



**EULOGIO "AMANG" RODRIGUEZ
INSTITUTE OF SCIENCE AND TECHNOLOGY**

CITIZEN'S CHARTER
2026 (1st Edition)



I. Mandate

The Eulogio “Amang” Rodriguez Institute of Science and Technology (EARIST), created under Republic Act No. 6595 dated September 30, 1972, is mandated to establish a trade technical education department, vocational-technical teacher education department, graduate education department and offer such other opportunity and technician courses essential to meet the needs of Manila and other metropolitan area.

II. Vision

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

III. Mission

Turn out vocationally, technically, technologically, and scientifically trained graduates who will be economically productive, self-sufficient, effective, responsible, and disciplined citizens of the Philippines.

IV. Goals

Provide professional, scientific, technological, technical, and vocational instruction and training in trades, business, arts, sciences, and technology and for special purposes promote research, advanced studies, and progressive leadership.

V. Objectives

- Strive for academic excellence in instruction, research, extension, and production through accreditation.
- Provide appropriate and continuing faculty and staff development programs.
- Provide and maintain appropriate technologies, instructional facilities, materials, and equipment.
- Produce quality graduates who are globally competitive to man the needs of business and industry.
- Attain university status through Unity, Solidarity, and Teamwork.

VI. 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 in which it flourishes. It is a plexus of knowledge and skills applied to the economic, social, and moral development of self-actualized and productive citizenry.

VII. Quality Policy

EARIST is committed to provide quality education and services through continual improvement of its quality management system with compliance to statutory requirements that meet the highest level of customer satisfaction.



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BUSINESS DEVELOPMENT SERVICES



BUSINESS DEVELOPMENT SERVICES

1. REQUEST FOR ISSUANCE OF CANTEEN CLEARANCE

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

Office or Division:	Business Development Center			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business			
Who may avail:	Canteen Concessionaires/Tenants of EARIST (External)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Original Copy of Latest Billing/Statement of Accounts		Interested Party shall provide the original copy		
Original or Photocopy of official receipts		Interested Party shall provide the original or a photocopy		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents	1.1 Receipt and verify or validate submitted documents	None	5 minutes	Staff, BDS
2. Await the Certificate of Canteen Clearance	2.1 Prepare a Certificate of Canteen Clearance showing that he/she has no outstanding balance	None	5 minutes	Staff, BDS
	2.2 Affixing the signature and the date signed at the Certification of No Outstanding Balance/Canteen Clearance	None	5 minutes	Director, BDS
	2.3 Record in the Certified (Outgoing) Logbook	None	5 minutes	Staff, BDS
3. Receipt of Canteen Clearance	3.1 Issuance of documents to the interested party	None	5 minutes	Staff, BDS
	3.2 Issuance of Feedback Form to the Requesting Party	None	5 minutes	Staff, BDS
TOTAL		None	30 minutes	



2. PROCESSING OF REQUEST FOR RENTAL OF INSTITUTE FACILITIES

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

Office or Division:	Business Development Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government G2B – Government to Business			
Who may avail:	Student Organizations, Faculty, Employees, Private Company/Individual			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Intent stating the schedule of the activity addressed to the President through the Director, Business Development Services		The interested party shall provide the original or a photocopy		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of a letter of intent	1.1 Receive and review the application regarding the requested venue's availability. If the requested venue is unavailable, the client must revise their letter and change the date of their activity if they wish.	None	5 minutes	Staff, BDS
2. Secure Application Form for the use of facilities	2.1 Issue the Application Form to be accomplished by the requesting person or the client	None	5 minutes	Staff, BDS
3. Signing of the Application Form for the use of facilities by the concerned officials	3.1 Signing of the in-charge of the venue to acknowledge the use of the facility on the requested date	None	30 minutes	In-Charge of the Venue; a. Ferdinand Alvaro – Amphitheater b. Deans of CAFA and CEN – CEFAFA Quad c. Pedro Rommel Kirong – Main Quad and Driveway



	3.2 Endorse to the Administrative Service Office and Office of the Institute President the use of the facility on the requested date/s.	None	30 minutes	Director, BDS Director, Administrative Services Institute President
4. Receipt of the signed and approved application form for the use of facilities	4.1 Receive the signed and approved application form for the use of facilities	None	5 minutes	Staff, BDS
5. Secure Order of Payment at the FMS Office	5.1 Prepare the Order of Payment, indicating the amount to be paid. Attach the application form, the Letter of Intent, the Order of payment, and the Official Receipt for rental payment	1,000/day for internal clients 2,000/day for external clients	5 minutes	Staff, BDS Staff, FMS
6. Payment of Rental Fee at the Cashier's Office	6.1 Receive the payment and issue an official receipt	Amount indicated in the Order of Payment	5 minutes	Staff, Cash Disbursement Services
7. Confirmation of the Schedule of the event to the person in-charge of the venue	7.1 Present the Official Receipt of the paid rental fee	None	1 minute	Staff, BDS
	7.2 Give a copy of the duty-approved application form for the use of facilities, with other relevant documents	None	5 minutes	Staff, BDS
	7.3 Issuance if Feedback Form to the Requesting Party	None	5 minutes	Staff, BDS
	TOTAL	Amount indicated in the Order of Payment	1 hour and 36 minutes	



3. PROCESSING OF APPLICATION FOR RENEWAL OF CONTRACT OF LEASE TO CONCESSIONAIRE

This is a service from various canteen concessionaires aimed at continuing their business operations in the institute.

Office or Division:	Business Development Services			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business			
Who may avail:	Canteen Concessionaires/Tenants of EARIST (External)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Intent addressed to the Institute President		Interested Party shall provide the original		
Clearance/Certificate of No Outstanding Balance		Interested Party shall provide the original		
Legal Documents like business permits, Barangay Clearances, NBI/Police Clearances, BIR Registration, DTI Registration, Sanitary Permit, and others		Interested Party shall provide the original or a photocopy		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents	1.1 Verify or validate submitted documents	None	5 minutes	Staff, BDS
	1.2 Prepare an endorsement letter to be submitted to the Office of the President	None	5 minutes	Director, BDS
2. Endorse to the Office of the President	2.1 Prepare the Occupancy Permit to be signed by the authorized signatories and for the approval of the Institute President	None	5 minutes	Staff, BDS
3. Prepare an occupancy permit	3.1 Finalize the contract between the concessionaires and EARIST	None	1 hour	Director, BDS
4. Prepare the Contract of Lease	4.1 Issue the Contract of Lease to the concessionaire to affix their signature with their witness	None	5 minutes	Staff, BDS
5. Release the Contract of Lease	5.1 Receipt of the contract of Lease signed by the concessionaire and their witness	None	5 minutes	Staff, BDS



6. Receipt of the Contract of Lease	6.1 Signing of the contract of Lease, signed by the concessionaire and their witness	None	1 hour	Institute President and its Witness
7. Signing of the contract by the Institute President and its witness	7.1 Receipt of the signed contract of lease from the office of the Institute President	None	1 minute	Staff, BDS
8. Receipt of the signed Contract of Lease for the notary	8.1 Record the outgoing logbook and release the Contract of Lease	None	3 minutes	Staff, BDS
	8.2 Issue the signed Contract of Lease to the concessionaire	None	1 minute	Staff, BDS
9. Release of the Notarized Contract of Lease for the notary. Sign the acknowledgement of receipt in the outgoing logbook	9.1 Receipt of the Notarized Contract of Lease	None	5 minutes	Staff, BDS
	9.2 Filing of Notarized Contract of Lease to the Concessionaire's folder	None	5 minutes	Staff, BDS
10. Receipt of the Notarized Contract of Lease	10.1 Issuance of Feedback Form to the Requesting Party	None	5 minutes	Staff, BDS
TOTAL		None	2 hours and 45 minutes	

4. APPLICATION OF NEW CANTEEN CONCESSIONAIRE

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

Office or Division:	Business Development Services	
Classification:	Complex	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	Canteen Concessionaires/Tenants of EARIST (External)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Letter of Intent		Interested Party shall provide the original
Legal Documents like business permits, Barangay Clearances, NBI/Police Clearances, BIR Registrations, DTI Registrations, Sanitary Permits, and others		Interested Party shall provide the original or a photocopy



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents	1.1 Verify or validate submitted documents	None	5 Minutes	Staff, BDS
	1.2 Prepare a shortlist of screened applicant/s			
2. Wait for the announcement of the shortlisted applicant/s	2.1 Posting of the shortlist and/ or contacting the screened applicant/s to undergo food tasting	None	7 Days	Director, BDS
3. Attend the interview And the food tasting activity.	3.1 Screening of applicant/s based on the meals to be served and their price. Interview the applicant/s to check their knowledge and how the food is being prepared to ensure its cleanliness and affordability	None	3 Days	Director, BDS Other Executive Official/s
4. Wait for the announcement of the shortlisted applicant/s	4.1 Prepare the list of applicant/s that passed during the food tasting	None	1 Day	Staff, BDS
5. Endorse to the office of the President	5.1 Prepare the endorsement letter to be submitted to the Office of the President	None	5 Minutes	Director, BDS
6. Prepare an occupancy permit	6.1 Prepare the Occupancy Permit to be signed by the authorized signatories and for the approval of the Institute President	None	2-3 hours	Staff, HRMS
7. Prepare the Contract of the permit.	7.1 Finalize the contract between the concessionaire to affix their signature with their witness	None	1 hour	Director, BDS
8. Release the Contract of Lease	8.1 Issue the contract of lease to the concessionaire to affix their signature with their witness	None	5 Minutes	Staff, BDS



9. Receipt of the Contract of Lease	9.1 Receipt of the contract of lease signed by the concessionaire and their witness	None	5 minutes	Staff, BDS
10. Signing of the contract by the Institute President and its Witness.	10.1 Signing of the contract of lease by the authorized signatories of the Institute.	None	30 minutes	Institute President and its Witness
11. Receipt of the signed Contract of lease for the notary.	11.1 Receipt of the signed contract of lease from the office of the Institute President.	None	1 Minutes	Staff, BDS
12. Release of the signed Contract of lease for the notary. Sign the acknowledgement of receipt in the outgoing logbook.	12.1 Record the outgoing logbook and release the contract of lease	None	3 minutes	Staff, BDS
	12.2 Issue the signed contract of lease to the concessionaire.	None	1 minutes	Staff, BDS
13. Receipt of the Notarized Contract of Lease	13.1 Receipt of the Notarized Contract of Lease	None	5 minutes	Staff, BDS
	13.2 Filing of Notarized Contract of Lease to the Concessionaire's folder	None	5 minutes	Staff, BDS
	13.3 Issuance of the Feedback Form to the Requesting Party	None	5 minutes	Staff, BDS
	TOTAL	None	11 days, 2 hours and 50 minutes	



INFORMATION AND PUBLIC AFFAIRS SERVICES



INFORMATION AND PUBLIC AFFAIRS SERVICES

1. REQUEST FOR INFORMATION (FREEDOM OF INFORMATION)

The FOI request for information shall deal with the request for information received under Executive Order No. 2, Series of 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:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government G2B – Government to Business			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Government Issued Identification (1 photocopy) and/or Valid School ID for students (1 photocopy)		DFA, LTO, SSS, PhilHealth, BIR, Postal Office, NBI, PRC, OWWA, Municipal Office, PSA, PDAO City Municipal Health Office, Office of the Mayor. For students, the School Identification Card.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client's Logbook in the office lobby.	1.1 Give the Logbook to the client.	None	5 minutes	Information Officer I, InfoPAS
	1.2 Issue the FOI Request Form.	None	2 minutes	Information Officer I, InfoPAS
2. Fill-out EARIST FOI Request Form and submit the required documents to InfoPAS	2.1 Screening, evaluation, and clarification of request for information.	None	10 minutes	Information Officer I, InfoPAS
	2.2 Forward the request to the FOI Decision Maker (FDM)	None	5 minutes	Information Officer I, InfoPAS
	2.3 Assessment of FDM for Approval or Denial of Request.	None	1 working day	Executive Vice President OIC, Director, InfoPAS
	2.4 Preparation of Requested Documents.	None	14 working days and 25 minutes for the simple request.	Information Officer I, InfoPAS
	2.5 Issuance of Requested Documents.	None	5 minutes	Information Officer I, InfoPAS
3. The client claims the requested document.	3.1 Issuance of the Feedback Form to	None	5 minutes	Information Officer I, InfoPAS



	evaluate the provided service.			
	TOTAL	None	15 days and 57 minutes	

Note: An additional twenty (20) working days for complex requests.

The period to respond may be extended whenever the information requested requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases, or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period.

(Executive Order No. 2, s. 2016)

2. PROCESS FOR ADDRESSING CLIENT'S CONCERNS VIA INSTITUTE EMAIL

The service enables individuals to submit their requests or concerns through the Institute's official email system. Upon receipt, all communications will be reviewed and appropriately addressed in a timely and systematic manner to ensure proper resolution and client satisfaction.

Office or Division:	Information and Public Affairs Services (InfoPAS)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government			
Who may avail:	Available to the Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Concerns/Requests (1 Electronic Copy)		The client will provide		
File attachment, if any (1 Electronic Copy)		The client will provide		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send concerns or requests to the official email of the Institute via earistofficial1945@gmail.com	1.1 Receives and reviews the content of the email and attachments, if there are any.	None	5 minutes	Information Officer I, InfoPAS OIC, Director, InfoPAS
	1.2 Acknowledges the receipt of the email.	None	5 minutes	Information Officer I, InfoPAS OIC, Director, InfoPAS
2. Receive email acknowledgement and response regarding the concern/s	2.1 Takes appropriate action/s on concern/s.	None	5 minutes	Information Officer I, InfoPAS OIC, Director, InfoPAS



	2.2 Issuance of the Feedback Form to evaluate the provided service.	None	5 minutes	Information Officer I, InfoPAS OIC, Director, InfoPAS
	TOTAL	None	20 minutes	

Note: The total turnaround time considers the volume of email, waiting time, and internet connectivity issues.



INTERNATIONAL AFFAIRS AND LINKAGES MANAGEMENT SERVICES



INTERNATIONAL AFFAIRS AND LINKAGES MANAGEMENT SERVICES

1. INTERNATIONAL INTERNSHIP

Office or Division:	International Affairs and Linkages Management Services			
Classification:	Highly Technical			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Student			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
College Grade Evaluation Form		College Services		
Endorsement Letter		College Services		
Parents Waiver		Parents Concern		
Invitation Letter (Host Country)		Organizer		
College Endorsement		College Services		
Curriculum Vitae		Client		
Passport		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. For College: Undergo a grade evaluation from the College	1.1 Evaluate Student	None	7 Days	Director, IALMS
2. From the evaluated grades, be sure that NO Dropped NO Failed	2.1 Checking of documents	None		Director, IALMS
3. Secure a College Endorsement signed: Program Chair, Practicum Coordinator Dean	3.1 Check if all requirements are complied with	None	1 Day	Director, IALMS
4. For Student – Families Seek approval from the Parents/Guardian	4.1 Let the Parents/Guardian be informed by the student of his/her intention for the	None		Director, IALMS



	International Internship			
5. International Affairs Service Office	5.1 Inform the college of the Programs open for Internship	None	7 Days	Director, IALMS
6. Request the College for the student endorsement	6.1 Assist the student	None	7 Days	Director, IALMS
7. Submit documents for the official screening	7.1 Screen the documents	None	7 Days	Director, IALMS
8. The student will undergo a final Interview	8.1 For those who did not pass, they will be shortlisted 8.2 If passed, they will be recommended for Final Interview via Skype or Virtually. Face-to-face with our Foreign Host Establishment/Organization	None	7 Days	Director, IALMS
9. Attend the Orientation (PDOS)	9.1 Conduct Orientation	None	7 Days	Director, IALMS
	9.2 IASO recommendation for the Board of Trustees Approval Present to BOT	None	3 Days	Director, IALMS



10	Seek approval from CHED-Office of Student Development Services (OSDS)	10.1	Seek approval of CHED	None	3 Months	Director, IALMS
10	Clearance			None	1 Month	Vice President for Academic Affairs Director, SRRMS CHED-Office of Student Development Services OSDS Office
TOTAL				None	5 Months and 23 Days	



2. STUDENT MOBILITY (TEMPORARY MOBILITY)

Student Mobility: Outbound Mobility and Inbound Mobility

Office or Division:	International Affairs and Linkages Management Services			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Students (External Client)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
College Grade Evaluation Form		College Services		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 For Outbound Cross International Study: Students must apply accompanied by relevant documents as outlined in the form, by the published due dates in the important dates section	1.1 Assist and process based on the eligibility criteria and approval of the application to participate	none	3 days	Staff, IALMS
	1.2 Application requires the approval of the Program Chair, Dean, and the Registrar	None	1 Day	Director, IALMS
	1.3 Approval to undertake a cross-international study applies only to the specific subject/s and institution indicated in the notification. The student may not substitute other subject/s without obtaining approval	None	3 Days	Director, IALMS
	1.4 Approval may be granted under the following circumstances: the required subject is no longer available in the Institute,	None	3 Days	Director, IALMS



	or where the student has failed a subject			
2. For Outbound Exchange Eligibility Criteria Application and Approval to Participate	2.1 Assist and Process	None	10 Days	Staff, IALMS
	TOTAL	None	20 days	

3. FACULTY MOBILITY: SCHOLARSHIP TO STUDY

Office or Division:	International Affairs and Linkages Management Services			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Faculty			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approval Letter		Institute		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Invitation to Study, Endorsement from the College, Endorsement from the Human Resource Services, and Approval from the President/BOT	1.1 Assist and process the documents	None	3 Months	Director, IAS Chief, HRMS Director, FMS Vice President for Academic Affairs
	TOTAL	None	3 Months	

4. FACULTY MOBILITY: RESEARCH PRESENTATION

Office or Division:	International Affairs and Linkages Management Services
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Faculty (External Clients)



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approval Letter		Institute		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Invitation, Endorsement from the Director of Research, and Approval	1.1 Assist and process the documents	None	3 Months	Staff, IALMS Chief, HRMS Director, FMS Vice President for Academic Affairs
TOTAL		None	3 Months	

5. FACULTY MOBILITY: INVITATION TO TEACH

Office or Division:	International Affairs and Linkages Management Services			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Faculty (External Clients)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approval Letter		Institute		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Invitation to Teach, Endorsement from the College, and Approval	1.1 Assist and process the documents	None	3 Months	Director, IALMS Chief, HRMS Director, FMS Vice President for Academic Affairs
TOTAL		None	3 Months	



LEGAL SERVICES



LEGAL SERVICES

1. ISSUANCE OF CERTIFICATION OF LEGAL REVIEW

Issues a Certification confirming that the subject matter has undergone legal review and is compliant with applicable laws, rules, and regulations, subject to the scope of review.

Office or Division:	Legal Services (LS)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All EARIST Officials and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Formal Letter Request addressed to the Director of Legal Services		Client		
Supporting Documents		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
11. Submit the requirements to the Legal Services, or transmit an electronic copy through the office's email (legal@earist.edu.ph)	1.1 Receive, record, and assess the completeness of submitted documents.	None	30 minutes	Legal Assistant II/III, LS
	1.2 Forward the document/s to the Director of Legal Services for evaluation and task assignment.	None		
	1.3 Assign the task to the Legal Assistant.	None	10 minutes	Director, LS
	1.4 Verify internal records to determine whether the documents underwent legal review.	None	1 working day	Legal Assistant II/III, LS
	1.5 Prepare a certification stating that the document underwent legal review if confirmed.	None		
	1.6 Review and sign the draft certification.	None	20 minutes	Director, LS
	1.7 Release signed certification and record copy for file	None	20 minutes	Legal Assistant II/III, LS



12. Receive the final cleared copy after approval.	2.1 Issuance of the Feedback Form to evaluate the provided service.	None	5 minutes	Legal Assistant II/III, LS
	TOTAL	None	1 working day, 1 hour, and 25 minutes	

2. REQUEST FOR LEGAL OPINION

Provides written legal opinions and advisory guidance on matters involving the interpretation of laws, rules, regulations, institutional policies, contracts, administrative concerns, and other legal issues affecting the College.

Office or Division:	Legal Services (LS)			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All EARIST Officials and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Formal Letter Request addressed to the Director of Legal Services		Client		
Supporting Documents		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements to the Legal Services, or transmit an electronic copy through the office's email (legal@earist.edu.ph)	1.1 Receive, record, and assess the completeness of submitted documents.	None	30 minutes	Legal Assistant II/III, LS
	1.2 Forward the document/s to the Director of Legal Services for evaluation and task assignment.	None		
	1.3 Evaluate and assign the task to the Legal Assistant.	None	10 minutes	Director, LS
	1.4 Review the submitted document and prepare the corresponding draft legal opinion.	None	10 working days	Legal Assistant II/III, LS



	Coordinate with the requesting office or the relevant office for clarifications, if necessary.			
	1.5 Review the draft legal opinion prepared by the Legal Assistant.	None	3 working days	Director, LS
	1.6 Incorporate corrections and effect necessary revisions.	None	2 working days	Legal Assistant II/III, LS
	1.7 Conduct final review.	None	6 hours	Director, LS
	1.8 Make necessary corrections if there are remaining items to revise.	None	3 hours	Legal Assistant II/III, LS
	1.9 Print the finalized draft.	None		
	1.10 Sign the finalized draft.	None	10 minutes	Director, LS
	1.11 Forward the signed documents to the Office of the President for signature.	None	10 minutes	Legal Assistant II/III, LS
	1.12 Sign the document for approval.	None	3 working days	Institute President, OP
	1.13 Return the document to the Legal Services.	None	1 working day	Staff, OP
	1.14 Receive the document as signed by the President and file the receiving copy.	None	5 minutes	Legal Assistant II/III, LS
	1.15 Release the approved document to the requesting office.	None	20 minutes	Legal Assistant II/III, LS
2. Receive the final cleared copy after approval.	2.1 Issuance of the Feedback Form to evaluate the provided service.	None	5 minutes	Legal Assistant II/III, LS
	TOTAL	None	19 working days, 10 hours, and 30 minutes	



3. REQUEST FOR REVIEW AND DRAFTING CONTRACTS, MEMORANDA OF AGREEMENTS, AND OTHER LEGAL DOCUMENTS.

Provides legal review and drafting of Memoranda of Agreement (MOAs), contracts, and similar legal instruments to ensure the legal sufficiency, protection of institutional interests, and compliance with applicable laws, rules, and regulations governing state universities and colleges (SUCs).

Office or Division:	Legal Services (LS)			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All EARIST Officials and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Formal Letter Request addressed to the Director of Legal Services for the preparation or review of a Contract, Memorandum of Agreement (MOA), or any other legal document.		Client		
Draft contract, MOA, or any other legal document, if any, or any other supporting documents.		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements to the Legal Services, or transmit an electronic copy through the office's email (legal@earist.edu.ph)	1.1 Receive, record, and assess the completeness of submitted documents.	None	30 minutes	Legal Assistant II/III, LS
	1.2 Forward the document/s to the Director of Legal Services for evaluation and task assignment.	None		
	1.3 Evaluate and assign the task to the Legal Assistant.	None	10 minutes	Director, LS
	1.4 Review the submitted document and prepare the corresponding draft comments. Prepare a draft of the requested documents if drafting is requested Coordinate with the requesting office or the relevant office	None	7 working days	Legal Assistant II/III, LS



	for clarifications, if necessary.			
	1.5 Review the draft document or comments prepared by the Legal Assistant.	None	2 working days	Director, LS
	1.6 Incorporate corrections and effect necessary revisions.	None	1 working day	Legal Assistant II/III, LS
	1.7 Conduct final review.	None	4 hours	Director, LS
	1.8 Make necessary corrections if there are remaining items to revise.	None	2 hours	Legal Assistant II/III, LS
	1.9 Print the finalized draft.	None		
	1.10 Sign the finalized draft.	None	10 minutes	Director, LS
	1.11 Forward the signed documents to the Office of the President for signature.	None	10 minutes	Legal Assistant II/III, LS
	1.12 Sign the document for approval.	None	3 working days	Institute President, OP
	1.13 Return the document to the Legal Services.	None	1 working day	Staff, OP
	1.14 Receive the document as signed by the President and file the receiving copy.	None	5 minutes	Legal Assistant II/III, LS
	1.15 Release the approved document to the requesting office.	None	20 minutes	Legal Assistant II/III, LS
2. Receive the final cleared copy after approval.	2.1 Issuance of the Feedback Form to evaluate the provided service.	None	5 minutes	Legal Assistant II/III, LS
	TOTAL	None	14 working days, 7 hours, and 30 minutes	



4. REQUEST FOR TECHNICAL ASSISTANCE IN THE DRAFTING AND REVIEW OF INSTITUTIONAL POLICIES

Provides legal assistance in drafting, reviewing, revising, and finalizing institutional policies, administrative issuances, manuals, guidelines, codes, and bylaws to ensure consistency with applicable laws, regulations, and governance standards.

Office or Division:	Legal Services (LS)			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All EARIST Officials and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Formal Letter Request addressed to the Director of Legal Services		Client		
Draft Policy		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements to the Legal Services, or transmit an electronic copy through the office's email (legal@earist.edu.ph)	1.1 Receive, record, and assess the completeness of submitted documents.	None	30 minutes	Legal Assistant II/III, LS
	1.2 Forward the document/s to the Director of Legal Services for evaluation and task assignment.	None		
	1.3 Evaluate and assign the task to the Legal Assistant.	None	10 minutes	Director, LS
	1.4 Review the submitted document, conduct legal research, and draft comments. Coordinate with the requesting office or the relevant office for clarifications, if necessary.	None	10 working days	Legal Assistant II/III, LS
	1.5 Review the draft comments prepared by the Legal Assistant.	None	3 working days	Director, LS
	1.6 Incorporate corrections and	None	2 working days	Legal Assistant II/III, LS



	effect necessary revisions.			
	1.7 Conduct final review.	None	6 hours	Director, LS
	1.8 Make necessary corrections if there are remaining items to revise.	None	3 hours	Legal Assistant II/III, LS
	1.9 Print the finalized draft.	None		
	1.10 Sign the finalized draft.	None	10 minutes	Director, LS
	1.11 Forward the signed documents to the Office of the President for signature.	None	10 minutes	Legal Assistant II/III, LS
	1.12 Sign the document for approval.	None	3 working days	Institute President, OP
	1.13 Return the document to the Legal Services.	None	1 working day	Staff, OP
	1.14 Receive the document as signed by the President and file the receiving copy.	None	5 minutes	Legal Assistant II/III, LS
	1.15 Release the approved document to the requesting office.	None	20 minutes	Legal Assistant II/III, LS
2. Receive the final cleared copy after approval.	2.1 Issuance of the Feedback Form to evaluate the provided service.	None	5 minutes	Legal Assistant II/III, LS
	TOTAL	None	19 working days, 10 hours, and 30 minutes <i>*Total processing time excludes stakeholder consultations and subsequent revisions arising from such consultations.</i>	



MANAGEMENT INFORMATION SERVICES



MANAGEMENT INFORMATION SERVICES

1. REQUEST FOR 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 institutes. This policy is in place to ensure effective use of time and to prevent illegal and inappropriate use of email.

Office or Division:	Management Information Service (MIS)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Verbal request for Institute Email.	1.1 Issuance of the Access/Request Form.	None	5 minutes	Information System Analyst II, MIS System Analyst, MIS
2. The requesting party fills out the Access/Request Form and submits the completed form.	2.1 Receive the submitted form.	None	5 minutes	Information System Analyst II, MIS System Analyst, MIS
	2.3 The director of MIS will evaluate and approve the unit form.	None	15 minutes	Director, MIS
	2.3 The Head Unit of User, System Support, and Security will add the requesting party to the Institute's email.	None	15 minutes	System Analyst, MIS
	2.2 Issuance of the Feedback Form to evaluate the provided service.	None	5 minutes	System Analyst, MIS
	TOTAL	None	45 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 communication with people outside of the Institute. This policy is in place to ensure effective use of time and prevent illegal and inappropriate internet use.

Office or Division:	Management Information Service (MIS)			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Executive Officials, Faculty, and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter (1 original)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The requesting party submits a letter request of requesting the Office Head, duly approved by the Director of MIS.	1.1 Receive the Request Letter and issuance of the Access/Request Form.	None	5 minutes	Information System Analyst II, MIS
2. The requesting party fills out the Access/Request Form and submits the completed form.	2.1 Receive the submitted form.	None	15 minutes	Information System Analyst II, MIS Computer Maintenance Technologist I, MIS Job Order – ICT Technician, MIS
	2.3 The director of MIS will evaluate the location and approve the type of connection to be installed upon identification of available service.	None	5 days	Director, MIS
	2.2 Issuance of the Feedback Form to evaluate the provided service.	None	5 minutes	Information System Analyst II, MIS
TOTAL		None	5 days and 25 minutes	



3. REQUEST FOR ACCESS TO CAMPUS INFORMATION SYSTEM

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

Office or Division:	Management Information Service (MIS)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Executive Officials, Faculty, and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter (1 original)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The requesting party submits a letter request to the Head Office for the recommendation for the Director of the MIS for approval.	1.1 Receive the Request Letter and issuance of the Access/Request Form.	None	5 minutes	System Analyst, MIS
2. The requesting party fills out the Access/Request Form and submits the completed form.	2.1 Receive the submitted form.	None	5 minutes	System Analyst, MIS
	2.1 The director of MIS will process and approve the request depending on the needs.	None	10 minutes	Director, MIS
	2.3 Once approved, the Head Unit for user, system support, and security will add the account as requested by the requesting party.	None	10 minutes	System Analyst, MIS
	2.2 Issuance of the Feedback Form to evaluate the provided service.	None	5 minutes	System Analyst, MIS
	TOTAL	None	35 minutes	



4. REQUEST FOR IT RESOURCES

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

Office or Division:	Management Information Service (MIS)			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Executive Officials, Faculty, and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter (1 original)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The requesting party identifies IT equipment to be purchased and submits it to the Head of IT QA (desktop, laptop, printer, and other IT equipment) for recommendation to the Director of MIS.	1.1 Receive the Request Letter and issuance of the Access/Request Form.	None	5 minutes	Information System Analyst II, MIS
2. The requesting party fills out the Access/Request Form and submits the completed form.	2.1 Receive the submitted form.	None	5 minutes	Information System Analyst II, MIS Computer Maintenance Technologist I, MIS Job Order – ICT Technician, MIS
	2.1 The director of MIS will evaluate the request and determines IT equipment to be purchased depending on the Office's need.	None	3 days	Director, MIS
	2.2 Issuance of the Feedback Form to evaluate the provided service.	None	5 minutes	Information System Analyst II, MIS
	TOTAL	None	3 days and 15 minutes	



PRODUCTION SERVICES



PRODUCTION SERVICES

1. REQUEST FOR CAPACITY DEVELOPMENT (CONDUCT A SEMINAR/WORKSHOP)

This service involves the systematic handling and facilitation of requests for assistance concerning seminars or workshops conducted under Production Services, including the provision of necessary support, coordination of resources, and oversight to ensure the effective and efficient execution of such events.

Office or Division:	Production Services			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government G2B – Government to Business			
Who may avail:	Students, Faculty, Employees, Private Company/Individual			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
The request letter stated the schedule of the activity		Client-produced		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire at the front desk and state your purpose	1.1 The production services staff will log the request into the entry book	None	5 minutes	Staff, Production Services
2. Wait for confirmation from Production Services staff regarding your request	2.1 The production staff will evaluate and review the date of the request according to the Production Plan list of activities. If the venue is not available, the client must revise the date if they want to.	None	5 minutes	Staff, Production Services
3. Submission of the request letter to use the facility	3.1 The production services staff will ask for a request letter.	None	5 minutes	Staff, Production Services Director, Production Services Institute President
4. Secure the service request form for the use of the facility.	4.1 Issue the service request form to be completed by the requesting person or client	None	5 minutes	In-Charge of the Venue; TeDPro Laboratory, COO



				Director, Production Services
5. Secure billing statement	5.1 Prepare the billing statement indicating the amount to be paid.	<p><u>For external client,</u> Php 1500 per participant, inclusive of lunch, training materials, and lunch.</p> <p><u>For internal clients,</u> Php 500 per participant, inclusive of lunch, training materials, and lunch.</p>	7 days	Staff, Production Services Staff, FMS
6. Payment of Rental Fee	6.1 Receive and validate the official receipt	Check the indicated amount in the order of payment	5 minutes	Staff, Cash and Disbursement Services
	6.2 Endorsement to the Administrative Services Office and the Office of the Institute President, for the use of the laboratory space for the workshop/seminar, with the attached document needed.	None	1 hour	Director, Production Services Director, Administrative Services Institute President
	6.3 Issuance of the Feedback Form to evaluate the provided service.	None	5 minutes	Director, Production Services
7. Complete the Client Feedback Form and				



place it in the drop box thereafter.				
		<p><i>For external clients,</i> Php 500 per participant</p> <p><i>For internal clients,</i> Php 500 per participant</p>	<p>7 days, 1 hour, and 30 minutes</p>	
	TOTAL			

2. REQUEST FOR LABORATORY TOUR AND VISIT

This service encompasses the full management, coordination, and facilitation of requests for laboratory tours and visits.

Office or Division:	Production Services			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government G2B – Government to Business			
Who may avail:	Students, Faculty, Employees, Private Company/Individual			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter stated the scheduled activity		Client-produced		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a letter of request for approval	1.1 The production services staff will transmit the request letter to the Director, Production Services, and the Institute President for approval	None	1 day	Staff, Production Services Director, Production Services Institute President
2. Wait for confirmation from production	2.1 The production services staff will call or e-mail the	None	1 day	Staff, Production Services



services through call or e-mail	client for confirmation of the tour or visit approval.			
	2.2 The production services staff will send the confirmed tour/visit schedule and the service request form.	None	1 day	Staff, Production Services
3. Secure the request service form	3.1 The production services staff will confirm your service request, and the final itinerary schedule will be sent via email.	None	1 day	Staff, Production Services Director, Production Services
	3.2 The production services staff will notify the client regarding their schedule for the tour/visit.	None	1 day	Staff, Production Services Director, Production Services
4. Complete the Client Feedback Form and place it in the drop box thereafter.			5 minutes	Director, Production Services
	TOTAL	None	4 days and 5 minutes	

3. REQUEST FOR PRODUCTION SERVICES: MACHINE/EQUIPMENT SERVICES

This service encompasses the submission and processing of requests for the use of production machines and equipment, as well as requests for the production of specific products. It includes the provision of necessary operational support, guidance, and coordination to ensure the efficient and proper utilization of equipment and the timely fulfillment of production requests.

