue COR and			College Dean
Slip and Official	ID sticker			Staff
Receipt (for paying	* Online Validation			FMS
student only)	of enrollment			TIVIO
	*Send an E-copy of			Staff
	student's COR			Cashier Office
	TOTAL	None	5 Minutes	

<sup>\*</sup>Enrollment procedure that is fair, transparent, ethical and timely during this pandemic (new normal)

#### 5.4 Adding, Dropping And Changing Of Subjects

This describes the procedure for adding, dropping and changing subjects of old or continuing student

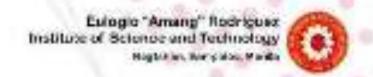
Office or Division:	Registrar's Office		
Classification:	Simple		
Type of Transaction:	G2C - Government to	Client	
Who may avail:	Student		
CHECKLIST OF R	EQUIREMENTS	WHERE TO SECURE	
Approved ADC Advisem	nent Slip Enrollment Officer by College		
School ID	EARIST Registrar's Office		
Certificate of Registratio	n EARIST Registrar's Office		
Official receipt of Tuition	Fee (for paying EARIST Cashier's Office		
student)			

CLIENT STEP/S	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit Approved ADC Advisement Slip	Receive Approved ADC Advisement Slip Encoding of ADC	None	10 Minutes	Officer in-charge SARRMS Office
* . * /	for approved and available subjects			
For paying students, proceed to Cashier's Office for payment of school fees	Advise paying students to proceed to the Cashier's Office for payment of fees	None	5 Minutes	Officer in-charge SARRMS Office Staff Cashier Office
	Printing of updated COR			
	TOTAL	None	15 Minutes	

## 5.5 Cross-Enrolment Procedure

This describes the procedure for application of cross-enrolment

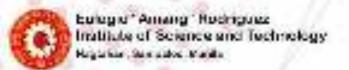
Office or Division:	Registrar's Office				
Classification:	Simple	Simple			
Type of Transaction:	G2C - Government to	Client			
Who may avail:	Student				
CHECKLIST OF R	EQUIREMENTS		WHERE TO SEC	URE	
Endorsement by the De	ean	Enrollment C	Officer by College		
Certificate of Registration	on		gistrar's Office		
School ID			gistrar's Office		
Official receipt		EARIST Cas	shier's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Submit Endorsement letter and COR	Receive Endorsement letter and COR	None	2 minutes	Officer in-charge SARRMS Office	
	Evaluation of Grades  Issue Payment Slip	None 60.00			
Proceed to the Cashier's Office for payment of fees and submit to the	Issue Permit to cross enroll in triplicate copy	None	3 minutes	Officer in-charge SARRMS Office Staff	
Registrar's Office	TOTAL	None	5 Minutes	Cashier Office	



## 5.6 Withdrawal of Registration

This describes the procedure for a systematic environment designed for students to process withdrawal of registration from this institution.

Office or Division:	Registrar's Office		10	
Classification:	Simple		3.0	
Type of Transaction:	G2C - Governmen	t to Client		/ -
Who may avail:	Student			
CHECKLIST OF RE	QUIREMENTS		WHERE TO SEC	URE
SARRMS Form-007		EARIST Registi	rar's Office	
School ID		EARIST Registi	rar's Office	
Written Statement from or sponsor	a parent, guardian	Student's paren	nts	1 2
Certificate of Registration	n	EARIST Registi	rar's Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present Letter of Intent to the Registrar's Office	Receive Letter of Intent Issue Payment Slip	None 20.00	2 Minutes	Officer in-charge SARRMS Office
Proceed to the Cashier's Office for payment of fees and submit to the Registrar's Office	Issue SARRMS Form 007	None	5 minutes	Officer in-charge SARRMS Office Staff Cashier Office
Submit accomplished SARRMS Form 007, OR, COR, ID	Receive accomplished SARRMS Form 007, OR, COR, ID 3.2 Release Original Credentials	None	8 minutes	Officer in-charge SARRMS Office
	TOTAL	None	15 Minutes	



#### 5.7 Application for Leave of Absence

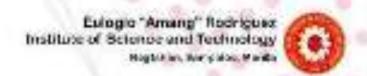
This describes the systematic process for the request of leave of absence

Office or Division:	Registrar's Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client			
Who may avail:	Student	Student		
CHECKLIST OF R	EQUIREMENTS		WHERE TO SEC	CURE
Letter of Intent		Student		
SARRMS Forms-019		EARIST Reg	gistrar's Office	
School ID		EARIST Reg	gistrar's Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present Letter of Intent and School ID	Receive Written Petition and School ID Issue LOA Form, in quadruple copy	None	3 Minutes	Officer in-charge SARRMS Office
Submit accomplished LOA, Letter of Intent and photocopy of ID	Issue 3 copies of LOA Form (for Dean's Copy, Student and FMS)	None	7 Minutes	Officer in-charge SARRMS Office
	TOTAL	None	10 Minutes	

### 5.8 Application For Final Evaluation Of Graduating Students

To describe the process of evaluating graduating students as to their qualification to be included in the list of candidates for graduation. Determining student's standing and academic requirement for graduation is the primary concern of this process.

Office or Division:	Registrar's Office	· ·		
Classification:	Simple	Simple		
Type of Transaction:	G2C - Government to	G2C - Government to Client		
Who may avail:	Student			
CHECKLIST OF F	REQUIREMENTS		WHERE TO SE	CURE
School ID	1	Registrar's C	Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present ID	Issue SARRMS Form-008	None	1 Minute	Officer in-charge SARRMS Office
Accomplished and submit SARRMS Form-008	Qualified student must be included in the Graduating List Issue Academic Program Evaluation and Application for Final Evaluation	None	4 minutes	Officer in-charge SARRMS Office
	TOTAL	None	5 Minutes	



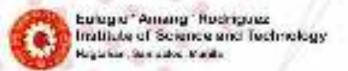
# 5.9 Request for Academic Record (Transcript of Record and Transfer Credentials)

To provide a systematic process designed for students to request academic documents such as Transcript of Records and Transfer Credentials.

	'			0 - 0
Office or Division:	Registrar's Office		1.1	_ 0
Classification:	Simple		7.7	
Type of Transaction:	G2C - Government to Cl	ient		
Who may avail:	Student			
CHECKLIST OF	REQUIREMENTS	V	<b>VHERE TO SECU</b>	IRE
SARRMS Form-004		EARIST Registra	ar's Office	
School ID or any Gover	nment issued ID	EARIST Registra	ar's Office	
Official Receipt		EARIST Registra	ar's Office	
Authorization Letter, in	case of representative	Student Applicar	nt	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present School ID or any Government issued ID  * Go to the earist.edu.ph website. Apply Online Request Documents  * Fill up and submit Online Request Documents Form  Proceed to the Cashier's Office for	Issue SARRMS Form- 004 with clearance if applicable  Authorized Representative is advised to proceed to FOI (Freedom of Information Office) for Data Privacy purposes  Assessment of Fees	100.00/ set 60.00 (Copy of	5 Minutes 3 minutes	Officer in-charge SARRMS Office  Staff InfoPAS Office  Staff Cashier's Office
payment of fees		Grades, Honorable Dismissal and Certificate of Good Moral Character		
Submit accomplished application form and Official Receipt	Schedule the date of release and Issue claim stub to client * Email a received reply of ORD of the client	None	3 working days**	Officer in-charge SARRMS Office
	TOTAL	100.00/set 160.00 (HD)	3 working days and 8 minutes	

<sup>\*</sup>An Online request of document adapted during this pandemic (new normal)

<sup>\*\*</sup>Not applicable during high season (enrollment or graduation period)

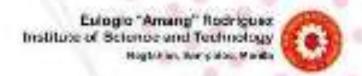


# 5.10 Request for Certification, Authentication and Verification of Student

This process ensures that the documents being release to the person who requested it is valid, certified, or authentic.

