

# Citizen's Charter

**R . A . 9 4 8 5**

Anti-Red Tape Act of 2007



**Eastern Visayas State University**

**EVSU**

TACLOBAN CAMPUS

ORMOC CAMPUS

CARIGARA CAMPUS

TANAUAN CAMPUS

BURAUEN CAMPUS

DULAG CAMPUS

## *Vision*

World class state university imbued with positive values in the professional and advanced technological fields for human development and progress.

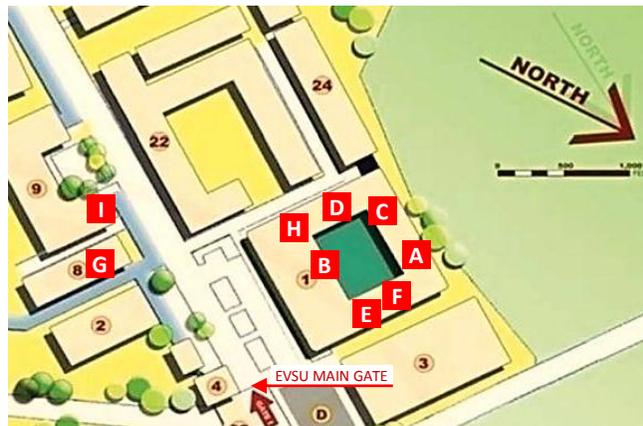
## *Mission*

Competent leaders providing quality education and professional training in selected areas of specialization through instruction, research, extension services and production.



**Eastern Visayas State University**  
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## MAP OF FRONTLINE SERVICES



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| KIND OF SERVICES                                  | OFFICE                   | LOCATION                 | CONTACT NO.          |
|---|--------------------------|--------------------------|----------------------|
| Admission/Enrollment/Issuance of Students Records | <b>A.</b> Registrar      | G/F Engineering Bldg.    | 321-1080             |
| Collection/Disbursement                           | <b>B.</b> Cashier        | G/F Administration Bldg. | 321-5060             |
| Medical/Dental                                    | <b>C.</b> Clinic         | G/F Engineering Bldg.    | 321-2081<br>325-1104 |
| Securing Student Assessment and Financial Claims  | <b>D.</b> Accounting     | G/F Administration Bldg. | 325-4989             |
| Certifications or Request for Copy of Documents   | <b>E.</b> HRM            | 2/F Engineering Bldg.    | 321-3269             |
| Records Keeping, Mail Management                  | <b>F.</b> Records        | 2/F Engineering Bldg.    | 321-3271             |
| Procurement                                       | <b>G.</b> Supply         | Supply Bldg.             | 321-2966             |
| Book Binding/Ring Binding                         | <b>H.</b> Printing Press | G/F Administration Bldg. | 321-3151             |
| Admission/Issuance of Records in High School      | <b>I.</b> Principal      | Science Bldg.            | 325-2026             |

## DIRECTORY

## University Officials

### DOMINADOR O. AGUIRRE, JR., D.M.

University President III

3 2 1 - 1 0 8 4

#### MA. SOCORRO C. GICAIN, Ph.D.

Vice-President for Administration,  
Concurrent, Director, EVSU Dulag Campus  
3 2 5 - 4 8 3 6

#### SEGUNDA A. LACABA, Ph.D.

OIC Vice-President for Academic Affairs,  
Concurrent, Director, Zonal Computerization  
Center for NBC # 461  
3 2 5 - 4 4 5 1

#### MANUEL L. PACAÑA, Ed.D.

Vice-President for Research & Extension Services  
3 2 5 - 8 7 1 1

#### FELIXBERTO E. AVESTRUZ, D.M.

Dean, College of Business and Entrepreneurship,  
Concurrent, OIC Director, EVSU Burauen Campus  
3 2 1 - 2 7 2 6

#### MA. CRISTINA I. CAINTIC, MSFSA

Dean, College of Technology,  
Concurrent, Head, University Quality  
Assurance Center  
3 2 5 - 1 1 5 4

#### EVANGELINE H. CAYANONG, Ph.D.

OIC Dean, Graduate School  
3 2 5 - 1 8 6 2

#### DEANNA B. FUENTES, MPRM

Dean, College of Architecture & Allied Discipline  
3 2 5 - 2 0 8 1

#### ROSARIO E. GARCIA, Ph.D.

Dean, College of Education  
3 2 1 - 2 1 8 5

#### EVANGELINE Z. HIDALGO, Ph.D.

Dean, College of Arts & Sciences  
3 2 1 - 3 4 5 8

#### DANILO B. PULMA, D.M.

Dean, College of Engineering,  
Concurrent, Director, I.T. Training & Development Center  
3 2 1 - 6 0 1 3

#### ERLINDA B. ASTILLO, MAIS

Director, Cultural Affairs & Sports Development  
3 2 5 - 4 9 8 7

#### GERRY B. DE CADIZ, MPRM

Director, Institutional Planning and Development  
3 2 1 - 1 0 8 4

#### DORIS ANN S. ESPINA, CPA, CSEE

Director, Administrative Services Department  
3 2 1 - 2 1 8 6

#### MYRNA C. GO, Ph.D.

Director, Student Services Department  
3 2 1 - 4 6 9 2

#### MARLENE U. LIM, CPA

Director, Finance Services Department  
3 2 5 - 5 3 8 6

#### RAMON I. LIM, RME, MSME

Director, IGP of the University Incl. External Campuses,  
Concurrent, Manager, Printing Press  
3 4 1 - 3 1 5 1

#### REYNALDO D. ENCINA, LL.B., MPM

OIC Director, EVSU Tanauan Campus  
3 2 2 - 5 1 6 6

#### LILIAN D. ESTORNINOS, D.M., CSEE

OIC Director, EVSU Ormoc Campus  
2 5 5 - 7 3 0 3

#### MA. SOCORRO F. MAZO, Ph.D.

OIC Director, EVSU Carigara Campus  
3 3 1 - 2 3 5 6

# Foreword

*THE EASTERN UNIVERSITY STATE UNIVERSITY is mandated under R.A. 9311 to primarily provide advanced education, higher technological, professional instruction and training in trade, fishery, agriculture, forestry, science, education, commerce, architecture, engineering and related courses. It also undertakes research and extension services and provides progressive leadership in its areas of specialization.*

*The EVSU Strategic Plan, guided by the principle “Together, we can make a difference”, envisions the University of becoming a pro-active, relevant and dynamic partner for development in the 21st century operating at the cutting edge of intellectual, technological and scientific fields of undertakings. To gain competitive advantage in the global market, its plans, programs and policies are anchored towards continuous improvement and higher levels of productivity.*

*The Anti-Red Tape Act of 2007 (ARTA) underscore the vital role of this higher educational institution to initiate and practice effective and efficient frontline services to its clientele. The EVSU Citizen’s Charter is a quick guide that provides basic information about EVSU its exclusive services. It is intended to facilitate frontline service transactions that will solve complaints on laborious and lengthy procedures, thus making administrative and academic services pleasant, reliable and dependable engagement between the client and the University.*



**DOMINADOR O. AGUIRRE, JR., D.M.**  
University President III

## Mandates and Functions

### VISION

World class State University imbued with positive values in the professional and advanced technological fields for human development and progress.