Office or Division:	Production Services
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government G2B – Government to Business
Who may avail:	Students, Faculty, Employees, Private Company/Individual



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter stated the scheduled activity		Client-produced		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log in laboratory logbook	1.1 Record client information in the logbook and ask about the services needed.	None	5 minutes	Staff, Production Services
2. Secure Request Form for the use of services or machines / equipment.	2.1 Issue a service request form to be completed by the requesting person or client.	None	5 minutes	Staff, Production Services COO, Production Services Director, Production Services
3. For the Technology Design and Prototyping Center (TeDPro), show your initial design to the laboratory Manager and discuss to finalize your design output For Food Technology Laboratory	3.1 Talked to the client regarding the design, and the laboratory in charge will finalize the output. Also, ask for a request letter for internal clients. Ask for a request letter to use the equipment for an internal client.	None	1 hour	Staff, Production Services COO, Production Services Director, Production Services
4. Secure a quotation or billing statement.	4.1 Prepare the billing statement indicating the amount to be paid	<p>For TeDPro Laboratory;</p> <p><u>Fiber Laser Marking</u></p> <p><u>Internal Client</u> 10.00 pesos per minute Note: exclusion of material</p> <p><u>External Client</u> 15.00 pesos</p>	7 days	COO, Production Services Director, Production Services



		<p>per minute Note: <i>exclusion of material</i></p> <p><u>CNC Milling (Metal)</u></p> <p><u>Internal Client</u> 10.00 pesos per minute Note: <i>for jobs taking less than 15 minutes, the minimum fee of 150.00 pesos applies.</i></p> <p><u>External Client</u> 15.00 pesos per minute Note: <i>for jobs taking less than 15 minutes, the minimum fee of 210.00 pesos applies.</i></p> <p><u>CNC Router (wood, plastic, and metal)</u></p>		
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		<p><u>Internal Client</u> 10.00 pesos per minute Note: for jobs taking less than 15 minutes, the minimum fee of 150.00 pesos applies.</p> <p><u>External Client</u> 15.00 pesos per minute Note: for jobs taking less than 15 minutes, the minimum fee of 210.00 pesos applies.</p> <p><u>Vacuum Forming Machine</u></p> <p><u>Internal Client</u> 360.00 pesos per hour Note: exclusion of molding cost</p> <p><u>External Client</u> 480.00 pesos per hour Note: exclusion</p>		
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		<p>of molding cost.</p> <p><u>3D Printing</u></p> <p><u>Internal Client</u> 8.00 pesos per gram</p> <p><u>External Client</u> 10.00 pesos per gram</p> <p><u>CNC Laser Cutting and Engraving</u></p> <p><u>Internal Client</u> 10.00 pesos per minute Note: for jobs taking less than 15 minutes, the minimum fee of 150.00 pesos applies.</p> <p><u>External Client</u> 15.00 pesos per minute Note: for jobs taking less than 15 minutes, the minimum fee of</p>		
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		<p>210.00 pesos applies.</p> <p><u>UV Printing (A3 size flatbed size)</u></p> <p><u>Internal Client</u> 60.00 pesos per sq. ft. Note: exclusion of media (e.g. wood, plastic and acrylic)</p> <p><u>External Client</u> 80.00 pesos per sq. ft. Note: exclusion of media (e.g. wood, plastic and acrylic)</p> <p>For FoodTech Laboratory;</p> <p><u>Dehydrator</u></p> <p><u>Internal Client</u> 30.00 pesos per hour</p> <p><u>External Client</u> 40.00 pesos per hour</p>		
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		<p><u>Freeze Dryer</u></p> <p><u>Internal Client</u> 3,120.00 for 1 day usage</p> <p>6,240.00 for 2-day usage</p> <p><u>External Client</u> 3,600.00 for 1 day usage</p> <p>7,200.00 for 2-day usage</p> <p><u>Spray Dryer</u></p> <p><u>Internal Client</u> 250.00 pesos per hour</p> <p><u>External Client</u> 300.00 pesos per hour</p> <p><u>Vacuum Fryer</u></p> <p><u>Internal Client</u> 250.00 pesos per hour</p> <p><u>External Client</u> 300.00 pesos per hour</p> <p><u>Vacuum Sealer</u></p> <p><u>Internal Client</u></p>		
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		<p>100.00 pesos per hour</p> <p><u>External Client</u> 140.00 pesos per hour</p> <p><u>Meat Grinder (3-10kg)</u></p> <p><u>Internal Client</u> 350.00 pesos per usage</p> <p><u>External Client</u> 400.00 pesos per usage</p> <p><u>Note:</u> Consumable Materials are not included in the cost above.</p>		
5. Payment of Rental Fee	5.1 Receive and validate the official receipt	Check the indicated amount in the order of payment	5 minutes	Staff, Cash and Disbursement Services
6. Leave contact details	6.1 The production services personnel will call or text once the design output is for release.	None	5 minutes	Staff, Production Services
7. Fill out a satisfaction form for the evaluation of services	7.1 All correspondence, approvals, itineraries, notifications, and evaluation results are documented for accountability and future reference.	None	5 minutes	Director, Production Services



	TOTAL	None	7 days, 1 hour, and 25 minutes	
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PROJECT MANAGEMENT UNIT



PROJECT MANAGEMENT UNIT

1. REQUEST FOR DETAILED TECHNICAL A&E DOCUMENTS

The EARIST-PMU Architectural and Engineering Planning Service assists end-users in developing functional and discipline-appropriate spaces aligned with the Institute's A&E Master Development Plan. It delivers conceptual designs, proposed layouts, approved Scope of Works, and Bills of Quantities to produce complete project documents ready for review, budgeting, and implementation.

Office or Division:	Project Management Unit (PMU)			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	EARIST Administrative Officials and Colleges of EARIST			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved Letter from the President / Direct Instruction from the President		Office of the President		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit project request to the Project Management Unit	1.1 Receive and acknowledge the request.	None	1 day	Job Order, PMU
	1.2 Set a meeting with the requesting office.	None		
2. Participate in a coordination meeting/interview with PMU	2.1 Set and conduct an interview with the requesting office	None	1 day	Project Development Officer I, PMU
	2.2 Set a date to conduct an ocular inspection to assess the current site status.	None		
3. Coordinate with PMU and accompany during site inspection	3.1 Conduct ocular inspection and analysis of the proposed project site (in coordination with the project proponent)	None	1 day	Project Development Officer I, PMU
4. Provide project requirements and collaborate in the development of the conceptual design	4.1 Study proposed project locations and related literature.	None	21 days	Director, PMU
	4.2 Create a conceptual plan	None		
	4.3 Set a design collaboration	None		



	meeting to present the initial plan.			
5. The proponent reviews and submits the approved conceptual plan to PMU for further assistance.	5.1 PMU receives and proceeds with approved specifications and prepares the Bill of Quantities (BOQ) and Scope of Works (SOW).	None	14 days	Project Development Officer I, PMU
	5.2 PMU Project Development Officers submit the approved Initial Conceptual Plan with Scope of Works, Bill of Quantities, and A&E Drawings to the Director of the Project Management Unit for review.	None		
6. Await review and confirmation of plans by the PMU Director	6.1 EARIST-PMU Director receives and reviews the Approved Conceptual Plan, BOQ, SOW, and related A&E Drawings.	None	3 days	Director, PMU
	6.2 PMU Director commands for the formulation of the final conceptual plan, BOQ, SOW, and related A&E drawings.	None		
7. Receive final design, BOQ, SOW, and related A&E documents for confirmation	7.1 PMU Project Development Officers prepare the final design, BOQ, SOW, and A&E documents.	None	7 days	Project Development Officer I, PMU
	7.2 Submit finalized documents to the Proponent.	None		
8. Proponent receives and signs the approved Final Design plan, BOQ, SOW, and A&E-related documents	None	None	None	None
9. Proponent returns the signed, approved Final	9.1 PMU receives the approved, signed Final Design plan,	None	1 day	



Design plan, BOQ, SOW, and A&E related documents to the EARIST-PMU Director	BOQ, SOW, and A&E-related documents			Project Development Officer I, PMU
	9.2 PMU submits the final documents to OP for final approval	None		
	9.3 Give final approval of the documents	None	3 days	Institute President
10. Receive the approved final project documents upon approval of the Head of the Agency	10.1 Issuance of the Feedback Form to evaluate the provided service.	None	5 minutes	Project Development Officer I, PMU
TOTAL		None	52 days and 5 minutes	

Note: Pursuant to Republic Act No. 9266, Registered and Licensed Architects are required to exercise due professional care and assume full responsibility for architectural plans and technical specifications they prepare, sign, and seal.

Compliance with Presidential Decree No. 1096 and other applicable safety and accessibility regulations necessitates adequate time for proper study, technical coordination, and code verification.

In accordance with Republic Act No. 9184, complete and detailed plans and technical specifications must be prepared prior to procurement to ensure transparency, accuracy of cost estimates, and audit compliance.

The prescribed processing period, therefore, reflects the reasonable and legally required timeframe to ensure accuracy, regulatory compliance, public safety, and institutional accountability.



QUALITY ASSURANCE



QUALITY ASSURANCE

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 (QA)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Executive Officials, Academic and Non-Academic Personnel, and former EARIST employees.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter addressed to the Director of Quality Assurance with the following information: (1 original hard copy) <ul style="list-style-type: none"> - Full Name of the Client/Requestor - Office/Unit/College - Specific Document Requested - Purpose(s) - Signature of the Requestor 		Client / College / Office Concern		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a request letter to the Office of Quality Assurance.	1.1 Receives the request letter.	None	1 hour	Administrative Aide VI, QA
	1.2 Reviews and evaluates the request letter and searches for the requested document.	None	1 hour	Administrative Aide VI, QA
	1.3 Reproduces the requested document. <i>*Reproduction day is dependent on the number of ongoing reproduction and printing jobs being carried out by the Office of the Quality Assurance.</i>	None	1 working day	Administrative Aide VI, QA
	1.4 Consults with the Unit Head for the review and release of the pertinent document.	None	2 hours	Administrative Officer V, QA Director, QA
	1.4 Logs the document/s to be	None	1 hour	Administrative Aide VI, QA



	issued in the Outgoing Logbook.			
	1.5 Issuance of the requested document.	None	1 hour	Administrative Aide VI, QA
2. Review and receive the requested document and sign in the receiving column of the Logbook.	2.1 Issuance of the Feedback Form to evaluate the provided service.	None	1 working day	Administrative Aide VI, QA Administrative Officer V, QA
	TOTAL	None	2 working days and 6 hours	

2. REQUEST TO ATTEND ACCREDITATION SURVEY VISITS

This is a request by EARIST AACCUP Accreditors to attend accreditation survey visits from other State Universities and Colleges.

Office or Division:	Quality Assurance (QA)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All EARIST AACCUP Accreditors			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Invitation Letter with the signature of the invitee affixed		AACCUP		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the invitation letter with the affixed signature of the invitee to the Office of the Quality Assurance.	1.1 Receives the invitation letter.	None	1 hour	Administrative Aide VI, QA
	1.2 Evaluates the invitation and submits a recommendation letter to the Office of the President.	None	2 hours	Administrative Aide VI, QA
	1.3 Review of the recommendation by the President	None	4 hours	President, OP
	1.4 Issuance of Special Order of the concerned Accreditor.	None	2 hours	Staff, OP
	1.5 Receiving the copy of the approved recommendation and Special Order /	None	1 hour	Administrative Aide VI, QA



	Memorandum Order.			
2. Receiving of Special Order / Memorandum Order	2.1 Recording of data to the Accreditor's Monitoring Form.	None	1 hour	Administrative Aide VI, QA
3. Attend the Accreditation Visit.	3.1 Request for Accreditor's Report.	None	1 working day	VIS II, QA Administrative Officer V, QA
4. Submit the Accreditor's Report.	4.1 Receiving and review of Accreditor's Report	None	1 hour	VIS II, QA Administrative Officer V, QA
	4.2 Issuance of the Feedback Form to evaluate the provided service.	None	5 minutes	Administrative Aide VI, QA
	TOTAL	None	2 working days, 6 hours, and 5 minutes	



EARIST CAVITE BRANCH (ECB)



ECB ACADEMIC AND INSTRUCTIONAL SERVICES



ECC ACADEMIC AND INSTITUTIONAL SERVICES

1. REQUEST FOR APPROVAL OF COMPLETION OF GRADES

The completion grades shall be done by student/s who received an “INC” grade due to non-compliance with the major requirements of the subjects he enrolled in for the semester.

Office or Division:	Academic & Instruction Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Students with “INC” Grade			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished Completion Form		Registrar’s Office		
Official Receipt for SAD Form		Cashier’s Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Accomplished Completion Form with the new Grade Signed by the Instructor Concerned	1.1 Check the completion form for information and signature of the concerned faculty, and period of completion	None	10 minutes	VIS/Concerned Program Chair
	1.2 Sign for approval or remarks for disapproval of the completion form	None	5 minutes	VIS/Concerned Program Chair
	TOTAL	None	10 minutes	



2. PROCESSING OF PROGRAM INTERVIEW AND EVALUATION

Office or Division:	Academic & Instruction Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Incoming freshmen and Old students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished Completion Form		Registrar's Office		
Official Receipt for SAD Form)		Cashier's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. (For New Entrants) Present enrollments- Form 138, TOR for Transferees	1.1 Evaluate enrollment documents/credenti als and conduct interviews	None	15 minutes	Concerned Program Chair
	TOTAL	None	15 minutes	



ECB LIBRARY SERVICES



ECC LIBRARY SERVICES

1. CIRCULATION OF BOOKS AND OTHER LIBRARY MATERIALS.

This is the procedure for borrowing, lending, and returning books or library materials within the reading area/premise by library users, or bringing them home for use, depending on availability.

Office or Division:	Library Services			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Administrators, Faculty, Students, Visitors, and Alumni			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Book Card, Borrower's Slip		Library		
Student ID or Original Certificate of Registration (COR)		Students/Client Concern		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. <i>Preliminary step required:</i> Scan validated ID or COR for attendance monitoring at Koha Two ways to star searching: 1. Through OPAC (via computers) 2. Go directly to the shelf (open-shelf system)	1.1 Assist and guide the client	None	2 minutes	Staff on duty
2. For students: Present the valid COR to the staff Locate the material/book For Faculty: (Regular) Present the valid COR to the staff Locate the request Sign the book Card Present the book Card	2.1 Keep the record in the faculty file of borrowed items	None	4 minutes	Staff on duty
3. Once the requested items are found, sign the book card and present it with the ID or COR	3.1 File the book cord on the faculty file card attached to his ID/COR	None	2 minutes	Staff on duty
4. If being returned, hand over the material to the staff	4.1 Exchange the material for the ID/COR and return the material properly	None	2 minutes	Staff on duty



TOTAL	None	10 minutes	
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2. PHOTOCOPYING OF ANY BOOKS, DOCUMENTS, ITEMS, AND MATERIAL

This provides library users permission to produce and avail 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 G2G – Government to Government			
Who may avail:	Students, Administrators, and Faculty			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Borrower's Slip, Book Card		Student/Client Concern		
Students' ID or Certificate of Registration (COR)		Student/Client Concern		
Book Card/Borrower Slip		Library		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. For students: Present validated COR Sign the book card For visitors/alumni: Present employee ID, or Alumni ID Sign the book card	1.1 Keep both the COR and the signed book cards together	none	5 minutes	Staff on duty
	1.2 To return, hand over the COR in exchange for the item			
	TOTAL	None	5 minutes	



3. OVERNIGHT OR OVER THE WEEKEND USE OF ANY BOOKS AND OTHER RESOURCES

This is to allow the taking out of library books and other resources for home use or weekends, to maximize the usage, subject to rules and regulations.

Office or Division:	Library Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Students, Administrators, Faculty, Visitors, and Alumni			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Students' ID or Certificate of Registration (COR)		Student/Client Concern		
Book Card /Borrower Slip		Library		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
As a rule, overnight loans or privileges only apply to bona fide students, faculty, and employees, but not any visitors or alumni				
1. For students: Present a valid ID (Student ID/COR) Sign a book card For faculty and employees: Present employment ID Sign the book card	1.1 Keeps both COR and signed book cards together at the borrowed files	none	3 minutes	Staff on duty
2. As a guideline, it is strictly observed that overnight loans are kept for 1 (one) night (overnight) and if on a weekend, (over the weekend), due to return the first hour of the library service hours when the library opens	2.1 File items being borrowed, monitor returns immediately after use	none	3 minutes	Staff on duty
	TOTAL	None	5 minutes	



4. ISSUANCE OF REFERRALS TO ENROLLED STUDENTS.

Provide to enrolled students, faculty members, and staff who would like to use other libraries, and provide accommodations for referrals from other libraries.

Office or Division:	Library Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Administrators, Faculty, Students, Visitors, and Alumni			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Student ID		Student/Client concern		
Student ID or Original Certificate of Registration (COR), and Employee ID		Student/Client concern		
Referral Form List		Library		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present a valid ID (Student ID/COR) Sign the referral from the list.	1.1 Issue the referral. Remind of the guidelines to follow	None	5 minutes	Staff on duty
TOTAL		None	5 minutes	

5. REQUEST FOR THE RESERVATION FOR THE USE OF EQUIPMENT AND FACILITIES

Use of the available equipment, tools, or any gadgets for the use and access.

Office or Division:	Library Services			
Classification:	Simple			
Type of Transaction:	G2C– Government to Citizen G2G – Government to Government			
Who may avail:	Students, Administrators, and Faculty			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Student ID or Original Certificate of Registration (COR)		Student/Client Concern		
Letter or Request		Student/Client Concern		
Reservation Form		Library		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present a valid ID (student ID/COR) Fill out the reservation log sheet. Sign the list provided for those who make use of the facility or services to know about the details of the request	1.1. Remind to read and follow the guidelines	None	5 minutes	Staff on duty
	1.2 Prepare the items for claim/use as scheduled			
TOTAL		None	5 minutes	

6. VISITING USERS FROM OTHER INSTITUTIONS

This provides access to alumni, visitors from other schools, guests, etc., to use the library's facilities, resources, and services, subject only to the referral system, mutual understanding, and the institution's existing guidelines.

Office or Division:	Library Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Visitors and Alumni			
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		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. If from another school: Present a valid or current institutional ID Provide a referral letter from the school/institution Sign on the visitors' list If alumni/ visitors or guests: Present employment or any valid ID Sign on the visitors' log sheet	1.1 Fill in the information sheet for the visitors' list	None	5 minutes	Staff on duty
	TOTAL			



7. ONLINE LIBRARY TRANSACTION






These are activities that support the college's curricular offerings by providing a variety of tools and services for accessing information towards learning, research, and instruction.

Office or Division:	Library Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government			
Who may avail:	Administrators, Faculty, Students, Visitors			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
QR codes, URLs, Facebook,		Library		
Student ID or Original Certificate of Registration (COR)		Student/ Client Concern		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Library Facebook account: https://www.facebook.com/EARISTCCLib/ The social media library account is publicly available for following, linking, and sharing.	1.1 URLs, or web addresses, are provided for each service to continuously provide access to information. In order to facilitate requests, these are the portals or channels to communicate with us: Any one or two or all of the following can be used via: Any one or two or all of the following can be used via:	None	2 minutes	Staff on duty
Online Public Access Catalogue (OPAC) through Koha: https://library.earist.edu.ph/ It contains databases of all the latest books, both print and e-books, as well as subscribed	<ul style="list-style-type: none"> direct/private message send an email unlock password or provide software access deliver your document 	None	3 minutes	Staff on duty



<p>databases and open educational resources.</p>	<ul style="list-style-type: none"> • have you document pick/ or thru a courier • photocopy / scan • listen to your suggestions • keep you posted through our quarterly published e-library newsletter (at the Kono & FB library account 			
<p>Scanning / Digitization: Theses and feasibilities (both Graduate & Undergraduate) are available upon request (Abstracts only; and all titles available in all programs per year).</p> <p>Undergraduate Thesis: https://earist.librarika.com/</p> <p>Graduate Thesis: https://graduatelibrary.librarika.com</p> <p>Project Studies: https://projectstudies.librarika.com/</p> <p>Feasibility Studies: https://eccbooks.librarika.com/ (Books copyright 2020 up) https://ecclib.librarika.com/ (Books copyright 2019 below)</p>		None	3 minutes	Staff on duty
<p>Official email addresses: For inquiries and any concerns: ecclibrary24@gmail.com ecc.lib_21@yahoo.com</p>		None	2 minutes	Staff on duty



<p style="text-align: center;">PROQUEST</p> <div style="text-align: center;">  <p>ProQuest</p> </div> <p>URL : https://www.proquest.com/?accountid=187507 Username : EARIST Password : Proquest2020+</p> <p style="text-align: center;">GALE</p> <div style="text-align: center;">  <p>GALE</p> </div> <p>Access URL: https://link.gale.com/apps/menu?u=phearist Access Code: explore</p> <p style="text-align: center;">PHILIPPINE E-JOURNALS</p> <div style="text-align: center;">  <p>PEJ</p> </div> <p>Remote Access Username: earistpej Password: earistpej On-Site Access Username: 64671223 Password: 5B2KMR63</p> <div style="text-align: center;">  <p>P</p> </div> <p>We value your suggestions and feedback:</p> <div style="text-align: center;">  </div>		None	3 minutes	Staff on duty
	TOTAL	None	15 minutes	



ECB STUDENT REGISTRATION AND RECORDS MANAGEMENT SERVICES



**STUDENT REGISTRATION AND RECORDS MANAGEMENT SERVICES /
REGISTRAR'S OFFICE**

1. REQUEST FOR SHIFTING OF PROGRAM

This process is to facilitate the smooth transition and re-enrolment of students who are transferring to a different program or college within the Institution.

Office or Division:	Registrar's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	New Students and Transferees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Academic Program Evaluation		Registrar's Office		
Voluntary Opt-Out Form (applicable to students who choose to pay their tuition fee and other school fees)		Registrar's Office		
Shifter's Form		Registrar's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to the College to obtain a shifter's form	1.1 College Dean provides the necessary form and guidance on the process	None	5 minutes	College Dean
2. Duly accomplish the shifter's form and have it signed by the previous Dean and the accepting Dean	None	None		
3. Submit the duly accomplished form to the Registrar's Office	3.1 Verify the form and signatures for authenticity and completeness	None	5 minutes	Frontliners, Registrar's Office
	3.2 Change the program curriculum of the student	None		
4. Student must go to respective colleges for subject enlisting.	4.1 The college enrolment officer will assist the student in selecting appropriate subjects based on the academic program evaluation. <i>*The enrolment officers will discuss</i>	None	2 hours	College Dean Enrollment Officers, Registrar's Office



	<i>the availability of the opt-out option with their respective enrollees and will provide a Voluntary Opt-out form for students who choose to participate</i>			
	4.2 The college enrolment officer will validate the enrolment information *Once validated, a copy of the Certificate of Registration will be generated and reflected on the student portal	None		
5. Go to the Registrar's Office for ID Validation	5.1 Frontliner checks if the student's enrolment is validated and then affixes a validation sticker to the Student's ID.	None	5 minutes	Frontliners, Registrar's Office
	5.2 Issuance of the Feedback Form to evaluate the provided service.	None	5 minutes	Frontliners, Registrar's Office
	TOTAL	None	2 Hours and 20 Minutes	

Note: The total turnaround time may be longer due to factors such as the volume of students, waiting times, queues, and internet connectivity issues.



2. REQUEST FOR PERMIT TO CROSS-ENROLL

This describes the procedure for the application of cross-enrollment.

Note: A student may be allowed to cross-enroll in another school under the following procedures:

- The course/s is not offered in the Institute
- The maximum number of units allowed for cross-enroll is six (6) units.

Office or Division:	Registrar's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Currently Enrolled Student			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Intent		College Dean		
Certificate of Registration (COR)		Client / EARIST Registrar's Office		
EARIST School ID		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the Letter of Intent (include data of the School, subject, and schedule), COR, and School ID to the Registrar's Office	1.1 Receive the Letter of Intent, COR, and school ID for the evaluation of grades and issuance of the payment slip	None	2 minutes	Frontliners, Registrar's Office
2. Proceed to the Cashier's Office for payment	2.1 Facilitate and process payment.	Php 120.00	3 minutes	Staff, Cashier's Office
	2.2 Issue Official Receipt	None		
3. Submit the official receipt and endorsement letter to the Registrar's Office	3.1 Receive the official receipt and payment slip from the student	None	3 minutes	Frontliners, Registrar's Office
	3.2 Release claim stub to the student	None		
	3.3 Evaluators will conduct an evaluation of grades	None		
	3.4 Issue a Permit to Cross-Enroll in triplicate copies.	None		
4. Proceed to the College Dean for approval	4.1 Sign the Permit to Cross-Enroll	None	3 minutes	College Dean



5. Submit the approved Cross-Enroll Permit to the Registrar's Office	5.1 Sign the Permit to cross-enroll	None	3 minutes	Registrar, Registrar's Office
	5.2 Release two copies of the cross-enrollment form to the student	None		Frontliners, Registrar's Office
	5.3 Issuance of the Feedback Form to evaluate the provided service.	None	3 minutes	Frontliners, Registrar's Office
TOTAL		Php 120.00	17 minutes	

3. APPLICATION TO WITHDRAW REGISTRATION / DROPPED SUBJECTS: FOR UNDERGRADUATE PROGRAMS

This process is initiated when a student decides to discontinue or withdraw their enrollment at the Institute

Note: Withdrawal of Registration / Enrollment must be completed within two (2) weeks from the first day of regular classes. The dropping form must be completed before the scheduled Midterm Examination.

Office or Division:	Registrar's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Currently Enrolled Student			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Withdrawal Form		EARIST Registrar's Office		
Dropping Form		EARIST Registrar's Office		
EARIST School ID / Valid ID		Client		
Letter of Intent with Parent's or Guardian's Signature		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the Letter of Intent with the Parent's or Guardian's signature and Dean's approval to the Registrar's Office	1.1 Receive the Letter of Intent	None	2 minutes	Frontliners, Registrar's Office
	1.2 Issue a payment slip			



2. Proceed to the Cashier's Office for payment	2.1 Facilitate and process payment.	Php 80.00	3 minutes	Cash and Disbursement Services
	2.2 Issue Official Receipt	None		
3. Present the official receipt to the Registrar's Office	3.1 Issue a Withdrawal of Registration Form – if the withdrawal is made within 2 weeks from the first day of class	None	1 minute	Frontliners, Registrar's Office
	3.2 Issue a Dropping Form – if the dropping is made before the scheduled Midterm Examination	None		
4. Submit the accomplished Withdrawal or Dropping Form to the Registrar's Office	4.1 Withdraw/ Drop the enrolment	None	2 minutes	Frontliners, Registrar's Office
	4.2 Issuance of the Feedback Form to evaluate the provided service.	None	3 minutes	Frontliners, Registrar's Office
TOTAL		Php 80.00	11 minutes	

4. APPLICATION TO WITHDRAW REGISTRATION / DROPPED SUBJECTS: FOR GRADUATE PROGRAMS, STUDENTS WHO ARE NOT COVERED BY R.A. 10931

This process is initiated when a student decides to discontinue or withdraw their enrollment at the Institute

Note: Withdrawal of Registration / Enrollment must be completed within two (2) weeks from the first day of regular classes. The dropping form must be completed before the scheduled Midterm Examination.

Office or Division:	Registrar's Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Currently Enrolled Student
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Withdrawal Form	EARIST Registrar's Office
Dropping Form	EARIST Registrar's Office



EARIST School ID / Valid ID		Client		
Letter of Intent		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the Letter of Intent to the Registrar's Office	1.1 Receive the Letter of Intent	None	2 minutes	Frontliners, Registrar's Office
	1.2 Issue a payment slip			
2. Proceed to the Cashier's Office for payment	2.1 Facilitate and process payment.	Php 80.00	3 minutes	Cash and Disbursement Services
	2.2 Issue Official Receipt	None		
3. Present the official receipt to the Registrar's Office	3.1 Issue a Withdrawal of Registration Form – if the withdrawal is made within 2 weeks from the first day of class	None	1 minute	Frontliners, Registrar's Office
	3.2 Issue a Dropping Form – if the dropping is made before the scheduled Midterm Examination	None		
4. The Withdrawal or Dropping must be signed by all concerned faculty and the Dean	4.1 Sign the form	None	2 minutes	College Dean Concerned Faculty Registrar, Registrar's Office
5. Submit the accomplished Withdrawal or Dropping Form to the Registrar's Office <i>*After receiving the student's copy of the approved Withdrawal Form, the student must go to the Accounting/FMS Office to process the refund of fees</i>	5.1 Process the Refund of Fees according to Art III, Sec. 3 of the 2021 Student Handbook	None	2 minutes	Financial Management Services
	5.2 Issuance of the Feedback Form to evaluate the provided service.	None	3 minutes	Frontliners, Registrar's Office
TOTAL		Php 80.00	13 minutes	

Note: If the student wishing to withdraw is a new student, the release of submitted credentials will be made after 6 working days.



5. APPLICATION FOR LEAVE OF ABSENCE

This process is initiated when a student wishes to temporarily separate himself/herself from the Institute for non-academic and non-disciplinary reasons.

Note: The duration of leave of absence does not normally exceed one academic year.

Office or Division:	Registrar's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Student			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Intent with Parent's or Guardian's Signature		Client		
Leave of Absence Form (LOA)		EARIST Registrar's Office		
EARIST School ID		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Letter of Intent to the Registrar's Office	1.1 Receive the Letter of Intent and School ID	None	2 minutes	Frontliners, Registrar's Office
	1.2 Issue a payment slip	None		
2. Proceed to the Cashier's Office for payment of fees and submit to the Registrar's Office	2.1 Facilitate and process payment.	Php 80.00	5 minutes	Cash and Disbursement Services
	2.2 Issue Official Receipt	None		
3. Submit accomplished LOA, OR, and ID	3.1 Receive accomplished LOA, OR, COR, ID	None	3 minutes	Frontliners, Registrar's Office
	3.2 Issuance of the Feedback Form to evaluate the provided service.	None	3 minutes	
TOTAL		Php 80.00	13 minutes	



6. RE-ISSUANCE OF SCHOOL ID – UPDATE, REPLACEMENT, OR LOSS

The objective of this process is to provide a clear and efficient method for students to request re-issuance of their school ID due to updates (e.g., name change), replacements (e.g., damaged ID), or loss.

Office or Division:	Registrar's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Student			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certificate of Registration		Student Portal / Registrar's Office		
Affidavit of Loss (in case re-issuance is due to loss)		Provided by the student / Notary Public		
ID Clearance		Registrar's Office		
Personal Data Update Form		Registrar's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to the Registrar's Office to update, replace, or report the loss of the school ID <i>*An affidavit of loss must be submitted if the re-issue is due to a lost ID</i>	1.1 Issue request slip, personal data update Form and clearance if necessary	None	2 minutes	ID making in charge, Registrar's Office
2. Payment of fees	2.1 Facilitate and process payment.	Php 200.00	5 minutes	Cash and Disbursement Services
	2.2 Issue Official Receipt	None		
3. Submit the Personal Data Update Form, OR, and other necessary requirements to the Registrar's Office	3.1 Printing of School ID	None	1 hour	ID making in charge, Registrar's Office
	3.2 Issue the School ID	None	2 minutes	ID making in charge, Registrar's Office
	3.3 Issuance of the Feedback Form to evaluate the provided service.	None	3 minutes	ID making in charge, Registrar's Office
TOTAL		Php 80.00	1 hour and 12 minutes	



7. PROCESSING OF TRANSCRIPT OF RECORDS

This process is for the issuance of a Transcript of Records for purposes of employment, evaluation, promotion, enrolment, and transfer.