Office or Division:	Registrar's Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to	o Client		
Who may avail:	Student			
CHECKLIST OF RE			WHERE TO SE	CURE
School ID or any Govern	ment issued ID	EARIST Reg	gistrar's Office	
Official Receipt			gistrar's Office	
Authorization Letter, in ca		Student App		
Original Document to be authenticated and verified	· ·	Student App		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present School ID or any Government issued ID	Issue SARRMS Form-004 with clearance if applicable  Authorized Representative is advised to proceed to FOI (Freedom of Information Office) for Data Privacy purposes	None	5 Minutes	Officer in-charge SARRMS Office Staff InfoPAS Office
Proceed to the Cashier's Office for payment of fees	Assessment of Fees	20.00 / copy	3 minutes	Staff Cashier's Office
Submit original and photocopy of the document/s and Official Receipt	Schedule the date of release and Issue claim stub to client	None	3 working days*	Officer in-charge SARRMS Office
	TOTAL		3 working days and 8 minutes	

<sup>\*</sup>Not applicable during high season (enrollment or graduation period)

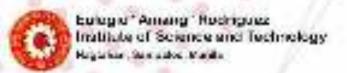


# 5.11 Request for Student Admission Document Form/s (Copy of Grades, Certification, Report of Grades, Completion Form, and Dropping Form)

This process ensures that the documents being release to the person who requested it is valid, certified, or authentic.

Office or Division:	Registrar's Office			
Classification:	Simple		0.0	
Type of Transaction:	G2C - Government to Cl	ient		9 0
Who may avail:	Student			
CHECKLIST OF	REQUIREMENTS	W	HERE TO SECU	RE
School ID or any Gover	nment issued ID	EARIST Registra	ar's Office	
Official Receipt		EARIST Registra	ar's Office	
Authorization Letter, in	case of representative	Student Applican	nt	
Other pertinent docume	ents	Student Applican	nt Copy	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present School ID or any Government issued ID	Authorized Representative is advised to proceed to FOI (Freedom of Information Office) for Data Privacy purposes	None	2 Minutes	Officer in-charge SARRMS Office Staff InfoPAS Office
Proceed to the Cashier's Office for payment of fees	Assessment of Fees	20.00 / copy	3 minutes	Staff Cashier's Office
Submit Official Receipt and applicable pertinent documents	Schedule the date of release and Issue claim stub to client	None	1 to 3 working days*	Officer in-charge SARRMS Office
	TOTAL		1 to 3 working days and 5 minutes	

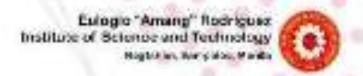
<sup>\*</sup>Not applicable during high season (enrollment or graduation period)



#### 5.12 Release of Academic Record/s and Sad Form/s

To provide a systematic way of releasing the academic documents such as transcript of records and honorable dismissal to the students requestee or authorized representative.

Offic	ce or Division:	Registrar's Office			
Clas	sification:	Simple			
Type	e of Transaction:	G2C - Government to	Client		
Who	may avail:	Student			
	<b>CHECKLIST OF RE</b>	EQUIREMENTS		WHERE TO SE	CURE
Scho	ool ID or any Governr	ment issued ID	EARIST Reg	jistrar's Office	
Offici	ial Receipt		EARIST Reg	jistrar's Office	
Auth	orization Letter, in ca	ase of representative	Student App	licant	
C	CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	ent School ID or Government issued	Locate student's requested documents  Authorized Representative is advised to proceed to FOI (Freedom of Information Office) for Data Privacy purposes  Issue requested documents	None	5 Minutes	Officer in-charge SARRMS Office Staff InfoPAS Office
		TOTAL		5 Minutes	



# **ECC NATIONAL SERVICES TRAINING PROGRAM**

#### 1. NSTP Certificate Releasing

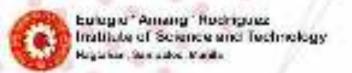
Issuance of Certification as graduate of NSTP (CWTS/LTS). Certificate of graduation is being issued to students to certify the he/she finished NSTP course.

Office or Division:	ECC NSTP Office			
Classification:	Simple		- 4	
Type of Transaction:	G2C – Governmer	nt to Citizen		7.
Who may avail:	Students			
CHECKLIST OF RE	QUIREMENTS	V	VHERE TO SECU	IRE
Passed NSTP I and NST	TP II (ROG)	Registrar's Offic	е	
Certificate of Registratio	n	Registrar's Office		7 / 1
CLIENT STEPS	AGENCY	FEES TO BE	PROCESSING	PERSON
CLIENT STEPS	ACTION	PAID	TIME	RESPONSIBLE
Submit the	Process the	20.00	3 Days	NSTP
Requirements	record the		-	Coordinator
	documents.			ECC NSTP
				Office
	TOTAL	20.00	3 Days	

#### 2. NSTP Serial Number

Issuance of Serial number (NSTP Graduate) from the CHED. The issued number will be given who completed the NSTP course.

Office or Division:	ECC NSTP Office			
Classification:	Simple			
Type of Transaction:	G2C – Governmer	nt to Citizen		
Who may avail:	Students			
CHECKLIST OF RE	QUIREMENTS	V	HERE TO SECU	IRE
Letter of Request from o	ther school	Other School / I	nstitution / Univer	sity
(Transferee)				
CLIENT STEDS	AGENCY	FEES TO BE	PROCESSING	PERSON
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
CLIENT STEPS Submit the				
	ACTION	PAID	TIME	RESPONSIBLE  NSTP  Coordinator
Submit the	ACTION Request forwarded to	PAID	TIME	RESPONSIBLE NSTP
Submit the	ACTION Request	PAID	TIME	RESPONSIBLE  NSTP  Coordinator



#### 3. Selection and Approval of NSTP Component (MTS, CWTS, LTS)

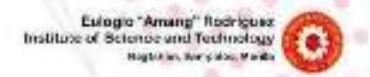
The selection and approval of NSTP component is given upon completion of 6 common modules. After finishing the 6 modules, then will choose the respective NSTP components.

Office or Division:	ECC NSTP Office			
Classification:	Simple			
Type of Transaction:	G2C – Governmen	nt to Citizen		
Who may avail:	Students			
CHECKLIST OF RE	QUIREMENTS	V	VHERE TO SECU	IRE
Copy of COR of Medical	Certificate	Student / Regist	trar's	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
After NSTP Orientation	Sorting of	None	3 Days	NSTP Coordinator
Selection of	Chosen			ECC NSTP
Components	Component			Office
	TOTAL	None	3 Days	

#### 4. Signing of Request for NSTP Activities

The request for the approval of NSTP activities of the programs will be presented to the office of the president through communication letter.

Office or Division:	ECC NSTP Office			
Classification:	Simple			
Type of Transaction:	G2C – Governmen	t to Citizen		
Who may avail:	Students			
CHECKLIST OF RE	QUIREMENTS	V	VHERE TO SECU	IRE
Request letter Program	of Activities	Concern Party		
CLIENT STEPS	AGENCY	FEES TO BE	PROCESSING	PERSON
CLIENT STEPS	ACTION	PAID	TIME	RESPONSIBLE
Present letter of	Assessed and	None	3 Days	NSTP Coordinator
request signed by the	Evaluate			ECC NSTP
requesting				Office
group/course				
	TOTAL	None	3 Days	



#### 5. Earthquake drill

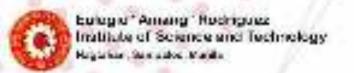
The conduct of Earthquake Drill is through proper communication and channel to concern agency with the approval from Campus administrator through the initiative of NSTP coordinator.

Office or Divisions	ECC NOTE Office			
Office or Division:	ECC NSTP Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Students			
CHECKLIST OF RE	QUIREMENTS	V	HERE TO SECU	IRE
Request letter addresse	d to the Campus	Concern Facilita	ator	
Administrator	·			
CLIENT STEPS	AGENCY	FEES TO BE	PROCESSING	PERSON
CLIENT STEPS	ACTION	PAID	TIME	RESPONSIBLE
Submit letter of request for recommending approval by the NSTP Coordinator and Campus Administrator using facilities and participation of students	Process and Approval	None	3 Days	NSTP Coordinator ECC NSTP Office
	TOTAL	None	3 Days	

#### 6. Fire Drill

The conduct of Fire Drill is through proper communication and channel to concern agency with the approval from Campus administrator through the initiative of NSTP coordinator.