### MISSION

Competent leaders providing quality education and professional training in selected areas of specialization through instruction, research, extension services and production.

### OBJECTIVES

Consistent with the provisions of R.A. 9311, Eastern Visayas State University has identified the following objectives:

1. To provide technical and professional training to individuals in the various fields of engineering , architecture, vocational and industrial education and thus equip them with the necessary skills and expertise that could make them functional and useful members of society to enhance the socio-economic development goals.
2. To contribute to the operationalization of the national efforts to achieve scientific and technological progress by providing training and research facilities to talented students and professionals that they may fully develop their abilities and potentialities, thereby, increasing technological and scientific capabilities and know-how for the improvement of agriculture and industrial development in Eastern Visayas.
3. To provide advanced vocational-industrial education to school administrators in Eastern Visayas for the internalization of new techniques, concepts, approaches and practices in educational management of vocational, trade, fishery, craftsmanship and agricultural schools who will take up the responsibility of training secondary and post-secondary students in useful occupational trades and crafts for gainful employment.
4. To provide skills training in various trades and crafts to secondary students equipped with the necessary technical know-how for useful occupations even without the benefit of collegiate education.
5. To provide leadership in research, technological and scientific fields of endeavor which would enhance developmental programs, projects and activities by conducting scholarly inquiries into their feasibility, viability and utility to the societal milieu.
6. To provide supplemental or extension education and services to employed or unemployed individuals in order to improve their technical skills, thus enabling them to attain better productivity and vocational efficiency in their chosen field or work.
7. To provide a wholesome atmosphere to students conducive to a well-rounded education by developing their cultural, literary, physical, intellectual and moral values, thus providing useful and law-abiding citizens who would be assets to society.

# The EVSU Citizen's Charter

(The step by step procedure for availing a particular frontline service, and the guaranteed performance level that you may expect for that service)

## *Feedback and Redress Mechanism*

Please let us know how we have served you by doing the following:

- Accomplish the Feedback Form available in the Offices with frontline services and put it in the Drop Box at the Public Assistance Counter.
- If you are not satisfied with the service in frontline offices, written/verbal complaints shall be immediately attended. See or call the University President at Tel. No. 321-1084, the Vice-President for Academic Affairs at Tel. No. 325-4451 or the Vice-President for Administration at 325-4836.
- You may send your feedback or comments thru e-mail at [director.evsu.ipdo@gmail.com](mailto:director.evsu.ipdo@gmail.com)

Thank you for helping us continuously improves our service!



Please let us know how we have served you. You may use this form for compliments, complaints, or suggestions. Check the corresponding space and fill-in the blanks honestly and correctly.

Compliment \_\_\_\_ Complaint \_\_\_\_ Suggestion \_\_\_\_

Person(s)/Unit/Office Concerned or Involved: \_\_\_\_\_

Facts or Details Surrounding the Incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please use additional sheet/s if necessary:

Recommendation(s)/Suggestion(s)/Desired Action from our Office:

\_\_\_\_\_

\_\_\_\_\_

Please use additional sheet/s if necessary:

Name (Optional): \_\_\_\_\_

Address: \_\_\_\_\_

Contact Number(s); if any: \_\_\_\_\_ E-mail address; if any \_\_\_\_\_

Signature: \_\_\_\_\_ Date : \_\_\_\_\_



We are committed to serve you better. Please fill-in this Form and indicate the kind of service you want to avail from EVSU.

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Name: \_\_\_\_\_

- ( ) EVSU Employee
- ( ) EVSU Student
- ( ) External Client

Contact No.: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

*Kindly check your preference:*

**HUMAN RESOURCE MANAGEMENT OFFICE**

- Certificate of Employment
- Certificate of Leave Credits
- Certificate of Service Record
- Certificate of Net Take Home Pay
- Certificate of Authority to Travel Abroad
- Certificate of No Pending Administrative Case
- Copy of Filed Documents

**RECORDS OFFICE**

- Records Keeping
- Mail Management [In-coming/Outgoing]
- Stamp Utilization

**ACCOUNTING OFFICE**

- Issuance of Student Assessment
- Financial Claims

**CASHIERING OFFICE**

- Issuance of O.R. for Certifications Fee
- Issuance of O.R. for Documentary Stamps Fee
- Issuance of O.R. for Examination Fee
- Issuance of O.R. for Medical/Dental Fees
- Issuance of O.R. for Other Fees
- Issuance of O.R. for Entrance & Tuition Fees
- Disbursement by check/cash

**SUPPLY OFFICE**

- Procurement

**MEDICAL & DENTAL CLINIC**

- Consultation/Physical Examination
- Treatment of Minor Ailment
- Medical Prescription
- Medical Certificate
- Referral/Follow-up of Cases
- Oral Prophylaxis

**REGISTRAR'S OFFICE**

- Issuance of Transcript of Record
- Issuance of Certification
- Issuance of Special Order
- Issuance of Diploma

**PRINTING PRESS OFFICE**

- Book Binding/Ring Binding
- Printing

**SECONDARY LABORATORY SCHOOL**

- Admission in SLS
- Request for Form 138
- Issuance of High School Diploma
- Issuance of High School Certification

Comments/Suggestions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Human Resource Management Office

Availability of Service:

From Monday to Friday  
8:00 AM- 5:00 without noon break

- What are the Services:
  1. Certificate of Employment
  2. Certificate of Leave Credits
  3. Certificate of Service Record
  4. Certificate of Net Take Home Pay
  5. Certificate of Authority to Travel abroad
  6. Certificate of No Pending Administrative Case