Office or Division:	Registrar's Office			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Student			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly accomplished application form with Clearance		EARIST Registrar's Office		
School ID or any government-issued ID		EARIST Registrar's Office / provided by the student or client		
Authorization Letter, in case of a representative		Student / Client		
Promissory Note		EARIST Registrar's Office		
Transcript of Records (Copy for EARIST)		Previous school attended		
F-137 (Copy for EARIST)		Previous school attended		
Certified True Copy of the upper portion of the Honorable Dismissal (if the lower part of the honorable is lost) – applicable to transferring students only		Accepting or Transferring School		
Request letter from the accepting or transferring school (if the lower part of the honorable is lost) – applicable to transferring students only		Accepting or Transferring School		
Lower portion of the Honorable Dismissal (should indicate the name of the accepting or transferring school) – applicable to transferring student only		Accepting or Transferring School		
Documentary Stamp		BIR/ EARIST Cashier's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present School ID or any government-issued ID. In case of an authorized representative, they should present an authorization letter, a photocopy of the ID of both the student and the representative	1.1 Issue Request Slip with clearance, if applicable, and the necessary requirements	None	5 minutes	Frontliners, Registrar's Office
	1.2 Assessment of Fees	None		
2. Payment of Fees	2.1 Issue Official Receipt	Php 100.00/ page	3 minutes	Cash and Disbursement Services



		*No fees for the first TOR copy for employment – applicable only to new graduates who are first time jobseekers 25.00/ security envelope		IGP, BDS Office
3. Submit an accomplished application form, required documents, and an Official Receipt	3.1 Schedule the date of release and Issue claim stub to the client	None	5 working days* or 6working days**	Frontliners, Registrar's Office Evaluators, Registrar's Office Registrar
	3.2 Process TOR via automated module	None		
4. Claim request	4.1 Release request to the student / authorized representative	None	30 minutes	Frontliners, Registrar's Office
	4.2 Issuance of the Feedback Form to evaluate the provided service.	None	5 minutes	Frontliners, Registrar's Office
	TOTAL	Php 100.00 / page	6 working days and 43 minutes	

*Note: *5 working days for the initial TOR request using the automated module for student numbers 2011 to present.*

***6 working days for the initial TOR request using the manual module for student numbers 2010 and below.*

****Processing time may be longer or take up to 10 working days, as we are still in the process of automating previous records that are not yet covered by automation. We aim to reduce this to 6 working days in the near future.*



8. ISSUANCE OF HONORABLE DISMISSAL (HD) OR TRANSFER CREDENTIALS

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

Office or Division:	Registrar's Office			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Student			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly accomplished application form with Clearance		EARIST Registrar's Office		
School ID or any government-issued ID		EARIST Registrar's Office / provided by the student or client		
Authorization Letter, in case of a representative		Student / Client		
Transcript of Records (Copy for EARIST)		Previous school attended		
F-137 (Copy for EARIST)		Previous school attended		
Documentary Stamp		BIR		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present School ID or any government-issued ID. In case of an authorized representative: should present an authorization letter, a photocopy of the ID of both the student and the representative	1.1 Issue Request Slip with clearance, if applicable, and the necessary requirements	None	5 minutes	Frontliners, Registrar's Office
	1.2 Assessment of Fees	None		
2. Payment of Fees	2.1 Issue Official Receipt	TOR – Php 100 / Page Honorable Dismissal and Good Moral – Php 80 Php 25.00/ security envelope	3 minutes	Cash and Disbursement Services



3. Submit an accomplished application form, required documents, and an Official Receipt	3.1 Schedule the date of release and Issue claim stub to the client	None	5 working days	Frontliners, Registrar's Office Evaluators, Registrar's Office Registrar
	3.2 Process TOR and HD via automated or manual module	None		
	3.3 Submit the files for evaluation to the evaluators for processing if the student is under the Manual module	None		
4. Claim request	4.1 Release request to the student / authorized representative	None	30 minutes	Frontliners, Registrar's Office
	4.2 Issuance of the Feedback Form to evaluate the provided service.	None	5 minutes	Frontliners, Registrar's Office
TOTAL		Php 240.00 / set	5 days and 43 minutes	

9. REQUEST FOR CERTIFICATE, AUTHENTICATION, AND VERIFICATION: LOCAL EMPLOYMENT AND FOR OTHER LEGAL PURPOSES

This process ensures that the documents being released to the person who requested them are valid, certified, or authentic.

Office or Division:	Registrar's Office			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Student			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
School ID or any government-issued ID		EARIST Registrar's Office		
Authorization Letter, in case of a representative		Student		
Original Document to be certified, authenticated, and verified		Student Applicant Copy		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present School ID or any government-issued ID	1.1 Issue a payment slip after verification of the original documents	None	5 minutes	Frontliners, Registrar's Office



In case of an authorized representative: should present an authorization letter, a photocopy of the ID of both the student and the representative				
2. Payment of Fees	2.1 Issue Official Receipt	Php 40.00 / copy	3 minutes	Cash and Disbursement Services
3. Submit original and photocopy of the document/s and Official Receipt	3.1 Schedule the date of release and Issue claim stub to the client	None	4 working days	Frontliners, Registrar's Office
4. Claim request	4.1 Release request to the student / authorized representative	None	30 minutes	Frontliners, Registrar's Office
	4.2 Issuance of the Feedback Form to evaluate the provided service.	None	5 minutes	Frontliners, Registrar's Office
	TOTAL	Php 40.00 / copy	4 days and 43 minutes	

10. REQUEST FOR CERTIFICATE, AUTHENTICATION, AND VERIFICATION: CHED OR OVERSEAS AND FOR OTHER LEGAL PURPOSES

This process ensures that the documents being released to the person who requested them are valid, certified, or authentic.

Office or Division:	Registrar's Office	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	Student	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
School ID or any government-issued ID	EARIST Registrar's Office	
Authorization Letter, in case of a representative	Student	
Original Document to be certified, authenticated, and verified	Student Applicant Copy	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present School ID or any government-issued ID In case of an authorized representative: should present an authorization letter, a photocopy of the ID of both the student and the representative	1.1 Issue a payment slip after verification of the original documents	None	5 minutes	Frontliners, Registrar's Office
2. Payment of Fees	2.1 Issue Official Receipt	Php 40.00 / copy	3 minutes	Cash and Disbursement Services
3. Appointment for CAV at the Office of the Registrar – Main Campus	2.1 Schedule the date of appointment to the Office of the Registrar – Main Campus	None	2 minutes	Frontliners, Registrar's Office
4. Submit original and photocopy of the document/s and Official Receipt	3.1 Schedule the date of release and Issue claim stub to the client	None	10 working days	EARIST Main Registrar Frontliners, Registrar's Office
5. Claim request	4.1 Release request to the student / authorized representative	None	30 minutes	Frontliners, Registrar's Office
	4.2 Issuance of the Feedback Form to evaluate the provided service.	None	5 minutes	Frontliners, Registrar's Office
	TOTAL	Php 40.00 / copy	10 working days and 43 minutes	

11. REQUEST FOR STUDENT ADMISSION DOCUMENT FORM/S (SAD FORMS) – ROG, COMPLETION FORM, DROPPING FORM, ALL TYPES OF CERTIFICATIONS, AND CERTIFIED TRUE COPY (CTC)

This process ensures that the documents being released to the person who requested them are valid.

Office or Division:	Registrar's Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen



Who may avail:	Student			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
School ID or any government-issued ID		EARIST Registrar's Office		
Authorization Letter, in case of a representative		Student		
Original and Photocopy of academic records that need to be certified (depending on the number of copies needed)		Student Applicant Copy		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present School ID or any government-issued ID In case of an authorized representative: should present an authorization letter, a photocopy of the ID of both the student and the representative	1.1 Issue a payment slip after verification of the original documents	None	5 minutes	Frontliners, Registrar's Office
2. Payment of Fees	2.1 Issue Official Receipt	Php 40.00 / copy	3 minutes	Cash and Disbursement Services
3. Submit original and photocopy of the document/s and Official Receipt	3.1 Schedule the date of release and Issue claim stub to the client	None	1 hour	Frontliners, Registrar's Office
4. Claim request	4.1 Release request to the student / authorized representative	None	10 minutes	Frontliners, Registrar's Office
	4.2 Issuance of the Feedback Form to evaluate the provided service.	None	5 minutes	Frontliners, Registrar's Office
	TOTAL	Php 40.00 / copy	1 hour and 23 minutes	



12. REQUEST FOR DUPLICATE / RECOPY OF DIPLOMA

This process ensures that the documents being released to the person who requested them are valid.

Office or Division:	Registrar's Office			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Student			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
School ID or any government-issued ID		EARIST Registrar's Office		
Authorization Letter, in case of a representative		Student		
Original and Photocopy of academic records that need to be certified		Student Applicant Copy		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present School ID or any government-issued ID In case of an authorized representative: should present an authorization letter, a photocopy of the ID of both the student and the representative	1.1 Issue a payment slip after verification of the original documents	None	5 minutes	Frontliners, Registrar's Office
2. Payment of Fees	2.1 Issue Official Receipt	Php 200.00 / copy	3 minutes	Cash and Disbursement Services
3. Submit original and photocopy of the document/s and Official Receipt	3.1 Schedule the date of release and Issue claim stub to the client	None	6 working days	Frontliners, Registrar's Office
	3.1 Process duplicate Diploma via	None		
4. Claim request	4.1 Release request to the student / authorized representative	None	10 minutes	Frontliners, Registrar's Office
	4.2 Issuance of the Feedback Form to evaluate the provided service.	None	5 minutes	Frontliners, Registrar's Office
TOTAL		Php 200.00 / copy	6 days and 23 minutes	



13. REQUEST FOR CREDITING OF SUBJECTS / SUBJECT EQUIVALENCY

This process ensures that the prior subject taken by the student is recognized and can be credited.

Office or Division:	Registrar's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Student			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
School ID		EARIST Registrar's Office		
Crediting Form (applicable for Transferees)		EARIST Registrar's Office		
Subject Equivalency (applicable for Shifters)		EARIST Registrar's Office		
Original and Photocopy of Transcript of Records (Copy for EARIST)		Last School attended		
Course Description (if applicable)		Last School attended		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to the Registrar's Office and submit the TOR in a sealed envelope and the Course Description, if available <i>*Applicable only to transferees</i> In case of an authorized representative: should present an authorization letter, a photocopy of the ID of both the student and the representative	1.1 Open the sealed envelope and issue a request slip for payment	None	5 minutes	Frontliners, Registrar's Office
	2.1 Issue Official Receipt 2.2 Issue the crediting form and attach the original TOR <i>*Issue the subject equivalency form in cases of on-campus crediting of subjects</i>	None	Php 40.00 / copy None	3 minutes



3. Complete the crediting form/subject equivalency form, have it signed by the Chairperson and the Dean, and then submit it to the Registrar's Office	3.1 Receive the accomplished crediting form/subject equivalency form and forward it to the evaluators for checking and approval by the Registrar	None	1 hour	College Dean College Chairperson Frontliners, Registrar's Office Evaluators, Registrar's Office
	3.2 Credit the approved subject into the system	None		Registrar
	3.3 Release one copy of the form to the student / authorized representative	None	10 minutes	Frontliners, Registrar's Office
	3.4 Issuance of the Feedback Form to evaluate the provided service.	None	5 minutes	Frontliners, Registrar's Office
	TOTAL	Php 40.00 / copy	1 hour and 23 minutes	



ECB STUDENT AFFAIRS AND SERVICES



ECB STUDENT AFFAIRS AND SERVICES

1. PROCESSING OF REQUEST FOR ON/OFF-CAMPUS STUDENT ACTIVITIES

Validation of the correctness of the request to conduct school activities and the use of school facilities and equipment shall be forwarded to the Administrative Services and the Administrator's Office for Approval.

Office or Division:	ECB Student Affairs and Services			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen; G2G- Government to Government			
Who may avail:	Student (First to Fifth Year, Regular and Irregular) Faculty Personnel and/or Academic Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Request with Recommending Approval by the Concerned Program Chair and Attachment of Pertinent Documents		Client/Student Organization		
All pertinent Documents as stated in CHED Memorandum Order NO.63 s. 2027; Requirements as stated in Student Handbook 2021 Edition		ECB SAS		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a Letter Request with a Recommendation for Approval of the Concerned Program Chair and Attach Pertinent Documents	1.1 Approve / Disapprove Request w/ Remarks	None	1 day	Concerned Program Chair Campus Administrator
2. Recommending Approval for Off-Campus Activities. All Pertinent Documents as stated in CHED Memorandum Order No. 63, s. 2017	2.1 Collect the Documents. Compile -Review the Documents -Submit to Campus Administrators	None	1 day	Concerned Program Chair Campus Administrator
TOTAL		None	2 days	



2. REQUEST FOR CONDUCT OF INVESTIGATION OF STUDENTS' COMPLAINTS

Verification and Investigation of the Student's Complaint to the Concerned Office/Personnel and to be endorsed to the Grievance and Legal Office or immediate legal proceedings.

Office or Division:	ECC Student Affairs and Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Written Complaint		Concerned Client (Student/Faculty/Academic Personnel)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Written Complaint	1.1 Assist the Student/Client	none	3 days	College Dean Dean's
	TOTAL	None	3 days	



ECB GUIDANCE COUNSELING AND TESTING SERVICES



ECB GUIDANCE COUNSELING AND TESTING SERVICES

1. REQUEST FOR PSYCHOLOGICAL TEST ADMINISTRATION

Testing Services are 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 recommends a course of action to be taken to maximize the learning of students through the needed adjustment in the approach of the instructional area learning more attainable.

Office or Division:	Guidance Counseling and Testing Services (GCTS)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Verbal request to avail Psychological Test.	1.1 Issue Consent Form	None	5 minutes	Faculty Designated Staff, GCTS
2. Fill out the Consent Form	2.1 Receive the Consent Form and proceed to the administration of the Psychological Test proper.	None	1 hour	Faculty Designated Staff, GCTS
3. Psychological test proper.	3.1 Check, score, and interpret psychological tests.	None	1 hour	Faculty Designated Staff, GCTS
	3.2 Issue a call slip for each participant.	None	5 minutes	Faculty Designated Staff, GCTS
4. Receive Call Slip from CTS	4.1 Discuss the psychological test result and issue a confirmation slip.	None	1 hour	Faculty Designated Staff, GCTS
	4.2 Issuance of the Feedback Form to evaluate the provided service.	None	5 minutes	Faculty Designated Staff, GCTS
TOTAL		None	3 hours and 15 minutes	



2. REQUEST FOR CONDUCT OF COUNSELING

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

Office or Division:	Guidance Counseling and Testing Services (GCTS)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Student (Individual/Group)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Referral Slip (1 copy – ISO Registered) <i>*optional</i>		College Dean's Office / Students Affairs and Services		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Verbal request for counseling / Present a Referral Slip.	1.1 Issue a walk-in counseling / Referral Slip from the College.	None	5 minutes	Faculty Designated Staff, GCTS
2. Accomplish the walk-in counseling slip and sign the log sheet.	2.1 Interview, counseling proper to the student, and accomplish counseling form.	None	1 hour	Guidance Counselor, GCTS
	2.2 Issuance of the Feedback Form to evaluate the provided service. <i>*If needed, the counselor may schedule a Follow-up Session for the student.</i>	None	5 minutes	Guidance Counselor, GCTS
	TOTAL	None	1 Hour and 20 Minutes	



3. REQUEST FOR FOLLOW-UP

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

Office or Division:	Guidance Counseling and Testing Services (GCTS)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Student/s who have scheduled a follow-up session			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Call slip (1 copy – ISO registered)		Guidance Office		
Counseling Form (1 copy – ISO registered)		Guidance Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the call slip to the Guidance Counselor and sign in the log sheet.	1.1 Interview / Counseling proper and accomplish the counseling form.	None	1 hour	Guidance Counselor, GCTS
	1.2 Issuance of the Feedback Form to evaluate the provided service.	None	5 minutes	Guidance Counselor, GCTS
	TOTAL	None	1 Hour and 5 Minutes	

4. REQUEST FOR REFERRAL

This service is usually understood as the action taken by the person within the institution who sees that a particular person needs counselor assistance. In a school setting, these include administrators, faculty, personnel, parents, and other students.

Office or Division:	Guidance Counseling and Testing Services (GCTS)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Student			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Referral Form (1 copy – ISO registered)		Guidance Office		



CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the referral form and sign in the log sheet.	1.1 Interview / Counseling a proper student.	None	1 hour	Guidance Counselor, GCTS
	1.2 Issuance of the Feedback Form to evaluate the provided service.	None	5 minutes	Guidance Counselor, GCTS
	TOTAL	None	1 Hour and 5 Minutes	



ECB MEDICAL AND DENTAL SERVICES



ECB MEDICAL AND DENTAL SERVICES

1. DELIVER MEDICAL SERVICES: REGULAR, ROUTINE, AND SCHEDULED CONSULTATIONS

This covers from the time that the patient enters the Medical Health Services for the purpose of consultation until they are examined, classified, and provided with medical intervention.

Office or Division:	Medical and Dental Services (MDS)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government G2C – Government to Citizen			
Who may avail:	Students, Employees, Faculty, and Extension Services (Adopted Barangay and Employees' Immediate Family)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Visit the Medical Clinic	1.1 Conduct initial assessment.	None	20 minutes	Medical Officer, MDS
	1.2 Record patient information.	None		Nurse on duty, MDS
2. Undergo Medical Consultation and Proper Assessment/Check-up	<p>2.1 If the case is assessed as an emergency, the attending physician or nurse will provide the necessary first aid treatment or arrange referral to the hospital of choice. A referral form shall be issued if necessary.</p> <p>2.1.a Student: Notify the adviser/teacher and parents of further instructions regarding transfer to the hospital or referral facility.</p> <p>2.1b. Employee: Notify the significant other or a colleague for further instructions regarding transfer to the hospital or referral facility.</p> <p>2.1c. Extension: Notify the immediate supervisor and/or</p>	None	30 minutes	Medical Officer, MDS



	significant other for further instructions regarding transfer to the hospital or referral facility.			
	2.2 If the case is not assessed as an emergency, the Medical Officer will manage and treat the patient and provide prescriptions, if necessary.	None		Nurse on duty, MDS
3. Receive referral form/ prescription (if any) and check-out from the Medical Clinic	3.1 Register to the Logbook	None	10 minutes	Nurse on duty, MDS
	3.2 For Non-Emergency: Issuance of the feedback form to evaluate the provided service.	None		
TOTAL		None	1 Hour	

2. ISSUANCE OF MEDICAL CERTIFICATE TO OJT STUDENTS

The procedure covers 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 Dental Services (MDS)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Chest X-ray (1 Original Copy)		Medical Laboratory of choice		
Complete Blood Count Result (1 Original Copy)		Medical Laboratory of choice		
Urinalysis Result (1 Original Copy)		Medical Laboratory of choice		
Drug Test Result (Optional, 1 Original Copy)		Medical Laboratory of choice		
Student Health Record		OJT Coordinator		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Visit the Medical Clinic and submit the laboratory results	1.1 Assess the laboratory results. Give the necessary request for further laboratory work-ups, if any.	None	1 hour	Medical Officer, MDS Nurse on duty, MDS
2. Consultation and Proper Assessment/Check-up	2.1 Do Medical check-ups for the OJT students.	None	1 hour	Medical Officer, MDS Nurse on duty, MDS
	2.2 Signing of Student Health Record/Medical Certificate (Fit for OJT)	None		
3. Receive the signed medical certificate and check-out from the Medical Clinic	3.1 Register in the Logbook	None	10 minutes	Nurse on duty, MDS
	3.2 Issuance of the feedback form to evaluate the provided service.	None		
TOTAL		None	2 hours and 10 minutes	

3. ISSUANCE OF MEDICAL CLEARANCE FOR EXCUSE SLIP

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

Office or Division:	Medical and Dental Services (MDS)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Excuse Letter from the Parents or Guardian		Parents/Guardian of the Client		
Valid ID of the Parent or Guardian (1 Original Copy and 1 Photocopy with 3 signatures)		Parents/Guardian of the Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Visit the Medical Clinic for Consultation/ Check-up	1.1 Interview/ Assess the client/patient	None	20 minutes	Medical Officer, MDS Nurse on duty, MDS
2. Consultation and Proper Assessment	2.1 Assessed the client	None	20 minutes	Medical Officer, MDS Nurse on duty, MDS



	2.2 Issue Excuse Slip if the Client's name is on the Logbook for the previous consultation/ check-up	None	25 minutes	Medical Officer, MDS Nurse on duty, MDS
	2.3 The student is advised to present an Excuse Letter from the Parents/Guardian if the student does not have a previous consultation in the school clinic.	None		Medical Officer, MDS
	2.4 The original excuse letter will be acknowledged by the school physician and given to the student to present to their professors.	None		
3. Receive signed excuse slip/excuse letter and check-out from the Medical Clinic	3.1 Register to the Logbook	None	10 minutes	Medical Staff
	3.2 Issuance of the feedback form to evaluate the provided service.	None		
	TOTAL	None	1 Hour and 15 minutes	

4. PROVISION OF MEDICAL EXAMINATION FOR INCOMING FIRST-YEAR STUDENTS

The procedure covers 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:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All Incoming 1 st Year Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Chest X-ray (1 Original Copy)		Medical Laboratory of choice		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Visit the Medical Clinic for Health Assessment/ Check-up	1.1 Interview/ Assess the client/patient	None	15 minutes	Medical Officer, MDS Nurse on duty, MDS
2. Undergo Consultation/ Check-up	2.1 Issue Fit to Enroll Form for those who are physically well 2.1.1 Patients with findings may provide a medical certificate from the attending physician/specialist of their deficiency. Then, signing to Fit to Enroll	None	7 days	Medical Staff Medical Officer, MDS
3. Receive the signed Fit to Enroll Form and check out from the Medical Clinic	3.1 Register in the Logbook	None	10 minutes	Medical Staff
	3.2 Issuance of the feedback form to evaluate the provided service.	None		
TOTAL		None	7 days and 25 minutes	

5. REQUEST FOR DENTAL CHECK-UP AND TOOTH EXTRACTION

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

Office or Division:	Medical and Dental Services (MDS)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government			
Who may avail:	Executive Officials, Faculty, Employees, and Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Students only: Certificate of Registration		Client / Registrar's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Visit the Dental Clinic for a Check-up	1.1 Ask the client to fill out the necessary forms	None	20 minutes	Dental Officer



2. Consultation Proper Check-up/Treatment	2.1 Issue Fit to Enroll Form for those who are physically well 2.1.1 Prescribed medication if necessary	None	2 hours	Dental Officer
3. Receive medications (if any) and check out from the Dental Clinic	3.1 Register in the Logbook	None	10 minutes	Medical Staff
	3.2 Issuance of the feedback form to evaluate the provided service.	None		
TOTAL		None	2 hours and 30 minutes	

6. CONDUCT OF ANNUAL PHYSICAL EXAMINATION FOR FACULTY AND NON-TEACHING PERSONNEL/EMPLOYEES

To establish the Standard Procedure for APE of all employees, which promotes overall health.

Office or Division:	Medical and Dental Services (MDS)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Government			
Who may avail:	Employees and Faculty			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Visit the Medical Clinic for Check-up and Laboratory Work-ups	1.1 Ask the client to fill out the necessary Forms	None	1 hour	Medical Staff
2. Physical Examination Laboratory Test	2.1 Subject Clients for the following Laboratory work-ups: Chest X-ray, Blood Chemistry, Urinalysis, Fecalalysis, FBS, ECG, Dental and Eye Examination	None	2 hours	Medical Officer, MDS Nurse on duty, MDS Service Provider Medical Staff
3. Wait for the result of the Laboratory Work-ups	3.1 Coordinate with the Service Provider (Laboratory)	None		Medical Officer, MDS
	3.2 Service Provider processing period	None		



				Nurse on duty, MDS
4. Report to the MDS to get the Laboratory Result	4.1 Release Results and sign PVP Clearance of Faculty who are Physically Fit 4.1.1 Patients who are found to have Medical/Laboratory Findings/Issues shall be given necessary treatment or referrals to the Specialist/Hospital	None	30 minutes	Medical Officer, MDS Nurse on duty, MDS
			1 hour	
5. Sign or Acknowledge Receipt of the result in the logbook	5.1 Register entry to the releasing logbook	None	10 minutes	Medical Staff
	TOTAL	None	4 hours and 40 minutes	



ECB MANAGEMENT INFORMATION SERVICES



ECB MANAGEMENT INFORMATION SERVICES

1. REQUEST FOR 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 institutes. This policy is in place to ensure effective use of time and to prevent illegal and inappropriate use of email.

Office or Division:	Management Information Service (MIS)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Verbal request for Institute Email.	1.1 Issuance of the Access/Request Form.	None	5 minutes	Program Chair, MIS Administrative Aide VI, MIS
2. The requesting party fills out the Access/Request Form and submits the completed form.	2.1 Receive the submitted form.	None	5 minutes	Program Chair, MIS
	2.3 The director of MIS will evaluate and approve the unit form.	None	15 minutes	Director, MIS
	2.3 The Head Unit of User, System Support, and Security will add the requesting party to the Institute's email.	None	15 minutes	System Analyst, MIS
	2.2 Issuance of the Feedback Form to evaluate the provided service.	None	5 minutes	Program Chair, MIS
	TOTAL	None	45 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 communication with people outside of the Institute. This policy is in place to ensure effective use of time and prevent illegal and inappropriate internet use.

Office or Division:	Management Information Service (MIS)			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Executive Officials, Faculty, and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter (1 original)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The requesting party submits a letter request of requesting the Office Head, duly approved by the Director of MIS.	1.1 Receive the Request Letter and issuance of the Access/Request Form.	None	5 minutes	Program Chair, MIS Staff, ECC MIS
2. The requesting party fills out the Access/Request Form and submits the completed form.	2.1 Receive the submitted form.	None	15 minutes	Information System Analyst II, MIS Computer Maintenance Technologist I, MIS Job Order – ICT Technician, MIS
	2.3 The director of MIS will evaluate the location and approve the type of connection to be installed upon identification of available service.	None	5 days	Director, MIS
	2.2 Issuance of the Feedback Form to evaluate the provided service.	None	5 minutes	Program Chair, MIS
	TOTAL	None	5 days and 25 minutes	



3. REQUEST FOR ACCESS TO CAMPUS INFORMATION SYSTEM

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

Office or Division:	Management Information Service (MIS)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Executive Officials, Faculty, and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter (1 original)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The requesting party submits a letter request to the Head Office for the recommendation for the Director of the MIS for approval.	1.1 Receive the Request Letter and issuance of the Access/Request Form.	None	5 minutes	Program Chair, MIS Administrative Aide VI, MIS
2. The requesting party fills out the Access/Request Form and submits the completed form.	2.1 Receive the submitted form.	None	5 minutes	Program Chair, MIS Administrative Aide VI, MIS
	2.1 The director of MIS will process and approve the request depending on the needs.	None	10 minutes	Director, MIS
	2.3 Once approved, the Head Unit for user, system support, and security will add the account as requested by the requesting party.	None	10 minutes	System Analyst, MIS
	2.2 Issuance of the Feedback Form to evaluate the provided service.	None	5 minutes	Program Chair, MIS Administrative Aide VI, MIS
TOTAL		None	35 minutes	



4. REQUEST FOR IT RESOURCES

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

Office or Division:	Management Information Service (MIS)			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Executive Officials, Faculty, and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter (1 original)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The requesting party identifies IT equipment to be purchased and submits it to the Head of IT QA (desktop, laptop, printer, and other IT equipment) for recommendation to the Director of MIS.	1.1 Receive the Request Letter and issuance of the Access/Request Form.	None	5 minutes	Program Chair, MIS
2. The requesting party fills out the Access/Request Form and submits the completed form.	2.1 Receive the submitted form.	None	5 minutes	Information System Analyst II, MIS Computer Maintenance Technologist I, MIS Job Order – ICT Technician, MIS
	2.1 The director of MIS will evaluate the request and determines IT equipment to be purchased depending on the Office's need.	None	3 days	Director, MIS
	2.2 Issuance of the Feedback Form to evaluate the provided service.	None	5 minutes	Program Chair, MIS
	TOTAL	None	3 days and 15 minutes	



ECB ADMINISTRATIVE SERVICES



ECB ADMINISTRATIVE SERVICES

1. REQUEST FOR CONDUCT OF GAINING ENTRANCE FOR VISITORS

This process facilitates the regulated entry of visitors into the Institute's premises to ensure security while maintaining accessibility for official business or sanctioned visits.

Office or Division:	Security Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government			
Who may avail:	General Public, Visiting Officials, and Guests			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid Government-Issued Identification Card (1 original for identification)		Any Government Agency		
Letter of Invitation (if applicable – 1 photocopy)		Requesting Office or Host Official		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present a valid ID and state the purpose of the visit.	1.1 Verify the ID and check for scheduled appointments.	None	2 minutes	Security Guard on duty
2. Sign the Visitor's Logbook	2.1 Record visitor details and issue a Visitor's Pass.	None	3 minutes	Security Guard on duty
	2.2 Contact the concerned office to confirm the visit.	None	5 minutes	Security Guard on duty
3. Receive the Visitor's Pass and undergo security screening.	3.1 Conduct standard security inspection of bags/personnel.	None	5 minutes	Security Guard on duty
4. Proceed to the designated office	4.1 Direct the visitor to the specific building or office.	None	5 minutes	Security Guard on duty
TOTAL		None	20 minutes	



2. REQUEST FOR REPAIR AND MAINTENANCE OF FACILITIES

Responsible for maintaining the cleanliness of the Institute vicinity and performing minor carpentry and repairs of facilities.

Office or Division:	ECB Administrative Services			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Executive Officials, Academic and Non-Academic Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Filled out Job Request Form for Simple Repair and Maintenance		Dept. Head, Administrative Services		
Approval of the Campus Administrator		Office of the Campus Administrator		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the accomplished Job Request Form to the Office of the Administrative Services.	1.1 Acknowledge receipt and record in logbook.	None	10 minutes	Staff, Admin Office
	1.2 Review and approve the request.	None	5 minutes	Dept. Head, Admin Office
	1.3 Schedule repair and identify technical requirements.	None	20 minutes	Dept. Head, Admin Office
2. Coordinate with the repair team at the site.	2.1 Assemble the team and execute the appropriate repair action.	None	2 working days	Assigned Staff
3. Sign the Job Order upon completion.	3.1 Final inspection and filing of completed Job Order.	None	5 minutes	Client and Dept. Head, Admin Office
	3.2 Issuance of the Feedback Form to evaluate the provided service.	None	5 minutes	Staff, Admin Office
TOTAL		None	2 days and 50 minutes	



ECB PROPERTY AND SUPPLY MANAGEMENT SERVICES



ECB PROPERTY AND SUPPLY MANAGEMENT SERVICES

1. PROCESSING OF REQUISITION AND ISSUANCE OF SUPPLIES AND MATERIALS

This service covers the end-to-end process of requesting and acquiring supplies. It includes the initial verification of stock availability through the Supplies Availability Inquiry (SAI), the issuance of available items from existing stock, or the certification of non-availability to support external procurement for items not currently in the stockroom.

Office or Division:	Property and Supply Management Services (PSMS)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Executive Officials, Academic and Non-Academic Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Supplies Availability Inquiry (SAI) Form		Property and Supply Management Office / Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Accomplished SAI Form	1.1 Verify and check the availability of requested items against the stock card.	None	3 minutes	Staff, ECB PSMS
2. Await preparation of issuance forms	2.1 If available, prepare the Advance Issuance of Supplies Form	None	5 minutes	Staff, ECB PSMS
	2.2 If not available, sign the SAI Form to satisfy requirements for external purchase.	None	5 minutes	Staff, ECB PSMS
3. Receive items or signed docs	3.1 Release available items or provide a recorded SAI Form for procurement.	None	3 minutes	Staff, ECB PSMS
4. Sign the releasing logbook	4.1 Record the released items or document them in the official logbook	None	5 minutes	Staff, ECB PSMS
	4.2 Issuance of the Feedback Form to evaluate the provided service.	None	3 minutes	Staff, ECB PSMS
	TOTAL	None	24 Minutes	



2. REQUEST FOR RETURNING OF PROPERTY/ACCOUNTABILITY

This procedure applies to returning accountable property/equipment to the Property and Supply Management Services

Office or Division:	Property and Supply Management Services (PSMS)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Executive Officials, Academic and Non-Academic Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Employee's Copy of the Property Acknowledgement Receipt (PAR)		Property and Supply Management Office / Client		
Employee's Copy of Inventory Custodian Slip (ICS)		Property and Supply Management Office / Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Advised the office of the return of property/equipment	1.1 Verify/check the accountability in the employee's folder	None	5 minutes	Staff, ECB PSMS
2. Surrender the property/ equipment	2.1 Attach picture/s of the property/ equipment to be returned	None	5 minutes	Staff, ECB PSMS
	2.2 Accept the returned property/ equipment			
	2.3 Prepare the Property Turned-In Report (PTIR)	None	5 minutes	Staff, ECB PSMS
3. Sign the Property Turned-In Report (PTIR) and return it to the PMS Office	3.1 Release one (1) copy to the client	None	2 minutes	Staff, ECB PSMS
	3.2 The original copy shall be retained in the office file and the client folder.			
	3.3 Secure the returned property/ equipment			
	3.4 Place the returned property/ equipment at the PSMS Storage/ Stockroom	None	5 minutes	Staff, ECB PSMS
	3.5 Issuance of the Feedback Form to evaluate the provided service.	None	5 minutes	Staff, ECB PSMS
TOTAL		None	27 Minutes	



3. REQUEST FOR TRANSFER OF PROPERTY/ACCOUNTABILITY

This procedure applies to transferring accountable property/equipment to other faculty and employees.

Office or Division:	Property and Supply Management Services (PSMS)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Executive Officials, Academic and Non-Academic Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Employee's Copy of the Property Acknowledgement Receipt (PAR)		Property and Supply Management Office / Client		
Employee's Copy of Inventory Custodian Slip (ICS)		Property and Supply Management Office / Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Advised the office of the change of custodianship of property/equipment	1.1 Verify/check the ICS/PAR in the employee's folder	None	5 minutes	Staff, ECB PSMS
	1.2 Attach picture/s of the property/ equipment for transfer			
	1.3 Prepare the Property Transfer Report (PTR) and newly issued ICS/PAR	None	5 minutes	Staff, ECB PSMS
2. Sign the Property Transfer Report (PTR) and the newly issued ICS/PAR	2.1 Release one (1) copy to the client	None	2 minutes	Staff, ECB PSMS
	2.2 The original copy shall be retained on file in the client's /employee's folder			
3. Acknowledgement Receipt of the items at the space provided in the form	3.1 Release the transferred property/ equipment to the client	None	2 minutes	Staff, ECB PSMS
	3.2 Issuance of the Feedback Form to evaluate the provided service.	None	5 minutes	Staff, ECB PSMS
TOTAL		None	19 Minutes	



LIBRARY SERVICES



LIBRARY SERVICES

1. CIRCULATION OF BOOKS AND OTHER LIBRARY MATERIALS: STUDENTS

The process of borrowing, lending, and returning books or any library materials, whether for in-room use or overnight use, depends on the availability of library materials.

Office or Division:	Library Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Borrower's Slip, Book Card		Library Office		
Student ID or Original Certificate of Registration (COR)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present a Student ID/COR	1.1 Validate the presented Student ID/COR	None	3 minutes	Staff on duty, Library Services
2. Search the OPAC for your topic, fill out a borrower's slip, and submit it to the staff on duty. <i>*Ask staff for assistance if you have trouble finding your material.</i>	2.1 Assist in locating resources via the OPAS or physical shelf search.			
3. Once the material/book is found, proceed to the charging desk and submit your COR or Student ID to the staff on duty.	3.1 Issuance of the book card.			
4. Fill out the book card.	4.1 Process the card and secure the student ID/COR.	None	3 minutes	Staff on duty, Library Services
5. Return the library material/book by the due date.	5.1 Inspect returned item/s and release student ID/COR upon verification.	None	3 minutes	Staff on duty, Library Services
	5.2 Issuance of the feedback form to evaluate the provided service.			