Office or Division:	ECC NSTP Office			
Classification:	Simple			
Type of Transaction:	G2C – Governmer	nt to Citizen		
Who may avail:	Students			
CHECKLIST OF RE	QUIREMENTS	V	HERE TO SECU	IRE
Request letter addressed Administrator	d to the Campus	Concern Facilita	ator	
OLIENT STERS	AGENCY	FEES TO BE	PROCESSING	PERSON
CLIENT STEPS	ACTION	PAID	TIME	RESPONSIBLE
Submit Prepared letter of request Seek Approval of request letter of NSTP Coordinator	ACTION Process and Approval	PAID None	TIME 3 Days	



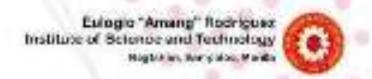
# **ECC LIBRARY SERVICES**

# 1. Circulation of books and other library materials

This is how any book or library material is borrowed, lend and return inside the reading area by its library users or even brought home for use depending on availability.

#### 1.1 For students

Office or Division:	Library Services					
Classification:	Simple					
Type of Transaction:	G2C – Government to Citizen					
Who may avail:	Administrators, Faculty,	Administrators, Faculty, students, visitors, alumni				
CHECKLIST OF I			WHERE TO SE	CURE		
Book Card/Borrowers' S	lip	Library				
Student ID / or Certificat	e of Registration (COR)	Student/Cl	lient Concern			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
FOR STUDENTS Present COR to the staff Go to the shelf and locate the material/book	If in case he/she finds difficulty in locating, staff assists client	None	5 Minutes	Library Staff on duty ECC Library Services		
Once the material/book is found, he signs the book card and present to the staff	card attached to his ID/	None	2 Minutes	Library Staff on duty ECC Library Services		
If being returned, he hands over the material to the staff	The staff exchanges the material to his ID/COR and returns the material properly	None	3 Minutes	Library Staff on duty ECC Library Services		
	TOTAL	None	10 Minutes			

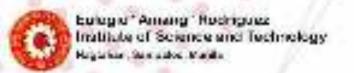


# 1.2 For Regular Faculty

Office or Division:	Library Services				
Classification:	Simple				
Type of Transaction:	G2C – Governmen	G2C – Government to Citizen			
Who may avail:	Administrators, Fac	culty, students, v	isitors, alumni		
CHECKLIST OF RE	QUIREMENTS	V	VHERE TO SECU	IRE	
Book Card/Borrowers' S	lip	Library			
Valid ID	Faculty/Client Concern				
CLIENT STEPS	GENCY ACTION	FEES TO BE		PERSON	
OLILINI OTLI O	acitor Acrion	PAID	TIME	RESPONSIBLE	
For Regular Faculty	Signs the book	None	5 Minutes	Library Staff on	
Presents the title of the	card			duty	
material/book request				ECC Library	
a.ca., sook roquost				Services	
	TOTAL	None	5 Minutes		

## 1.3 For Part-time Faculty

Office or Division:	Library Services			1300
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Administrators, Faculty, students, visitors, alumni			- V
CHECKLIST OF RE				
Book Card/Borrowers' S	lip	Library		
Valid ID	•	Faculty/Client C	Concern	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For Part Time Faculty Presents his/her any valid ID		None	2 Minutes	Library Staff on duty ECC Library Services
None	Once it is returned, staff sends acknowledgment and provide copies for both the library and the faculty, and keeps a master list record for the faculty's returned items.	None	3 Minutes	Library Staff on duty ECC Library Services
	TOTAL	None	5 Minutes	



#### 2. Photocopying of any books, documents, items & materials

This is providing library users permission to reproduce and availing any materials allowable for photocopying subject to copyright laws and guidelines.

Office or Division:	Library Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Administrators, Fac		isitors, alumni	
CHECKLIST OF RE			HERE TO SECU	RE
Student ID		Student / Client	Concern	
Certificate of Registratio	n (COR)	Student / Client	Concern	
Book Card / Borrower SI	ip's	Library		
CLIENT STEPS	AGENCY FEES TO BE PROCESSING PERSON			PERSON
CLIENT STEPS	ACTION	PAID	TIME	RESPONSIBLE
Presents COR	The staff keeps	None	5 Minutes	Library Services
Signs the book card	both the COR			Staff on Duty
70 Y	and signed book			ECC Library
100 - 100	cards together			Services
Returns the	Upon return, staff	None	5 Minutes	Library Services
material/book	hands over			Staff on Duty
immediately after using	his/her COR in			ECC Library
	exchange of the			Services
	item			
	TOTAL	None	10 Minutes	

# 3. Overnight or over weekend use of any books and other resources

This is to allow taking out books and other resources of the library for home use or during weekend in order to maximize usage subject to rules and regulations.

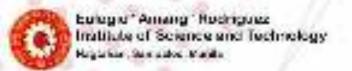
Office or Division:	Library Services		
Classification:	Simple		
Type of Transaction:	G2C – Governmer	nt to Citizen	
Who may avail:	Administrators, Faculty, students, visitors, alumni		
CHECKLIST OF RE	CHECKLIST OF REQUIREMENTS WHERE TO SECURE		
Student ID Student / Client Concern		Student / Client Concern	
Certificate of Registration (COR)		Student / Client Concern	
Book Card / Borrower SI	ip's	Library	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Presents COR Signs the book card Hands over to the staff the signed book card	The staff attaches signed book to his COR	None	5 Minutes	Library Services Staff on Duty ECC Library Services
Student keeps the material/book one(1) night for overnight, and if weekend, over the weekend, to be returned the following working day first hour of the library service hours	the items being	None	5 Minutes	Library Services Staff on Duty ECC Library Services
	TOTAL	None	10 Minutes	

#### 4. Issuance of Referrals to enrolled students

This is issued to enrolled students in order for them to avail or allow use of facilities and resources outside own library with a mutual understanding that they are subject to existing outsiders or visitors' restrictions.

Office or Division:	Library Services				
Classification:	Simple				
Type of Transaction:	G2C – Governmer	G2C – Government to Citizen			
Who may avail:	Administrators, Fac	culty, students, v	isitors, alumni		
CHECKLIST OF RE	QUIREMENTS	V	VHERE TO SECU	IRE	
Student ID		Student / Client	Concern		
Certificate of Registratio	on (COR) Student / Client Concern				
Referral Form List		Library			
CLIENT STEDS	AGENCY	FEES TO BE	PROCESSING	PERSON	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
CLIENT STEPS Presents COR				RESPONSIBLE Library Services	
	ACTION Staff issues the	PAID	TIME	RESPONSIBLE Library Services Staff on Duty	
Presents COR	ACTION Staff issues the	PAID	TIME	RESPONSIBLE Library Services Staff on Duty ECC Library	
Presents COR Signs the book card	ACTION Staff issues the referral and	PAID	TIME	RESPONSIBLE Library Services Staff on Duty	
Presents COR Signs the book card Signs the referral form	ACTION Staff issues the referral and reminds students	PAID	TIME	RESPONSIBLE Library Services Staff on Duty ECC Library	



#### 5. Use of Computer / Equipment

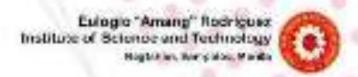
This gives rights and privileges to library users make use of available equipment, tools or any gadgets for instruction/classroom use on reservation basis.