# HUMAN RESOURCE MANAGEMENT OFFICE

## Certificate of Employment

### HOW TO AVAIL OF THE SERVICE:

| Step | Client                                   | Activity                       | Processing Time<br>(Under Normal Circumstances) | Required Documents/fees                             | Person Responsible                       |
|------|--|--------------------------------|---|---|--|
| 1    | Proceed to HRM office                    | Verify Record                  | 5 mins  | 50.00 for the certification 15.00 documentary stamp | Admin Staff                              |
| 2    | Proceed to Cashiering Office             | Pay the corresponding fee      | 3 mins  |   | Reylyn Esoy<br>Marie Lyn Rogelli Peñaflo |
| 3    | Present the Official Receipt to HRM      | Prepare the Certificate        | 5 mins  |   | Admin Staff                              |
| 4    | Personnel Client Receive the Certificate | Record the Certificate         | 1 min   |   | Admin Staff                              |
| 5    | Fill up reaction form                    | Rate how services are rendered |   |   |  |

END OF TRANSACTION

# HUMAN RESOURCE MANAGEMENT OFFICE

## Certificate of Leave Credits

### HOW TO AVAIL OF THE SERVICE:

| Step | Client  | Activity                       | Processing Time<br>(Under Normal Circumstances) | Required documents/fees                             | Person Responsible                    |
|------|---|--------------------------------|---|---|---------------------------------------|
| 1    | Proceed to HRM Office                         | Verify Record                  | 5 mins  | 50.00 for the certification 15.00 documentary stamp | Janice C. Ypil                        |
| 2    | Proceed to Cashiering Office                  | Pay the corresponding fee      |   |   | Reylyn Esoy/Marie Lyn Rogelli Peñaflo |
| 3    | Present the Official Receipt to HRM Personnel | Prepare the Certificate        | 5 mins  |   | Janice C. Ypil                        |
| 4    | Client Receive the Certificate                | Record the Certificate         | 1min  |   | Janice C. Ypil                        |
| 5    | Fill up reaction form                         | Rate how services are rendered |   |   |                                       |

END OF TRANSACTION

# HUMAN RESOURCE MANAGEMENT OFFICE

## Certificate of Service Record

### HOW TO AVAIL OF THE SERVICE:

| Step | Client  | Activity                       | Processing Time<br>(Under Normal<br>Circumstances) | Required<br>documents/fees                          | Person<br>Responsible                  |
|------|---|--------------------------------|--|---|--|
| 1    | Proceed to HRM Office                         | Verify Record                  | 5 mins   | 50.00 for the certification 15.00 documentary stamp | Admin Staff, Arnel A. Manidlangan      |
| 2    | Proceed to Cashiering Office                  | Pay the corresponding fee      | 3min   |   | Reylyn Esoy/Marie Lyn Rogelli Peñaflor |
| 3    | Present the Official Receipt to HRM Personnel | Prepare the Certificate        | 5 mins   |   | Admin Staff, Arnel A. Manidlangan      |
| 4    | Client Receive the Certificate                | Record the Certificate         | 1min   |   | Admin Staff, Arnel A. Manidlangan      |
| 5    | Fill up reaction form                         | Rate how services are rendered |  |   |  |

END OF TRANSACTION

# HUMAN RESOURCE MANAGEMENT OFFICE

## Certificate of Net Take Home Pay

### What are the Requirements:

1. Latest Pay slip
2. Employee's ID

### HOW TO AVAIL OF THE SERVICE:

| Step | Client  | Activity                       | Processing Time<br>(Under Normal<br>Circumstances) | Required<br>documents/fees                          | Person<br>Responsible                  |
|------|---|--------------------------------|--|---|--|
| 1    | Proceed to HRM Office                         | Verify Record                  | 5 mins   | 50.00 for the certification 15.00 documentary stamp | Admin Staff, Arnel A. Manidlangan      |
| 2    | Proceed to Cashiering Office                  | Pay the corresponding fee      |  |   | Reylyn Esoy/Marie Lyn Rogelli Peñaflor |
| 3    | Present the Official Receipt to HRM Personnel | Prepare the Certificate        | 5 mins   |   | Admin Staff, Arnel A. Manidlangan      |
| 4    | Client Receive the Certificate                | Record the Certificate         | 1min   |   | Admin Staff, Arnel A. Manidlangan      |
| 5    | Fill up reaction form                         | Rate how services are rendered |  |   |  |

END OF TRANSACTION

# HUMAN RESOURCE MANAGEMENT OFFICE

## Certificate of Authority to Travel Abroad

### HOW TO AVAIL OF THE SERVICE:

| Step | Client                            | Activity                          | Processing Time<br>(Under Normal<br>Circumstances) | Required<br>documents/fees | Person<br>Responsible         |
|------|-----------------------------------|-----------------------------------|--|----------------------------|-------------------------------|
| 1    | Proceed to<br>HRM Office          | Verify Record                     | 5 mins   |                            | Admin Staff, Fides<br>Mercado |
| 2    |                                   | Prepare the Certificate           | 5 mins   |                            | Admin Staff, Fides<br>Mercado |
| 3    | Client Receive<br>the Certificate | Record the Certificate            | 1min   |                            | Admin Staff, Fides<br>Mercado |
| 4    | Fill up reaction<br>form          | Rate how services are<br>rendered |  |                            |                               |

END OF TRANSACTION

# HUMAN RESOURCE MANAGEMENT OFFICE

## Certificate of No Pending Administrative Case

### HOW TO AVAIL OF THE SERVICE:

| Step | Client   | Activity                          | Processing Time<br>(Under Normal<br>Circumstances) | Required<br>documents/fees                                | Person<br>Responsible                        |
|------|--|-----------------------------------|--|---|--|
| 1    | Proceed to<br>HRM Office                               | Verify Record                     | 5 mins   | 50.00 for the<br>certification 15.00<br>documentary stamp | Admin Staff                                  |
| 2    | Proceed to<br>Cashiering<br>Office                     | Pay the corresponding<br>fee      |  |   | Reylyn<br>Esoy/Marie Lyn<br>Rogelli Peñafior |
| 3    | Present the<br>Official Receipt<br>to HRM<br>Personnel | Prepare the Certificate           | 5 mins   |   | Admin Staff                                  |
| 4    | Client Receive<br>the Certificate                      | Record the Certificate            | 1min   |   | Admin Staff                                  |
| 5    | Fill up reaction<br>form                               | Rate how services are<br>rendered |  |   |  |