	TOTAL	None	9 minutes	
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2. CIRCULATION OF BOOKS AND OTHER LIBRARY MATERIALS: LIBRARY SERVICE IN THE NEW NORMAL (FOR ONLINE TRANSACTION)

Office or Division:	Library Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government			
Who may avail:	Students and Faculty			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Google Form		Library Office		
Student ID or Original Certificate of Registration (COR), Employee ID, and Authorization Letter for Representative.		Student/Client Concern		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. For reference and research needs, students and faculty may send their queries to the following platform:</p> <p>-Via Facebook Messenger: Students and faculty can log in via Facebook and message Amang at <i>fb.com/earistmanilalibrary</i> to check the availability of their request.</p> <p>-Via Email: email library@earist.edu.ph for research assistance</p> <p>-Via Phone Call: Call 824309466 to 68 Loc. 122 for librarian assistance.</p> <p>- Via Website: check library.earist.edu.ph</p>	<p>1.1 Validate the submitted digital copy of the Institutional ID (Student ID/COR or employee ID)</p>	None	5 minutes	College Librarian I, Library Services
	<p>1.2 Upon validation, the librarian will provide students and faculty with personalized research assistance.</p>			



<p><i>*Submit a digital copy of institutional ID (student ID/COR or employee ID)</i></p>				
<p>2. For Document Delivery Services/Document Request Pick-up: students and faculty members are required to complete the Google Form for document/book requests.</p>	<p>2.1 The library will issue an acknowledgement email once your document or book request has been received.</p>	<p>None</p>	<p>5 minutes</p>	<p>College Librarian I, Library Services</p>
<p>2.2 The library will notify the client when the requested book or document is available for pick-up.</p>	<p>2.3 Documents may be collected in person, via an authorized representative with a letter of authorization, or through a courier service.</p>			
<p>3. Students and faculty must complete the Google Form for book returns on or before the due date.</p>	<p>3.1 The library will issue email notifications to remind you of upcoming book return due dates.</p>			
<p>4. Return materials to the designated drop box at the main school entrance.</p>	<p>4.1 Process returned materials and issue an acknowledgement email.</p>	<p>None</p>	<p>5 minutes</p>	<p>College Librarian I, Library Services</p>
	<p>4.2 Issuance of the feedback form to evaluate the provided service.</p>			
	<p>TOTAL</p>	<p>None</p>	<p>18 minutes</p>	



3. REQUEST FOR PHOTOCOPYING OF BOOKS AND OTHER LIBRARY MATERIALS

Providing library users with the ability to reproduce library materials/books, subject to copyright laws and guidelines.

Office or Division:	Library Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government			
Who may avail:	Students, Administrators, Faculty, Visitors, and Alumni			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Borrower's Slip, Book Card		Library Office		
Student ID or Original Certificate of Registration (COR), Employee ID, and Alumni ID		Student/Client Concern		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present a valid institutional ID (Student ID/COR, Employee ID, or Alumni ID) to the staff on duty.	1.1 Validate the client's ID.	None	6 minutes	Staff on duty, Library Services
	1.2 Issuance of the book card			
2. Fill out the book card.	2.1 Provide the requested material for copying.			
3. Return the material/book after photocopying is done.	3.1 Inspect returned items and release the client's ID upon successful verification.			
	3.2 Issuance of the feedback form to evaluate the provided service.			
TOTAL				



4. REQUEST FOR OVERNIGHT OR OVER WEEKEND USE OF BOOKS

Students can borrow 2 books for overnight use only. Staff and Full-time faculty can borrow up to 5 books per semester, while part-time faculty can borrow up to 3 per semester, provided they present valid identification cards.

Books borrowed may be returned on or before 10 a.m. the following service day.

Lost books must be reported immediately to avoid sanctions; reported lost books must be replaced with the latest edition of the same title. If a specific title is not available, any related title with a copyright within the last 5 years is applicable.

Office or Division:	Library Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government			
Who may avail:	Students, Administrators, Faculty, Visitors, and Alumni			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Google Forms		Library Office		
Student ID or Original Certificate of Registration (COR), Employee ID, and Alumni ID		Student/Client Concern		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present a valid institutional ID (Student ID/COR, Employee ID, or Alumni ID) to the staff on duty and submit the completed book card.	1.1 Validate the client's ID and process the overnight/weekend loan for the selected book.	None	5 minutes	Staff on duty, Library Services
	1.2 Log the transaction and finalize the book loan.			
2. Return the library material/book.	2.1 Inspect returned items and release the client's ID upon successful verification.	None	5 minutes	Staff on duty, Library Services
	2.2 Issuance of the feedback form to evaluate the provided service.			
TOTAL		None	10 minutes	



5. ISSUANCE OF REFERRALS TO ENROLLED STUDENTS

Provided to enrolled students, faculty members, and staff who would like to use other libraries, and provide accommodations for referrals from other libraries.

Office or Division:	Library Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government			
Who may avail:	Students, Administrators, Faculty, Visitors, and Alumni			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Google Forms		Library Office		
Student ID or Original Certificate of Registration (COR), and Employee ID		Student/Client Concern		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present a valid institutional ID (Student ID/COR, Employee ID).	1.1 Check the availability of referrals scheduled at the selected college, university, and institution.	None	6 minutes	College Librarian I, Library Services Director, Library Services
	1.2 Issuance of the referral slip.			
2. Fill out the referral slip.	2.1 Issuance of the referral letter and advising the client on the guidelines of their chosen institution.			
3. Receive the referral slip.	3.1 Issuance of the feedback form to evaluate the provided service.			
	TOTAL	None	6 minutes	



6. REQUEST FOR RESERVATION FOR USE OF EQUIPMENT AND FACILITIES

Requests to reserve the library or any of its facilities, including equipment for research use, should be made at least 3 days in advance to avoid conflicts with other borrowers or the library service. The faculty in charge should inform the librarian and provide the request letter.

Office or Division:	Library Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government			
Who may avail:	Students, Administrators, and Faculty			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Student ID or Original Certificate of Registration (COR), and Employee ID		Student/Client Concern		
Formal Request Letter		Student/Client Concern		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a formal Request Letter to the staff on duty.	1.1 Receive the request letter, and verify the availability of the requested equipment and facilities.	None	3 minutes	Staff on duty, Library Services Director, Library Services
2. Present a valid institutional ID (Student ID/COR, Employee ID) and fill out the log sheet for the reservation.	2.1 Confirm the reservation and outline the usage guidelines.	None	4 minutes	Staff on duty, Library Services Director, Library Services
	2.2 Issuance of the feedback form to evaluate the provided service.			
	TOTAL	None	7 minutes	



7. CIRCULATION OF BOOKS AND OTHER LIBRARY MATERIALS: ADMINISTRATOR AND FACULTY MEMBER (FULL-TIME AND PART-TIME)

The process of borrowing, lending, and returning books or any library materials, whether for in-room use or overnight use, depends on the availability of library materials.

Office or Division:	Library Services			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Administrators and Faculty			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Borrower's Slip, Book Card		Library Office		
Employee ID		Client Concern		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present a valid employee ID	1.1 Validate the presented employee ID	None	3 minutes	Staff on duty, Library Services
2. Search the OPAC for your topic, fill out a borrower's slip, and submit it to the staff on duty. <i>*Ask staff for assistance if you have trouble finding your material.</i>	2.1 Assist in locating resources via the OPAC or physical shelf search.			
3. Once the material/book is found, proceed to the charging desk and submit your employee ID to the staff on duty.	3.1 Issuance of the book card.			
4. Fill out the book card.	4.1 Process the card and secure the employee's ID.	None	3 minutes	Staff on duty, Library Services
5. Return the library material/book by the due date.	5.1 Inspect returned item/s and release the employee's ID upon verification.	None	3 minutes	Staff on duty, Library Services
	5.2 Issuance of the feedback form to evaluate the provided service.			
TOTAL		None	9 minutes	



NATIONAL SERVICE TRAINING PROGRAM



NATIONAL SERVICE TRAINING PROGRAM

1. ISSUANCE OF CERTIFICATE OF COMPLETION IN NSTP 1

Certification of Completion is being issued to students to confirm that they have completed NSTP 1.

Office or Division:	National Service Training Program (NSTP)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Students who passed the subjects NSTP 1			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Report of Grade (ROG) (1 photocopy)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the Report of Grade (ROG) that passed the subject NSTP 1.	1.1 Receive the Photocopy of the Report of Grade.	None	5 minutes	Director, NSTP
	1.2 Issuance of Certificate	None	30 minutes	Director, NSTP
2. Receive the Certificate of Completion	2.3 Issuance of the Feedback Form to evaluate the provided service.	None	5 minutes	Director, NSTP
TOTAL		None	40 minutes	

2. ISSUANCE OF CERTIFICATE AS A GRADUATE OF NSTP CWTS/LTS

Certification of Graduation is being issued to students to confirm that they have completed NSTP.

Office or Division:	National Service Training Program (NSTP)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Students who passed the subjects NSTP 1 and 2 with the same component			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Report of Grade (ROG) (1 photocopy)		Client		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the Report of Grade (ROG) that passed the subject NSTP 1 and 2 with the same component.	1.1 Receive the Photocopy of the Report of Grade.	None	5 minutes	Director, NSTP
	1.2 Issuance of Certificate	None	30 minutes	Director, NSTP
2. Receive the Certificate of Completion	2.3 Issuance of the Feedback Form to evaluate the provided service.	None	5 minutes	Director, NSTP
TOTAL		None	40 minutes	

3. ISSUANCE OF SERIAL NUMBER (CWTS AND LTS)

Number issued to students who completed the NSTP.

Office or Division:	National Service Training Program (NSTP)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Students who passed the subjects NSTP 1 and 2 with the same component			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Report of Grade (ROG) (1 photocopy)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the Report of Grade (ROG) that passed the subject NSTP 1 and 2 with the same component.	1.1 Receive the Photocopy of the Report of Grade.	None	5 minutes	Director, NSTP
	1.2 Issuance of Serial Number.	None	30 minutes	Director, NSTP
2. Receive the Serial Number.	2.3 Issuance of the Feedback Form to evaluate the provided service.	None	5 minutes	Director, NSTP
TOTAL		None	40 minutes	



STUDENT REGISTRATION AND RECORDS MANAGEMENT SERVICES



**STUDENT REGISTRATION AND RECORDS MANAGEMENT SERVICES /
REGISTRAR'S OFFICE**

1. REQUEST FOR SHIFTING OF PROGRAM

This process is to facilitate the smooth transition and re-enrolment of students who are transferring to a different program or college within the Institution.

Office or Division:	Registrar's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	New Students and Transferees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Academic Program Evaluation		Registrar's Office		
Voluntary Opt-Out Form (applicable to students who choose to pay their tuition fee and other school fees)		Registrar's Office		
Shifter's Form		Registrar's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to the College to obtain a shifter's form	1.1 College Dean provides the necessary form and guidance on the process	None	5 minutes	College Dean
2. Duly accomplish the shifter's form and have it signed by the previous Dean and the accepting Dean	None	None		
3. Submit the duly accomplished form to the Registrar's Office	3.1 Verify the form and signatures for authenticity and completeness	None	5 minutes	Frontliners, Registrar's Office
	3.2 Change the program curriculum of the student	None		
4. Student must go to respective colleges for subject enlisting.	4.1 The college enrolment officer will assist the student in selecting appropriate subjects based on the academic program evaluation. <i>*The enrolment officers will discuss</i>	None	2 hours	College Dean Enrollment Officers, Registrar's Office



	<i>the availability of the opt-out option with their respective enrollees and will provide a Voluntary Opt-out form for students who choose to participate</i>			
	4.2 The college enrolment officer will validate the enrolment information *Once validated, a copy of the Certificate of Registration will be generated and reflected on the student portal	None		
5. Go to the Registrar's Office for ID Validation	5.1 Frontliner checks if the student's enrolment is validated and then affixes a validation sticker to the Student's ID.	None	5 minutes	Frontliners, Registrar's Office
	5.2 Issuance of the Feedback Form to evaluate the provided service.	None	5 minutes	Frontliners, Registrar's Office
	TOTAL	None	2 Hours and 20 Minutes	

Note: The total turnaround time may be longer due to factors such as the volume of students, waiting times, queues, and internet connectivity issues.



2. REQUEST FOR PERMIT TO CROSS-ENROLL

This describes the procedure for the application of cross-enrollment.

Note: A student may be allowed to cross-enroll in another school under the following procedures:

1. *The course/s is not offered in the Institute*
2. *The maximum number of units allowed for cross-enroll is six (6) units.*

Office or Division:	Registrar's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Currently Enrolled Student			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Intent		College Dean		
Certificate of Registration (COR)		Client / EARIST Registrar's Office		
EARIST School ID		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the Letter of Intent (include data of the School, subject, and schedule), COR, and School ID to the Registrar's Office	1.1 Receive the Letter of Intent, COR, and school ID for the evaluation of grades and issuance of the payment slip	None	2 minutes	Frontliners, Registrar's Office
2. Proceed to the Cashier's Office for payment	2.1 Facilitate and process payment.	Php 120.00	3 minutes	
	2.2 Issue Official Receipt	None		
3. Submit the official receipt and endorsement letter to the Registrar's Office	3.1 Receive the official receipt and payment slip from the student	None	3 minutes	Frontliners, Registrar's Office
	3.2 Release claim stub to the student	None		
	3.3 Evaluators will conduct an evaluation of grades	None		
	3.4 Issue a Permit to Cross-Enroll in triplicate copies.	None		
4. Proceed to the College Dean for approval	4.1 Sign the Permit to Cross-Enroll	None	3 minutes	College Dean



5. Submit the approved Cross-Enroll Permit to the Registrar's Office	5.1 Sign the Permit to cross-enroll	None	3 minutes	Registrar, Registrar's Office
	5.2 Release two copies of the cross-enrollment form to the student	None		Frontliners, Registrar's Office
	5.3 Issuance of the Feedback Form to evaluate the provided service.	None	3 minutes	Frontliners, Registrar's Office
TOTAL		Php 120.00	17 minutes	

3. APPLICATION TO WITHDRAW REGISTRATION / DROPPED SUBJECTS: FOR UNDERGRADUATE PROGRAMS

This process is initiated when a student decides to discontinue or withdraw their enrollment at the Institute

Note: Withdrawal of Registration / Enrollment must be completed within two (2) weeks from the first day of regular classes. The dropping form must be completed before the scheduled Midterm Examination.

Office or Division:	Registrar's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Currently Enrolled Student			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Withdrawal Form		EARIST Registrar's Office		
Dropping Form		EARIST Registrar's Office		
EARIST School ID / Valid ID		Client		
Letter of Intent with Parent's or Guardian's Signature		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the Letter of Intent with the Parent's or Guardian's signature and Dean's approval to the Registrar's Office	1.1 Receive the Letter of Intent	None	2 minutes	Frontliners, Registrar's Office
	1.2 Issue a payment slip			



2. Proceed to the Cashier's Office for payment	2.1 Facilitate and process payment.	Php 80.00	3 minutes	Cash and Disbursement Services
	2.2 Issue Official Receipt	None		
3. Present the official receipt to the Registrar's Office	3.1 Issue a Withdrawal of Registration Form – if the withdrawal is made within 2 weeks from the first day of class	None	1 minute	Frontliners, Registrar's Office
	3.2 Issue a Dropping Form – if the dropping is made before the scheduled Midterm Examination	None		
4. Submit the accomplished Withdrawal or Dropping Form to the Registrar's Office	4.1 Withdraw/ Drop the enrolment	None	2 minutes	Frontliners, Registrar's Office
	4.2 Issuance of the Feedback Form to evaluate the provided service.	None	3 minutes	Frontliners, Registrar's Office
TOTAL		Php 80.00	11 minutes	

4. APPLICATION TO WITHDRAW REGISTRATION / DROPPED SUBJECTS: FOR GRADUATE PROGRAMS, STUDENTS WHO ARE NOT COVERED BY R.A. 10931

This process is initiated when a student decides to discontinue or withdraw their enrollment at the Institute

Note: Withdrawal of Registration / Enrollment must be completed within two (2) weeks from the first day of regular classes. The dropping form must be completed before the scheduled Midterm Examination.

Office or Division:	Registrar's Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Currently Enrolled Student
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Withdrawal Form	EARIST Registrar's Office
Dropping Form	EARIST Registrar's Office



EARIST School ID / Valid ID		Client		
Letter of Intent		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the Letter of Intent to the Registrar's Office	1.1 Receive the Letter of Intent	None	2 minutes	Frontliners, Registrar's Office
	1.2 Issue a payment slip			
2. Proceed to the Cashier's Office for payment	2.1 Facilitate and process payment.	Php 80.00	3 minutes	Cash and Disbursement Services
	2.2 Issue Official Receipt	None		
3. Present the official receipt to the Registrar's Office	3.1 Issue a Withdrawal of Registration Form – if the withdrawal is made within 2 weeks from the first day of class	None	1 minute	Frontliners, Registrar's Office
	3.2 Issue a Dropping Form – if the dropping is made before the scheduled Midterm Examination	None		
4. The Withdrawal or Dropping must be signed by all concerned faculty and the Dean	4.1 Sign the form	None	2 minutes	College Dean Concerned Faculty Registrar, Registrar's Office
5. Submit the accomplished Withdrawal or Dropping Form to the Registrar's Office <i>*After receiving the student's copy of the approved Withdrawal Form, the student must go to the Accounting/FMS Office to process the refund of fees</i>	5.1 Process the Refund of Fees according to Art III, Sec. 3 of the 2021 Student Handbook	None	2 minutes	Financial Management Services
	5.2 Issuance of the Feedback Form to evaluate the provided service.	None	3 minutes	Frontliners, Registrar's Office
TOTAL		Php 80.00	13 minutes	

Note: If the student wishing to withdraw is a new student, the release of submitted credentials will be made after 6 working days.



5. APPLICATION FOR LEAVE OF ABSENCE

This process is initiated when a student wishes to temporarily separate himself/herself from the Institute for non-academic and non-disciplinary reasons.

Note: The duration of leave of absence does not normally exceed one academic year.

Office or Division:	Registrar's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Student			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Intent with Parent's or Guardian's Signature		Client		
Leave of Absence Form (LOA)		EARIST Registrar's Office		
EARIST School ID		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Letter of Intent to the Registrar's Office	1.1 Receive the Letter of Intent and School ID	None	2 minutes	Frontliners, Registrar's Office
	1.2 Issue a payment slip	None		
2. Proceed to the Cashier's Office for payment of fees and submit to the Registrar's Office	2.1 Facilitate and process payment.	Php 80.00	5 minutes	Cash and Disbursement Services
	2.2 Issue Official Receipt	None		
3. Submit accomplished LOA, OR, and ID	3.1 Receive accomplished LOA, OR, COR, ID	None	3 minutes	Frontliners, Registrar's Office
	3.2 Issuance of the Feedback Form to evaluate the provided service.	None	3 minutes	
TOTAL		Php 80.00	13 minutes	



6. RE-ISSUANCE OF SCHOOL ID – UPDATE, REPLACEMENT, OR LOSS

The objective of this process is to provide a clear and efficient method for students to request re-issuance of their school ID due to updates (e.g., name change), replacements (e.g., damaged ID), or loss.

Office or Division:	Registrar's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Student			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certificate of Registration		Student Portal / Registrar's Office		
Affidavit of Loss (in case re-issuance is due to loss)		Provided by the student / Notary Public		
ID Clearance		Registrar's Office		
Personal Data Update Form		Registrar's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to the Registrar's Office to update, replace, or report the loss of the school ID <i>*An affidavit of loss must be submitted if the re-issue is due to a lost ID</i>	1.1 Issue request slip, personal data update Form and clearance if necessary	None	2 minutes	ID making in charge, Registrar's Office
2. Payment of fees	2.1 Facilitate and process payment.	Php 200.00	5 minutes	Cash and Disbursement Services
	2.2 Issue Official Receipt	None		
3. Submit the Personal Data Update Form, OR, and other necessary requirements to the Registrar's Office	3.1 Printing of School ID	None	1 hour	ID making in charge, Registrar's Office
	3.2 Issue the School ID	None	2 minutes	ID making in charge, Registrar's Office
	3.3 Issuance of the Feedback Form to evaluate the provided service.	None	3 minutes	ID making in charge, Registrar's Office
TOTAL		Php 200.00	1 hour and 12 minutes	



7. PROCESSING OF TRANSCRIPT OF RECORDS

This process is for the issuance of a Transcript of Records for purposes of employment, evaluation, promotion, enrolment, and transfer.

Office or Division:	Registrar's Office			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Student			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly accomplished application form with Clearance		EARIST Registrar's Office		
School ID or any government-issued ID		EARIST Registrar's Office / provided by the student or client		
Authorization Letter, in case of a representative		Student / Client		
Promissory Note		EARIST Registrar's Office		
Transcript of Records (Copy for EARIST)		Previous school attended		
F-137 (Copy for EARIST)		Previous school attended		
Certified True Copy of the upper portion of the Honorable Dismissal (if the lower part of the honorable is lost) – applicable to transferring students only		Accepting or Transferring School		
Request letter from the accepting or transferring school (if the lower part of the honorable is lost) – applicable to transferring students only		Accepting or Transferring School		
Lower portion of the Honorable Dismissal (should indicate the name of the accepting or transferring school) – applicable to transferring student only		Accepting or Transferring School		
Documentary Stamp		BIR/ EARIST Cashier's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present School ID or any government-issued ID. In case of an authorized representative, they should present an authorization letter, a photocopy of the ID of both the student and the representative	1.1 Issue Request Slip with clearance, if applicable, and the necessary requirements	None	5 minutes	Frontliners, Registrar's Office
	1.2 Assessment of Fees	None		
2. Payment of Fees	2.1 Issue Official Receipt	Php 100.00/ page *No fees for the first TOR copy	3 minutes	Cash and Disbursement Services IGP, BDS Office



		for employment – applicable only to new graduates who are first time jobseekers		
		25.00/ security envelope		
3. Submit an accomplished application form, required documents, and an Official Receipt	3.1 Schedule the date of release and Issue claim stub to the client	None	5 working days* or 6 working days**	Frontliners, Registrar's Office Evaluators, Registrar's Office Registrar
	3.2 Process TOR via automated module	None		
4. Claim request	4.1 Release request to the student / authorized representative	None	30 minutes	Frontliners, Registrar's Office
	4.2 Issuance of the Feedback Form to evaluate the provided service.	None	5 minutes	Frontliners, Registrar's Office
	TOTAL	Php 100.00 / page	6 working days and 43 minutes	

*Note: *5 working days for the initial TOR request using the automated module for student numbers 2011 to present.*

***6 working days for the initial TOR request using the manual module for student numbers 2010 and below.*

****Processing time may be longer or take up to 10 working days, as we are still in the process of automating previous records that are not yet covered by automation. We aim to reduce this to 6 working days in the near future.*



8. ISSUANCE OF HONORABLE DISMISSAL (HD) OR TRANSFER CREDENTIALS

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

Office or Division:	Registrar's Office			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Student			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly accomplished application form with Clearance		EARIST Registrar's Office		
School ID or any government-issued ID		EARIST Registrar's Office / provided by the student or client		
Authorization Letter, in case of a representative		Student / Client		
Transcript of Records (Copy for EARIST)		Previous school attended		
F-137 (Copy for EARIST)		Previous school attended		
Documentary Stamp		BIR		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present School ID or any government-issued ID. In case of an authorized representative: should present an authorization letter, a photocopy of the ID of both the student and the representative	1.1 Issue Request Slip with clearance, if applicable, and the necessary requirements	None	5 minutes	Frontliners, Registrar's Office
	1.2 Assessment of Fees	None		
2. Payment of Fees	2.1 Issue Official Receipt	TOR – Php 100 / Page Honorable Dismissal and Good Moral – Php 80 Php 25.00/	3 minutes	Cash and Disbursement Services



		security envelope		
3. Submit an accomplished application form, required documents, and an Official Receipt	3.1 Schedule the date of release and Issue claim stub to the client	None	5 working days	Frontliners, Registrar's Office Evaluators, Registrar's Office Registrar
	3.2 Process TOR and HD via automated or manual module	None		
	3.3 Submit the files for evaluation to the evaluators for processing if the student is under the Manual module	None		
4. Claim request	4.1 Release request to the student / authorized representative	None	30 minutes	Frontliners, Registrar's Office
	4.2 Issuance of the Feedback Form to evaluate the provided service.	None	5 minutes	Frontliners, Registrar's Office
	TOTAL	Php 240.00 / set	5 days and 43 minutes	

9. REQUEST FOR CERTIFICATE, AUTHENTICATION, AND VERIFICATION (OVERSEAS OR LOCAL EMPLOYMENT AND FOR OTHER LEGAL PURPOSES)

This process ensures that the documents being released to the person who requested them are valid, certified, or authentic.

Office or Division:	Registrar's Office	
Classification:	Complex	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	Student	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	School ID or any government-issued ID	EARIST Registrar's Office
	Authorization Letter, in case of a representative	Student
	Original Document to be certified, authenticated, and verified	Student Applicant Copy



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present School ID or any government-issued ID In case of an authorized representative: should present an authorization letter, a photocopy of the ID of both the student and the representative	1.1 Issue a payment slip after verification of the original documents	None	5 minutes	Frontliners, Registrar's Office
2. Payment of Fees	2.1 Issue Official Receipt	Php 40.00 / copy	3 minutes	Cash and Disbursement Services
3. Submit original and photocopy of the document/s and Official Receipt	3.1 Schedule the date of release and Issue claim stub to the client	None	4 working days	Frontliners, Registrar's Office
4. Claim request	4.1 Release request to the student / authorized representative	None	30 minutes	Frontliners, Registrar's Office
	4.2 Issuance of the Feedback Form to evaluate the provided service.	None	5 minutes	Frontliners, Registrar's Office
	TOTAL	Php 40.00	4 days and 43 minutes	

10. REQUEST FOR STUDENT ADMISSION DOCUMENT FORM/S (SAD FORMS) – ROG, COMPLETION FORM, DROPPING FORM, ALL TYPES OF CERTIFICATIONS, AND CERTIFIED TRUE COPY (CTC)

This process ensures that the documents being released to the person who requested them are valid.

Office or Division:	Registrar's Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Student



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
School ID or any government-issued ID		EARIST Registrar's Office		
Authorization Letter, in case of a representative		Student		
Original and Photocopy of academic records that need to be certified (depending on the number of copies needed)		Student Applicant Copy		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present School ID or any government-issued ID In case of an authorized representative: should present an authorization letter, a photocopy of the ID of both the student and the representative	1.1 Issue a payment slip after verification of the original documents	None	5 minutes	Frontliners, Registrar's Office
2. Payment of Fees	2.1 Issue Official Receipt	Php 40.00 / copy	3 minutes	Cash and Disbursement Services
3. Submit original and photocopy of the document/s and Official Receipt	3.1 Schedule the date of release and Issue claim stub to the client	None	1 hour	Frontliners, Registrar's Office
4. Claim request	4.1 Release request to the student / authorized representative	None	10 minutes	Frontliners, Registrar's Office
	4.2 Issuance of the Feedback Form to evaluate the provided service.	None	5 minutes	Frontliners, Registrar's Office
	TOTAL	Php 40.00 / copy	1 hour and 23 minutes	



11. REQUEST FOR DUPLICATE / RECOPY OF DIPLOMA

This process ensures that the documents being released to the person who requested them are valid.

Office or Division:	Registrar's Office			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Student			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
School ID or any government-issued ID		EARIST Registrar's Office		
Authorization Letter, in case of a representative		Student		
Original and Photocopy of academic records that need to be certified		Student Applicant Copy		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present School ID or any government-issued ID In case of an authorized representative: should present an authorization letter, a photocopy of the ID of both the student and the representative	1.1 Issue a payment slip after verification of the original documents	None	5 minutes	Frontliners, Registrar's Office
2. Payment of Fees	2.1 Issue Official Receipt	Php 200.00 / copy	3 minutes	Cash and Disbursement Services
3. Submit original and photocopy of the document/s and Official Receipt	3.1 Schedule the date of release and Issue claim stub to the client	None	6 working days	Frontliners, Registrar's Office
	3.1 Process duplicate Diploma via	None		
4. Claim request	4.1 Release request to the student / authorized representative	None	10 minutes	Frontliners, Registrar's Office
	4.2 Issuance of the Feedback Form to evaluate the provided service.	None	5 minutes	Frontliners, Registrar's Office
TOTAL		Php 200.00 / copy	6 days and 23 minutes	



12. REQUEST FOR CREDITING OF SUBJECTS / SUBJECT EQUIVALENCY

This process ensures that the prior subject taken by the student is recognized and can be credited.

Office or Division:	Registrar's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Student			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
School ID		EARIST Registrar's Office		
Crediting Form (applicable for Transferees)		EARIST Registrar's Office		
Subject Equivalency (applicable for Shifters)		EARIST Registrar's Office		
Original and Photocopy of Transcript of Records (Copy for EARIST)		Last School attended		
Course Description (if applicable)		Last School attended		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to the Registrar's Office and submit the TOR in a sealed envelope and the Course Description, if available <i>*Applicable only to transferees</i> In case of an authorized representative: should present an authorization letter, a photocopy of the ID of both the student and the representative	1.1 Open the sealed envelope and issue a request slip for payment	None	5 minutes	Frontliners, Registrar's Office
2. Payment of Fees	2.1 Issue Official Receipt	Php 40.00 / copy	3 minutes	Cash and Disbursement Services
	2.2 Issue the crediting form and attach the original TOR <i>*Issue the subject equivalency form in cases of on-campus crediting of subjects</i>	None		
3. Complete the crediting form/subject	3.1 Receive the accomplished	None	1 hour	College Dean



equivalency form, have it signed by the Chairperson and the Dean, and then submit it to the Registrar's Office	crediting form/subject equivalency form and forward it to the evaluators for checking and approval by the Registrar			College Chairperson Frontliners, Registrar's Office Evaluators, Registrar's Office Registrar
	3.2 Credit the approved subject into the system	None		
	3.3 Release one copy of the form to the student / authorized representative	None	10 minutes	Frontliners, Registrar's Office
	3.4 Issuance of the Feedback Form to evaluate the provided service.	None	5 minutes	Frontliners, Registrar's Office
	TOTAL	Php 40.00 / copy	1 hour and 23 minutes	



INSTITUTE BOARD REVIEW, SKILLS, AND TRAINING CENTER



INSTITUTE BOARD REVIEW, SKILLS, AND TRAINING CENTER

1. REQUEST FOR CERTIFICATE OF PROGRAM COMPLIANCE (COPC)

The Institute Board Review, Skills, and Training Center (IBRSTC) facilitates the issuance of the Certificate of Program Compliance (COPC) for students and graduates of board and non-board programs of Eulogio “Amang” Rodriguez Institute of Science and Technology. The COPC serves as an official institutional document certifying that the academic program undertaken by the applicant complies with the prescribed curricular and regulatory requirements. This document is commonly required during the application for licensure examination at the Professional Regulation Commission (PRC), as well as for review center admission and other institutional verification purposes.

This service ensures accurate, timely, and efficient processing to support students’ and graduates’ academic progression and professional licensure requirements.

Office or Division:	Office of the Institute Board Review, Skills, and Training Center (IBRSTC)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Graduate students who will take the Board Licensure Examination			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
EARIST-QSF-SRRMS-013		Student Registration and Records Management Services (SRRMS)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Request Form and fill out the COPC Google Form and Logbook.	1.1 Facilitate and verify the Certificate of Program Compliance (COPC) request.	None	5 minutes	Staff, IBRSTC
	1.2 Signature and Issuance of Certificate of Program Compliance (COPC) via email or hard copy.	None	2 minutes	Director, IBRSTC
2. Receive the Certificate of Program Compliance (COPC) via email or hard copy.	2.1 Issuance of the Feedback Form to evaluate the provided service.	None	3 minutes	Staff, IBRSTC
TOTAL		None	10 minutes	



2. REQUEST FOR ENDORSEMENT TO PARTNERED TESDA – ACCREDITED TRAINING AND ASSESSMENT CENTERS

The Office of the Training and Assessment Center serves as the official coordinating and regulatory unit for requests to conduct training and assessment activities through affiliated Technical Education and Skills Development Authority (TESDA) Training and Assessment Centers. The Office evaluates and processes requests from colleges, departments, and partner institutions intending to implement competency-based training programs and national competency assessment under TESDA regulations. It ensures that all proposed activities comply with institutional policies, TESDA and Institute standards, and documentary requirements necessary for proper endorsement, monitoring, and issuance of Special Orders when applicable.

Through established procedures and oversight mechanisms, the Office safeguards quality assurance, regulatory compliance, and the integrity of training and assessment activities, thereby supporting learner certification, employability, and workforce readiness.

Office or Division:	Office of the Institute Board Review, Skills, and Training Center (IBRSTC)			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	TESDA Accredited – Training and Assessment Centers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Endorsement Letter		College Deans concern		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a letter of intent addressed to the Director, Institute Board Review, Skills, and Training Center.	1.1 Verification and evaluation of the legitimacy of the TESDA Accredited Training and Assessment Centers.	None	1 day	Director, IBRSTC
	1.2 Issuance of recommendation to conduct the proposed TESDA training and assessment.	None	1 day	Chief, Training and Assessment Center Director, IBRSTC
	1.3 Issuance of the Institute Endorsement to conduct the proposed TESDA training and assessment.	None	1 day	Director, IBRSTC Vice President for Academic Affairs Institute President
	1.4 Request letter and form for the utilization of School Facilities	None	1 day	Director, Business Development Center



2. Utilization of Facilities	2.1 Issuance of the Feedback Form to evaluate the provided service.	None	5 minutes	Staff, IBRSTC
TOTAL		None	4 days and 5 Minutes	

3. REQUEST TO CONDUCT REVIEW SEMINARS, MOCK BOARD EXAMINATIONS, AND MARKETING PROPOSALS FOR PARTNERED REVIEW CENTERS

The Institute Review Center (IRC) serves as the coordinating body for establishing partnerships with external review centers that offer review seminars, training programs, mock board examinations, and marketing proposals aligned with the academic programs of the Institute. Through these collaborations, the IRC ensures that review activities uphold institutional standards, promote quality preparations for licensure examinations, and support the academic success of EARIST students. This process outlines the requirements and steps for review centers seeking a partnership with EARIST.