Office or Division:	Library Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Administrators, Fac	culty, students, vi	sitors, alumni	
CHECKLIST OF RE	QUIREMENTS	W	HERE TO SECU	RE
Student ID		Student / Client	Concern	
Certificate of Registration	n (COR)	Student / Client	Concern	
Users' Log Sheet		Library		
	AGENCY	FEES TO BE	PROCESSING	PERSON
CI IENIT CTEDC	/10=1101		11100001110	
CLIENT STEPS	ACTION	PAID	TIME	RESPONSIBLE
Presents COR	ACTION Remind his/her			RESPONSIBLE Library Services
Presents COR Signs the list provided	ACTION Remind his/her to read and	PAID	TIME	RESPONSIBLE Library Services Staff on Duty
Presents COR Signs the list provided for those who make	ACTION Remind his/her to read and follow the	PAID	TIME	RESPONSIBLE  Library Services Staff on Duty ECC Library
Presents COR Signs the list provided for those who make use of the facility or	ACTION Remind his/her to read and	PAID	TIME	RESPONSIBLE Library Services Staff on Duty
Presents COR Signs the list provided for those who make use of the facility or service to know about	ACTION Remind his/her to read and follow the	PAID	TIME	RESPONSIBLE  Library Services Staff on Duty ECC Library
Presents COR Signs the list provided for those who make use of the facility or service to know about the details of the	ACTION Remind his/her to read and follow the	PAID	TIME	RESPONSIBLE  Library Services Staff on Duty ECC Library
Presents COR Signs the list provided for those who make use of the facility or service to know about	ACTION Remind his/her to read and follow the	PAID	TIME	RESPONSIBLE  Library Services Staff on Duty ECC Library

#### 6. Reservation of any available reading materials/ items, etc.

This is to give library users a chance to have a certain resource (book or non-book), facilities and services, put on reserved prior to use, either for class instruction or home use, based on priority.

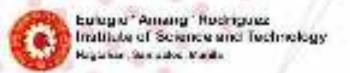
Office or Division:	Library Services	Library Services			
Classification:	Simple				
Type of Transaction:	G2C – Government to	G2C – Government to Citizen			
Who may avail:	Administrators, Facult	y, students, vi	isitors, alumni		
CHECKLIST OF R	EQUIREMENTS		WHERE TO SEC	URE	
Student ID		Student / Cli	ent Concern		
Certificate of Registration	n (COR)	Student / Cli	ent Concern		
Letter of Request	and the second	Student / Cli	ent Concern		
Reservation Form		Library			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Presents COR Provide details of items being reserved	The staff prepares the items ready for claim/ use as scheduled	None	5 Minutes	Library Services Staff on Duty ECC Library Services	
Claim the items as scheduled	None	None	5 Minutes	Library Services Staff on Duty ECC Library Services	
	TOTAL	None	10 Minutes		



#### 7. Visiting Users from other institutions

This is providing access to any alumni, visitors from other schools, guests, etc. to use the library facilities, resources and services, only subject to referrals system mutual understanding, and by following existing guidelines of the institution being visited.

Office or Division:	Library Services	Library Services		
Classification:	Simple		0.00	
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Administrators, Faculty, students, visitors, alumni			
CHECKLIST OF RE	QUIREMENTS			
Validated ID/Currently e	nrolled	Student / Client	Concern	
Employment ID		Student / Client	Concern	
Referral Letter from thei	r own school	Student / Client	Concern	
Visitors' Log sheet		Library		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
If from other schools: Present valid or current ID Provide referral letter from the school/institution where they come from	sheet required for	None	5 Minutes	Library Services Staff on Duty ECC Library Services
If alumni/ visitors or guests: Present employment or any valid ID		None	5 Minutes	Library Services Staff on Duty ECC Library Services
	TOTAL	None	10 Minutes	



## **ECC CASHIER'S OFFICE**

#### 1. SAD Form

Client may request SAD FORM (Student Admission Form) for documents such as Completion Form, Evaluation of Grades, Report of Grades, Honorable Dismissal, Good Moral and Certification to be released by the Registrar's Office. Upon presenting the accomplished form, the amount will be determined based on the number of documents being requested.

	Γ			
Office or Division:	Cashier's Office	Cashier's Office		
Classification:	Simple	Simple		
Type of Transaction:	G2C – Governmen	it to Citizen		
Who may avail:	Students			
CHECKLIST OF RE	QUIREMENTS	V	VHERE TO SECU	IRE
School Id		Student		
Request SAD form		Registrar's Offic	е	
CLIENT STEPS	AGENCY	FEES TO BE	PROCESSING	PERSON
CLIENT STEPS	ACTION	PAID	TIME	RESPONSIBLE
Present the accomplished form from the Registrar's Office.	Assess what type of document is being requested	None	5 minutes	Registrar's Staff ECC Cashier's Office
Present the accomplished form from the Registrar's Office.	Process the Payment	20.00	3 Minutes	Cashier ECC Cashier's Office
	TOTAL	20.00 per Documents	8 Minutes	

#### 2. Request for Authentication

The client may request authentication of photocopied documents to be certified by the Registrar's Office. Upon presenting the accomplished form, payment will be based on how many copies of documents are needed to be authenticated (for authentication of Transcript of Records, payment is per set).

Office or Division:	Cashier's Office	Cashier's Office			
Classification:	Simple				
Type of Transaction:	G2C – Governmer	nt to Citizen	- 70		
Who may avail:	Students				
CHECKLIST OF RE	QUIREMENTS	V	VHERE TO SECU	IRE	
School Id		Student			
Request form		Registrar's Office	ce		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Present duly filled out form from the Registrar's Office	Assess how may copies of documents are needed for authentication.	None	5 minutes	Registrar's Staff ECC Cashier's Office	
Payment of fees	Process the Payment	20.00	3 Minutes	Cashier ECC Cashier's Office	
	TOTAL	20.00 per documents	8 Minutes		

#### 3. Request for Certificate of Grades and Form 137

Client may request Certificate of Grades (for undergraduate and graduate program) and Form 137 (for Laboratory high school) as alternative for Transcript of Records.

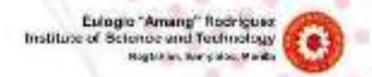
Office or Division:	Cashier's Office		
Classification:	Simple		
Type of Transaction:	G2C – Government to Citizen		
Who may avail:	Students		
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE	
School Id		Student	
Request form		Registrar's Office	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present duly filled out form from the Registrar's Office	Verify the requested documents COG (undergraduate and graduate program) FORM 137 (Laboratory High School)	None	5 minutes	Registrar's Staff ECC Cashier's Office
Payment of fees	Process the Payment	50.00	3 Minutes	Cashier ECC Cashier's Office
	TOTAL	50.00	8 Minutes	

## 4. Transcript of Records (TOR)

Upon presenting accomplished form, payment will be based on how many TOR (with different purposes) the client requests to.

Office or Division:	Cashier's Office	Cashier's Office			
Classification:	Simple				
Type of Transaction:	G2C – Government to Citizen				
Who may avail:	Students				
CHECKLIST OF RE	QUIREMENTS	V	VHERE TO SECU	IRE	
ID		Student / Client			
Request form		Registrar's Offic	е		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Present duly filled out form from the Registrar's Office	Determine the number of TOR requested and purposes	None	5 minutes	Registrar's Staff ECC Cashier's Office	
Payment of fees	Process the Payment	100.00	3 Minutes	Cashier ECC Cashier's Office	
	TOTAL	100.00 per page	8 Minutes		



#### 5. Diploma

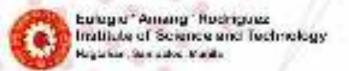
This is applicable for those who lost their diploma or having any corrections with their diploma.

Office or Division:	Cashier's Office	Cashier's Office		
Classification:	Simple			
Type of Transaction:	G2C – Government to 0	Citizen	1.7	. 0
Who may avail:	Students			
CHECKLIST OF I	REQUIREMENTS		WHERE TO SEC	URE
ld		Student / Cli	ent	
Request form		Registrar's C	Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request for a duplicate/correction of diploma. Present duly filled out form from the Registrar's Office	Present affidavit of loss for lost diploma Present diploma with incorrect information for correction	None	5 minutes	Registrar's Staff ECC Cashier's Office
Payment of fees	Process the Payment	300.00	3 Minutes	Cashier ECC Cashier's Office
	TOTAL	300.00	8 Minutes	

## 6. Tuition Fee and Miscellaneous fee (for Enrollment and TOR Request)

This is applicable for undergraduate program excluded on the RA 1093 (Free Tuition and Miscellaneous Fee) and for graduate program during enrollment period and when requesting for TOR.