END OF TRANSACTION

# HUMAN RESOURCE MANAGEMENT OFFICE

Availability of Service:

From Monday to Friday  
8:00 AM- 5:00 without noon break

- What are the Services:
  1. Certificate of Filed Documents
  
- What are those filed documents:
  1. Sworn Statement of Assets, Liabilities, and Net Worth \_\_\_\_\_ *Baseline*
  2. Personal Data Sheet
  3. Filed Certificates
  4. Other Documents

# HUMAN RESOURCE MANAGEMENT OFFICE

## Request a Copy of Filed Documents

### HOW TO AVAIL OF THE SERVICE:

| Step | Client  | Activity   | Processing Time<br>(Under Normal<br>Circumstances) | Required<br>documents/fees      | Person<br>Responsible |
|------|---|--|--|---------------------------------|-----------------------|
| 1    | Proceed to<br>HRM Office                          | Verify Record  | 5 mins   | 1.50 per copy<br>(Machine Copy) | Admin Staff           |
| 2    | Client Receive<br>the Machine<br>Copy<br>Document | Mark the document<br>w/ certified true<br>machine copy;<br>Record Copy | 5 mins   |                                 | Admin Staff           |
| 3    | Fill up reaction<br>form                          | Rate how services<br>are rendered                                      |  |                                 |                       |

END OF TRANSACTION

# Records Office

---

Availability of Service:

From Monday to Friday  
8:00 AM- 5:00 without noon break

- What are the Services:
  1. Records Keeping
  2. Mail Management (In-coming/Out-going mails)
  3. Stamp utilization

## RECORDS OFFICE

### Records Keeping

#### HOW TO AVAIL OF THE SERVICE:

| Step | Client  | Activity   | Processing Time<br>(Under Normal<br>Circumstances) | Required<br>documents/fees | Person<br>Responsible |
|------|---|--|--|----------------------------|-----------------------|
| 1    | Submit<br>communication to<br>records personnel | Verify Records                                   | 2 min  |                            | Nerissa B. Dialino    |
| 2    |   | Forward the same to<br>the OP                    | 2 min  |                            | Nerissa B. Dialino    |
| 3    |   | Receive approved<br>communication<br>from the OP | 1 min  |                            | Nerissa B. Dialino    |
| 4    | Receive acted<br>communication                  | Release acted<br>communication to<br>concern     | 5 min  |                            | Nerissa B. Dialino    |
| 5    |   | File communication                               | 2 min  |                            | Nerissa B. Dialino    |

END OF TRANSACTION

# RECORDS OFFICE

## Mail Management (In-coming/Out-going Mails)

### HOW TO AVAIL OF THE SERVICE:

| Step | Client                    | Activity                         | Processing Time<br>(Under Normal<br>Circumstances) | Required<br>documents/fees | Person<br>Responsible |
|------|---------------------------|----------------------------------|--|----------------------------|-----------------------|
| 1    | Postman<br>delivers mails | Receive mails                    | 10 min   |                            | Admin Staff           |
| 2    |                           | Sort, Record<br>mails            | 20 min   |                            | Admin Staff           |
| 3    |                           | Distribute mails<br>to concerned | 45 min   |                            | Admin Staff           |

END OF TRANSACTION

# RECORDS OFFICE

## Stamp Utilization

### HOW TO AVAIL OF THE SERVICE:

| Step | Client  | Activity                        | Processing Time<br>(Under Normal<br>Circumstances) | Required<br>documents/fees | Person<br>Responsible |
|------|---|---------------------------------|--|----------------------------|-----------------------|
| 1    | Request stamp<br>for official out-<br>going mails | Verify if mails<br>are in order | 1 min  |                            | Admin Staff           |
| 2    |   | Issue stamp to<br>client        | 1 min  |                            | Admin Staff           |
| 3    |   | Record out-<br>going mails      | 1 min  |                            | Admin Staff           |

END OF TRANSACTION

# Accounting Office

---

## Availability of Service:

From Monday to Friday  
8:00 AM- 5:00 without noon break

- What are the Services:
  1. Securing Student Assessment
  2. Financial Claims
  
- Who may Avail of the Service:
  1. All Bona fide students of Eastern Visayas State University
  2. University Personnel
  
- What are the Requirements:
  1. Copy of Certificate of Registration
  2. Student Load
  3. Entrance Receipts of Current Semester
  4. Clearance form w/ student number

## ACCOUNTING OFFICE

### Securing Student Assessment

#### HOW TO AVAIL OF THE SERVICE:

| Step | Client   | Activity                                      | Processing Time<br>(Under Normal<br>Circumstances) | Required<br>documents/fees                           | Person<br>Responsible |
|------|--|---|--|--|-----------------------|
| 1    | Proceed to Accounting Office                         | Secure a priority number                      | 1 min.   |  | Admin Staff           |
| 2    | Wait for the number to be called                     | Call clients in accordance to priority number | 2 mins.  |  | Admin Staff           |
| 3    | Proceed to assigned window & present priority number | Verify Records                                | 2 mins.  | COR; Student Load; Entrance Receipts; Clearance form | Admin Staff           |
| 4    | Receive assessment                                   | Release assessment                            | 1min   |  | Admin Staff           |
| 5    | Fill up reaction form                                | Rate how services are rendered                | 2 mins.  |  |                       |
| 6    | Proceed to Cashiering Section                        |   |  |  |                       |

END OF TRANSACTION

# ACCOUNTING OFFICE

## Financial Claims

### HOW TO AVAIL OF THE SERVICE:

| Step | Client   | Activity   | Processing Time (Under Normal Circumstances) | Required documents/fees  | Person Responsible         |
|------|--|--|--|--|----------------------------|
| 1    | Submit claims to accounting unit                         | Receives claim voucher, records in the logbook & forward the same to the pre-audit in-charge | 2 min  | DVs w/ complete supporting documents (All funds)<br><u>Reimbursement</u><br>-TEV prepayments<br>-TEV reimbursement | Receiving/ Releasing Staff |
| 2    |  | Pre-audit the claim voucher as to Completeness   | 3 min  | -Bills/ Construction/Supplies & others   | Admin. Officer IV          |
| 3    | Submit whatever lacking requirements should there be any | Record/Post payments to the respective ledger  | 2 min  |  | Accountant IV              |
| 4    |  | Record & release pre audited voucher for signature   | 2 min  | Disbursement Voucher   | Admin. Staff               |
| 5    |  | Signs, certifies claim vouchers as to availability of funds                                  | 3 min  |  | Accountant IV              |