Office or Division:	Office of the Institute Board Review, Skills, and Training Center (IBRSTC)			
Classification:	Complex			
Type of Transaction:	G2B – Government to Business			
Who may avail:	Review Centers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Endorsement Letter		Office of the President		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a letter of intent addressed to the Institute President through the Director, Institute Board Review, Skills, and Training Center	1.1 Verification and evaluation of the legitimacy of the review center.	None	1 day	Director, IBRSTC
	1.2 Issuance of College Endorsement to conduct the proposed review-related training	None	1 day	Director, IBRSTC IRC Chairperson College Dean's concern
	2.3 Issuance of the Institute Endorsement to conduct the review program	None	1 day	Director, IBRSTC Vice President for Academic Affairs Institute President
	2.3 Request letter and form for the utilization of School Facilities	None	1 day	Director, Business Development Center



2. Utilization of Facilities	2.1 Issuance of the Feedback Form to evaluate the provided service.	None	5 minutes	Staff, IBRSTC
	TOTAL	None	1 Hour and 20 Minutes	



FACULTY EVALUATION AND RECLASSIFICATION



FACULTY EVALUATION AND RECLASSIFICATION

1. REQUEST FOR CONDUCT OF FACULTY EVALUATION

The Office is responsible for the implementation and evaluation of faculty profiles under the DBM-CHED Joint Circular No. 03, Series of 2022, dated October 18, 2022 – Guidelines on the Reclassification of Faculty Positions in State Universities and Colleges (SUC's) and the Republic Act (RA) 8292 – Higher Education Modernization Act of 1997.

Office or Division:	Faculty Evaluation and Reclassification			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Regular Faculty (Internal Clients)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Log in Receipt		Office of the Instruction Services		
Faculty's Documents for Initial Review		College Evaluation Committee (CEC)		
Faculty's Documents for Final Review		Institutional Evaluation Committee (IEC)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the faculty's documents to the College Evaluation Committee (CEC) together with the completed Individual Summary Sheet (ISS)	1.1. Assist the Faculty	None	15 minutes	Members of the CEC Faculty
	1.2. Check the Veracity and Completeness of the Documents	None	10 days	Member of the CEC
	1.3. Schedule the meeting between the CEC and the faculty to discuss the additional and/ or missing attachments/ support	None	5 days	Members of the CEC
2. Compliance – Submission of the required additional and/ or missing documents	2.1. Assist the Faculty, should there be additional inquiries; refer to DBM-CHED guidelines or to the Office of Institutional Quality Assurance and Governance (OIQAG) if need be	None	15 days	Members of the CEC Faculty Chief, Faculty Evaluation
3. Finalization of the ISS by the Faculty,	3.1. Assist the Faculty	None	5 days	Faculty



including the acceptable documents				Chief, Faculty Evaluation
4. Submission of the folder containing the finalized ISS and completed documents to the Institutional Evaluation Committee (IEC)	4.1. Assist the Faculty	None	15 minutes	Faculty Members of the IEC
	4.2. Review the submitted ISS, including the attached supporting documents	None	15 days	Faculty Members of the IEC
	4.3. Schedule a meeting between the IEC and the Faculty to discuss the deficiency of submitted documents, if any	None	5 days	Faculty Members of the IEC
5. Finalization of the ISS by the Faculty, including scanning of the acceptable documents; double-checking of the Google link for the attachments	5.1. Assist the Faculty	None	5 days	Faculty
	5.2. Signing of the Finalized ISS by the members of the IEC Members	None	3 days	IEC Members
	5.3. Submission of the folder containing the finalized ISS and complete and scanned documents to the:	None	2 days	Chief, Faculty Evaluation Asst. Evaluator
	5.3.1. Regional Evaluation Committee (REC) for Instructor to Asso. Professors			
5.3.2. Evaluation and Accreditation Committee (EAC) for Professors				
	TOTAL	None	65 days and 30 minutes	



STUDENT AFFAIRS AND SERVICES



STUDENT AFFAIRS AND SERVICES

1. PROCESSING OF TERTIARY EDUCATION SUBSIDY (TES) APPLICANTS

(Under Commission on Higher Education – UniFAST)

The Tertiary Education Subsidy (TES) is a government-funded financial assistance program granted to qualified students enrolled in State Universities and Colleges (SUCs). The Student Affairs and Services (SAS) facilitates the verification of beneficiaries, evaluation of required documents, preparation of billing requirements, and coordination with CHED-UniFAST for fund release.

Office or Division:	Student Affairs and Services			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Students included in the validated TES list from CHED-UniFAST			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certificate of Registration (COR) – 1 Original & 2 Copies of Certified True Copy		Student / Registrar's Office		
Copy of Grades (if applicable) – 2 Copies		Student / Registrar's Office		
TES Annex Forms / Billing Requirements – 2 Sets		SAS Office		
Photocopy of Valid ID with 3 specimen signatures – 2 copies		Student		
Other documents required by CHED-UniFAST		Student		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Wait for the officially validated TES list from CHED-UniFAST	1.1 Receive and verify the validated list	None	Depends on CHED Release	UniFAST Focal Person
2. Submit the required TES documents upon notification	2.1 Check completeness and validate documents	None	3 Working Days	Program Chair Scholarship Division, SAS Job Order, SAS
3. Await billing preparation	3.1 Prepare and submit billing documents to CHED-UniFAST	None	2 Working Days	UniFAST Focal / Accounting
4. Receive Fund and Release Information	4.1 Notify students of the release schedule	None	Based on the CHED Release	Program Chair Scholarship Division, SAS Job Order, SAS
	4.2 Issuance of the Feedback form to	None	10 minutes	Program Chair Scholarship Division, SAS



	evaluate the provided service.			Job Order, SAS
	TOTAL	None	5 days and 10 minutes	

Note: Processing time excludes the period of CHED validation, approval, and actual release of funds.

2. PROCESSING OF TULONG DUNONG PROGRAM (TDP) APPLICANTS

(Under Commission on Higher Education – UniFAST)

The Tulong Dunong Program (TDP) is a government scholarship grant intended to support financially disadvantaged but deserving students. The SAS facilitates document verification, evaluation, billing preparation, and coordination with CHED-UniFAST for fund processing and release.

Office or Division:	Student Affairs and Services (SAS)			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Students included in the CHED-approved TDP list			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certificate of Registration (COR) – 1 Original & 2 Copies of Certified True Copy		Student / Registrar's Office		
Copy of Grades (if applicable) – 2 Copies		Student / Registrar's Office		
TDP Annex Forms / Billing Requirements – 2 Sets		SAS Office		
Photocopy of Valid ID with 3 specimen signatures – 2 copies		Student		
Other documents required by CHED-UniFAST		Student		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Wait for the officially validated TDP list from CHED-UniFAST	1.1 Receive and review the approved list	None	Depends on CHED Release	UniFAST Focal Person
2. Submit the required documents upon notification	2.1 Validate and evaluate documents	None	2 Working Days	Program Chair Scholarship Division, SAS Job Order, SAS
3. Await billing preparation and submission	3.1 Prepare and submit billing documents to CHED-UniFAST	None	5 Working Days	UniFAST Focal / Accounting



4. Wait for the fund release	4.1 Inform students of the release schedule	None	Based on the CHED Release	Program Chair Scholarship Division, SAS Job Order, SAS
	4.2 Issuance of the Feedback form to evaluate the provided service.	None	10 minutes	Program Chair Scholarship Division, SAS Job Order, SAS
	TOTAL	None	7 days and 20 Minutes	

Note: Processing time excludes CHED approval and actual release of funds.

3. APPLICATION FOR STUDENT ASSISTANT PROGRAM

The Student Assistant Program provides part-time employment opportunities to currently enrolled students of regular academic status. Qualified students may render clerical or technical services in designated offices, subject to approval. Employment is renewable every semester, and compensation is based on actual hours rendered.

PROGRAM DETAILS

- Clerical Student Assistant: ₱50.00 per hour
- Technical Student Assistant: ₱100.00 per hour
- Maximum Working Hours: 100 hours per month
- Assignment Area: Offices endorsed and approved by SAS

Office or Division:	Student Affairs and Services			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Currently enrolled students are qualified for Student Assistantship (Clerical or Technical)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Recommendation Letter from the Head of Office – 2 copies		Concerned Office / Unit		
Endorsement Letter – 2 Copies		Scholarship Division / SAS Director		
Certificate of Registration (COR) – 2 Copies		Registrar’s Office		
Report of Grades (if required) – 2 Copies		Dean’s Office / Registrar’s Office		
Photocopy of Valid School ID – 2 Copies		Student		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Secure Recommendation Letter from the Head of Office	None	None	Depends on Office	Office Head
2. Secure Endorsement Letter from Scholarship Division / SAS Director	None	None	Depends on the college	Student Affairs and Services Director, SAS Program Chair Scholarship Division, SAS
3. Submit complete requirements to Student Affairs and Services-Scholarship Services: a. Recommendation Letter from the Head of Office b. Certificate of Registration (COR) c. Report of Grades (if required) d. Photocopy of Valid School ID	3.1 Receive and check the completeness of documents	None	30 Minutes	Program Chair Scholarship Division, SAS Job Order, SAS
4. Await the evaluation of the application	4.1 Evaluate qualifications and verify documents	None	3 Working Days	Program Chair Scholarship Division, SAS Job Order, SAS
5. Wait for the approval of the designation	5.1 Prepare and process the designation for endorsement to the VPAA for approval of the Institute President	None	2 Working Days	Student Affairs and Services Director, SAS Vice President for Academic Affairs, OVPA Institute President, OP
	5.2 Issuance of the Feedback form to evaluate the provided service.	None	10 minutes	Program Chair Scholarship Division, SAS Job Order, SAS
	TOTAL	None	5 days and 40 minutes	

Note: Processing time excludes the issuance of the Recommendation and Endorsement Letters



4. PROCESSING OF REQUESTS FOR ON-CAMPUS STUDENT ACTIVITIES

This service can be availed by the student who wishes to conduct academic and non-academic activities within the campus premises, subject to approval by the concerned officials.

Office or Division:	Student Affairs and Services (SAS): Leadership Division
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Officially Enrolled Students, Registered Student Organizations, and Colleges

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter for activity addressed to the following: 1.1 Institute Student Government President through the College Student Government (for CBO/CSG) (1 original copy) 1.2 Institute President (through VPAA, SAS Director, and Program Head of Leadership Division) (1 original copy) <i>Note: The requests must be recommended for approval by the Adviser and by the College Dean.</i>		Client-produced (Student Organizations – whether CBO's (College-based Organizations), Institutional Organizations, Religious Organizations, or Political Organizations; Colleges; Class Officers)		
Student Activity Proposal Form (EARIST-QSF-SAS-006) (1 original copy)		Client-produced		
Budgetary allocation; Reservation of Venue (1 original copy)		Client-produced		
Profile of speakers/facilitators/resource persons (for Seminar/Workshop) (1 original copy)		Client-produced		
Program/Event flow (1 original copy)		Client-produced		
For the collection of fees, such as registration fees for the event, the organization must submit a resolution from the organization's officers regarding the fees included in the activity (OP Memorandum 051-2023). The resolution must be attested by the students, provided that the fees are voluntary. Provided with the minutes of the meeting of the consultation and documentation. (1 original copy)		Client-produced		
Other requirements that SAS may require, depending on the nature of the activity. (1 original copy each)		Client-produced		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Student Activity Form	1.1 Issue student activity form	None	10 minutes	Program Head, Leadership Division, SAS Administrative Aide VI, SAS
2. Submit endorsement of the Student Activity Proposal with all	2.1 Receive the request letter and requirements	None	5 minutes	ISG President/ISG Officer



required documents and supporting documents from the Institute Student Government	2.2 Assessment of the activity	None		
	2.3 Receive the request letter and requirements from ISG	None	10 minutes	Program Head, Leadership Division, SAS
	2.4 Review the request letter and assessment of the requirements	None		
	2.5 Endorse the letter and activity proposal to the SAS Director, Ms. Agnes F. Amorin, for recommending approval.	None	2 days (until it reaches the Office of the President)	Institute President, OP Vice President for Academic Affairs, OVPAA Director, SAS
	2.6 Transmit the endorsement letter to Dr. Allan Q. Quismundo, VPAA, and EARIST President Dr. Rogelio T. Mamaradlo for approval.	None		
	2.7 Transmit a copy of the approved Student Activity Proposal and require the student to sign the logbook	None		
	3. Receive a copy of the approved Student Activity Proposal	3.1 Issuance of the Feedback form to evaluate the provided service.	None	5 minutes
	TOTAL	None	2 days and 30 minutes	

Note: The processing time may vary depending on the completeness of the documents submitted. Evaluation shall commence only upon receipt of complete requirements.



5. PROCESSING OF REQUESTS FOR OFF-CAMPUS STUDENT ACTIVITIES

Off-campus activities are those that may be conducted by Officially Enrolled Students, Registered Student Organizations, and Colleges outside the Institute. The Off-Campus Activity is regulated under CHED CMO No. 63 Series of 2017

Office or Division:	Student Affairs and Services (SAS): Local-Off Campus Activities Committee
Classification:	Complex
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Officially Enrolled Students, Registered Student Organizations, and Colleges
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Off-campus Form and Checklist (1 copy)	Office of Student Affairs and Services upon submission of the Off-Campus Activity Application
<p>Letter regarding the activity, addressed to the following:</p> <ul style="list-style-type: none"> • Dr. Rogelio T. Mamaradlo, President thru Dr. Allan Q. Quismundo, Vice President for Academic Affairs • Ms. Agnes F. Amorin, SAS Director, Off Campus Committee Chair, through Dr. Giovanni L. Ahunin, Director, Administrative Services, and Dr. Peggy M. Ochoa, Chief, Medical and Dental Services <p><i>Purpose: to signify ATTENTION for Off-Campus Activity & Medical Clearance of Students & Borrowing of First Aid Kit, & accompanying medical personnel</i></p>	Client-produced
Medical Clearance as certified by the School Physician (1 original copy, 1 photocopy for SAS)	Issued by the Medical and Dental Services
Notarized Parent's Consent Form (1 original copy, 1 photocopy for SAS)	Client-produced
Resolution for Special Collection, and alternative activity, attested by the students (if applicable) (1 original copy, 1 photocopy for SAS)	Client-produced
Invitation letter from outside organization (if applicable) (1 original copy, 1 photocopy for SAS)	Client-produced
Approved Course Curriculum (if applicable) (2 CTC photocopies (1 copy for SAS)	Office of the College Dean/Program Chair (client-produced)
Off-Campus Policies as stated in the Student Handbook/Manual (2 photocopies)	Student Handbook/Manual (client-produced)
Off-Campus Policies based on CMO No. 63, s. 2017 (2 copies)	Printable through the CHED website (client-produced)
Accompanying Faculty-in-Charge Conforme (1 original copy, 1 photocopy for SAS)	Template from Office of Student Affairs and Services (client-produced)
<p>Other documents as required by CMO No. 63, s. 2017 (2 copies):</p> <ul style="list-style-type: none"> • Destination (with ocular inspection, if applicable) • Approved request letter for first aid kit and accompanying medical personnel • Student Insurance • Mobility of student with corresponding documents (Owned by the HEI; Third Party or Subcontracting; 	Client-produced



Franchise/Travel Agency/ Tour Operator with approved BAC Resolution <ul style="list-style-type: none"> • Letter to LGU/NGOs • Details on the activities, proof of orientation, and consultation to students and parents, with minutes of the meeting and documentation • Announcement of the activity (through website, bulletin board) • Sample Learning Journal Emergency Preparedness Plan				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Off-Campus Application Form and complete supporting documents to the Office of Student Affairs and Services (SAS).	1.1 Receive the Off-Campus Application and print the Off-Campus Activity Checklist. 1.1.1 Stamp "Received" on both the original application and the client's receiving copy.	None	10 minutes	Administrative Aide VI, SAS
	1.2 Record the application in the official logbook/database and print the Off-Campus Checklist.	None	10 minutes	Administrative Aide VI, SAS
2. Await the evaluation results and follow up with SAS, if necessary.	2.1 Initial Evaluation 2.1.1 Review all attachments and tick the corresponding items on the Off-Campus Checklist.	None	1 hour	Program Chair, Scholarship Division, SAS Program Head, Leadership Division, SAS
	2.2 Officer's Evaluation 2.2.1 Conduct a thorough review of all submitted requirements, not limited to, but with particular attention to: Medical Clearance, Insurance Coverage, Notarized Parents' Consent, Resolution for Special Collection (if applicable)	None	1 day	Director, SAS & Chairman of Local Off-Campus Committee Members of the Local Off-Campus Committee



	2.3 Coordinate with the Accounting Department for verification (applicable to CHED-funded educational trips).	None	1 day	
	2.4 Prepare a detailed summary of findings and evaluation results.	None	4 hours	
	2.5 Issuance of Evaluation Results	None	10 minutes	
3. Receive the detailed evaluation findings from SAS.	3.1 Release the Detailed Evaluation Results to the proponent.	None	10 minutes	Director, SAS & Chairman of Local Off-Campus Committee Members of the Local Off-Campus Committee
4. Comply with any noted deficiencies or additional requirements, if applicable, based on the SAS evaluation.		None	Depends on the proponents	
5. Submit the additional or lacking documents to SAS for final evaluation.	5.1 Receive the resubmitted/complie d Off-Campus documents.	None	10 minutes	Administrative Aide VI, SAS
	5.2 Officer's Evaluation of Complied Requirements 5.2.1 Review the submitted additional documents for completeness. Upon full compliance: 5.2.1.1 Prepare the necessary additional documents. 5.2.1.2 Issue the Certificate of Compliance. 5.2.1.3 Prepare the Endorsement Letter to the President for approval of the activity and endorsement to CHEDRO.	None	1 day	Director, SAS & Chairman of Local Off-Campus Committee Members of the Local Off-Campus Committee



6. Receive and record the documents in the official logbook for monitoring and tracking purposes.	6.1 Release all prepared documents to the proponent; record the release in the logbook and secure the recipient's signature.	None	10 minutes	Program Chair, Scholarship Division, SAS Program Head, Leadership Division, SAS
7. Route the forms issued by SAS to the appropriate signatories, including the College Dean/Director, Chief, VPAA, and the Office of the President (OP).	7.1 Wait for internal routing and signatures	None	3 days (until it reached OP)	
8. Submit the duly signed forms, together with complete supporting documents, to SAS.	8.1 Receive the complete documents from the Office of the President (OP), including the signed Endorsement Letter to CHEDRO.	None	15 minutes	Administrative Aide VI, SAS
	8.2 Release the complete set of documents to the proponent.	None		
	8.3 Issuance of the Feedback form to evaluate the provided service.	None	10 minutes	Administrative Aide VI, SAS
	TOTAL	None	6 days, 6 hours, and 25 minutes	

Note: Processing time may vary depending on the completeness of documents submitted.



6. APPLICATION FOR ACCREDITATION OF NEWLY-FOUNDED STUDENT ORGANIZATIONS

Student Organization Accreditation for newly-founded organizations is regulated, and provisions are set forth in the EARIST Student Handbook 2019 under Article X, Section 3

Office or Division:	Student Affairs and Services (SAS): Leadership Division			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Officially Enrolled Students and Newly-Founded Student Organizations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accreditation Checklist of requirements (A4 size, 1 original copy, 1 scanned copy (online))		Form originating from the Institute Student Government to allow the ISG to monitor the student activities as well.		
SAS Accreditation Forms (1 original copy, 1 scanned copy (online)): <ul style="list-style-type: none"> • Application for Recognition / Renewal of Student Organization (EARIST-QSF-SAS-001) • Faculty Conformer for Accepting Adviser Role (EARIST-QSF-SAS-002) • Agreement for Student Organization Recognition (EARIST-QSF-SAS-003) • Organizational Profile (EARIST-QSF-SAS-004) • Certificate of Compliance (EARIST-QSF-SAS-005) 		SAS Office		
Letter of Application for Recognition (1 original copy, 1 scanned copy (online))		Client-produced		
Constitution and By-Laws of the Organization (1 copy, 1 scanned copy (online))		Client-produced		
Organization Chart, signed by the President, Adviser, and the College Dean (1 copy, 1 scanned copy (online))		Client-produced		
List of Organization Officers with specimen signature, student number, year-level, address, landline/mobile number, and attached 2x2 ID with COR (1 copy, 1 scanned copy (online))		Client-produced		
For CBO: List of CSO per section/year-level with specimen signature, student number, year-level, address, landline/mobile number, and attached 2x2 ID with COR (1 copy, 1 scanned copy (online))		Client-produced		
Certification of Membership to the Organization, certified by the College Dean (1 copy, 1 scanned copy (online))		Client-produced		
One-Year Master Plan and Financial Plan, signed by the President, Adviser, and the College Dean (1 copy, 1 scanned copy (online))		Client-produced		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure a checklist of requirements and forms from ISG	1.1 Provide required forms and initial guidance	None	5 minutes	ISG President/ ISG Officer



2. Submit a completed filled-up checklist and complete the requirements to ISG for the initial evaluation	2.1 Receive documents	None	2 days	ISG President/ ISG Officer
	2.2 ISG to submit the evaluated documents and checklist to SAS	None		
	2.3 Log the documents into the checklist/ monitoring report	None	10 minutes	Administrative Aide VI, SAS
	2.4 Evaluate the checklist and requirements submitted	None	2 days	Program Head, Leadership Division, SAS
	2.5 Issuance of detailed findings for further compliance (if there are any)	None		
3. Compliance with lacking or additional requirements (if any) resulting from the SAS Evaluation	3.1 Officer evaluation of complied requirements	None	1 day	Program Head, Leadership Division, SAS Administrative Aide VI, SAS
	3.2 Printing of Accreditation/ Renewal Certificate of Compliance and Certificate of Accreditation	None		
	3.3 Endorsement of the Accredited Organizations to the SAS Director, VPAA, for approval of the President	None	2 days (until it reaches OP)	Program Head, Leadership Division, SAS Director, SAS
	3.4 Signing of Certificate of Accreditation	None		
	3.5 Issuance of Accreditation/ Renewal Certificate	None	30 minutes	Director, SAS
	4. Receiving Accreditation and Renewal Certificate (signing in the logbook and receiving a copy)	4.1 Issuance of the Feedback form to evaluate the provided service.	None	5 minutes
TOTAL		None	7 days and 50 minutes	



7. APPLICATION FOR RENEWAL OF STUDENT ORGANIZATION ACCREDITATION

Renewal of Student Organization Accreditation is regulated, and provisions are set forth in the EARIST Student Handbook 2019 under Article X, Section 3.

Office or Division:	Student Affairs and Services (SAS): Leadership Division	
Classification:	Complex	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	Officially Enrolled Students and Student Organizations	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Accreditation Checklist of requirements (A4 size, 1 original copy, 1 scanned copy (online))	Form originating from the Institute Student Government to allow the ISG to monitor the student activities as well.	
SAS Accreditation Forms (1 original copy, 1 scanned copy (online)): <ul style="list-style-type: none"> • Application for Recognition / Renewal of Student Organization (EARIST-QSF-SAS-001) • Faculty Conforme for Accepting Adviser Role (EARIST-QSF-SAS-002) • Agreement for Student Organization Recognition (EARIST-QSF-SAS-003) • Organizational Profile (EARIST-QSF-SAS-004) • Certificate of Compliance (EARIST-QSF-SAS-005) 	SAS Office	
Letter of Application for Recognition (1 original copy, 1 scanned copy (online))	Client-produced	
Constitution and By-Laws of the Organization (with copy of ratification, if applicable) (1 copy, 1 scanned copy (online))	Client-produced	
Organization Chart, signed by the President, Adviser, and the College Dean (1 copy, 1 scanned copy (online))	Client-produced	
List of Organization Officers with specimen signature, student number, year-level, address, landline/mobile number, and attached 2x2 ID with COR (1 copy, 1 scanned copy (online))	Client-produced	
For CBO: List of CSO per section/year-level with specimen signature, student number, year-level, address, landline/mobile number, and attached 2x2 ID with COR (1 copy, 1 scanned copy (online))	Client-produced	
Certification of Membership to the Organization, certified by the College Dean (1 copy, 1 scanned copy (online))	Client-produced	
One-Year Master Plan and Financial Plan, signed by the President, Adviser, and the College Dean (1 copy, 1 scanned copy (online))	Client-produced	
Annual Accomplishment Report with documentation (1 copy, 1 scanned copy (online))	Client-produced	
Financial Report (1 copy, 1 scanned copy (online))	Client-produced	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure a checklist of requirements and forms from ISG	1.1 Provide required forms and initial guidance	None	5 minutes	Administrative Aide VI, SAS
2. Submit a completed filled-up checklist and complete the requirements to ISG for the initial evaluation	2.1 Receive documents	None	2 days	ISG President/ ISG Officer
	2.2 ISG to submit the evaluated documents and checklist to SAS	None		
	2.3 Log the documents into the checklist/ monitoring report	None	10 minutes	Administrative Aide VI, SAS
	2.4 Evaluate the checklist and requirements submitted	None	2 days	Program Head, Leadership Division, SAS
	2.5 Issuance of detailed findings for further compliance (if there are any)	None		Administrative Aide VI, SAS
3. Compliance with lacking or additional requirements (if any) resulting from the SAS Evaluation	3.1 Officer evaluation of complied requirements	None	1 day	Program Head, Leadership Division, SAS
	3.2 Printing of Accreditation/ Renewal Certificate of Compliance and Certificate of Accreditation	None		Administrative Aide VI, SAS
	3.3 Endorsement of the Accredited Organizations to the SAS Director, VPAA, for approval of the President	None	2 days (until it reaches OP)	Program Head, Leadership Division, SAS
	3.4 Signing of Certificate of Accreditation	None		Director, SAS
	3.5 Issuance of Accreditation/ Renewal Certificate	None	30 minutes	Director, SAS
4. Receiving Accreditation and Renewal Certificate (signing in the logbook and receiving a copy)	4.1 Issuance of the Feedback form to evaluate the provided service.	None	5 minutes	Administrative Aide VI, SAS
	TOTAL	None	7 days and 50 minutes	



8. REQUEST FOR CONDUCT OF INVESTIGATION ON STUDENT COMPLAINTS

This service provides a formal mechanism for students to report grievances, misconduct, or violations of the EARIST Student Handbook Series of 2021, Article VI: Code of Conduct and Discipline. This service ensures that all complaints are addressed in a fair, transparent, and timely manner, following established protocols for due process.

Office or Division:	Student Affairs and Services (SAS)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Officially Enrolled Student/s			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Complaint letter of the respondent (1 original copy)		Client-produced		
Proof and Evidence (such as written testimonies of witnesses, etc.) (1 original copy)		Client-produced		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a formal Complaint Letter and evidence	1.1 Receive and record the Complaint in the logbook	None	10 minutes	Administrative Aide VI, SAS
	1.2 Initial review of the letter of complaint and evidence	None	30 minutes	Director, SAS and Chairman of Student Discipline Board
	1.3 Set a schedule (date and time) for the hearing	None		
2. Wait for the hearing schedule	2.1 Notify all concerned parties of the schedule (date and time) of the hearing	None	30 minutes	Administrative Aide VI, SAS
3. Attend the scheduled hearing	3.1 Conduct the formal hearing/interview	None	4 hours	Director, SAS and Chairman of Student Discipline Board
4. Wait for the final resolution	4.1 Prepare the minutes of the meeting, the resolution, and other documents	None	1 day	Director, SAS and Chairman of Student Discipline Board
5. Secure a copy of the Resolution	5.1 Issue Resolution to the case and provide a copy to all concerned parties	None	30 minutes	Administrative Aide VI, SAS
	5.2 Issuance of the feedback form to evaluate the service provided	None	10 minutes	Administrative Aide VI, SAS



	TOTAL	None	1 day, 5 hours, and 50 minutes	
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CULTURE AND ARTS DIVISION



CULTURE AND ARTS DIVISION

1. REQUEST FOR CULTURAL PERFORMANCE - EARIST UNITS

The Office of Culture and Arts Division (CAD) is EARIST's leading institution for promoting artistic and cultural initiatives. It develops programs to foster awareness, understanding, and appreciation of Filipino culture, offering creative and cultural expression platforms. CAD also leverages the transformative power of the arts as a catalyst for change.

The CAD provides free cultural performances to EARIST units (for any university and academic events/ activities).

The following Cultural performances are offered by the CAD:

- Doxology Songs or Performances
- Singing of the Philippine National Anthem
- Intermission Numbers/ Performances
- Opening / Welcome Performances

Office or Division:	Cultural and Arts Division (CAD)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government			
Who may avail:	The EARIST Community			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Invitation Letter		To be submitted/ provided by the requesting party		
Program / Event Poster				
Food provision for the performers				
Certificate of Appreciation to the CAD office and the specific performing group				
Transportation provision for the performers (If applicable)				
Dressing Room provision on the venue for the performers (If applicable)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a letter of request/ invitation (hard copy or e-mail addressed to the Chief of CAD, stating the nature of the event, venue, date, time, contact, details, and specific request for cultural performance at least one month before the actual day of the event.	1.1 The CAD Administrative staff, after receiving and evaluating the invitation letter, endorses the corresponding performing group/s /s trainer or coach.	None	1 hour (upon receipt of the invitation letter)	CAD Staff
	1.2 The CAD Trainer/ coach checks for the availability of the members of the invited performing group, coordinates with the inviting party on the details			Chief, CAD CAD Trainer / Coach



	of the event, and logistics needed			
2. Follow-up status of the request to the CAD Office a day after the invitation is sent. Provide a copy of the Event Program to the CAD as a reference	2.1 The CAD finalizes details of the request and confirms attendance at the event.	None	5 minutes	CAD Staff Chief, CAD CAD Trainer / Coach
	2.2 The CAD Office provides excuse letters for members of the invited performing group/s.			CAD Staff Chief, CAD CAD Trainer / Coach
	2.3 The invited performing group/s facilities rehearsals for the event		A minimum of a week is allotted for the rehearsal schedule.	CAD Staff Chief, CAD CAD Trainer / Coach
TOTAL		None	1 Hour and 5 Minutes	

2. REQUEST FOR CULTURAL PERFORMANCE -NON-EARIST UNITS

The Office of Culture and Arts Division (CAD) is EARIST's leading institute for promoting artistic and cultural initiatives. It develops programs to foster awareness, understanding, and appreciation of Filipino culture, offering creative and cultural expression platforms. CAD also leverages the transformative power of the arts as a catalyst for change.

The CAD provides cultural performances to non-EARIST units (private or government offices, NGO's, and other business / private entities) upon completion of the University Off-Campus Guidelines.

Cultural performances may be in the form of :

- Doxology Songs or Performances
- Singing of the Philippine National Anthem
- Intermission Numbers/ Performances
- Opening / Welcome Performances

Office or Division:	Culture and Arts Division
Classification:	Complex
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government
Who may avail:	Government and Private Institutions
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	



Invitation Letter	To be submitted/ provided by the requesting party			
Program / Event Poster				
Food provision for the performers				
Certificate of Appreciation to the Cad office and the specific performing group				
Transportation provision for the performers (if applicable)				
Dressing Room provision on the venue for the performers (if applicable)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit a letter of request / invitation (hard copy or email) addressed to the EARIST President, Student Affairs and Services Director, or Chief of CAD, stating the nature of the event venue, date, time, contact, details, and specific request for a cultural performance at least one month before the actual day of the event.</p> <p><i>For transparency, please indicate in the letter if there's any amount or in-kind to be given by the requesting party to the invited group/s.</i></p>	<p>1.1 The Office of the EARIST President and SAS Director receives a request letter (hard copy or email) and endorses the invitation to the Office of the Culture and Arts Division.</p>	None	<p>3 minutes (upon receipt of e-mail endorsement)</p> <p>5 minutes for printed documents (hard copy invitations are scanned/ taken a photo, before being endorsed via e-mail)</p>	<p>OP, VPAA, SAS, CAD Administrative Office</p> <p>Office of the EARIST President, 2nd Floor Admin Building</p> <p>Office of the SAS Director, Ground Floor, Nudas Building</p>
<p>2. Follow-up status of the request to the CAD Office</p>	<p>2.1 The CAD Office contacts invited the performing group/s for availability.</p>	None	<p>1 hour and 9 minutes (upon receipt of documents)</p>	<p>CAD Staff Chief, CAD</p>
<p>3. Confirm provision of transportation (two-way), food, certificates and dressing room (during the event) for the performers.</p>	<p>3.1 The CAD shall fulfill the Off-Campus Guidelines/ requirements and provide excuse letters for the members of the invited performing group/s.</p>	None	<p>4 Weeks</p>	<p>CAD Staff Chief, CAD</p>
TOTAL		None	<p>1 hour, 17 minutes (for confirmation of the request)</p> <p>4 weeks (to accomplish the Off-Campus Guidelines)</p>	



GUIDANCE COUNSELING AND TESTING SERVICES



GUIDANCE COUNSELING AND TESTING SERVICES

5. REQUEST FOR PSYCHOLOGICAL TEST ADMINISTRATION

Testing Services are 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 recommends a course of action to be taken to maximize the learning of students of the needed adjustment in the approach of the instructional area learning more attainable.