Office or Division:	Cashier's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Students			
CHECKLIST OF REC	UIREMENTS		WHERE TO SEC	CURE
Certificate of Registration		Registrar's	Office	
Clearance		Program Co	oncern	
Id		Student / Client		
CLIENT STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON
OLILINI SILFS	AGENCI ACTION	DEDAID	TIME	DECDONICIDIE
		BE PAID	TIME	RESPONSIBLE
Payment for balance for	Verify on the	None None	2 minutes	Cashier
Payment for balance for those students not covered	Verify on the system if the client			Cashier ECC Cashier's
				Cashier
those students not covered	system if the client			Cashier ECC Cashier's
those students not covered under RA 1093 (free tuition	system if the client has an outstanding			Cashier ECC Cashier's
those students not covered under RA 1093 (free tuition and miscellaneous fee)	system if the client has an outstanding balance.	None	2 minutes	Cashier ECC Cashier's Office
those students not covered under RA 1093 (free tuition and miscellaneous fee)	system if the client has an outstanding balance. Process the	None As	2 minutes	Cashier ECC Cashier's Office Cashier
those students not covered under RA 1093 (free tuition and miscellaneous fee)	system if the client has an outstanding balance. Process the	None As	2 minutes	Cashier ECC Cashier's Office  Cashier ECC Cashier's



### **ECC EXTENSION SERVICES**

#### 1. Approval on the Conduct of Community outreach

The Extension Office reviews the proposal on the conduct of extension activities/programs for approval of the concerned officials.

Office or Division:	Office of ECC Exte	Office of ECC Extension Services		
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF RE	QUIREMENTS WHERE TO SECURE			IRE
Needs Assessment		Concern Party		
Extension Program Plan	l	Concern Party / Extension Office		
Calendar of Activities an	nd budget proposal	Concern Party / Extension Office		
MOA		Extension Offic	e	
Evaluation		Extension Offic	e	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Identify the outreach location	Conduct needs assessment	None	3 Days	Extension Coordinator ECC Extension Services Office
	TOTAL	None	3 Days	

#### 2. Approval on the Conduct of Training

The submitted proposal for training related to extension services is reviewed and endorsed for approval and implementation.

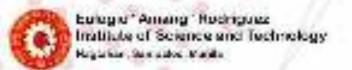
Office or Division:	Office of ECC Extension Services				
Classification:	Complex	Complex			
Type of Transaction:	G2C – Governmer	nt to Citizen			
Who may avail:	All				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
Permit endorsement lett	er to the Campus	Concern Party / Client			
Administrator (Report Fo	orm, Program,				
Attendance sheet,					
Attendance sheet, Documentations/Picture	, <mark>Tr</mark> aining				

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit activity plan and Budget proposal.	Process and Evaluate the Activity plan and budget proposal	None	3 days	Extension Coordinator ECC Extension Services Office
Submit letter of intent from the proponent (coordinator)	Process and assessed.	None	2 days	Extension Coordinator ECC Extension Services Office
	TOTAL	None	5 Days	

#### 3. Endorsement for Seminar/Presentation

The requests for seminar is being processed, and endorsed

Office or Division:	Office of ECC Extension Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF RE	QUIREMENTS WHERE TO SECURE			
Letter of request to atter	nd seminar	Organization / I	Event Facilitator	- 3
invitation from seminar of	organizer			
CLIENT STEPS	AGENCY	FEES TO BE	PROCESSING	PERSON
CLIENT STEPS	ACTION	PAID	TIME	RESPONSIBLE
- Submit letter of request to attend	Process and assessed.	None	1 Day	Extension Coordinator ECC Extension Services Office
				Oct vices Office
	TOTAL	None	1 Day	



### **ECC RESEARCH OFFICE**

#### 1. Signing of Thesis/PFS Endorsement

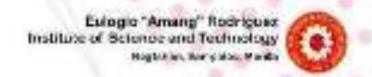
The Research Office endorses the thesis/PFS copies of students to the concerned offices.

Office or Division:	Research Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF RE	EQUIREMENTS WHERE TO SECURE			
Hard copy signed and E	ndorsed	Client Concern		
CLIENT STEPS	AGENCY	FEES TO BE	PROCESSING	PERSON
CLIENT STEPS	ACTION	PAID	TIME	RESPONSIBLE
Thesis/PFS		None	5 Minutes	ECC Coordinator
Submission:				Research
Submit Hardcopy duly				ECC Research
signed with	Office			
Endorsement				
	TOTAL	None	5 Minutes	

## 2. Request of Special Order and Funding for Paper Presentation (for Faculty)

The Research Office takes charge of processing the request of faculty for paper

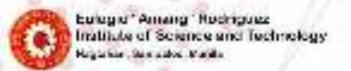
Office or Division:	Research Office	Research Office			
Classification:	Complex				
Type of Transaction:	G2C – Governmer	nt to Citizen			
Who may avail:	All				
CHECKLIST OF RE	QUIREMENTS	V	<b>VHERE TO SECU</b>	IRE	
Letter of intent notice of	acceptance	Faculty Concer	n		
CHED endorsement		CHED Office			
CLIENT STEPS	AGENCY	FEES TO BE PROCESSING PERSON			
0212111 0121 0	ACTION	PAID	TIME	RESPONSIBLE	
Submit Letter of Intent	Office will submit	None	3 days	ECC	
signed by research	Transmittal letter			Coordinator	
coordinator	to the EARIST			Research	
	President President			ECC Research	
				Office	
Copy of Abstract and	Submit copy to	None	3 days	ECC	
full paper and copy of	the Research			Coordinator	
Presentation Report	Office			Research	
(After presentation)				ECC Research	
				Office	
	TOTAL	None	6 Days		



### 3. PFS Advising

The Research Coordinator extends assistance to student researchers in the process of preparing/doing their PFS

Office or Division:	Research Office	Research Office			
Classification:	Simple	Simple			
Type of Transaction:	G2C – Government to Citizen				
Who may avail:	All				
CHECKLIST OF RE	QUIREMENTS	V	HERE TO SECU	RE	
Research Capsule		Research Office	Э		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Submit Proposal/ Research capsule (For PFS: prior art search with images; pictorial drawing of proposed design) (For thesis: Related Literature and studies and recipe)	The submitted proposal is reviewed	None	1 Hour	ECC Coordinator Research ECC Research Office	
	TOTAL	None	1 hour		



## **ECC PROPERTY CUSTODIAN'S OFFICE**

#### 1. Request for Issuance of Materials and supplies

This involves signing of requests of faculty and personnel for supplies subject to availability at the Property office.

Office or Division:	Property Custodia	ns Office		
Classification:	Simple			
Type of Transaction:	G2C – Governmer	nt to Citizen		
Who may avail:	All			
CHECKLIST OF RE	QUIREMENTS	V	HERE TO SECU	IRE
Accomplished request F	orm with signed	Requisitioner a	nd/or Head of Off	ice.
Initial of the Property Cu	stodian and the	Property Custo	dian's Office	
availability of the supplie	es requested			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit Requirements	Issuance of requisition form in two copies to the client.	None	5 minutes	Property Custodian Staff ECC Property Custodian Office
None	Verification on the availability of the requested items.	None	5 minutes	Property Custodian Staff ECC Property Custodian Office
None	Forwarding of request to the Office of the Campus Administrator for approval.	None	5 minutes	Property Custodian Staff ECC Property Custodian Office
	TOTAL	None	15 Minutes	

#### 2. Releasing of Requested Supplies

The request is being processed before releasing

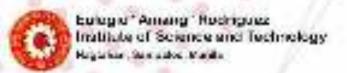
Office or Division:	Property Custodians Office		
Classification:	Simple		
Type of Transaction:	G2C – Government to Citizen		
Who may avail:	All		
CHECKLIST OF RE	LIST OF REQUIREMENTS WHERE TO SECURE		
Approved Request for Si	Client Concern		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present/submit approved request	Preparation and issuance of Materials and supplies requested.	None	10 minutes	Property Custodian Staff ECC Property Custodian Office
Let the client receive and sign in the Request Form	Forwarding of one filled out form to the Office of the Campus Administrator	None	5 minutes	Property Custodian Staff ECC Property Custodian Office
	TOTAL	None	15 Minutes	

## 3. Issuance of a NEW property accountability (Memorandum Receipt/MR)

The documents are prepared for the issuance of new property accountability.