END OF TRANSACTION

# ACCOUNTING OFFICE

## Financial Claims

### HOW TO AVAIL OF THE SERVICE:

| Step | Client | Activity   | Processing Time (Under Normal Circumstances) | Required documents/fees | Person Responsible |
|------|--------|--|--|-------------------------|--------------------|
| 6    |        | Record all signed DV & Release                             | 3 min  |                         | Admin Staff        |
| 7    |        | Check Record and mark corresponding funds source on the DV | 2 min  |                         | Admin Staff        |
| 8    |        | Forward voucher for preparation of tax withheld            | 1 min  |                         | Admin Staff        |
| 9    |        | Release voucher for signature of the President             | 2min   |                         | Admin Staff        |

END OF TRANSACTION

# Supply Office

---

Availability of Service:

From Monday to Friday  
8:00 AM - 5:00 without noon break

- What are the Services:
  1. Procurement
  
- What are the Requirements:
  1. Annual Procurement Plan

## SUPPLY OFFICE Procurement

### HOW TO AVAIL OF THE SERVICE:

| Step | Client   | Activity  | Processing Time<br>(Under Normal<br>Circumstances) | Required<br>documents/fees | Person<br>Responsible |
|------|--|---|--|----------------------------|-----------------------|
| 1    | Submit purchase request                            | Assign PR number & forward to Accountant                              | 2 min  | Purchase Request           | Admin Staff           |
| 2    | Return Approved PR                                 | Prepares Documents & serve to various suppliers                       | 3 hrs  |                            | Admin Staff           |
| 3    | Witness the opening of the Quotation form/Bid form | BAC members signs the Abstract  | 1 hr   |                            |                       |
| 4    |  | Prepares Purchase Order & Forward the same to the concern signatories | 2 hrs.   |                            | Admin Staff           |
| 5    |  | Forward the same to Budget/Acctg. Office for pre audit of documents   |  |                            | Admin Staff           |

END OF TRANSACTION

# SUPPLY OFFICE

## Procurement

### HOW TO AVAIL OF THE SERVICE:

|    |                              |  |  |                  |             |
|----|------------------------------|--|--|------------------|-------------|
| 6  |                              | Budget Prepares ALOBs for Funds Availability & Accountant Signs the P.O. |  |                  | Admin Staff |
| 7  |                              | Forward the documents for Presidents Approval                            |  |                  | Admin Staff |
| 8  |                              | Serve P.O. to the winning supplier                                       |  |                  | Admin Staff |
| 9  | Suppliers Delivers the items | Check the items delivered as to quantity & quality as stated in the P.O. |  | Delivery Receipt | Admin Staff |
| 10 |                              | Prepares Documents for Payment   |  | Official Receipt | Admin Staff |

END OF TRANSACTION

## *Cashiering Office*

### Availability of Service:

From Monday to Friday  
8:00 AM - 5:00 without noon break

- Who may avail of the Service:
  1. All Citizens of the Republic of the Philippines
- What are the services provided:
  1. Certification Fees
  2. Documentary Stamp Fee
  3. Examination Fee
  4. Medical/Dental Fee
  5. Other Fees
  6. Entrance & Tuition Fee
  7. Disbursement by check/cash
- What are the requirements:
  1. Payment Slip
  2. Assessment Slip

# CASHIERING OFFICE

## Issuance of Official Receipt

### HOW TO AVAIL OF THE SERVICE:

| Step | Client  | Activity        | Processing Time<br>(Under Normal<br>Circumstances) | Required<br>documents/fees   | Person<br>Responsible |
|------|---|-----------------|--|------------------------------|-----------------------|
| 1    | Proceed to cashier's office<br>(For services 1 to 5 window B fast lane)<br>(For service no. 6 window A) | Verify record   | 1 min.   | Payment slip/Assessment slip | Admin Staff           |
| 2    | Wait for the official receipt   | Present receipt |  |                              |                       |
| 3    | Proceed back to the department who required the payment   |                 |  |                              |                       |

END OF TRANSACTION

# CASHIERING OFFICE

## Disbursement by Check/Cash

### HOW TO AVAIL OF THE SERVICE:

#### Check

| Step | Client                        | Activity   | Processing Time<br>(Under Normal<br>Circumstances) | Required<br>documents/fees | Person<br>Responsible |
|------|-------------------------------|--|--|----------------------------|-----------------------|
| 1    | Proceed to Cashiering Section | Verify Payment                                   | 1 min.   |                            | Disbursing Officer    |
| 2    | If available                  | Issue OR, sign DV & Cash book ,<br>Release Check | 3 min.   | Official Receipt/ID        |                       |

END OF TRANSACTION

#### Cash

| Step | Client                        | Activity                                       | Processing Time<br>(Under Normal<br>Circumstances) | Required<br>documents/fees | Person<br>Responsible |
|------|-------------------------------|--|--|----------------------------|-----------------------|
| 1    | Proceed to Cashiering Section | Verify Payment                                 | 2 min.   |                            | Disbursing Officer    |
| 2    | If available                  | Issue OR, sign DV & Cash book,<br>Release Cash | 3 min.   | ID                         |                       |

END OF TRANSACTION

# Medical & Dental Clinic

---

## Availability of Service:

From Monday to Friday  
8:00 AM - 5:00 without noon break

- Who may avail of the Service:
  1. All bona fide Students & Faculty & Staff of the University
- What are the Services Provided:
  1. Consultation/Physical Examination
  2. Treatment of Minor Ailment
  3. Medical Prescription
  4. Medical Certificate
  5. Referral of Cases
  6. Follow-up of Cases
  7. Oral Prophylaxis
  8. Dental Restoration
  9. Treatment-Extraction
  10. Emergency
- What are the requirements:
  1. Identification
  2. Enrollment Form