Office or Division:	Guidance Counseling and Testing Services (GCTS)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Verbal request to avail Psychological Test.	1.1 Issue Consent Form	None	5 minutes	Chief, Guidance Counseling and Testing Services
2. Fill out the Consent Form	2.1 Receive the Consent Form and proceed to the administration of the Psychological Test proper.	None	1 hour	Psychometrician, GCTS
3. Psychological test proper.	3.1 Check, score, and interpret psychological tests.	None	1 hour	Psychometrician, GCTS
	3.2 Issue a call slip for each participant.	None	5 minutes	Guidance Counselor III, GCTS
4. Receive Call Slip from CTS	4.1 Discuss the psychological test result and issue a confirmation slip.	None	1 hour	Guidance Counselor III, GCTS
	4.2 Issuance of the Feedback Form to evaluate the provided service.	None	5 minutes	Guidance Counselor III, GCTS
TOTAL		None	3 hours and 15 minutes	



6. REQUEST FOR CONDUCT OF COUNSELING

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

Office or Division:	Guidance Counseling and Testing Services (GCTS)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Student (Individual/Group)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Referral Slip (1 copy – ISO Registered) <i>*optional</i>		College Dean's Office / Students Affairs and Services		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Verbal request for counseling / Present a Referral Slip.	1.1 Issue a walk-in counseling / Referral Slip from the College.	None	5 minutes	Chief, Guidance Counseling and Testing Services
2. Accomplish the walk-in counseling slip and sign the log sheet.	2.1 Interview, counseling proper to the student, and accomplish counseling form.	None	1 hour	Guidance Counselor III, GCTS
	2.2 Issuance of the Feedback Form to evaluate the provided service. <i>*If needed, the counselor may schedule a Follow-up Session for the student.</i>	None	5 minutes	Guidance Counselor III, GCTS
	TOTAL	None	1 Hour and 20 Minutes	



7. REQUEST FOR FOLLOW-UP

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

Office or Division:	Guidance Counseling and Testing Services (GCTS)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Student/s who have scheduled a follow-up session			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Call slip (1 copy – ISO registered)		Guidance Office		
Counseling Form (1 copy – ISO registered)		Guidance Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the call slip to the Guidance Counselor and sign in the log sheet.	1.1 Interview / Counseling proper and accomplish the counseling form.	None	1 hour	Guidance Counselor III, GCTS
	1.2 Issuance of the Feedback Form to evaluate the provided service.	None	5 minutes	Guidance Counselor III, GCTS
	TOTAL	None	1 Hour and 5 Minutes	

8. REQUEST FOR REFERRAL

This service is usually understood as the action taken by the person within the institution who sees that a particular person needs counselor assistance. In a school setting, these include administrators, faculty, personnel, parents, and other students.

Office or Division:	Guidance Counseling and Testing Services (GCTS)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Student			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Referral Form (1 copy – ISO registered)		Guidance Office		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the referral form and sign in the log sheet.	1.1 Interview / Counseling proper student.	None	1 hour	Guidance Counselor III, GCTS
	1.2 Issuance of the Feedback Form to evaluate the provided service.	None	5 minutes	Guidance Counselor III, GCTS
	TOTAL	None	1 Hour and 5 Minutes	



CAREER EDUCATION AND JOB PLACEMENT



CAREER EDUCATION AND JOB PLACEMENT

1. REQUEST FOR ADMINISTRATION OF PSYCHOLOGICAL TEST/CAREER INVENTORY TEST

The Career Inventory Test/Assessment is a self-discovery and career exploration service that provides data-driven insights into the students' interests, skills, personality, and values. It helps them make informed decisions about education, training, and career paths by identifying options that best align with their strengths and goals.

Office or Division:	Career Education and Job Placement Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Verbal request to avail Psychological Test / Career Inventory Test.	1.1 Issue Informed Consent Form	None	5 minutes	Chief, Career Education and Job Placement Services
2. Fill out the Informed Consent Form	2.1 Receive the Consent Form and proceed to the administration of the Psychological Test proper/Career Inventory Test.	None	1 hour	Chief, Career Education and Job Placement Services
3. Psychological test / Career Inventory Test proper.	3.1 Check, score, and interpret psychological tests / Career Inventory Test.	None	1 hour	Chief, Career Education and Job Placement Services
	3.2 Issue a call slip for the discussion.	None	5 minutes	Chief, Career Education and Job Placement Services
4. Receive Call Slip from CEJPS.	4.1 Discuss the psychological test / Career Inventory Test result and issue a confirmation slip.	None	1 hour	Chief, Career Education and Job Placement Services
	4.2 Issuance of the Feedback Form to evaluate the provided service.	None	5 minutes	Chief, Career Education and Job Placement Services
TOTAL		None	3 hours and 15 minutes	



2. REQUEST FOR CONDUCT OF COACHING CAREER COUNSELING

Career Coaching or Counseling is a personalized service that helps students/individuals clarify career goals, explore opportunities, and develop actionable plans for success. Through one-on-one sessions, clients gain support in decision-making, skill development, job search strategies, and career transitions – empowering them to make confident, informed choices about their professional future.

Office or Division:	Career Education and Job Placement Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Student (Individual/Group)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Recommendation Letter <i>*optional</i>		College Deans' Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Verbal request for career coaching or counseling / Present a Recommendation letter.	1.1 Receive a Recommendation letter from the College or any department / individual and sign on the sequential log sheet.	None	5 minutes	Chief, Career Education and Job Placement Services
2. Sign on the sequential Log Sheet.	2.1 Conduct a career coaching / counseling session with the student, and complete counseling notes.	None	1 hour	Chief, Career Education and Job Placement Services
	2.2 Issuance of the Feedback Form to evaluate the provided service.	None	5 minutes	Chief, Career Education and Job Placement Services
	TOTAL	None	1 Hour and 20 Minutes	



ADMISSION SERVICES



CAREER EDUCATION AND JOB PLACEMENT

1. APPLICATION FOR ADMISSION

Admitting or allowing students to apply to the program of their choice.

Office or Division:	Admission Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1 copy of Original Form 138 (Senior High School Report Card)		Previous Senior High School		
1 copy of the Original Certificate of Good Moral Character		Previous Senior High School / College / University		
1 copy of the Original/Photocopy Certificate of Live Birth		Philippine Statistics Authority		
1 copy of Original Transfer Credentials / Honorable Dismissal (for Transferees)		Previous College / University		
1 copy of Original Transcript of Records (for Transferees)		Previous College / University		
Personal Data Form		EARIST Admission Services		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements for preliminary assessment	1.1 Verify requirements and determine slot availability.	None	5 minutes	Staff and Chief, Admission Services
	1.2 Issue EARIST College Admission Test (ECAT) Form	None	15 minutes	Staff and Chief, Admission Services
2. Receive Examination Permit	2.1 Assign and issue the examination date and permit.	None	5 minutes	Staff and Chief, Admission Services
3. Take the Entrance Examination.	3.1 Administer the Admission Test.	None	2 hours	Staff, Guidance Office
4. Undergo Interview	4.1 Conduct a personal interview for program qualification.	None	30 minutes	College Deans
5. Undergo physical examination.	5.1 Perform medical assessment for qualified applicants.	None	1 hour	Medical Officer, MDS
6. Submit final documents for processing.	6.1 Final filing and encoding of the admitted student profile.	None	5 minutes	Frontliners, Registrar's Office
TOTAL		None	2 days and 4 hours	



RESEARCH AND DEVELOPMENT SERVICES



RESEARCH AND DEVELOPMENT SERVICES

4. REQUEST FOR ASSISTANCE ON INTELLECTUAL PROPERTY REGISTRATION

This service covers the processing of requests for assistance with Intellectual Property Registration with the Intellectual Property Office of the Philippines (IPOP/PHL) for research or creative outputs from faculty, staff, and students.

Office or Division:	Office of the Research and Development Services (ORDS) / Intellectual Property Management Office (IPMO)			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government G2C – Government to Citizen			
Who may avail:	Faculty, Staff, and Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
One (1) electronic copy and one (1) printed copy of the IPMO-ITSO Invention Disclosure Form for Patent/Utility Model/Industrial Design Application		Office of the Research and Development Services (ORDS) / Intellectual Property Management Office (IPMO)		
Five (5) electronic copies and five (5) printed copies of Notarized Deed of Assignment		Drafts available in the Office of the Research and Development Services (ORDS) / Intellectual Property Management Office (IPMO)		
One (1) electronic copy and one (1) printed copy of Notarized Student-Faculty Research Agreement		Drafts available in the Office of the Research and Development Services (ORDS) / Intellectual Property Management Office (IPMO)		
One (1) electronic copy and one (1) printed copy of the Screenshots/Pictures of the creation/artwork for the copyright application		Author / Client		
One (1) electronic copy and one (1) printed copy of Source Codes for software-related copyright application in PDF searchable Format		Author / Client		
One (1) electronic copy and one (1) printed copy of a Photocopy of a valid ID with 3 specimen signatures		Author / Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book at the office lobby.	1.1 Record client information in the Logbook	None	5 minutes	Job Order, IPMO
2. Submit the required documents for Intellectual Property Registration.	2.1 Receive the documents, screen, and evaluate the submitted documents, and endorse the application.	None	10 minutes	Job Order, IPMO
	2.2 Prepare Prior Art Search Report	None	7 days per application	Job Order, IPMO
	2.3 Check Prior Art Search Report	None	3 days	OIC-Director ORDS / IPMO



	2.4 Facilitate payment of the application fee and drafting of documents for submission of the IP Specification to IPOPHL.	None	10 days	OIC-Director ORDS / IPMO
3. Revise and resubmit the IP Specification based on the formality report.	3.1 Evaluate Revision	None	5 days	OIC-Director ORDS / IPMO
	3.2 Resubmit IP Specification to IPOPHL	None	5 days	OIC-Director ORDS / IPMO
	3.3 Release Certificate of IP Registration	None	10 minutes	OIC-Director ORDS / IPMO
4. Receive Certificate of IP Registration	4.1 Issuance of the Feedback Form to evaluate the provided service.	None	5 minutes	Job Order, IPMO
	TOTAL	None	30 days and 30 Minutes	

Note: The thirty (30) and thirty (30) minutes processing time is required to ensure compliance with technical, financial, and legal procedures governing intellectual property registration. The preparation of the prior art search report involves a thorough review of publicly available information to prevent possible plagiarism or infringement. The facilitation of payments and preparation of documents for submission to the Intellectual Property Office of the Philippines (IPOPHL) are conducted in accordance with the Government Accounting Manual and Republic Act No. 8293. Any necessary revision and resubmission of the intellectual property specification based on the issued formality report are likewise governed by Republic Act No. 8293. These requirements form part of the standard procedure and directly affect the prescribed processing time.

2. REQUEST FOR RESEARCH PAPER PRESENTATION

This service covers the processing of requests for research paper presentation, from the submission of complete requirements to ODRS, endorsement for approval, and issuance of a Special Order.

Office or Division:	Office of the Research and Development Services (ORDS)		
Classification:	Highly Technical		
Type of Transaction:	G2G – Government to Government		
Who may avail:	All Administrative Officials, Regular Faculty, and Staff		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Letter of Invitation to Present		Proponent	
Full Paper / Research Abstract		Proponent	
Notice of Acceptance		Conference / Journal Organization	



Request for Research Paper Presentation Form (EARIST-QSF-RDS-019)		Office of the Research and Development (ORDS)		
Post-Presentation Evidence (e.g., Certificate, Official Receipts, In-Service Report, etc.)		Proponent		
Certificate of Legitimacy issued by OIALMS (based on CHED evaluation)		Office of the International Affairs and Linkages Management Services (OIALMS)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documentary requirements to ORDS	1.1 Review and verification of submitted documents.	None	1 day	OIC-Director ORDS Job Order, ORDS
	1.2 Endorsement to the Vice President for Academic Affairs (VPAA).	None	1 day	OIC-Director ORDS
	1.3 Review of endorsed documents.	None	1 day	Vice President for Academic Affairs, OVPA
	1.4 Forward to the Office of the President (OP) for evaluation.	None	1 day	Vice President for Academic Affairs, OVPA
	1.5 Evaluation and approval of the documents.	None	1 day	President, OP
	1.6 Verify availability of funds through Financial Management Services	None	1 day	President, OP
	1.7 Confirm fund availability to the President.	None	1 day	Director, Financial Management Services
	1.8 Issuance of Special Order (S.O.)	None	1 day	President, OP
	TOTAL	None	10 days	

3. REQUEST FOR RESEARCH PROPOSAL AND UNDERTAKING

This service covers the processing of research proposals and related documents submitted to ORDS for approval, evaluation by the EARIST Research Evaluation Committee (EREC), endorsement by the VPAA and President, verification of funding availability, and the signing of the Memorandum of Research Undertaking.

Office or Division:	Office of the Research and Development Services (ORDS)
Classification:	Highly Technical
Type of Transaction:	G2G – Government to Government



Who may avail:	All regular faculty members, regardless of academic rank, and non-teaching personnel collaborating with faculty members on a research project.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Capsule Research Proposal		Proponent		
Endorsement Letter for College Research Evaluation Committee (CREC)		College Dean / College Research Project Head		
Memorandum of Research Undertaking (EARIST-QSF-RDS-003)		Office of the Research and Development Services (ORDS)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documentary requirements to ORDS.	1.1 Review and verification of submitted documents.	None	5 days	OIC-Director ORDS Job Order, ORDS
	1.2 Consolidation and endorsement to VPAA.	None	3 days	Vice President for Academic Affairs, OVPA
	1.3 Assessment by EARIST Research Evaluation Committee (EREC)	None	7 days	EREC Members
	1.4 VPAA forwarding of approved proposal to the President.	None	3 days	Vice President for Academic Affairs, OVPA
	1.5 Verification of fund availability through FMS	None	3 days	President, OP
	1.6 Confirmation of fund availability to the President.	None	2 days	Director, Financial Management Services
	1.7 VPAA informs the proponent via the College Dean.	None	2 days	Vice President for Academic Affairs, OVPA
2. Signing of Memorandum of Research Undertaking	2.1 Signing of Memorandum of Research Undertaking.	None	3 days	President, OP Vice President for Academic Affairs, OVPA
	TOTAL	None	28 Days	

Note: *The twenty-eight (28) day processing time is necessary to ensure compliance with institutional, financial, and administrative requirements. The evaluation conducted by the EARIST Research Evaluation Committee (EREC) depends on the availability of its members to ensure quorum and on the volume of research proposals received for review. Verification and confirmation of funds are undertaken in accordance with the Government Accounting Manual and remain subject to fund availability prior to the issuance of the appropriate certification of fund stamp. In addition, the signing of the Memorandum of Research Undertaking depends on the availability of the authorized signatories. These requirements form part of the standard service procedure and directly affect the prescribed processing time.*



EXTENSION AND COMMUNITY SERVICES



EXTENSION AND COMMUNITY SERVICES

1. REQUEST FOR CONDUCT EXTENSION AND COMMUNITY SERVICES ACTIVITIES

The EARIST Extension and Community Services provides a platform to validate the relevance and responsiveness of curricular programs through activities, programs, projects, and training that improve the capabilities of Local Government Units (LGUs), Government Organizations (GOs), Non-Government Organizations (NGOs), and industries. Various programs and training sessions on different fields of expertise are provided to communities and stakeholders upon request to the Institute.

Office or Division:	Office of Extension and Community Services (OES)			
Classification:	High Technical			
Type of Transaction:	G2G – Government to Citizen G2G – Government to Government			
Who may avail:	Adopted Barangay, School, LGUs, NGO's, and Industries			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Community Need Assessment Survey (3 copies)		Office of Extension and Community Services		
Letter of request addressed to the Director of Extension and Community Services, duly signed by the Extension Project Chair and the Dean (3copies)		Requesting College/Office/Agency		
Extension Project Proposal (3copies)		Requesting College/Office/Agency		
Budgetary Requirements (if any)		Requesting College/Office/Agency		
Endorsement from the Director of Extension and Community Services (OECS) to the President recommending approval by the Vice President for Academic Affairs		Office of Extension and Community Services		
MOA/MOU		Office of Extension and Community Services		
Extension Evaluation Form		Office of Extension and Community Services		
Extension Project Terminal Report (3copies)		Office of Extension and Community Services		
Extension Project Progress Report (3copies)		Office of Extension and Community Services		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Community Need Assessment Survey and <i>request</i> a letter to conduct the activity to the Office of the Extension and Community Services	1.1 Receive the Request Letter from the College/Office/Agency by the Extension Office for the appropriate Action of the Director.	None	30 minutes	Administrative Staff Focal Person of the Requesting Party Extension Project Chair Dean Director, OES
2. Coordinate with the Office of the Director of Extension and	2.1 Conduct a coordination meeting with the requesting	None	2 hours	Focal Person of the Requesting Party



Community Services, and participate in the drafting of MOA/ MOU (if necessary)	agency on the requested services.			Extension Project Chair Dean Director, OES
3. Attend consultative meetings with the Director of the Extension Office, and if an MOA/MOU will be needed, attend the terms and conditions.	3.1 Conduct consultative meetings with the requesting agency to discuss project or training considerations, as well as other requirements.	None	2 hours	Focal Person of the Requesting Party Extension Project Chair Director, OES
4. Prepare and submit the necessary documents required for endorsement, approval, and implementation of the activity /project/training to the Office of Extension and Community Services.	4.1 Request letter for the conduct of the activity /project/training.	None	5 hours	Administrative Staff Extension Project Chair Dean Director, OES
	4.2 Extension project based on the agreed details of the project and training (including rationale, objectives, content, budget, resources, person/s, and locations			
	4.3 Budgetary Requirements			
	4.4 Identify the faculty expert or resource person as required for the activity/ program/ project/ training to be conducted.			
5. Endorse to the EARIST President through the Vice President for Academic Affairs, the approval and implementation of the activity/ project/ training to be conducted.	5.1 Prepare the Endorsement Letter	None	1 hour	Administrative Staff Director, OES
	5.2 Recommendation from VPAA		1 day	VPAA, OVPA
	5.3 Approval by the President		1 day	President, OP
	5.4 Funding the activity/ project / training to be conducted by the FMS and Issuance of Special Order, BUR, DV, Check, etc.		10 Working Days (VPAF Advisory no. 2026-003)	VPAF, OVPAF Director of Admin Services, Admin Office Chief, Cash and Disbursement Services
	5.5 Implementation and documentation of the activity/project/ training.		8 hours	Focal Person of the Requesting Party Extension Project Chair Dean



				Director, OES
6. Validate the relevance, effectiveness, and responsiveness of the activity/ project/ program/ training conducted.	6.1 Submit the Liquidation Report, Extension Terminal Report, Extension Progress, and the Results of the stakeholders/ beneficiaries.	None	5 Working Days	Extension Project Chair Dean Director, OES VPAF, OVPAF
	TOTAL	None	17 Days, 18 Hours, and 30 Minutes	

2. REQUEST FOR CONDUCT GENDER AND DEVELOPMENT ACTIVITIES

The EARIST Gender and Development aims to transform unequal gender relations and promote inclusive and sustainable development that benefits both women and men. It advocates for policies and practices that challenge stereotypes, promote women's rights, and create opportunities for gender equality at all levels of society.

Office or Division:	Office of Gender and Development			
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to Citizen G2G – Government to Government			
Who may avail:	EARISTIANS and adopted Barangay, School, LGUs, NGOs, and Industries			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
GAD Plan and Budget		Office of the Extension and Community Services		
GAD Request Letter Activity/Project Proposal (3copies)		Requesting College/Office/Agency		
GAD Activity/Project Proposal (3copies)		Requesting College/Office/Agency		
Budgetary Requirements (if any)		Requesting College/Office/Agency		
Endorsement from the GAD Focal Point Person to the President, recommending approval by the Vice President for Academic Affairs		Office of the Extension and Community Services		
Activity Evaluation Form		Office of the Extension and Community Services		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Gather and review data of all PPAS of their colleges	1.1 Remind the GAD Project Chair of the different colleges on the submission of GPB prior to collection	None	2 hours	GAD Staff GAD Project Chair Dean Director, OECS and GAD Focal Person



2. Prepare data using the specified annual GPB Form.	2.1 Collection of Annual GPB (hard copy and soft copy)	None	8 hours	GAD Staff
	2.2 Review details (Gender issues or Gad Mandate, Gad Objective, Relevant Program/Project, GAD Activity, Performance Indicator and Target, GAD Budget (MOOE, Personal Services, Capital Outlay)		4 Working Days	Director, OECS and GAD Focal Person
	2.3 Return GPB due to Deficiencies (incomplete data, rephrase Gender Issue or GAD Mandate, GAD Activity, Performance Indicator, and Target)		4 Working Days	GAD Project Chair Dean
3. Review and rephrase GPB	3.2 Finalization of the verified revised GPB for the approval of the President	None	1 day	GAD Staff GAD Project Chair Director, OECS and GAD Focal Person
4. Submission of the institute GPB	4.1 Encoding of GPB Data to the PCW Website.	None	1 day	GAD Staff Director, OECS and GAD Focal Person
	4.2 Endorsement to the CHED Regional Office for review.			
	4.3 Copy furnish the Planning Services Office and FMS of the Institute's GAD-PB for implementation.		30 mins	
5. Prepare and submit the necessary documents needed for endorsement, approval, and for the activity / project / training to the Office of Gender and Development	5.1 Request letter for the conduct of the activity/project/training	None	1 day	GAD Staff GAD Project Chair Dean Director, OECS and GAD Focal Person
	5.2 Project proposal based on the agreed details of the project and training (including rationale, objectives, content,			



	budget, resource person/s, and location).			
	5.3 Budgetary Requirements			
	5.4 Identify the faculty expert or resource person as required for the activity / program / project / training to be conducted			
6. Endorse to the EARIST President through the Vice President for Academic Affairs the approval and the implementation of the activity /project / training to be conducted	6.1 Prepare the Endorsement Letter	None	1 hour	GAD Staff Director, OECS and GAD Focal Person
	6.2 Recommendation from the VPAA		8 hours	VPAA, OVPA
	6.3 Approval by the President		8 hours	President, OP
	6.4 Funding of the activity / project / conducted by the FMS and Issuance of Special Order, BUR, DV, Check, etc.		10 Working Days (VPAF Advisory No. 2026-003)	VPAF, OVPAF Director, Admin Services Chief, Cashier's Office
	6.5 Implementation and documentation of the activity/ project/ training		8 hours	Focal Person of the Requesting Party Chair Dean Director, OECS
7. Validate the relevance and effectiveness of the activity/ project/ program/ training conducted.	7.1 Submit the Liquidation Report and the Results of the Evaluation by the stakeholders/ beneficiaries.	None	5 Working Days	GAD project Chair Dean Director, OECS VPAF, OVPAF
	TOTAL	None	26 Days, 35 Hours, and 30 Minutes	



HUMAN RESOURCE MANAGEMENT SERVICES



HUMAN RESOURCE MANAGEMENT SERVICES

1. REQUEST FOR OTHER PERSONNEL-RELATED DOCUMENTS

Retrieval of the acquisition of the document by the Office for the benefit of the concerned personnel or for any legal purposes, it may be used.

Office or Division:	Human Resource Management Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen or G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter and/ or attachments		Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a Request Letter with attachments, if any.	1.1 Receive submitted documents	None	2 minutes	Staff, HRMS
	1.2 Verify submitted Documents. After Verification, the HRMS Office Staff will inform the clients about the release date of the requested document.	None	5 minutes	Staff, HRMS
	1.3 Prepare the requested personnel – related documents and/ or reports	None	2-3 days	Staff, HRMS
	1.4 Release of the requested document	None	2 minutes	Staff, HRMS
	TOTAL	None	3 days, and 9 minutes	



2. HIRING OF TEMPORARY/ PERMANENT FACULTY MEMBER

This service will help the Institute recruit and select qualified and competent faculty members.

Office or Division:	Human Resource Management Services			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen or G2G – Government to Government			
Who may avail:	Clients / Interested Parties (External and Internal Clients)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application Letter (Original Only)		Applicants		
Personal Data Sheet/ Resume (Original Only)		Applicants		
Official Transcript of Records (Original and one (1) photocopy)		Applicants		
Certificate of units earned in post-graduate course /s, if any, (Original and one (1) photocopy)		Applicants		
Certificate of Eligibility, if applicable. (Original and one (1) photocopy)		Professional Regulation Commission		
Certificate of Training/Seminar – Workshop for the last five (5) years (Original and one (1) photocopy)		Applicants		
Performance Rating/IPCR (Last two (2) ratings in the present Plantilla) (Original and One (1) photocopy)		Previous Employer		
Birth Certificate and Marriage Certificate (If applicable)		Philippine Statistics Authority		
NBI Clearance		National Bureau of Investigation		
Medical and Neuropsychiatric Examination Results		Accredited Hospital/Clinic		
Position Description Form		HRMS		
Oath of Office		HRMS		
State of Assets and Liabilities (SALN)		HRMS		
Assumption of Duty (CSN Form)		HRMS		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Dean will submit a request letter with the Qualification standard	1.1 Received letter of request with QS	None	2 minutes	Staff, HRMS
2. Hiring, the Dean will wait for the posting of the vacant position	2.1 Publish/Post Vacant position on the website or 3 conspicuous places on the campus	None	1 hour <i>*Depending on the availability of the signatories</i>	Staff, HRMS



3. Submit Application Requirement	3.1 Received submitted the requirement of the applicants	None	10 days	Staff, HRMS
4. Hiring, the Dean will wait for the list of qualified applicants screened by the HRMS staff	4.1 The HRMS office staff screens pertinent documents of the applicants and profiles the applicants	None	3 days	Staff, HRMS
5. Qualified applicants will wait for the pre-employment examination, teaching demonstration, and interview schedule	5.1 The Faculty Selection Board Committee evaluates the documents of the selected applicants	None	1 days	Faculty Selection /Dean Chief, HRMS
6. Qualified applicants will wait for the pre-employment examination, teaching demonstration, and Interview schedule	6.1 HRMS staff notifies the applicant of the schedule of the demo and interview	None	2 hours	Staff, HRMS
7. Clients will prepare for the interview and teaching demonstration	7.1 Convenes teaching demonstration and interviews	None	5 hours (1 hour waiting time)	Faculty Selection Board/Dean Chief, HRMS
8. Applicants will attend the scheduled examination	8.1 Conducts pre-employment examination for the shortlisted applicants	None	4 hours	Staff, HRMS
9. Applicants will wait for the result	9.1 Prepares Ranking Result for approval of the hiring Dean/ Director; Notifies hired applicant	None	4 days	Staff, HRMS Chief, HRMS
10. Applicants will wait for the result	10.1 Conducts background check	None	30 minutes	Staff, HRMS
11. The client will be informed of the signing of the recommendation letter	11.1 Route the recommendation for the Appointing Authority	None	2 hours	Staff, HRMS
12. The chosen applicant visits the HRMS Office	12.1 Issues list of the pre-employment requirement	None	20 minutes	Staff, HRMS



13. The hired employee will submit the accomplished pre-employment requirements	13.1 HRMS Staff checks the requirement and coordinates with the L&D staff for the Orientation of New Employee	None	20 minutes	Staff, HRMS
TOTAL		None	18 days, 15 hours, and 12 minutes	

3. HIRING OF JOB ORDER PERSONNEL

The Institute recruits and selects individuals required for the job order.

Office or Division:	Human Resource Management Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2G-Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application letter (Original Copy)		Applicant		
Personal Data Sheet /Resume (Original Copy)		Applicant		
Official Transcript of Records (Original and one (1) photocopy)		Applicant		
Diploma (Original and one (1) photocopy)		Applicant		
Certificate of Eligibility, if applicable (Original and one (1) photocopy)		Professional Regulation Commission or Civil Services Commission		
Performance Rating /IPCR (Last two (2) ratings in the present plantilla) (Original and one (1) photocopy)		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The Director/Chief will wait for the posting of the vacant position	1.1 Publishes Vacant Positions	None	1 hour <i>*depending on the availability of signatories</i>	Staff, HRMS
2. Submit application requirements	2.1 Receive the submitted requirements of the applicant	None	3 minutes	Staff, HRMS
3. The Director/Chief will wait for the list of qualified applicants	3.1 HR staff screen the pertinent documents of the applicant and	None	3 hours	Staff, HRMS



screened by the HR Staff	forward them to the concerned Director /Head of the office for final selection			
4. Qualified applicants will wait for the scheduled interview and examination	4.1 HR staff notifies the applicant of the schedule of pre-employment tests and interview	None	45 minutes	Staff, HRMS
5. Clients will report to the HRMS Office for pre-employment examination and interview	5.1 Conducts Interviews with the Chief of HRMS	None	1 hour	Chief, HRMS
6. Applicants will wait for the result	6.1 Prepare Ranking Results, notify the Hiring supervisor, and hire the applicant <i>*A day after the exam and Interview conducted</i>	None	45 minutes <i>(Time varies with the number of applicants)</i>	Staff, HRMS
7. The chosen applicant/s will visit the HRMS Office	7.1 Job Offer and Issuance of pre-employment	None	20 minutes	Staff, HRMS
8. The hired employee will submit accomplished pre-employment requirements	8.1 Prepares the Job Order contract; HR staff checks the requirements and Coordinates with the L&D Staff for the Orientation of New Employees; HR staff Coordinates with the HRIS Staff for the Biometrics Registration	None	1 hour	Staff, HRMS
9. The client will be informed regarding his/her start date	9.1 HR staff will conduct onboarding for the hired employee	None	30 minutes	Staff, HRMS
	TOTAL	None	8 hours and 23 minutes	



4. HIRING OF PERMANENT NON-TEACHING PERSONNEL

This service will help the Institute recruit and select qualified and competent non-teaching employees.

Office or Division:	Human Resources Management Services			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen – G2G – Government to Government			
Who may avail:	All (Internal and External Clients)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Personnel Requisition Slip and Qualification Standard		HRMS Office / EARIST Website		
Application Letter (Original Only)		Applicant		
Personal Data Sheet/Resume (Original Copy)		Applicant		
Official Transcript of Records (Original and one (1) photocopy)		Applicant		
Certificate units earned in post-graduate course/s, if any. (Original and one (1) photocopy)		Applicant		
Certificate of Eligibility, if applicable. (Original and one (1) photocopy)		Applicant		
Certificate of Training/Seminar-Workshops for the last five (5) years. (Original and one (1) photocopy)		Applicant		
Certificate of Employment, including outside of Government Service. (Original and one (1) photocopy)		Applicant		
Performance Rating/IPCR (Last two (2) ratings in the present plantilla) (Original and one (1) photocopy)		Applicant		
Birth Certificate and Marriage Certificate (if applicable)		Philippine Statistics Authority		
NBI Clearance		National Bureau of Investigation		
Medical and Neuropsychiatric Examination Rules		Accredited Hospital / Clinic		
Position Description Form		HRMS		
Oath of Office		HRMS		
Statement of Assets and Liabilities (SALN)		HRMS		
Assumption to Duty (CSN Form)		HRMS		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The Director/Chief will submit the Accomplished PRS and QS Form	1.1 Receive PRS and QSForm	None	2 minutes	Staff, HRMS
2. The Director/Chief will be responsible for the posting of the vacant position	2.1 Publish Vacant Positions *If there are no available applicants. HR Staff shall publish the vacant position for external hiring.	None	1 hour	Staff, HRMS
3. Submit application requirements	3.1 Receive submitted requirements of applicants *Receiving of applications until the date specified in the publication	None	14 days	Staff, HRMS



4. The Director/Chief will wait for the list of qualified applicants screened by the HR Staff	4.1 Screens pertinent documents of applicants and forwards to the concerned Director/Chief for final approval selection	None	45 minutes <i>(time may vary with the number of applicants)</i>	Staff, HRMS
5. Qualified applicants will wait for the schedule of the demo, interview, and examination	5.1 Evaluates the documents of the selected applicants	None	2 days	Staff, HRMS Chief, HRMS
6. Qualified applicants will wait for the schedule of the interview	6.1 HRMS staff notifies applicants of the schedule of the interview	None	3 hours	Staff, HRMS
7. Applicant will prepare for the interview	7.1 Convenes EPSB interview	None	5 hours <i>(time varies with the number of applicants)</i>	EARIST Personnel Selection Board Chief, HRMS
8. Applicants will attend the scheduled examination	8.1 Conduct psychological tests for selected applicants	None	3 hours	Staff, HRMS
9. Applicants will wait for the result	9.1 Prepares Ranking Result for approval of the Appointing Authority; Notifies hired applicant	None	30 minutes	Staff, HRMS Chief, HRMS
10. The applicant will wait for the result	10.1 Conducts background check <i>*Applicable only for externally hired applicant</i>	None	30 minutes	Staff, HRMS
11. The selected applicant will be informed of the signing of the recommendation letter	11.1 Route the Recommendation Letter for approval for the appointing Authority	None	2 hours	Staff, HRMS
12. Recommended Applicant/s will wait for the approved recommendation letter	12.1 Receive Approved Recommendation Letter	None	2 minutes	Staff, HRMS
13. Hired personnel will visit the HRMS Office	13.1 Issue list of pre-employment requirements	None	20 minutes	Staff, HRMS
14. The hired employee will submit the accomplished pre-employment requirements	14.1 HR Staff checks the requirements and coordinates with the L&D Staff for the Orientation of New Employee	None	40 minutes	Staff, HRMS
15. The client will be informed regarding his/her start date	15.1 HR Staff will conduct onboarding for the hired employee	None	10 minutes	Staff, HRMS Chief, HRMS



	TOTAL	None	16 days, 16 hours and 59 minutes	
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5. REQUEST FOR TRAVEL AUTHORITY

This document is for the benefit of the concerned personnel to travel outside of the Philippines.