Office or Division:	Property Custodians	Property Custodians Office			
Classification:	Complex				
Type of Transaction:	G2C – Government to	Citizen			
Who may avail:	All				
CHECKLIST OF F	REQUIREMENTS	EQUIREMENTS WHERE TO			
Letter of request to issu	ue the new property	New Property	Client Concern	100	
Acknowledgement Rec	eipt	Property Office		N.	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Present a letter of request noted/signed for the issuance of a new property accountability.	Verification of the item for new acknowledgement receipt.	None	15 minutes	Property Custodian Staff ECC Property Custodian Office	
	Issuance of three copies of acknowledgement Receipt copy distribution:  A. copy for the client/employee,  B. copies to be forwarded to the MAIN-PMS, Manila.  3rd copy to the folder of the client/employee for PCO files.	None	5 days	Property Custodian Staff ECC Property Custodian Office	
	TOTAL	None	5 Days and 15 Minutes		



## 4. Acknowledgement Receipt for transfer of property accountability to the new accountable person

This includes preparation of documents for the transfer of units or items from one personnel to another.

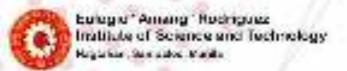
Office or Division:	Property Custodians C	Property Custodians Office			
Classification:	Complex				
Type of Transaction:	G2C – Government to	Citizen			
Who may avail:	All				
CHECKLIST OF F	REQUIREMENTS	V	WHERE TO SECURE		
Copy of property acknowledgement receipt of		Client Concerr	า		
the previous accountable person.					
Copy of inventory Custo	dian Slip.	Property Office			
Property turned in slip.		Property Office			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Check the item to be transferred.	Prepare a turned in slip for the transferred items to be signed by the previous person accountable.	None	1 day	Property Custodian Staff ECC Property Custodian Office	
None	Approval by the PCO Officer and by the Main-PMS Officer in three copies. 1 copy for the previous person accountable. 2nd copy for the file copy of the MAIN- PMS Manila and the 3rd copy for the employee/client folder for PCO file copy.	None	3 days	Property Custodian Staff ECC Property Custodian Office	
None	Preparation of the new Acknowledgement Receipt in three (3) copies to be signed by the new person accountable, the PCO Officer and the PCO staff	None	1 day	Property Custodian Staff ECC Property Custodian Office	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	Issuance of one Original copy to the employee, the second copy to be forwarded to the MAIN-PMS in Manila, and the third original copy for the ECC PCO file.	None	2 days	Property Custodian Staff ECC Property Custodian Office
	TOTAL	None	7 Days	

### 5. Returning of Property Accountabilities

This is done when the concerned personnel retires or no longer need to use the property/items accounted to him/her

Office or Division:	Property Custodians	Property Custodians Office			
Classification:	Complex			7	
Type of Transaction:	G2C – Government to	Citizen		A A	
Who may avail:	All				
CHECKLIST OF R	REQUIREMENTS	V	VHERE TO SECU	JRE	
Employee's copy of property acknowledgement receipt		Client Concern	l		
Employee's copy of inve		Property office			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Advice PCO on the property/equipment intended to be returned.	Check and verify document/items	None	1 day	Property Custodian Staff ECC Property Custodian Office	
Submit a copy of either the property acknowledgment receipt inventory custodian slip which was previously issued to them.	Verification of accountability in the employee's folder.	None	1 day	Property Custodian Staff ECC Property Custodian Office	
None	Preparation property turned in slip	None	3 days	Property Custodian Staff ECC Property Custodian Office	
None	Issuance of property turned-in slip to the items	None	2 days	Property Custodian Staff ECC Property Custodian Office	
	TOTAL	None	7 Days		



# ECC MANAGEMENT INFORMATION SYSTEM SERVICES

#### 1. Assessment of fees

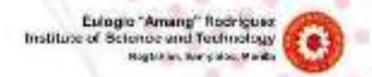
This service assess the actual matriculation fees base on the actual units of subjects approved for enrollment.

Office or Division:	ECC MIS Services			
Classification:	Simple			
Type of Transaction:	G2C – Governmen	t to Citizen		
Who may avail:	Students			
CHECKLIST OF RE	QUIREMENTS	٧	VHERE TO SECU	IRE
Approved Advisement S	Slip	Instruction Sup	ervisor	
CLIENT STERS	AGENCY FEES TO BE PROCESSING			PERSON
CLIENT STEPS	ACTION	PAID	TIME	RESPONSIBLE
Submit duly accomplished and approved advisement slip	Enter student number and subjects in the system. Process the Assessment of Student's fees.	None	10 minutes	MIS or enrolling ECC MIS Services Office
	TOTAL	None	10 minutes	

#### 2. Validation of fees

This service validate the assessed fees based on the approved advisement slip.

Office or Division:	<b>ECC MIS Services</b>	ECC MIS Services			
Classification:	Simple				
Type of Transaction:	G2C – Governmen	G2C – Government to Citizen			
Who may avail:	Students				
CHECKLIST OF RE	QUIREMENTS	V	VHERE TO SECU	IRE	
Approved Advisement S	Slip	assessment by	the MIS		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Submit duly assessed advisement slip.	Enter student number in the system.  Process the Validation of Student fee's by date.				
	TOTAL	None	10 minutes		



#### 3. Splitting of section

This service provides the splitting of one section into two sections.

Office or Division:	ECC MIS Services		1//	0 0	
Classification:	Simple				
Type of Transaction:	G2C – Government	G2C – Government to Citizen			
Who may avail:	Students		7.7		
CHECKLIST OF R	EQUIREMENTS	V	VHERE TO SECU	JRE	
List of students approve	ed for splitting	olitting Registrar's Office			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Submit the approved list of students for splitting of section.	Process the Splitting of Section based on the approved list.	None	10 minutes	MIS or Registrar ECC MIS Services Office	
	TOTAL	None	10 minutes		

#### 4. User ID of new faculty

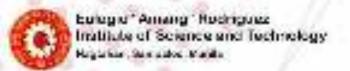
This service provides access code for newly hired faculty to the system for encoding and posting of grades assigned to him/her.

Office or Division:	ECC MIS Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Newly hired faculty			
CHECKLIST OF RE	QUIREMENTS	V	VHERE TO SECU	JRE
Basic info of faculty		Faculty Concer	'n	
CLIENT STEPS	AGENCY	FEES TO BE	PROCESSING	PERSON
CLIENT STEPS	ACTION	PAID	TIME	RESPONSIBLE
Submit basic	Process the User	None	10 minutes	MIS
information of faculty,	Account of New			ECC MIS
such as name, degree,	Faculty			Services Office
etc.	-			
	TOTAL	None	10 minutes	

### 5. Updating of curriculum

This service involves updating the existing curriculum to the newly revised and approved curriculum.