## MEDICAL & DENTAL CLINIC

### Medical Check-up

#### HOW TO AVAIL OF THE SERVICE:

| Step | Client                         | Activity                                   | Processing Time<br>(Under Normal<br>Circumstances) | Required<br>documents/fees | Person<br>Responsible |
|------|--------------------------------|--|--|----------------------------|-----------------------|
| 1    | Proceed to<br>attending Nurse  | Process medical<br>record of the<br>client | 2 min.   | Identification             | School Nurse          |
| 2    | Proceed to school<br>Physician | Medical<br>Examination                     | 5 min.   |                            | School Physician      |
| 3    | Medical<br>Prescription        |  |  |                            | School Physician      |

END OF TRANSACTION

# MEDICAL & DENTAL CLINIC

## Medical Certificate

### HOW TO AVAIL OF THE SERVICE:

| Step | Client                                   | Activity                             | Processing Time (Under Normal Circumstances) | Required documents/fees | Person Responsible |
|------|--|--------------------------------------|--|-------------------------|--------------------|
| 1    | Proceed to attending Nurse               | Process medical record of the client | 2 min.                                       | Identification          | School Nurse       |
| 2    | Proceed to School Physician              | Medical Examination                  | 5 min.                                       |                         | School Physician   |
| 3    | Proceed to Cashiering Section            | Pay the corresponding fee            | 2 min.                                       | 50.00                   | Admin. Aide        |
| 4    | Present Official Receipt to School Nurse | Release Medical Certificate          | 1 min.                                       |                         | School Nurse       |

END OF TRANSACTION

# MEDICAL & DENTAL CLINIC

## Extraction

### HOW TO AVAIL OF THE SERVICE:

| Step | Client                                | Activity   | Processing Time (Under Normal Circumstances) | Required documents/fees | Person Responsible                    |
|------|---------------------------------------|--|--|-------------------------|---------------------------------------|
| 1    | Proceed to dental clinic              | Record personal data                                   | 2 min.                                       | Identification          | Dentist/Dental Aide/Student Assistant |
| 2    | For Extraction                        | Secure parents permit & get an schedule for extraction | 3 min.                                       |                         | Dentist                               |
| 3    | Present parents permit for extraction | Removal of decayed tooth                               | 45 min.                                      | Parents Permit          | Dentist                               |
| 4    |                                       | Dispense medicines, then release the patient record    | 5 min.                                       |                         | Dentist                               |

END OF TRANSACTION

# MEDICAL & DENTAL CLINIC

## Dental Certificate

### HOW TO AVAIL OF THE SERVICE:

| Step | Client   | Activity                          | Processing Time<br>(Under Normal<br>Circumstances) | Required<br>documents/fees | Person<br>Responsible                       |
|------|--|-----------------------------------|--|----------------------------|---|
| 1    | Proceed to dental<br>clinic                                  | Fill up individual<br>health card | 2 min.   | Identification             | Dentist/Dental<br>Aide/Student<br>Assistant |
| 2    | Proceed to<br>Cashiers Office                                | Pay for the<br>Certificate        | 3 min.   | 50.00                      | Adm. Staff                                  |
| 3    | Proceed back to<br>dental clinic to get<br>the certification | Issuance of<br>Certification      | 5 min.   |                            | Adm. Staff                                  |
| 4    | Receives Dental<br>certificate                               |                                   |  |                            |   |

END OF TRANSACTION

## *Registrar's Office*

### Availability of Service:

From Monday to Friday  
8:00 AM - 5:00 without noon break

- Who may avail of the Service:
  1. All bona fide of the University
- What are the Services Provided:
  1. Transcript of Record
  2. Certification
  3. Special Order
  4. Diploma
- What are the Requirements needed:
  1. Documentary Stamp
  2. Authorization Letter (If representative)

# REGISTRAR'S OFFICE

## Transcript of Record

### HOW TO AVAIL OF THE SERVICE:

| Step | Client  | Activity   | Processing Time<br>(Under Normal<br>Circumstances) | Required<br>documents/fees   | Person<br>Responsible |
|------|---|--|--|--|-----------------------|
| 1    | Secure Clearance  | Issue Clearance                                    | 1 min.   | Authorization Letter<br>(If authorized<br>representative)  | Admin Staff           |
| 2    | Fill-out clearance form, if<br>not in person, provide<br>signed authorization by<br>the student to the<br>Registrar | Instruct client for<br>details                     | 2 mins.  |  |                       |
| 3    | Have clearance signed   | Assist client for<br>inquiries and<br>verification |  |  |                       |
| 4    | Submit accomplished<br>clearance to admin staff<br>in-charge  | Determine fees for<br>requested<br>documents       | 2 mins.  | Pay slip<br>100.00 for 1 <sup>st</sup> page;<br>40.00<br>succeeding page<br>Documentary stamp<br>15.00 | Admin Staff           |
| 5    | Proceed to cashiering   |  | 2 mins.  |  | Admin Staff           |
| 6    | Present OR to Admin<br>Staff  | Prepare<br>Documents                               | 2 days   |  | Admin Staff           |
| 7    | Receive Documents   | Record Document                                    |  |  | Admin Staff           |

END OF TRANSACTION

# REGISTRAR'S OFFICE

## Diploma

### HOW TO AVAIL OF THE SERVICE:

| Step | Client  | Activity   | Processing Time<br>(Under Normal<br>Circumstances) | Required<br>documents/fees                                   | Person<br>Responsible |
|------|---|--|--|--|-----------------------|
| 1    | Secure Clearance  | Issue Clearance                                    | 1 min.   | Authorization<br>Letter<br>(If authorized<br>Representative) | Admin Staff           |
| 2    | Fill- out clearance form, if<br>not in person provide<br>signed authorization by<br>the student to the<br>Registrar | Instruct client for<br>details                     | 2 mins.  |  |                       |
| 3    | Have clearance singed   | Assist client for<br>inquiries and<br>verification | 2 mins.  |  |                       |
| 4    | Submit accomplished<br>clearance to admin staff<br>in-charge  | Determined fees<br>for requested<br>documents      | 2 mins.  | Pay slip   | Admin staff           |
| 5    | Proceed to Cashiering<br>Office   | Pay corresponding<br>fee                           | 10 mins.   | 100.00   | Admin staff           |
| 6    | Present OR to Admin staff   | Prepare documents                                  |  |  | Admin staff           |
| 7    | Receive Document  | Record Document                                    |  |  | Admin staff           |