Office or Division:	Human Resources Management Services			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	The employee of EARIST			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved Request Letter		Client		
Approved Substitute letter (for teaching)		Client		
Itinerary		Client		
Ticket		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a request letter with attachments, if any.	1.1 Receive the submitted approved request letter for Travel Authority with attachments of another document/s	None	1 minutes	Staff, HRMS
	1.2 Verify submitted documents. After verification, the HRMS Office Staff will inform the clients about the release date of the requested documents	None	3 minutes	Staff, HRMS
	1.3 Prepare the requested Travel Authority	None	10 days	Staff, HRMS
	1.4 Release of the requested documents	None	1 minute	Staff, HRMS
	TOTAL	None	10 days, and 5 minutes	



6. REQUEST FOR SALARY LOAN IN LAND BANK OF THE PHILIPPINES

This Salary Loan is for the benefit of the employee

Office or Division:	Human Resources Management Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen or G2G – Government to Government			
Who may avail:	The employee of EARIST (Internal Clients)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Landbank Electronic Salary Loan (ESL) BC List Form		HRMS		
Landbank Insurance Form		HRMS		
Photocopy of Employee ID with Specimen		Employee		
Pay Slip 3 months		Payroll Staff		
Flash Drive		Employee		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Update the Personal Information at the Landbank Office	1.1 Inform the employee to update their personal information in the Landbank Office	None	2 minutes	Staff, HRMS
2. Request the Landbank ESL BC list form and the Landbank Insurance Form	2.1 Provide the requested Landbank ESL BC list form and Landbank Insurance Form	None	1 minute	Staff, HRMS
3. Fill out the Landbank ESL BC list form and Landbank Insurance Form	3.1 Request the employee to complete and accurately fill in all the required information on the Landbank ESL BC list form and Landbank Insurance Form	None	2 minutes	Staff, HRMS
4. Provide Photocopies of both sides of their pay slips for the last three (3) months	4.1 Ask the employee to Provide Photocopies of both sides of their IDs with three (3) specimens and submit their pay slips for the last three (3) months	None	10 minutes	Staff, HRMS



5. The employee needs to provide a flash drive	5.1 Request the employee to provide a flash drive	None	2 minutes	Staff, HRMS
	5.2 Encode all the information of the employee in the Landbank ESL BC list form	None	3 minutes	Staff, HRMS
	5.3 List the names of all employees requesting a Landbank Loan in the transmittal letter	None	3 minutes	Staff, HRMS
	5.4 Print both the transmittal sheet and transmittal letter	None	5 minutes	Staff, HRMS
	5.5 Have the Landbank form and transmittal letter signed by the chief of HRMS for proper authorization	None	1 day	Staff, HRMS
	5.6 Photocopy all the Landbank forms and other requirements	None	5 minutes	Staff, HRMS
	5.7 Gather all the original documents and photocopies of the requirements, place them in a brown envelope, and submit them to the Cash and Disbursement Officer for direct submission to the Landbank to process the loan request	None	1 day	Staff, HRMS
	TOTAL	None	10 days, and 5 minutes	



7. APPLICATION FOR LEAVE

This document is for the benefit of the concerned personnel to have leave that can help employees maintain a healthy balance between work and life, leading to increased satisfaction and productivity.

Office or Division:	Human Resources Management Services			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	The employee of EARIST (Internal Clients)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Vacation Leave and SPL form (Advance 5 days)		HRMS		
Request Sick Leave form (upon arrival)		HRMS		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. EE requested form 6 or an application for leave	1.1 Personnel give the form 6 to the client	None	1 minute	Staff, HRMS
2. EE filled out the form with the sign or recommendation of their Immediate supervisor	2.1 Compute the Leave credits and give them to the authorized officer	None	3 minutes	Staff, HRMS
	2.2 Authorized officials signed the request for leave	None	5 minutes	President/Vice President & Director
3. Answer the Client's Satisfaction Measurement (CSM)	3.1 Records the request for leave	None	1 minute	Staff, HRMS
TOTAL		None	10 minutes	



8. PROCESSING REQUEST FOR CERTIFICATE OF EMPLOYMENT

EARIST Employees request a Certificate of Employment for purposes of Separation and Personal use. This can only be processed once the employee has accomplished his/her Institute Clearance.

Office or Division:	Human Resources Management Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen and G2G – Government to Government			
Who may avail:	Ex-employee and Employee			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly accomplished request Slip Form		HRMS		
Authorization Letter and ID, if authorized representative		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request slip form (EARIST-QSF-HRMS-014)	1.1 Receives/encodes in the HRMS Document Tracking (Docutrack) and forwards the request slip form (EARIST-QSF-HRMS-014) to the concerned personnel	None	2 minutes	Staff, HRMS
	1.2 Received Request Slip Form (EARIST-QSF-HRMS 014)	None	2 minutes	Staff, HRMS
	1.3 Checks HRMS database for validation if inactive and has an Institute Clearance	None	2-3 days	Staff, HRMS
	1.4 Prints Certificate of Employment (CoE) and attach draft SR	None	3 minutes	Chief, HRMS
	1.5 HRMS Chief forwards the signed certificate to the Releasing and Receiving Personnel	None	3 minutes	Staff, HRMS
	TOTAL	None	3 days and 13 minutes	



9. PROCESSING OF SERVICES RECORDS

Eligible employees in the Institute may request Services Records, subject to the guidelines and other conditions that the Government and the Institution may prescribe.

Office or Division:	Human Resources Management Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen or G2G – Government to Government			
Who may avail:	All EARIST Employees & Former Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
HRMS Request Slip Form		HRMS		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the accomplished HRDO request slip form for the Service Record	1.1 Receive request and verify the status of LWOP for posting in draft SR	None	2 minutes	Staff, HRMS
	1.2 Forward the request to the HR Appointment Section for verification and updating of the status of the appointment, salary adjustment, and step increment	None	5 minutes	Staff, HRMS
	1.3 Prepares the requested personnel-related documents and reports	None	2-3 days	Staff, HRMS
2. Answer the Client's Satisfaction Measurement (CSM)	2.1 Release of the requested document	None	2 minutes	Staff, HRMS
	TOTAL	None	3 days and 9 minutes	



PROPERTY AND SUPPLY MANAGEMENT SERVICES



PROPERTY AND SUPPLY MANAGEMENT SERVICES

1. PROCESSING OF RECEIVING, INSPECTION, ACCEPTANCE, AND RECORDING OF PROCURED GOODS

This is the procedure for the receipt, inspection, and acceptance of delivered inventory items at the Institute.

Office or Division:	Property and Supply Management Services (PSMS)			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business			
Who may avail:	Suppliers – Goods and Services			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved and Funded Purchase Order (PO)		Procurement Services (PS) Office		
Delivery Receipt/s (D.R)		Client		
Sales invoice (S.I)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Advised the office of the change of custodianship of property/equipment	1.1 Notify the resident Auditor and Institute Inspection Committee provided the following: Notification Letter, Inspection and Acceptance Report (Draft), Purchase Order (copy), Delivery Receipt, and Extension Letter if necessary	None	10 minutes	Unit Head, Inspection and Acceptance of Delivery Section, PSMS
2. Deliver the items as stated in the approved and funded PO, received by the client prior to delivery	2.1 Inspect and verify items as to quantity and specifications based on D.R., S.I., and approved and funded PO and technical specifications. <ul style="list-style-type: none"> • If delivery is completed, indicate notations in the notification of delivery "completely delivered" • If delivery is partial, indicate notations in the notification of 	None	10 minutes	Unit Head, Inspection and Acceptance of Delivery Section, PSMS Director and Co-Chairman of the Inst. Insp. Comm. Institute Inspection Committee Supplier/ Client End-User/ Requesting Party



	<p>delivery “partially delivered”</p> <ul style="list-style-type: none"> If delivery does not conform to the specifications, return the items to the supplier and require them to comply with the agreed specifications and/or terms of the PO. 			
	<p>2.2 Prepare the necessary documents, such as the Inspection and Acceptance Report, Report on Satisfactory/Dissatisfactory Delivery Compliance, and Breakdown of the completed delivery to be signed by the End-User/ Requesting Party</p>	None	10 minutes	<p>Unit Head, Inspection and Acceptance of Delivery Section, PSMS</p> <p>Institute Inspection Committee</p> <p>End-User/ Requesting Party</p>
	<p>2.3 Record the delivered items in the Stock Cards (SC) and/or Subsidiary Ledger Cards (SLC)</p>	None	5 minutes	<p>Unit Head, Supplies and Materials Section, PSMS</p>
	<p>2.4 Issuance of the Feedback Form to evaluate the provided service.</p>	None	5 minutes	<p>Unit Head, Inspection and Acceptance of Delivery Section, PSMS</p>
	TOTAL	None	40 Minutes	



2. PROCESSING OF REQUISITION AND ISSUANCE OF SUPPLIES AND MATERIALS

This service covers the end-to-end process of requesting and acquiring supplies. It includes the initial verification of stock availability through the Supplies Availability Inquiry (SAI), the issuance of available items from existing stock, or the certification of non-availability to support external procurement for items not currently in the stockroom.

Office or Division:	Property and Supply Management Services (PSMS)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Executive Officials, Academic and Non-Academic Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Supplies Availability Inquiry (SAI) Form		Property and Supply Management Office / Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Accomplished SAI Form	1.1 Verify and check the availability of requested items against the stock card.	None	3 minutes	Unit Head, Supplies and Materials Section, PSMS
2. Await preparation of issuance forms	2.1 If available, prepare the Advance Issuance of Supplies Form	None	5 minutes	Unit Head, Supplies and Materials Section, PSMS
	2.2 If not available, sign the SAI Form to satisfy requirements for external purchase.	None	5 minutes	Unit Head, Supplies and Materials Section, PSMS
3. Receive items or signed docs	3.1 Release available items or provide a recorded SAI Form for procurement.	None	3 minutes	Unit Head, Supplies and Materials Section, PSMS
4. Sign the releasing logbook	4.1 Record the released items or document them in the official logbook	None	5 minutes	Unit Head, Supplies and Materials Section, PSMS
	4.2 Issuance of the Feedback Form to evaluate the provided service.	None	3 minutes	Unit Head, Supplies and Materials Section, PSMS
	TOTAL	None	24 Minutes	



3. REQUEST FOR RETURNING OF PROPERTY/ACCOUNTABILITY

This procedure applies to returning accountable property/equipment to the Property and Supply Management Services

Office or Division:	Property and Supply Management Services (PSMS)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Executive Officials, Academic and Non-Academic Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Employee's Copy of the Property Acknowledgement Receipt (PAR)		Property and Supply Management Office / Client		
Employee's Copy of Inventory Custodian Slip (ICS)		Property and Supply Management Office / Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Advised the office of the return of property/equipment	1.1 Verify/check the accountability in the employee's folder	None	5 minutes	Unit Head, Disposal Section, PSMS
2. Surrender the property/ equipment	2.1 Attach picture/s of the property/ equipment to be returned	None	5 minutes	Unit Head, Disposal Section, PSMS
	2.2 Accept the returned property/ equipment			
	2.3 Prepare the Property Turned-In Report (PTIR)	None	5 minutes	Unit Head, Disposal Section, PSMS
3. Sign the Property Turned-In Report (PTIR) and return it to the PMS Office	3.1 Release one (1) copy to the client	None	2 minutes	Unit Head, Disposal Section, PSMS
	3.2 The original copy shall be retained in the office file and the client folder.			
	3.3 Secure the returned property/ equipment			
	3.4 Place the returned property/ equipment at the PSMS Storage/ Stockroom	None	5 minutes	Unit Head, Disposal Section, PSMS
	3.5 Issuance of the Feedback Form to evaluate the provided service.	None	5 minutes	Unit Head, Disposal Section, PSMS
TOTAL		None	27 Minutes	



4. REQUEST FOR TRANSFER OF PROPERTY/ACCOUNTABILITY

This procedure applies to transferring accountable property/equipment to other faculty and employees.

Office or Division:	Property and Supply Management Services (PSMS)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Executive Officials, Academic and Non-Academic Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Employee's Copy of the Property Acknowledgement Receipt (PAR)		Property and Supply Management Office / Client		
Employee's Copy of Inventory Custodian Slip (ICS)		Property and Supply Management Office / Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Advised the office of the change of custodianship of property/equipment	1.1 Verify/check the ICS/PAR in the employee's folder	None	5 minutes	Unit Head - Inventory Section, PSMS
	1.2 Attach picture/s of the property/ equipment for transfer			
	1.3 Prepare the Property Transfer Report (PTR) and newly issued ICS/PAR	None	5 minutes	Unit Head - Inventory Section, PSMS
2. Sign the Property Transfer Report (PTR) and the newly issued ICS/PAR	2.1 Release one (1) copy to the client	None	2 minutes	Unit Head - Inventory Section, PSMS
	2.2 The original copy shall be retained on file in the client's /employee's folder			
3. Acknowledgement Receipt of the items at the space provided in the form	3.1 Release the transferred property/ equipment to the client	None	2 minutes	Unit Head - Inventory Section, PSMS
	3.2 Issuance of the Feedback Form to evaluate the provided service.	None	5 minutes	Unit Head - Inventory Section, PSMS
TOTAL		None	19 Minutes	



PROCUREMENT SERVICES



PROCUREMENT SERVICES

1. FOR CIVIL WORKS, CONSULTANCY SERVICES (BELOW AND ABOVE 1 MILLION), GOODS (1 MILLION AND ABOVE) DOCUMENTS: NOTICE OF AWARD (NOA), CONTRACT/PURCHASE ORDER, AND NOTICE TO PROCEED (NTP)

Issuance of the approved Notice of Award (NOA), Receipt of Performance Security bond, Issuance of Notarized Contract / Approved Purchase order, and Notice to Proceed (NTP)

1.1 RELEASE OF NOA TO EXTERNAL CLIENTS

Office or Division:	Procurement Services			
Classification:	Complex if Beyond Procurement Services			
Type of Transaction:	G2B-Government to Business			
Who may avail:	External Clients (Contractor, Supplier/Winning Bidder)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved BAC Resolution for NOA (1 Original Copy)		Bids and Awards Committee		
Performance Security Bond for PO and Contact Preparation (1 Original Copy)		External Clients		
Notarized Contract for NTP (Civil Works & Consultancy) (1 Original Copy)		External Clients		
Duty signed PO for NTP (Goods) (1 Original Copy)		Procurement Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register in the logbook	1.1 Provide a Logbook for the Registration	None	3 minutes	Staff, PS
2. Obtain/Receive the approved BAC Resolution	2.1 Release duly signed NOA	None	3 minutes	Staff, PS
TOTAL		None	6 minutes	



1.2 ACCEPTANCE OF PERFORMANCE SECURITY BOND FROM EXTERNAL CLIENTS

Office or Division:	Procurement Services			
Classification:	Complex if Beyond Procurement Services			
Type of Transaction:	G2B-Government to Business			
Who may avail:	External Clients (Contactor, Supplier/Winning Bidder)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved BAC Resolution for NOA (1 Original Copy)		Bids and Awards Committee		
Performance Security Bond for PO and Contact Preparation (1 Original Copy)		External Clients		
Notarized Contract for NTP (Civil Works & Consultancy) (1 Original Copy)		External Clients		
Duty signed PO for NTP (Goods) (1 Original Copy)		Procurement Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register in the logbook	2.1 Provide a Logbook for the Registration	None	3 minutes	Staff, PS
2. Submit the Performance Security Bond	2.1 Receive & Review/ the Performance Security Bond and Release Contact signed by the HOPE for the External Client's signature and Notarization	None	10 minutes	Chief, PS
TOTAL		None	13 minutes	

1.3 ISSUANCE OF NOTARIZED CONTRACT AND DULY APPROVED PURCHASE ORDER TO EXTERNAL CLIENTS

Office or Division:	Procurement Services			
Classification:	Highly Technical, Complex if beyond Procurement Timeline			
Type of Transaction:	G2B-Government to Business			
Who may avail:	External Clients (Contactor, Supplier/Winning Bidder)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved BAC Resolution for NOA (1 Original Copy)		Bids and Awards Committee		
Performance Security Bond for PO and Contact Preparation (1 Original Copy)		External Clients		



Notarized Contact for NTP (Civil Works & Consultancy) (1 Original Copy)		External Clients		
Duty signed PO for NTP (Goods) (1 Original Copy)		Procurement Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2.. Register at the logbook	3.1 Provide a Logbook for the Registration	None	3 minutes	Staff, PS
2.. Submit signed and notarized Contract	2.1 Release 1 original copy of the notarized contract and serve the duly signed Purchase Order (for goods) to the winning bidder for signature and provide a photocopy to the later	None	20 minutes	Chief, PS
3. Received one (1) copy of the original copy of the Notarized Contract (for civil works and consultancy) Purchase Order (for goods)	3.1 Register the documents in the releasing Logbook and ask the Client to sign at the specific space provided for acknowledgment			Staff, PS
TOTAL		None	23 minutes	

2. ISSUANCE OF NOTICE TO PROCEED

Office or Division:	Procurement Services
Classification:	Highly Technical, Complex if beyond Procurement Timeline
Type of Transaction:	G2B-Government to Business
Who may avail:	External Clients (Contactor, Supplier/Winning Bidder)
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Approved BAC Resolution for NOA (1 Original Copy)	Bids and Awards Committee
Performance Security Bond for PO and Contact Preparation (1 Original Copy)	External Clients
Notarized Contact for NTP (Civil Works & Consultancy) (1 Original Copy)	External Clients
Duty signed PO for NTP (Goods) (1 Original Copy)	Procurement Office



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register in the logbook	4.1 Provide a Logbook for the Registration	None	3 minutes	Staff, PS
2.. Signed the approved notice to Proceed & receive one (1) original copy of the Notice to Proceed	2.1 Assist the Client in signing & discussing NTP coordination with the Property, Admin & End User	None	10 minutes	Chief, PS
3. Acknowledge receipt of the Original Notice to proceed at the Releasing Logbook	3.1 Released to the Client the Original Notice to Proceed	None	5 minutes	Staff, PS
TOTAL		None	18 minutes	

3. PROCUREMENT OF APPROVED REQUEST FOR GOODS (1 MILLION AND ABOVE)

Procurement through Public Bidding

Office or Division:	Procurement Services (PS)			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Government			
Who may avail:	Internal Client (Offices and College)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved Purchase Request with Funding		Financial Management Services		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Approved Funded Purchase Request (APR)	1.1 Received the APR	None	3 minutes	Staff, PS
	1.2 Pre-numbering of APR	None	2 minutes	Staff, PS
	1.3 Review for the completeness of the required documents (Terms of Reference, Scope of Work, Bill of Quantities, Drawing Map)	None	5 minutes	Staff, PS



	1.4 Preparation of ITB	None	5 minutes	Staff, PS
2. Signed Purchase Order as End User	2.1 PhilGEPS Posting of ITB & Terms of Reference, Scope of Work, Bill of Quantities, Drawing Map	None	15 Days	Staff, PS
	2.2 Accept/Receive RFQ from bidders submitted to BAC for evaluation proposal (if below 1m)- finalization (2) hours before closing	None	3 days	BAC Office
	2.4 Preparation the Purchase Order (PO) based on the BAC Resolution & winning bidder's RFQ/Bid Form and Document Checklist for BUR	None	10 minutes	Staff, PS
	2.5 Review of Purchase Order and Document Checklist Preparation	None	5 minutes	Chief, PS Staff, PS
	2.6 Signing of PO by the End User	None	5 minutes	Staff, PS
	TOTAL	None	18 days, 2 hours	

3. PROCUREMENT OF APPROVED REQUEST THROUGH ALTERNATE MDE OF PROCUREMENT OF GOODS (BELOW 1 MILLION)

Office or Division:	Procurement Services	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Government	
Who may avail:	Internal Client (Office and Colleges)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Approved Purchase Request with Funding		Financial Management Services



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Submit the Approved Funded Purchase Request (APR)	1.1 Received the APR	None	3 minutes	Staff, PS
	1.2 Pre-numbering of APR	None	2 minutes	Staff, PS
	1.3 Review for the completeness of required documents	None	10 minutes	Staff, PS
	1.4 Preparation of Request for Quotation (RFQ)	None	10 minutes	Staff, PS
3. Sign Purchase Order as End User	2.1 PhilGEPS Posting of RFQ	None	7 days	Staff, PS
	2.2 Accept/ Received RFQ from bidders submitted to BAC for evaluation proposal	None	1 day	Staff, PS BAC Office
	2.3 Preparation of Abstract of Bid proposal and	None	5 days	BAC Office
	3.2 BAC Resolution Preparation and approval			
	2.5 Prepare the Purchase Order (PO) based on the BAC Resolution & winning bidder's RFQ & Document Checklist for BUR	None	45 minutes	Staff, PS
	2.6 Review of Purchase Order and Documents Checklist Preparation	None	15 minutes	Chief, PS Staff, PS
	2.7 Signing of PO by the End User	None	15 minutes	Staff, PS
	TOTAL	None	14 days and 45 minutes	



4. PROCUREMENT OF APPROVED REQUEST THROUGH ALTERNATIVE MODE OF PROCUREMENT OF GOODS (BELOW 1 MILLION)

Office or Division:	Procurement Services (PS)			
Classification:	Simple, Highly Technical			
Type of Transaction:	G2B- Government to Business			
Who may avail:	External Client (Contractor, Supplier/Winning Bidder)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Unquoted RFQ		Procurements Services		
Quote RFQ & RA 9184 Mandatory Requirements		External Client/Winning		
Purchase Order		Procurement Service		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Received Blank RFQ from (Face to Face and Online)	1.1 Assist and process the documents	None	10 minutes	Staff, PS
2. Submit Quoted RFQ and RA 9184 Mandatory Requirements (Face-to-Face and Online)	2.1 Accept/Receive/review RFQ and the mandatory requirements submitted	None	20 minutes	Staff, PS
3. Sign the original Purchase Order	3.1 Serve the duly signed PO and provide a copy to the external client for the purpose of delivery	None	20 minutes	Staff, PS
TOTAL		None	50 minutes	



SECURITY SERVICES



SECURITY SERVICES

1. REQUEST FOR CONDUCT OF GAINING ENTRANCE FOR VISITORS

This process facilitates the regulated entry of visitors into the Institute's premises to ensure security while maintaining accessibility for official business or sanctioned visits.

Office or Division:	Security Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government			
Who may avail:	General Public, Visiting Officials, and Guests			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid Government-Issued Identification Card (1 original for identification)		Any Government Agency		
Letter of Invitation (if applicable – 1 photocopy)		Requesting Office or Host Official		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present a valid ID and state the purpose of the visit.	1.1 Verify the ID and check for scheduled appointments.	None	2 minutes	Security Guard on duty, Security Services
2. Sign the Visitor's Logbook	2.1 Record visitor details and issue a Visitor's Pass.	None	3 minutes	Security Guard on duty, Security Services
	2.2 Contact the concerned office to confirm the visit.	None	5 minutes	Security Guard on duty, Security Services
3. Receive the Visitor's Pass and undergo security screening.	3.1 Conduct standard security inspection of bags/personnel.	None	5 minutes	Security Guard on duty, Security Services
4. Proceed to the designated office	4.1 Direct the visitor to the specific building or office.	None	5 minutes	Security Guard on duty, Security Services
TOTAL		None	20 minutes	



RECORDS MANAGEMENT SERVICES



RECORDS MANAGEMENT SERVICES

1. DOCUMENTS REQUEST

1.1. ONLINE REQUEST OF DOCUMENTS

To provide prompt response to the Interested Parties' request (Internal) for personal or other documents, such as Memoranda, Special Order, Staff Development Order, etc., that are under the Custody of the Records Management Services (RMS)

Office or Division:	Records Management Service (RMS)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government G2C – Government to Citizen			
Who may avail:	Executive Officials, Academic and Non-Academic Personnel, and former EARIST employees.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Clearance from the Institute Data Protection Officer or the FOI Office. <i>*Applicable only to clients requesting personal documents on behalf of another person.</i>		Office of the Data Protection Officer, Office of the Information and Public Affairs Services (InfoPAS)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Access the Facebook or Messenger account of R cords Mngt Serv or email RMS through records@earist.edu.ph to send request/s <i>*If requesting for another person, attach a scanned copy of the clearance from the Data Protection Officer of the FOI.</i>	1.1 Acknowledged receipt email/message	None	10 minutes	Records Officer I, RMS Records Officer II, RMS
	1.2 Approve / Disapprove		5 minutes	Chief, RMS
2. Wait for the release of the soft / scanned copy of the request to be sent by the RMS assigned staff.	2.1 Locate, retrieve, and prepare to send the scanned / soft copy of the requested documents.	None	50 minutes	Records Officer I, RMS Records Officer II, RMS
	2.2 Inform the client through text or messenger that the request has already been sent.		10 minutes	Chief, RMS
	2.3 Issue feedback form link.		5 minutes	
TOTAL		None	1 Hour and 20 Minutes	



1.2. 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 the Records Management Services (RMS)

Office or Division:	Records Management Service (RMS)			
Classification:	Simple / Complex			
Type of Transaction:	G2G – Government to Government G2C – Government to Citizen			
Who may avail:	Executive Officials, Academic and Non-Academic Personnel, and former EARIST employees, and other Interested Parties / Clients.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Interested Parties / Clients who are requesting on behalf of another person shall secure necessary clearance from the Data Protection Officer or FOI Office.		Office of the Data Protection Officer, Office of the Information and Public Affairs Services (InfoPAS)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Verbal request for a copy of documents to the Records Officer. <i>*If requesting for another person, secure clearance from the Data Protection Officer or the FOI Office.</i>	1.1 Provide the necessary form as required by the Data Protection Officer or the Freedom of Information Office (FOI)	None	Refers to the DPO Or FOI (InfoPAS)	Data Protection Officer Director, InfoPAS or staff assigned
	1.2 Issue the Documents Request Form		5 minutes	Records Officer I, RMS Records Officer II, RMS
2. Fill up and submit the accomplished Documents Request Form (Clearance form the DPO or FOI if necessary) <i>*If requesting on behalf of another person, attach clearance from the Data Protection Office of the Freedom of Information Office.</i> <i>*If requesting classified confidential documents: secure written request approved by the Institute President.</i>	2.1 Check if the entry in the form is correct.	None	5 minutes	Records Officer II, RMS
	2.2 Approve / Disapprove		5 minutes	Chief, RMS
3. Wait for the notification through text or call on	3.1 Locate documents from the files.			Records Officer I, RMS



the result of the request.	3.2 Email, call, or text the client to inform the result of the request.		5 days – Complex Transaction	Records Officer II, RMS
	3.2 Record in the (Outgoing) Logbook and release the documents.		3 days – Simple Transaction	Chief, RMS
4. Received feedback regarding the request or claim the request if the document/s are available on file.	4.1 Issue feedback form.	None	5 minutes	Records Officer I, RMS Records Officer II, RMS Chief, RMS
	TOTAL	None	5 days and 20 minutes (Complex Transaction) 3 days and 20 minutes (Simple Transaction)	

2. REQUEST FOR AUTHENTICATION OF DOCUMENTS

Validate the accuracy or correctness of documents before submission or as required by other offices and government agencies. No certification shall be issued for documents that are mere photocopies without verification of the original. Unsigned or incomplete documents will not be certified or authenticated. Furthermore, documents issued by any agencies other than EARIST shall not be acknowledged for authentication.

Office or Division:	Records Management Service (RMS)
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	Executive Officials, Academic and Non-Academic Personnel of EARIST, and other Government Agencies.
CHECKLIST OF REQUIREMENTS	
Original Documents	Client
One extra photocopy or original of documents for the file of RMS	Client
WHERE TO SECURE	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Verbal Request for mailing/posting of official correspondence to the Records Officer.	1.1 Issue the Mailing/Posting Request Form	None	5 minutes	Records Officer I, RMS Records Officer II, RMS
2. Accomplish the Mailing / Posting Request Form, Provide the complete name and address of the Recipient.	2.1 Check if the entry in the form is correct and approved / disapproved mailing / posting form	None	5 minutes	Records Officer I, RMS Records Officer II, RMS Chief, RMS
3. Submit the original and 1 photocopy of the communication or documents for Mailing / Posting	3.1 Prepare the necessary mailing envelop/s for posting.	None	5 minutes	Records Officer II, RMS
	3.2 Verify the availability of Funds		5 minutes	Chief, RMS
	3.3 Check the pages of the communications / documents and attachments, if any, before placing them inside the envelope.		5 minutes	Records Officer I, RMS Records Officer II, RMS
	3.4 Double-check the entry in the Mailing / Posting envelope.		5 minutes	Records Officer I, RMS Records Officer II, RMS
	3.5 Prepare the Registry Return Receipt Card for mailing / posting.		3 hours for bulk requests, and will depend on the availability of funds for posting / mailing.	Records Officer I, RMS Records Officer II, RMS
	3.6 Record in the outgoing logbook.	Postage Fee varies depending on the charge of the courier or postal service	30 minutes	Records Officer I, RMS Records Officer II, RMS
	3.7 Mailing / Posting		30 minutes	
	3.8 Issue a copy of the receipt to the client received from the courier or postal service.		5 minutes	
	3.9 Issue feedback form.		5 minutes	
	TOTAL	None	4 Hours and 40 Minutes	



3. REQUEST FOR MAILING OR POSTING OFFICIAL CORRESPONDENCE

Responsible for Posting or Mailing Written Communication / Correspondence through Postal or Courier Services.

Office or Division:	Records Management Service (RMS)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Executive Officials and other Chiefs of Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Complete name and address of the Recipient		Client		
Copy of outgoing correspondence / communication for RMS file (1 original and 1 photocopy)		Client		
Availability of Funds		Records Management Services or Financial Management Services		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Verbal Request for Authentication of Documents to the Records Officer.	1.1 Issue the Documents Authentication Request Form	None	5 minutes	Records Officer I, RMS Records Officer II, RMS
2. Accomplish and Submit the Document Authentication Request Form	2.1 Check if the entry in the form is correct and approved / disapproved	None	10 minutes	Records Officer I, RMS Records Officer II, RMS Chief, RMS
3. Submit documents for authentication.	3.1 Verify or validate submitted documents against the original.	None	10 minutes	Records Officer I, RMS Records Officer II, RMS Chief, RMS
4. Wait for the release of the document/s subjected to Authentication.	4.1 Stamped the Certificate of Authenticity.	None	30 minutes	Records Officer I, RMS Records Officer II, RMS Chief, RMS
	4.2 Signing of documents and affixing the date of signing to the certificate of Authentication.		30 minutes	Records Officer II, RMS Chief, RMS



	4.3 Record in the (Outgoing) Logbook.		5 minutes	Records Officer I, RMS
	4.4 Release documents to the interested party.		5 minutes	Records Officer II, RMS
5. Receive the documents and sign the outgoing logbook for acknowledgement.	5.1 Issued feedback form.	None	5 minutes	Records Officer I, RMS Records Officer II, RMS
	TOTAL	None	1 Hour and 40 Minutes <i>*This only applies to 1-100 pages of documents per transaction</i>	



PHYSICAL PLANT AND GENERAL SERVICES



PHYSICAL PLANT AND GENERAL SERVICES

1. REQUEST FOR REPAIR AND MAINTENANCE OF FACILITIES

Responsible for maintaining the cleanliness of the Institute vicinity and performing minor carpentry and repairs of facilities.

Office or Division:	Physical Plant and General Services (SPD)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Executive Officials, Academic and Non-Academic Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved Letter Request for Repair and Maintenance addressed to the Director of Administrative Services through the Chief of Physical Plant and General Services (1 original copy)		Requesting Office		
Actual Copy/Photo of the Damaged Property or Furniture (1 copy)		Requesting Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the approved letter request to the office of the Physical Plant and General Services.	1.1 Acknowledge receipt and record in logbook.	None	10 minutes	Administrative Officer I, SPD
	1.2 Review and approve the request.	None	5 minutes	Chief, SPD
	1.3 Schedule repair and identify technical requirements.	None	20 minutes	Chief, SPD
2. Coordinate with the repair team at the site.	2.1 Assemble the team and execute the appropriate repair action.	None	2 working days	Assigned Staff, SPD
3. Sign the Job Order upon completion.	3.1 Final inspection and filing of completed Job Order.	None	5 minutes	Client and Chief, SPD
	3.2 Issuance of the Feedback Form to evaluate the provided service.	None	5 minutes	Administrative Officer I, SPD
TOTAL		None	2 days and 50 minutes	



TRANSPORTATION AND MOTORPOOL SERVICES



TRANSPORTATION AND MOTORPOOL SERVICES

1. REQUEST FOR UTILIZATION OF VEHICLE

Responsible for dispatching Drivers and Vehicles to transport Employees, Faculty, and Students in connection with their Official Business.

Office or Division:	Transportation and Motorpool Services (Motorpool)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	EARIST Officials, Academic and Non-Academic Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<p>If requested on Regular Working Days:</p> <p>1. Letter Request addressed to the Director of Administrative Services (1 original copy) containing:</p> <ul style="list-style-type: none"> - Full name of the requester / Requesting Office - Date, Time, and Destination - Purpose of Trip - List of Name of Passenger/s <p>If requested on Saturdays, Sundays, or Holidays:</p> <p>1. Letter request approved by the President (1 original copy)</p> <p>In cases of Exigency of Service:</p> <p>1. Verbal or Electronic Request (Subject to immediate post-compliance of a formal letter)</p>		Requesting Office / Personnel		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Letter Request to the Office of the Administrative Services	1.1 Receive and check the request completeness	None	5 minutes	Administrative Aide I, Office of the Administrative Services
	1.2 Issue the Trip Ticket	None	5 minutes	Administrative Aide I, Office of the Administrative Services
2. Fill out the Trip Ticket	2.1 Verify vehicle and driver availability.	None	20 minutes	Administrative Aide II, Motorpool
3. Wait for approval / disapproval	3.1 Review and approve or disapprove the request	None	20 minutes	Director, Administrative Services
4. Received the approved Trip Ticket	4.1 Issue the Trip Ticket and dispatch the vehicle	None	5 minutes	Administrative Aide II, Motorpool
	4.2 Issuance of the Feedback Form to evaluate the provided service.	None	5 minutes	Administrative Aide II, Motorpool
TOTAL		None	1 Hour	



CASH AND DISBURSEMENT SERVICES



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 Disbursement Services (CDS)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Student or authorized representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Signed Advisement Slip (1 original copy)		Dean's Office – Enrolment Officer		
Statement of Account (SOA)		Financial Management System transaction window		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the encoded Advisement Slip or SOA to the Cashier Window 1: Graduate School Window 2: Undergraduate	1.1 Receive the advisement slip or SOA	None	2 hours	Window 1: Cashier II, CDS
	1.2 Open the Student's Account in the system			Window 2: Cashier I, CDS
2. Payment of Enrolment Fees	2.1 Accept payment	<i>Based on the assessment reflected in the advisement slip and in the system</i>	10 minutes	Window 1: Cashier II, CDS Window 2: Cashier I, CDS
	2.2 Record the payment in the system			
	2.3 Generate and print the Official Receipt / Invoice			
	2.4 Issue the Official Receipt / Invoice to the client together with the original Advisement Slip			
	TOTAL	Amount reflected in the system	2 Hours and 10 Minutes	



2. COLLECTION OF RENTAL FEES, PARKING FEES, REIMBURSEMENTS, OTHERS

Collection of Fees from the rentals of IGP Stalls and other facilities, use of parking space, reimbursement of excess from cash advances, and other fees charged by the administration.