Office or Division:	ECC MIS Services				
Classification:	Simple				
Type of Transaction:	G2C – Governmen	G2C – Government to Citizen			
Who may avail:	Students				
CHECKLIST OF RE	QUIREMENTS WHERE TO SECURE			RE	
New curriculum checklis	t	Program Head	Program Head		
CLIENT STEPS	AGENCY	FEES TO BE	PROCESSING	PERSON	
	ACTION	PAID	TIME	RESPONSIBLE	
Submit request for new curriculum	Process the Encoding of New Curriculum	PAID None	TIME 2 days	RESPONSIBLE  MIS  ECC MIS  Services Office	

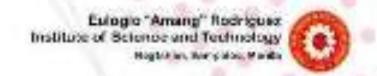


## **ECC MEDICAL AND DENTAL SERVICES**

### 1. Regular Consultation And Check - Up

This cover from the time that the patient enter the Medical Health Services for the purpose of consultation and check-up, until they are assess and declared physically fit and healthy

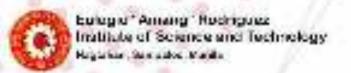
Office or Division:	Medical and Dental Se	Medical and Dental Services			
Classification:	Simple				
Type of Transaction:	G2C – Government to	Client			
Who may avail:	Executive Officials, Stu				
	Services (Adopted Bar	angay and E	Employee's Immed	diate Family)	
CHECKLIST OF F	REQUIREMENTS		WHERE TO SEC	CURE	
None		None			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Visit the Medical Clinic	Assess the patient:	None	30 Minutes	Chief, Medical/Dental Service – (School Physician) ECC Medical and Dental Services Office  Nurse on Duty ECC Medical and Dental Services Services	
Consultation Proper Assessment/Check- up	If assessed as  Emergency Case, the attending Physician or Nurse will give necessary first aid treatment or referral to the hospital of choice  Non-Emergency Case, the attending Physician or Nurse will manage the treatment of the	None	Emergency (Priority) 20 Minutes Non- Emergency 30 Minutes	Chief, Medical/Dental Service –(School Physician) ECC Medical and Dental Services  Nurse on Duty ECC Medical and Dental Services	
ATTION	patient TOTAL	None	1 Hour and 20		
	IOIAL	None	Minutes		



#### 2. Medical Certificate Issuance to OJT Students

The procedure covers from the time OJT Students will enter the Medical Clinic for the purpose of medical physical examination and clearance for OJT

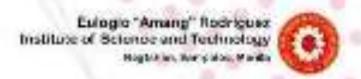
Office or Division:	MEDICAL AND DI	ENTAL SERVICE	ES	0 0
Classification:	Simple		A: A:	
Type of Transaction:	G2C – GOVERNM	ENT TO CLIENT		
Who may avail:	STUDENTS			
CHECKLIST OF RE	QUIREMENTS	W	HERE TO SECU	RE
Chest X-ray		Medical Labora	•	
Complete Blood Count (	Result)	Medical Labora		
Urinalysis (Result)		Medical Labora	tory of choice	
Drug Test Result (Option				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Visit the Medical Clinic	Assess the client/ Give request for laboratory work- ups	None	1 Hour	Chief, Medical/Dental Service –(School Physician) ECC Medical and Dental Services  Nurse on Duty ECC Medical and Dental Services
Consultation Proper Assessment/Check-up	Assessed the client  Signing Medical Form to Clients that are fit to undergo the OJT program	None	1 Hour	Chief, Medical/Dental Service –(School Physician) ECC Medical and Dental Services Nurse on Duty ECC Medical and Dental Services
	TOTAL	None	2 Hours	



#### 3. Issuance of Permit to Student Athletes

The procedure covers the Athletic Student of the Institution to established the Standard procedure for the issuance of fit to play (medical Certificate) of the Athletes.

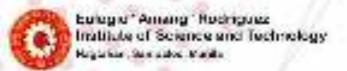
Office or Division:	Medical and Dental Se	rvices		
Classification:	Simple			
Type of Transaction:	G2C – Government to	Client		
Who may avail:		Student / Employee Athlete		
CHECKLIST OF I	REQUIREMENTS		WHERE TO SEC	CURE
Medical History		Hospital O	r Physician Of Ch	oice
Physical Education For	m		ducation Departm	
Chest X-Ray Result			boratory Of Choic	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Visit the Medical Clinic for Consultation/ Check- up	Assess the client/ patient  Evaluate Patient with Medical Certificate and the result of Laboratory Work-up	None	45 Minutes	Chief, Medical/Dental Service –(School Physician) ECC Medical and Dental Services
Consultation Proper Assessment/Check- up	Issue Fit to play Form to Clients/ Patient passed the check-up	None	15 Minutes	Chief, Medical/Dental Service – (School Physician) ECC Medical and Dental Services  Nurse on Duty ECC Medical and Dental Services
	TOTAL	None	1 Hour	



### 4. Issuance of Medical Clearance for Excuse Slip

To establish the standard procedure for the issuance of excuse slip to EARIST Students

Office or Division:	Medical and Dental S	Services		0 0	
Classification:	Simple		7.7		
Type of Transaction:	G2C – Government t	o Client	2.2	0 0	
Who may avail:	Students		0.00		
CHECKLIST OF R	EQUIREMENTS	W	HERE TO SECU	TO SECURE	
Excuse Letter From The Guardian	Parents Or	Parents/Guardia	an Of The Client		
Valid Id Of The Parent C	r Guardian	Parents/Guardia	an Of The Client	7. 0	
		Medical Laborat	ory Of Choice		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBL E	
Visit the Medical Clinic for Consultation/ Check-up	Interview/Assess the client/ patient Check Logbook if	None None	15 Minutes 5 Minutes	MDS Staff ECC Medical and Dental Services	
	client had previous consultation or check-up	None	3 ivilliates	COLVIDOR	
Consultation Proper Assessment/Check-up	Assessed the client	None	15 Minutes	Chief, Medical/Dental Service –(School	
	Issue Excuse Slip if Client's name is on the Logbook for previous consultation/check-	None	30 Minutes	Physician) ECC Medical and Dental Services	
	up  Ask the Client to			Nurse on Duty ECC Medical and Dental	
	present Excuse Letter from the			Services Chief.	
	Parents/Guardian if Client's name is not found in the Logbook before issuance of the	4		Medical/Dental Service –(School Physician) ECC Medical and Dental Services	
	Excuse Slip			Nurse on Duty ECC Medical and Dental Services	
	TOTAL	None	1 Hour and 5 Minutes		



## 5. Pre-Enrollment for First Year Students

The Procedure covers from the time that the freshmen/transferees had already given their results until they were cleared by the medical officer.

Office or Division:	Medical And Dental	Medical And Dental Services		
Classification:	Highly Technical			
Type of Transaction:	G2C – Government	to Client		
Who may avail:		All Incoming 1st Year Students		
CHECKLIST OF RE	EQUIREMENTS	V	VHERE TO SECU	JRE
Chest X-Ray		Medical Labora	atory Of Choice	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Visit the Medical Clinic for Health Assessment/Check-up	Interview/Assess the client/ patient  Issue Fit to Enroll Form for those who passed the Medical Exam  For Client/ Applicant who failed the Medical Exam:  Asked clearance from the previous attending Physician or Specialist  Signing of Fit to Enrolled	None	15 Minutes 7 Days	Medical Personnel ECC Medical and Dental Services
	TOTAL		7 Days and 15 Minutes	

## 6. Annual Physical Examination for Faculty and None Teaching Personnel/Employees

To established the Standard Procedure for APE of All the Employees which promote the overall health.

Office or Division:	Medical and Dental	Services	A.3	
Classification:	Complex		14.3	
Type of Transaction:	G2C – Government	to Client		
Who may avail:	Faculty and Employ			
CHECKLIST OF RE	QUIREMENTS	V	WHERE TO SECU	JRE
None		None		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Visit the Medical Clinic for Check-up and Laboratory Work-ups	Ask client to fill-up necessary Forms	None	1 Hour	MDS Staff ECC Medical and Dental Services
Physical Examination Laboratory Test	Subject Clients for the following Laboratory workups: Chest X-Ray Blood Chemistry Urinalysis Fecalysis FBS ECG Dental and Eye Examination	None (all payments are shouldered by the Institute)	2 Hours	Chief, Medical/Dental Services ECC Medical and Dental Services  Nurse on duty ECC Medical and Dental Services  School Dentist ECC Medical and Dental Services  Medical Staff of the service provider authorized by the Institute ECC Medical and Dental Services

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Wait for the result of the Laboratory Work- ups	Coordinate with the Service Provider (Laboratory)	None	2 Days and 8 Hours	Chief, Medical/Dental Services ECC Medical
/	Service Provider processing Period	None		and Dental Services
-//				MDS Staff ECC Medical and Dental Services
				Service Provider (Laboratory Staff) ECC Medical and Dental Services
Report to the MDS to get the	Release Result	None	30 Minutes	MDS Staff ECC Medical
Laboratory result	Sign PVP Clearance of Faculty who are Physically Fit	None	1 Hour	and Dental Services
	Client who are found to have Medical/Laboratory Findings/Issues shall be given necessary treatment or referrals	None		Chief, Medical/Dental Services ECC Medical and Dental Services
	to the Specialist/Hospital			Nurse on duty ECC Medical and Dental Services
				Chief, Medical/Dental Services ECC Medical and Dental Services

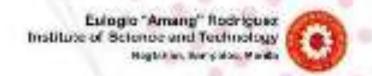
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Sign or acknowledge receipt of the result in the Logbook	Register entry at the releasing Logbook	None	10 Minutes	MDS Staff ECC Medical and Dental Services
	TOTAL	None	3 Days, 4 Hours and 40 Minutes	

#### 7. Dental Check-Up and Tooth Extraction

This procedure covers from the time that patient went to medical clinic until tooth extraction was done.