END OF TRANSACTION

# REGISTRAR'S OFFICE

## Special Order

### HOW TO AVAIL OF THE SERVICE:

| Step | Client  | Activity                                     | Processing Time<br>(Under Normal<br>Circumstances) | Required<br>documents/fees                             | Person<br>Responsible |
|------|---|--|--|--|-----------------------|
| 1    | Secure Clearance  | Issue Clearance                              | 1 min.   |  | Admin Staff           |
| 2    | Fill- out clearance form, if not in person provide signed authorization by the student to the Registrar | Instruct client for details                  | 2 mins.  | Authorization Letter<br>(If authorized Representative) |                       |
| 3    | Have clearance signed   | Assist client for inquiries and verification | 2 mins.  |  |                       |
| 4    | Submit accomplished clearance to admin staff in-charge  | Determined fees for requested documents      | 2 mins.  | Pay slip   | Admin staff           |
| 5    | Proceed to Cashiering Office  | Pay corresponding fee                        | 10 mins.   | 50.0   | Admin staff           |
| 6    | Present OR to Admin staff   | Prepare documents                            |  |  | Admin staff           |
| 7    | Receive Document  | Record Document                              |  |  | Admin staff           |

END OF TRANSACTION

## *Printing Press Office*

### Availability of Service:

From Monday to Friday  
8:00 AM - 5:00 without noon break

- What are the services provided?
  1. Book Binding
  2. Ring Binding
  3. Printing

# PRINTING PRESS OFFICE

## Book Binding/Ring Binding

### HOW TO AVAIL OF THE SERVICE:

| Step | Client  | Activity   | Processing Time<br>(Under Normal<br>Circumstances)   | Required<br>documents/fees | Person<br>Responsible |
|------|---|--|--|----------------------------|-----------------------|
| 1    | Proceed to<br>PPO(for Personal<br>use)          | Fill up Job Order<br>form                                | 1 min.   | 100.0 each                 | Admin Staff           |
| 2    | Proceed to<br>cashiering office                 | Pay corresponding<br>fee                                 |  |                            | Admin staff           |
| 3    | Proceed to PPO &<br>Present Official<br>Receipt | Perform Binding<br>Job                                   | 1 day<br>(Book Binding)<br>30 min.<br>(Ring Binding) | Pay slip                   | Admin staff           |
| 4    | Received finished<br>product                    | Record Official<br>Receipt & release<br>finished product | 2 min.   |                            | Admin staff           |

END OF TRANSACTION

## *Secondary Laboratory School*

### Availability of Service:

From Monday to Friday  
8:00 AM - 5:00 without noon break

- What are the services provided:
  1. Admission
  2. Request for Form 138
  3. Diploma
  4. Certification
  
- What are the needed requirements:
  1. Form 137
  2. Two (2) pieces of 2x2 I.D. Picture
  3. Certificate of Good Moral Character
  4. Examination Fee
  5. One (1) piece of Long Brown Envelope
  6. Documentary Stamp

# SECONDARY LABORATORY SCHOOL

## Admission (Opening of school year)

### HOW TO AVAIL OF THE SERVICE:

| Step | Client  | Activity   | Processing Time<br>(Under Normal<br>Circumstances) | Required<br>documents/fees   | Person<br>Responsible |
|------|---|--|--|--|-----------------------|
| 1    | Proceed to room<br>assignment for<br>assessment<br>(First Year)         | Check Document/<br>Issue examination<br>slip   | 3 mins.  | Photocopy of form<br>138, Good Moral<br>Certificate, long<br>envelope & 1pc. 2x2<br>picture 250.00 | Teacher Assessor      |
| 2    | Proceed to Cashiering<br>Office   | Pay<br>corresponding fee   |  | 100.0 each   |                       |
| 3    | Proceed to controller   | Records receipt &<br>give admission /<br>testing slip for<br>the examination<br>schedule | 1 day  |  |                       |
| 4    | Report to assign<br>testing room at<br>his/her scheduled<br>time & date | Administer the<br>test   | 1hr  | Official Receipt,<br>Admission slip, 1pc.<br>2x2 picture   | Test<br>Administrator |

END OF TRANSACTION

# SECONDARY LABORATORY SCHOOL

## Request for Form 137

### HOW TO AVAIL OF THE SERVICE:

| Step | Client                           | Activity                      | Processing Time<br>(Under Normal<br>Circumstances) | Required<br>documents/fees             | Person<br>Responsible |
|------|----------------------------------|-------------------------------|--|--|-----------------------|
| 1    | Proceed to Principal's<br>office | Verify Records                | 5 mins.  | Clearance request<br>from other school | Admin staff           |
| 2    | Proceed to cashiering<br>office  | Pay<br>corresponding fee      |  | 150.00                                 | Admin staff           |
| 3    | Present official<br>Receipt      | Process requested<br>document | 10 mins.   |  | Admin staff           |
| 4    | Receive document                 | Record the<br>document        | 1mins.   |  | Admin staff           |

END OF TRANSACTION

# SECONDARY LABORATORY SCHOOL

## Request for Diploma

### HOW TO AVAIL OF THE SERVICE:

| Step | Client                           | Activity                      | Processing Time<br>(Under Normal<br>Circumstances) | Required<br>documents/fees             | Person<br>Responsible |
|------|----------------------------------|-------------------------------|--|--|-----------------------|
| 1    | Proceed to Principal's<br>Office | Verify Records                | 5 mins.  | Clearance request<br>from other school | Admin staff           |
| 2    | Proceed to Cashiering<br>Office  | Pay<br>corresponding fee      |  | 100.00                                 | Admin staff           |
| 3    | Present Official<br>Receipt      | Process requested<br>document | 10 mins.   |  | Admin staff           |
| 4    | Receive document                 | Record the<br>document        | 1min.  |  | Admin staff           |