Office or Division:	Cash and Disbursement Services (CDS)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Renters / Bidders / Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Order of Payment (1 original copy)		Financial Management Services		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Order of Payment to the Cashier – Window 1	1.1 Check the Order of payment and the amount to be paid	None	2 hours	Cashier I, CDS
2. Payment of the amount stated in the order of payment	2.1 Accept the payment	Amount stated in the Order of Payment	5 minutes	Fund 151: Cashier II, CDS
	2.2 Record the payment in the system			Fund 05: Cashier I, CDS
	2.3 Generate and print the Official Receipt / Invoice			
	2.4 Issue the Official Receipt / Invoice to the client			
	TOTAL	Amount stated in the Order Payment	2 Hours and 5 Minutes	



3. COLLECTION 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 of the Report of Grades, Dropping Forms, etc.

Office or Division:	Cash and Disbursement Service (CDS)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Student and Alumni or authorized representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
SAD Form (1 original copy)		Student Registration and Records Management Services (SRRMS)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present SAD Form to the Cashier Window 2	1.1 Verify in the system the indicated name in the SAD Form	None	2 hours	Cashier I, CDS
2. Payment of the fees stated in the SAD Form	2.1 Accept payment	Amount stated in the SAD / Payment Form	5 minutes	Cashier I, CDS
	2.2 Record the payment in the system			
	2.3 Generate and print Official Receipt / Invoice			
	2.4 Issue the Official Receipt / Invoice to the client together with the SAD Form			
	TOTAL	Amount stated in the SAD / Payment Form	2 Hours and 5 Minutes	



4. PROCESSING OF ONLINE PAYMENT THROUGH LANDBANK LINK.BIZPORTAL

This contactless transaction was implemented to adopt the trend in digitalization.

Office or Division:	Cash and Disbursement Services (CDS)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Student			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Signed Advisement Slip (1 original or scanned copy)		Dean's Office – Enrolment Officer		
SAD Form (1 original or scanned copy)		SRRMS Transaction Window		
Order of Payment (1 original or scanned copy)		FMS Transaction Window		
School ID or any government ID		SRRMS or issued by the Philippine Post Office, DFA, PSA, SSS, GSIS, PRC, Philhealth		
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	None	None		Payor / Client
2. Select "Eulogio Amang Rodriguez Institute of Science and Technology"	None	None		Payor / Client
3. Select Transaction Type based on the SAD Form / Advisement Slip / Order of Payment Note : only one type per transaction	None	None		Payor / Client
4. Fill-out Transaction Details and review the provided information before proceeding to payment	None	None		Payor / Client
5. Select Payment	None	None		Payor / Client
6. Proceed with the payment	None	<i>Amount stated in the advisement slip / Order of Payment</i>		Payor / Client
7. Save the Confirmation of the transaction	None	None		Payor / Client
8. Email the proof of payment to cashier@earist.edu.ph	8.1 Verify the proof emailed proof of payment	None	2 working days	Chief, CDS
	8.2 Generate the transaction report	None	(included in the 2 days)	Chief, CDS



	8.3 Record the payment, generate and print the Official Receipt / Invoice	None	(included in the 2 days)	Cashier II, CDS Cashier I, CDS
	8.4 Scan the Official Receipt / Invoice	None	(included in the 2 days)	Clerk, CDS
	8.5 Forward scanned copy to SRRMS (payment of SAD Form) or to the concerned Dean or Enrolling Officer (payment of Advisement Slip / Order of Payment)	None	(included in the 2 days)	Clerk, CDS
9. After 2 working days, proceed to the Cashier Window to pick up the hard copy of the Official Receipt / Invoice and present the School ID or Government-issued ID	9.1 Check the presented ID	None	2 hours	Clerk, CDS
	9.2 Issue the printed Official Receipt / Invoice to the client	None		
	TOTAL	Amount stated in the SAD Form or Advisement Slip / Order of Payment	2 working days and 2 hours	

5. PROCESSING AND ISSUANCE OF DISBURSEMENT CHECKS

Issuance of commercial / MDS checks for payment to individuals, contractors, or suppliers of goods and/or services.

Office or Division:	Cash and Disbursement Services (CDS)
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business
Who may avail:	Client/Interested Parties
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Company ID or Government Issued ID	Issued by the Company or Philippine Post Office, DFA, PSA, SSS, GSIS, PRC, Philhealth
Authorization letter for authorized representative (1 original or printed, scanned copy)	Payee
For Supplier or Contractors: Official Receipt, Collection Receipt, or Acknowledgement Receipt	Payee



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Proceed to the disbursement window, state the Payee of the check	1.1 Pull out the Check together with the disbursement voucher	None	10 minutes	Disbursement Officer, CDS / Clerk, CDS
3. Present the Company ID or Government-issued ID together with the Authorization Letter, if any.	2.1 Receive and check the ID and authorization letter, if any	None	10 minutes	Disbursement Officer, CDS / Clerk, CDS
	2.2 Present to the client the Disbursement Voucher and the photocopy of the Check			
4. For the Supplier / Contractor: Issue the Official Receipt, Collection Receipt, or Acknowledgement Receipt	3.1 Check the accuracy of the details on the issued Receipt	None	10 minutes	Disbursement Officer, CDS / Clerk, CDS
5. Sign the Disbursement Voucher and RCI Log Sheet	4.1 Check if all the pages were properly signed	None	10 minutes	Disbursement Officer, CDS / Clerk, CDS
	4.2 Issue the Check to the Client			
	TOTAL	None	40 minutes	



MEDICAL AND DENTAL SERVICES



MEDICAL AND DENTAL SERVICES

1. DELIVER MEDICAL SERVICES: REGULAR, ROUTINE, AND SCHEDULED CONSULTATIONS

This covers from the time that the patient enters the Medical Health Services for the purpose of consultation until they are examined, classified, and provided with medical intervention.

Office or Division:	Medical and Dental Services (MDS)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government G2C – Government to Citizen			
Who may avail:	Students, Employees, Faculty, and Extension Services (Adopted Barangay)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Visit the Medical Clinic	1.1 Conduct initial assessment.	None	20 minutes	Medical Officer, MDS
	1.2 Record patient information.	None		Nurse on duty, MDS
2. Undergo Medical Consultation and Proper Assessment/Check-up	<p>2.1 If the case is assessed as an emergency, the attending physician or nurse will provide the necessary first aid treatment or arrange referral to the hospital of choice. A referral form shall be issued if necessary.</p> <p>2.1.a Student: Notify the adviser/teacher and parents of further instructions regarding transfer to the hospital or referral facility.</p> <p>2.1b. Employee: Notify the significant other or a colleague for further instructions regarding transfer to the hospital or referral facility.</p> <p>2.1c. Extension: Notify the immediate supervisor and/or</p>	None	30 minutes	Medical Officer, MDS



	significant other for further instructions regarding transfer to the hospital or referral facility.			
	2.2 If the case is not assessed as an emergency, the Medical Officer will manage and treat the patient and provide prescriptions, if necessary.	None		Nurse on duty, MDS
3. Receive referral form/ prescription (if any) and check-out from the Medical Clinic	3.1 Register to the Logbook	None	10 minutes	Medical Staff
	3.2 For Non-Emergency: Issuance of the feedback form to evaluate the provided service.	None		
TOTAL		None	1 Hour	

2. ISSUANCE OF MEDICAL CERTIFICATE TO OJT STUDENTS

The procedure covers 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 Dental Services (MDS)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Chest X-ray (1 Original Copy)		Medical Laboratory of choice		
Complete Blood Count Result (1 Original Copy)		Medical Laboratory of choice		
Urinalysis Result (1 Original Copy)		Medical Laboratory of choice		
Drug Test Result (Optional, 1 Original Copy)		Medical Laboratory of choice		
Student Health Record		OJT Coordinator		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Visit the Medical Clinic and submit the laboratory results	1.1 Assess the laboratory results. Give the necessary request for further laboratory work-ups, if any.	None	20 minutes	Medical Officer, MDS Nurse on duty, MDS
2. Consultation and Proper Assessment/Check-up	2.1 Do Medical check-ups for the OJT students.	None	30 minutes	Medical Officer, MDS
	2.2 Signing of Student Health Record/Medical Certificate (Fit for OJT)	None		
3. Receive the signed medical certificate and check-out from the Medical Clinic	3.1 Register in the Logbook	None	10 minutes	Medical Staff
	3.2 Issuance of the feedback form to evaluate the provided service.	None		
TOTAL		None	1 Hour	

3. ISSUANCE OF FIT-TO-PLAY/MEDICAL CERTIFICATE TO STUDENT ATHLETES

The procedure covers the Athletic Student of the Institution and establishes the Standard procedure for the issuance of a fit-to-play (Medical Certificate) for Athletes.

Office or Division:	Medical and Dental Services (MDS)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government			
Who may avail:	Student/Employee Athletes			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Medical History		Hospital or Physician of choice		
Physical Education Form		Physical Education Department		
Chest X-Ray Result (1 Original Copy)		Medical Laboratory of choice		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Visit the Medical Clinic for consultation.	1.1 Assess the patient.	None	20 minutes	Medical Officer, MDS
	2.1 Medical Examination and	None	30 minutes	Medical Officer, MDS



2. Consultation and Proper Assessment/Check-up	Evaluation of Laboratory Results			
	2.2 Issue Fit to Play Form	None		
3. Receive the signed fit-to-play form and check out from the Medical Clinic	3.1 Register in the Logbook	None	10 minutes	Medical Staff
	3.2 Issuance of the feedback form to evaluate the provided service.	None		
TOTAL		None	1 Hour	

4. ISSUANCE OF EXCUSE SLIP

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

Office or Division:	Medical and Dental Services (MDS)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Excuse Letter from the Parents or Guardian		Parents/Guardian of the Client		
Valid ID of the Parent or Guardian (1 Original Copy and 1 Photocopy with 3 signatures)		Parents/Guardian of the Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Visit the Medical Clinic for Consultation/ Check-up	1.1 Interview/ Assess the client/patient	None	20 minutes	Medical Officer, MDS Nurse on duty, MDS
2. Consultation and Proper Assessment	2.1 Assessed the client	None	20 minutes	Medical Officer, MDS Nurse on duty, MDS
	2.2 Issue Excuse Slip if the Client's name is on the Logbook for the previous consultation/ check-up	None	20 minutes	Medical Officer, MDS Nurse on duty, MDS
	2.3 The student is advised to present an Excuse Letter from the Parents/Guardian if	None		Medical Officer, MDS



	the student does not have a previous consultation in the school clinic.			
	2.4 The original excuse letter will be acknowledged by the school physician and given to the student to present to their professors.	None		
3. Receive signed excuse slip/excuse letter and check-out from the Medical Clinic	3.1 Register to the Logbook	None	10 minutes	Medical Staff
	3.2 Issuance of the feedback form to evaluate the provided service.	None		
	TOTAL	None	1 Hour and 10 minutes	

5. PROVISION OF MEDICAL EXAMINATION FOR INCOMING FIRST-YEAR STUDENTS

The procedure covers 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:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All Incoming 1 st Year Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Chest X-ray (1 Original Copy)		Medical Laboratory of choice		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Visit the Medical Clinic for Health Assessment/ Check-up	1.1 Interview/ Assess the client/patient	None	20 minutes	Medical Officer, MDS Nurse on duty, MDS
2. Undergo Consultation/ Check-up	2.1 Issue Fit to Enroll Form for those who are physically well 2.1.1 Patients with findings may provide a medical	None	30 minutes	Medical Staff Medical Officer, MDS



	certificate from the attending physician/specialist of their deficiency. Then, signing to Fit to Enroll			
3. Receive the signed Fit to Enroll Form and check out from the Medical Clinic	3.1 Register in the Logbook	None	10 minutes	Medical Staff
	3.2 Issuance of the feedback form to evaluate the provided service.	None		
TOTAL		None	1 Hour	

6. REQUEST FOR DENTAL CHECK-UP AND TOOTH EXTRACTION

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

Office or Division:	Medical and Dental Services (MDS)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government			
Who may avail:	Executive Officials, Faculty, Employees, and Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Students only: Certificate of Registration		Client / Registrar's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Visit the Dental Clinic for a Check-up	1.1 Ask the client to fill out the necessary forms	None	20 minutes	Dental Officer
2. Consultation Proper Check-up/Treatment	2.1 Issue Fit to Enroll Form for those who are physically well 2.1.1 Prescribed medication if necessary	None	2 hours	Dental Officer
3. Receive medications (if any) and check out from the Dental Clinic	3.1 Register in the Logbook	None	10 minutes	Medical Staff
	3.2 Issuance of the feedback form to evaluate the provided service.	None		



	TOTAL	None	2 hours and 30 minutes	
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7. ISSUANCE OF RETURN/FIT-TO-WORK CERTIFICATE

This procedure covers the period from the time the client has given their medical results/certificate for evaluation until the time the attending physician signs the certificate attesting that the Client is Physically Fit to resume work.

Office or Division:	Medical and Dental Services (MDS)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Employees and Faculty			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Medical Certificate (1 Original Copy)		From the attending physician or specialist		
Laboratory Test Results (1 Original Copy)		Laboratory of choice		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Visit the Medical Clinic	1.1 Assess the patient. Give the necessary request for laboratory work-ups if possible.	None	20 minutes	Medical Officer, MDS Nurse on duty, MDS
2. Consult and Assessment	2.1 Medical check-up. Fit to work-signed clearance	None	30 minutes	Medical Officer, MDS
	2.1.1. Not yet Fit to return to work, recommend to the client: Option A: Treat and advise follow-up, and continue medications, rehabilitation, and other necessary interventions.		30 minutes	



	<p>Option B: Referral to hospital or specialist for further treatment</p> <p>2.1.2. Schedule the Client for follow-up reassessment or check-up, then sign the Return/Fit to Work form</p>		30 minutes	Nurse on duty, MDS
	2.2 Issuance of the Fit to Work Certificate	None		Medical Officer, MDS
3. Receive the Fit to Work Certificate and check out from the Medical Clinic	3.1 Register in the Logbook	None	10 minutes	Medical Staff
	3.2 Issuance of the feedback form to evaluate the provided service.	None		
	TOTAL	None	2 hours	

8. ISSUANCE OF PERMIT TO TEACH

This covers from the time that the employee/patient was assessed for a medical check-up until the issuance of the permit to teach by the school physician.

Office or Division:	Medical and Dental Services (MDS)	
Classification:	Simple	
Type of Transaction:	G2C – Government to Government	
Who may avail:	Executive Officials, Employees, and Faculty	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	Laboratory Test Results (1 Original Copy)	Medical Laboratory of choice
	Medical Certificate (1 Original Copy)	Medical Laboratory of choice
	Permit to Teach Certificate (1 Original Copy)	Human Resource Management Services



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Visit the Medical Clinic	1.1 Assess the patient	None	20 minutes	Medical Officer, MDS Nurse on duty, MDS
2. Consultation and Proper Assessment/Check-up	2.1 Check-up/ Review Medical and Laboratory Work-ups	None	30 minutes	Medical Officer, MDS
3. Finish Assessment/ Discharged	3.1 Permit to Teach Certificate is signed and documented	None		
4. Receive the signed Permit to Teach Certificate and check out from the Medical Clinic	4.1 Register in the Logbook	None	10 minutes	Medical Staff
	4.2 Issuance of the feedback form to evaluate the provided service.	None		
	TOTAL	None	1 Hour	



9. CONDUCT OF ANNUAL PHYSICAL EXAMINATION FOR FACULTY AND NON-TEACHING PERSONNEL/EMPLOYEES

To establish the Standard Procedure for APE of all employees, which promotes overall health.

Office or Division:	Medical and Dental Services (MDS)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Government			
Who may avail:	Employees and Faculty			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Visit the Medical Clinic for Check-up and Laboratory Work-ups	1.1 Ask the client to fill out the necessary Forms	None	1 hour	Medical Staff
2. Physical Examination Laboratory Test	2.1 Subject Clients for the following Laboratory work-ups: Chest X-ray, Blood Chemistry, Urinalysis, Fecalalysis, FBS, ECG, Dental and Eye Examination	None	2 hours	Medical Officer, MDS Nurse on duty, MDS Service Provider Medical Staff
3. Wait for the result of the Laboratory Work-ups	3.1 Coordinate with the Service Provider (Laboratory)	None		Medical Officer, MDS
	3.2 Service Provider processing period	None		Nurse on duty, MDS
4. Report to the MDS to get the Laboratory Result	4.1 Release Results and sign PVP Clearance of Faculty who are Physically Fit	None	30 minutes	Medical Officer, MDS
	4.1.1 Patients who are found to have Medical/Laboratory Findings/Issues shall be given necessary treatment or referrals to the Specialist/Hospital		1 hour	Nurse on duty, MDS
5. Sign or Acknowledge Receipt of the result in the logbook	5.1 Register entry to the releasing logbook	None	10 minutes	Medical Staff



	TOTAL	None	4 hours and 40 minutes	
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FINANCIAL MANAGEMENT SERVICES



FINANCIAL MANAGEMENT SERVICES

1. PROCESSING OF PAYMENTS TO SUPPLIER/CONTRACTORS

This refers to the process of paying various suppliers and contractors of the Institute, producing necessary and related documents for payment, creating direct deposits through fund transfer, and making payments through checks approved by the Head of the Agency.

Office or Division:	Financial Management Services			
Classification:	Simple			
Type of Transaction:	G2G–Government to Government G2B – Government to Business			
Who may avail:	a. EARIST unit/staff/employee (as end-user unit) b. Supplier/contractors (facilitated by end-user unit)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved request		Client/End-user		
Annual Procurement Plan (APP)		Procurement Services (PS)		
Program Procurement Management Plan (PPMP)		Procurement Services (PS)		
Purchase Order/Contract		Procurement Services (PS)		
Documents Presented During the Bidding Process		Bids and Awards Committee (BAC)		
Inspection acceptance report (IAR)		Property Management Services (PMS)		
Acceptance and Acknowledgement receipt (ARE)		Property Management Services (PMS)		
Inventory Custodian Slip (ICS)		Property Management Services (PMS)		
Other SDs per Attachment 1		Procurement Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. End-user submits the approved request together with SDs	1.1 Received and logged documents in the receiving logbook	None	1 hour	Receiving/Releasing staff
	1.2 Reviews the documents	None		Budget staff
	1.3 If complete, stamps the availability of funds.	None		Budget staff



	1.4 In case of incomplete/additional SDs, the employee responsible shall document the result of the review and transmit/ return the documents to the end-user for completion	None		Receiving/Releasing staff
	1.5 Final review and signs availability of funds (for transactions with complete SDs)	None		FMS Director
	1.6 Release the document to the Procurement service	None		Receiving/Releasing staff
2. Procurement Service submits PO/Approved Contract and other SDs	2.1 Receiving and logging the documents in the receiving logbook	None	1 day	Receiving/Releasing staff
	2.2 Reviews the submitted documents	None		Budget staff
	2.3 If complete, obligated, and prepares ORS/BURs and records in the RAO	None		Budget staff
	2.4 Release the ORS/BURs and other SDs to the end-user for signing of Box A OF ORS/BURs	None		Receiving/Releasing staff
	2.5 In case of incomplete/additional SDs, the employee responsible shall document the result of the review and transmit/ return the documents to the Procurement Services for completion	None		
3. End-user submits signed ORS/BURs, Pos/Approved contract, and other SDs	3.1 Receive and log the documents in the incoming logbook	None	4 hours	Receiving/Releasing staff



	3.2 Reviews the submitted SDs	None		Chief, Budget Services 90rs)/ In-charge F 05 (BURs)
	3.3 Release ORS/BURs and other SDs to Procurement Services	None		Receiving/ Releasing
4. Property Services Management Submits ORS/BURs, PO/Approved Contact and other SDs	4.1 Receives and logs the documents in the incoming logbook	None	1 day	Receiving/ Releasing staff
	4.2 Review the submitted SDs	None		FMS staff
	4.3 If complete and cash is available, prepare DV, JEV, LDDAP-ADA, SLIIE for payment and sign Box A of JEV	None		FMS staff
	4.4 If there is no cash available prepares Special Budget Request for submission to DBS	None		Chief, Budget Services
	4.5 Further review of documents and signs, Box B of JEV	None		Chief, Accounting Services
	4.6 If incomplete document the result of the review and return to Property Management Services for completion	None		
	4.7 Final review and signs Box A of DV and LDDAP-ADA	None		FMS Director
	4.8 Release ORS/BURs, DV, JEV, LDDAP-ADA. SLIIE, and other SDs to the Director for Admin Services (for payment through LDDAP-ADA) and to the Office of the President (for payment through check)	None		Receiving/ Releasing staff
TOTAL		None	2 days and 5 hours	



2. 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, seminars, workshops, and conferences within Metro Manila and other provinces.

Office or Division:	Financial Management Services			
Classification:	Simple			
Type of Transaction:	G2B-Government to Business			
Who may avail:	Suppliers and Contractors			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved Letter Request to Attend Seminar/Workshop		Client		
Invitation from the Organizer of the Seminar/Workshop		Client/Organizer		
Endorsement from CHED		Commission On Higher Education (CHED)		
Endorsement from the College Dean/Service Director		Dean College/Service Director with the Recommending Approval of the Sectoral Vice President		
Itinerary Travel		Accounting Services/FMS		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the approved letter request for funding	1.1 Funding of the Request Forward to the Office of the President for the Issuance of the Staff Dev't Memo from the OP	None	1 hour	Director FMS Office, President Office of the President
	1.2 Received the Special Order/Staff Dev't Memo from the OP	None	5 minutes	Staff, FMS Office
	1.3 Prepares 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
TOTAL		None	2 hours and 5 minutes	



3. PAYMENT OF REFUND OF TUITION

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

Office or Division:	Financial Management Services			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Student/Scholar			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter for refund		Interested party shall provide the original		
Certificate of Registration		Interested party shall provide the photocopy		
Official Receipt of Tuition Fee		Interested party shall provide the photocopy		
Certificate of scholarship from the City Hall or Scholarship Provider		Interested party shall provide the original or photocopy		
Student's Statement of Account		Interested party shall provide the original or photocopy		
Endorsement and List of Scholars from the City Hall or Scholarship Provider		Interested party shall provide the original or photocopy		
Approved Endorsement Letter of SAS		Interested party shall provide the original		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Receive and record documents from the different Colleges	2. Verify or validate submitted documents from OSA	None	4 Hours	Staff FMS Office
	1.2 Evaluation of documents subjected to certification of submitted documents	None	5 minutes	Staff Accounting Services FMS Office
	1.3 Prepare payroll for the grantees/scholars	None	1 Hour	Staff Accounting Services FMS Office
	2.1 Preparation of Disbursement Voucher, JEV, and Obligation Request or Budget Utilization	None	1 Hour	Staff Budget Services FMS Office



	Request (OBR or BUR)			
	1.5 Record to RAO the payment to the worksheet	None	5 minutes	Staff Budget Services FMS Office
	1.6 Signing of Disbursement Voucher, JEV, and Obligation Request or Budget Utilization Request (OBR or BUR)	None	1 Day	Director OSA Office Chief Budget Services FMS Office Chief, Accounting Services FMS Office Director FMS Office Director, IAS Office, President, Office of the President
	1.7 Preparation of LDDAP, SLIE, Database, or Check: or	None	10 Minutes	Chief, Accounting Services FMS Office
	1.8 Preparation of Check	None	10 minutes	Chief, Cashier's Office
	1.9 Signing of LDDAP, SLIE, Database, or Check	None	1 Day	Director FMS Office VPAF VPAF Office President, Office or the President
	TOTAL	None	2 days, 6 hours and 30 minutes	



4. APPLICATION FOR STUDENT CLEARANCE

This refers to the process of signing the accounting portion of the student's clearance as part of the requirements in the application for Transcript of Records (TOR)

Office or Division:	Financial Management Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Student/Parents/Guardian			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Students Clearance Form		Registrar's Office		
Student's Authorization (if the applicant is the parent/guardian of the student)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Student/parents/guardian presents the accomplished Clearance Form together with the authorization of the student, if applicable	1.1 Checks the student's account in the system, downloads, prints, signs, and releases it to the student/parents/guardian	None	2 minutes	Staff in charge of the student database
	TOTAL	None	18 days, 2 hours	



5. ISSUANCE OF STATEMENT OF ACCOUNT (SOA)

This refers to the process of providing the statement of accounts (SOA) downloaded from the system to students requesting it to support their application for scholarship/financial assistance.

Office or Division:	Financial Management Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Student/Parents/Guardian			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of agency/office requesting the SOA		Sponsoring agency/office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Student/parents/guardian present submits the request for SOA together with the authorization of the student (for parents/guardian requester)	1.1 Checks the student's account in the system, downloads, prints, signs, and releases it to the student/parents/guardian	None	2 minutes	Staff in charge of the student database
	TOTAL	None	14 days and 45 minutes	



FEEDBACK AND COMPLAINTS MECHANISM



FEEDBACK AND COMPLAINTS MECHANISM

How to send feedback	<p>Fill out the client feedback form after the service is availed and drop it at the designated drop box.</p> <p>Contact info: (02) 8243-9460 Loc. 103 or email at arta_admin@earist.edu.ph</p>
How feedback are processed	<p>The EARIST ARTA Secretariat collects the forms, compiles, and records all feedback submitted.</p> <p>Feedback requiring answers is forwarded to the relevant offices, which are required to answer within three (3) days of the receipt of the feedback.</p> <p>The answer to the feedback given is relayed to the client. For inquiries and follow-up, the client may call (02) 8243-9460 Loc. 103</p>
How to file a complaint	<p>Answer the client Complaint Form and drop it at the designated drop box.</p> <p>It can also be filed by sending an email to arta_admin@earist.edu.ph or by making a phone call. Please include the following information:</p> <ol style="list-style-type: none"> a. Name of the complainant b. Date of Filing c. Email Address d. Contact Number e. Details of the Complaint f. Documentation or Evidence <p>For inquiries and follow-up, the client may call (02) 8243-9460 Loc. 103</p>
How complaints are processed	<p>The EARIST Committee on Anti-Red Tape Secretariat opens the complaints drop box on a weekly basis or opens the official email of EARIST CART and evaluates each complaint.</p> <p>Upon evaluation, the Administrative Officer shall start the investigation and forward the complaint to the relevant office for action/explanation.</p> <p>The Administrative Officer will create a report after the investigation and shall submit it to the Head of the Agency for appropriate action.</p> <p>The Administrative Officer will give feedback to the client.</p> <p>For inquiries and follow-up, clients may call (02) 8243-9460 Loc. 103.</p>
Contact information of CB, PCCC, ARTA	<p>EARIST: president@earist.edu.ph arta_admin@earist.edu.ph</p> <p>ARTA: complaints@arta.gov.ph 0928-290-4080 0969-257-7242</p> <p>PCC: 8888 pcc@malacañang.gov.ph</p> <p>CCB: 0908-881-6565 email@contactcenterngbayan.gov.ph</p>



LIST OF OFFICES



LIST OF OFFICES

OFFICE	ADDRESS	CONTACT INFORMATION
Office of the President	2 nd floor, Administrative Bldg., EARIST Maim Campus. Nagtahan, Sampaloc Manila.	8243-9467 Loc. 101
Office of the Executive Vice President	2 nd floor, Administrative Bldg., EARIST Maim Campus. Nagtahan, Sampaloc Manila.	8243-9467 Loc. 134
Office of the Business Development Services	Ground floor Admin Bldg., EARIST Main Campus. Nagtahan, Sampaloc Manila	8243-9467 Loc. 129
Office of the Information and Public Affairs Services	2 nd floor Apilado EARIST Main Campus. Nagtahan, Sampaloc Manila.	8243-9467 Loc. 146
Office of the Internal Audit Services	2 nd floor Old Science Bldg., EARIST Main Campus. Nagtahan, Sampaloc Manila.	8243-9467 Loc. 1387
Office of the International Affairs and Linkages Management Services	Ground floor Nudas Bldg., EARIST Main Campus. Nagtahan, Sampaloc Manila	8243-9467 Loc. 121
Office of the Legal Services	3 rd floor Admin Bldg., EARIST Main Bldg., Nagtahan, Sampaloc Manila.	8243-9467 Loc. 153
Office of the Management Information Services	4 th floor MIS Bldg., EARIST Main Campus. Nagtahan, Sampaloc Manila.	8243-9467 Loc. 136
Office of the Planning Services	2 nd floor Old Science Bldg., EARIST Main Campus. Nagtahan, Sampaloc Manila	8243-9467 Loc. 102
Office of the Production Services	Ground floor CIT Bldg., EARIST Main Campus. Nagtahan, Sampaloc Manila	8243-9467 Loc. 144
Office of the Project Management Unit	2 nd floor Apilado EARIST Main Campus. Nagtahan, Sampaloc Manila.	8243-9467 Loc. 148
Office of the Quality Assurance	2 nd floor Old Science Bldg., EARIST Main Campus. Nagtahan, Sampaloc Manila.	8243-9467 Loc. 105
Office of the Vice President for Academic Affairs	2 nd floor Old Science Bldg., EARIST Main Campus. Nagtahan, Sampaloc Manila.	8243-9467 Loc. 131
Office of the Library Services	2 nd floor Library Bldg., EARIST Main Campus. Nagtahan, Sampaloc Manila.	8243-9467 Loc. 122
Office of the National Service Training Program	Ground floor Nudas Bldg., EARIST Main Campus. Nagtahan, Sampaloc Manila	
Office of the Student Registration and Records Management Services	Ground floor Apilado EARIST Main Campus. Nagtahan, Sampaloc Manila	8243-9467 Loc. 133
Office of the Institutional Board Review, Skills, and Training Center	2 nd floor CIT Bldg., EARIST Main Campus. Nagtahan, Sampaloc Manila	8243-9467 Loc. 141



Office of the Faculty Evaluation and Reclassification	2 nd floor Old Science Bldg., EARIST Main Campus. Nagtahan, Sampaloc Manila.	8243-9467 Loc. 131
Office of the Student Affairs and Services	Ground floor Apilado EARIST Main Campus. Nagtahan, Sampaloc Manila	8243-9467 Loc. 127
Office of the Culture and Arts Division	Ground floor Apilado EARIST Main Campus. Nagtahan, Sampaloc Manila	8243-9467 Loc. 143
Office of the Guidance, Counseling, and Testing Services	Ground floor Apilado EARIST Main Campus. Nagtahan, Sampaloc Manila	8243-9467 Loc. 145
Office of the Career Education and Job Placement	Ground floor Apilado EARIST Main Campus. Nagtahan, Sampaloc Manila	8243-9467 Loc. 145
Office of the Admission Services	Ground floor Apilado EARIST Main Campus. Nagtahan, Sampaloc Manila	
Office of the Instruction Services	2 nd floor Nudas Bldg., EARIST Main Campus. Nagtahan, Sampaloc Manila	8243-9467 Loc. 116
Office of the Research and Development Services	2 nd floor Admin Bldg. EARIST Main Campus. Nagtahan, Sampaloc Manila	8243-9467 Loc. 134
Office of the Extension and Community Services	Ground floor Apilado EARIST Main Campus. Nagtahan, Sampaloc Manila	8243-9467 Loc. 115
Office of the Vice President for Administration and Finance	Ground floor Admin Bldg. EARIST Main Campus. Nagtahan, Sampaloc Manila	8243-9467 Loc. 118
Office of the Administrative Services	3 rd floor Admin Bldg. EARIST Main Campus. Nagtahan, Sampaloc Manila	8243-9467 Loc. 103
Office of the Human Resource Management Services	Ground floor Admin Bldg. EARIST Main Campus. Nagtahan, Sampaloc Manila	8243-9467 Loc. 120
Office of the Property and Supply Management Services	Ground floor Old Science Bldg., EARIST Main Campus. Nagtahan, Sampaloc Manila.	8243-9467 Loc. 130
Office of the Procurement Services	Ground floor Admin Bldg. EARIST Main Campus. Nagtahan, Sampaloc Manila	8243-9467 Loc. 129
Office of the Security Services	Ground floor Apilado EARIST Main Campus. Nagtahan, Sampaloc Manila	8243-9467 Loc. 150
Office of the Records Management Services	3 rd floor Admin Bldg. EARIST Main Campus. Nagtahan, Sampaloc Manila	8243-9467 Loc. 132
Office of the Physical Plant and General Services	Ground floor MIS Bldg. EARIST Main Campus. Nagtahan, Sampaloc Manila	
Office of the Transportation and Motorpool Services	Ground floor MIS Bldg. EARIST Main Campus. Nagtahan, Sampaloc Manila	8243-9467 Loc. 137



Office of the Cash and Disbursement Services	Ground floor Apilado EARIST Main Campus. Nagtahan, Sampaloc Manila	8243-9467 Loc. 106
Office of the Medical and Dental Services	Ground floor CEFA Bldg. EARIST Main Campus. Nagtahan, Sampaloc Manila	8243-9467 Loc. 124
Office of the Financial Management Services	Ground floor Admin Bldg. EARIST Main Campus. Nagtahan, Sampaloc Manila	8243-9467 Loc. 118