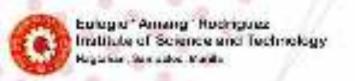
Office or Division:	Medical and Dental	Medical and Dental Services				
Classification:	Simple	Simple				
Type of Transaction:	G2C – Government	To Client		Α		
Who may avail:	Executive Officials, I	Executive Officials, Faculty, Employee and Students				
CHECKLIST OF R	EQUIREMENTS	V	VHERE TO SECU	JRE		
For Students Only:						
Registration/Enrollme	nt Form	Office of the Re	egistrar (SARRMS	3)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
Visit the Dental Clinic for Check-up	Ask client to fill-up necessary Forms  Refer to the School Dentist	None	30 Minutes	MDS Staff ECC Medical and Dental Services		
Consultation Proper Check-up/ Treatment	Dental Work-up/ Treatment or Tooth Extraction  Prescribed medication if necessary	None	2 Hours	School Dentist ECC Medical and Dental Services		
Check-out from the Dental Clinic	Register to the Logbook	None	10 Minutes	MDS Staff ECC Medical and Dental Services		
	TOTAL	None	2 Hours and 40 Minutes			





#### FEEDBACK AND COMPLAINTS MECHANISM

FEEDBACK AND COMPLAINTS MECHANISM					
How to send a feedback	Answer the Client feedback Form available at the front desk located at any offices and put it in a drop box.				
How feedback are processed	Feedback Forms are collected every month and shall be distributed to the concern Dean, Director, Chief of Offices (Immediate Supervisor) for appropriate action.				
How to file a complaint	All complaints should be addresses/forwarded to the Office of the President and if found meritorious the same shall be endorsed to the Complaints and Grievance Committee of the Institute for action or Investigation of the Committee.				
How complaints are processed	Send your complaints at the Office of the President, Eulogio "Amang" Rodriguez Institute of Science and Technology Nagtahan, Sampaloc, Manila or email via <a href="mailto:president@earist.ph.education">president@earist.ph.education</a>				
Contact Information of CB, PCCC, ARTA	EARIST: president@earist.ph.education bagabaldochristylane@gmail.com  ARTA: complaints@arta.gov.ph 8478 5093  PCC: 8888 CCB: 0908-881-6565 (SMS)				



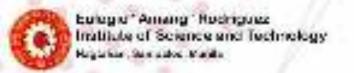
#### **CLIENT FEEDBACK FORM**



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## LIST OF OFFICES

Office	Address / Location	Contact Information
Office of the President	2 <sup>nd</sup> Floor Administration Building Nagtahan Manila	243-9467 Loc. 101 230-2216
Vice-President for Academic Affairs	3 <sup>rd</sup> Floor Administration Building Nagtahan Manila	243-9467 Loc. 103
Vice-President for Administration and Finance	2 <sup>nd</sup> Floor Old Laboratory HS Building Nagtahan Manila	243-9467 Loc. 102
Vice-President for Research, Extension and International Affairs	2 <sup>nd</sup> Floor Old Laboratory HS Building Nagtahan Manila	243-9467 Loc. 104
Dean, College of Education	3 <sup>rd</sup> Floor Nudas Building Nagtahan Manila	243-9467 Loc. 110
Dean, College of Arts and Sciences	4 <sup>th</sup> Floor Nudas Building Nagtahan Manila	243-9467 Loc. 108
Dean, College of Business Administration	2 <sup>nd</sup> Floor Nudas Building Nagtahan Manila	243-9467 Loc. 109
Dean, College of Engineering	2 <sup>nd</sup> Floor CEAFA Building Nagtahan Manila	243-9467 Loc. 111
Dean, College of Architecture and Fine Arts	3 <sup>rd</sup> Floor CEAFA Building Nagtahan Manila	243-9467 Loc. 107
Dean, College of Public Administration and Criminology	2 <sup>nd</sup> Floor Regala Building Nagtahan Manila	243-9467 Loc. 114
Dean, College of Industrial Technology	4 <sup>th</sup> Floor ICT Building Nagtahan Manila	243-9467 Loc. 113
Dean, College of Hosptality Management	Ground Floor Regala Building Nagtahan Manila	243-9467 Loc. 112
Director, Instruction Services	Ground Floor Old Laboratory HS Building Nagtahan Manila	243-9467 Loc. 116
Administrator, EARIST Cavite Campus	General Mariano Alvarez Cavite	
Director, Research Services	2 <sup>nd</sup> Floor ICT Building Nagtahan Manila	243-9467 Loc. 117
Director, Extension Services	Ground Floor Apilado Building Nagtahan Manila	243-9467 Loc. 115
Director, Quality Assurance	2 <sup>nd</sup> Floor Old Laboratory HS Building Nagtahan Manila	243-9467 Loc. 131
Director, Student Admission, Registration and Records Management Services	Ground Floor Apilado Building Nagtahan Manila	243-9467 Loc. 133
Director, Administrative Services	3 <sup>rd</sup> Floor Administration Building Nagtahan Manila	243-9467 Loc. 105
Director, Student Affairs Services	Ground Floor Apilado Building Nagtahan Manila	243-9467 Loc. 127
Director, National Service Training Program	Ground Floor Apilado Building Nagtahan Manila	243-9467 Loc. 126
Director, Financial Management Services	Ground Floor Administration Building Nagtahan Manila	243-9467 Loc. 125

Office	Address / Location	Contact Information
Director, Management Information System Services	4 <sup>th</sup> Floor Computer Building Nagtahan Manila	243-9467 Loc. 117
Director, Information and Public Affairs Services	Mezzanine Apilado Building Nagtahan Manila	243-9467 Loc. 134
Director, Internal Audit Services	2 <sup>nd</sup> Floor Old Laboratory HS Building Nagtahan Manila	243-9467 Loc. 138
Director, Planning Services	2 <sup>nd</sup> Floor Administration Building Nagtahan Manila	243-9467 Loc. 121
Director, Library Services	2 <sup>nd</sup> Floor Library Building Nagtahan Manila	243-9467 Loc. 125
College and Board Secretary	2 <sup>nd</sup> Floor Administration Building Nagtahan Manila	243-9467 Loc. 122
Chief, Information System Hardware Services	4 <sup>th</sup> Floor Library Building Nagtahan Manila	243-9467 Loc. 123
Chief, Human Resource Management Services	Ground Floor Administration Building Nagtahan Manila	243-9467 Loc. 120
Chief, Cash & Disbursement Service	Ground Floor Apilado Building Nagtahan Manila	243-9467 Loc. 106
Chief, Procurement Service	Ground Floor Old Laboratory HS Building Nagtahan Manila	243-9467 Loc. 129
Chief, Business Development Services	Ground Floor Administration Building Nagtahan Manila	243-9467 Loc. 118
Chief, Property Management Service	Mezzanine Apilado Building Nagtahan Manila	243-9467 Loc. 130
Chief, Transportation and Motorpool Service	Ground Floor Computer Building Nagtahan Manila	243-9467 Loc. 137
Chief, Security Service	Ground Floor Apilado Building Nagtahan Manila	243-9467 Loc. 139
Chief, Records Service	3 <sup>rd</sup> Floor Administration Building Nagtahan Manila	243-9467 Loc. 132
Chief, Medical and Dental Services	Ground Floor CEAFA Building Nagtahan Manila	243-9467 Loc. 124