END OF TRANSACTION

# *Schedule of Fees and Charges*

S.Y. 2012-2013

| GRADUATE LEVEL                                   | 1 <sup>st</sup> Semester    | 2 <sup>nd</sup> Semester    |
|--|-----------------------------|-----------------------------|
| <b><i>Tuition Fee</i></b>                        |                             |                             |
| Doctoral   | P 250.00/unit               | P 250.00/unit               |
| Masteral   | 200.00/unit                 | 200.00/unit                 |
| Registration Fee                                 | 50.00                       | 50.00                       |
| Medical Fee                                      | 50.00                       | 50.00                       |
| Dental Fee                                       | 50.00                       | 50.00                       |
| Library Fee                                      | 150.00                      | 150.00                      |
| ID Fee   | 75.00                       | 75.00                       |
| Insurance Fee                                    | 100.00                      | -                           |
| Journal Fee                                      | 50.00                       | 50.00 (new)                 |
| Student Activities Fee                           | 50.00                       | 50.00                       |
| Student Council Fee                              | 25.00 (old)<br>50.00 (new)  | 25.00 (old)<br>50.00 (new)  |
| Trust Fund                                       | 50.00                       | 50.00                       |
| Cultural Fee                                     | 20.00 (old)<br>150.00 (new) | 20.00 (old)<br>150.00 (new) |
| Guidance Fee                                     | 30.00                       | 30.00                       |
| Internet Fee                                     | 100.00                      | 100.00                      |
| Student Development Fee (SDF)                    | 500.00                      | 500.00                      |
| Laboratory Fee<br><i>(for MSIT program only)</i> | 500.00                      | 500.00                      |
| Re-enrollment                                    | 100.00                      | 100.00                      |

| <b>COLLEGE LEVEL<br/>(Undergraduate Program)</b>            | <b>1<sup>st</sup> Semester</b>   | <b>2<sup>nd</sup> Semester</b>   |
|---|--|--|
| <b><i>Tuition Fee</i></b>                                   |  |  |
| College   | 100.00/unit (5 <sup>th</sup> yr.)<br>150.00/unit (4 <sup>th</sup> yr. , 3 <sup>rd</sup> , 2 <sup>nd</sup> &<br>new 1 <sup>st</sup> yr. returnee) | 100.00/unit (5 <sup>th</sup> yr.)<br>150.00/unit (4 <sup>th</sup> yr. , 3 <sup>rd</sup> , 2 <sup>nd</sup> &<br>new 1 <sup>st</sup> yr. returnee) |
| DTS/DTE Courses   | 150.00   | 150.00   |
| <b><i>Laboratory Fee</i></b>                                |  |  |
| Computer  | 200.00/ 3units.  | 200.00/ 3units.  |
| Other Laboratory  | 100.00/unit (5 <sup>th</sup> yr.)<br>150.00/unit (4 <sup>th</sup> yr. , 3 <sup>rd</sup> , 2 <sup>nd</sup> &<br>new 1 <sup>st</sup> yr. returnee) | 100.00/unit (5 <sup>th</sup> yr.)<br>150.00/unit (4 <sup>th</sup> yr. , 3 <sup>rd</sup> , 2 <sup>nd</sup> &<br>new 1 <sup>st</sup> yr. returnee) |
| Speech Lab Fee (for student<br>taking speech class subject) | 210.00   | 210.00   |
| Cisco Lab Fee (for CCNA subjects)                           | 600.00   | 600.00   |
| Registration Fee  | 50.00  | 50.00  |
| Medical Fee   | 50.00  | 50.00  |
| Dental Fee  | 50.00  | 50.00  |
| Library Fee   | 150.00   | 150.00   |
| Athletic Fee  | 50.00 (4 <sup>th</sup> yr. & 5 <sup>th</sup> yr.)<br>150.00 (3 <sup>rd</sup> yr. ; 2 <sup>nd</sup> & new 1 <sup>st</sup> yr.<br>returnee)        | 50.00 (4 <sup>th</sup> yr. & 5 <sup>th</sup> yr.)<br>150.00 (3 <sup>rd</sup> yr. ; 2 <sup>nd</sup> & new 1 <sup>st</sup> yr.<br>returnee)        |
| ID Fee  | 75.00  | 75.00  |
| Insurance Fee   | 100.00   | 100.00   |
| Student Activities Fee                                      | 50.00  | 50.00  |
| Student Council Fee   | 50.00  | 50.00  |
| School Organ  | 50.00 (3 <sup>rd</sup> yr 4 <sup>th</sup> yr, 5 <sup>th</sup> yr)<br>100.00 (2 <sup>nd</sup> yr, 1 <sup>st</sup> yr,<br>new/returnee)            | 50.00 (3 <sup>rd</sup> yr 4 <sup>th</sup> yr, 5 <sup>th</sup> yr)<br>100.00 (2 <sup>nd</sup> yr, 1 <sup>st</sup> yr,<br>new/returnee)            |

|                                |  |  |
|--------------------------------|--|--|
| <b><i>Trust Fund</i></b>       | 50.00  | 50.00  |
| Cultural Fee                   | 20.00 (4 <sup>th</sup> yr. & 5 <sup>th</sup> yr.)<br>150.00 (3 <sup>rd</sup> yr.; 2 <sup>nd</sup> & new 1 <sup>st</sup> yr.<br>returnee) | 20.00 (4 <sup>th</sup> yr. & 5 <sup>th</sup> yr.)<br>150.00 (3 <sup>rd</sup> yr.; 2 <sup>nd</sup> & new 1 <sup>st</sup> yr.<br>returnee) |
| Internet Fee                   | 100.00   | 100.00   |
| NSTP/CWTS                      | 225.00   | 225.00   |
| Guidance Fee                   | 30.00  | 30.00  |
| SCUAA Fee                      | 15.00  | 15.00  |
| Student Teaching Practicum Fee | 300.00   | 300.00   |
| OJT Fee                        | 1,000.00   | 1,000.00   |
| COED SDF                       | 500.00   | 500.00   |
| CAS SDF                        | 500.00   | 500.00   |
| COBE SDF                       | 500.00   | 500.00   |
| COE ELDF                       | 500.00   | 500.00   |
| COT SDF                        | 500.00   | 500.00   |
| COAAD SDF                      | 250.00   | 250.00   |

| <b>SECONDARY LEVEL</b>        |  |
|-------------------------------|--|
| SDF                           | 400.00/grading period  |
| Registration Fee              | 50.00  |
| Athletic Fee                  | 50.00 (4 <sup>th</sup> yr.)<br>150.00 (3 <sup>rd</sup> yr.; 2 <sup>nd</sup> yr; 1 <sup>st</sup> yr. ; new, returnee) |
| Medical Fee                   | 50.00  |
| Dental Fee                    | 50.00  |
| Student Activities Fee        | 50.00  |
| Guidance Fee                  | 30.00  |
| Boy Scout of the Philippines  | 25.00  |
| Girl Scout of the Philippines | 25.00  |
| School Organ Fee              | 50.00 (3 <sup>rd</sup> yr 4 <sup>th</sup> yr.)<br>100.00 (2 <sup>nd</sup> yr, 1 <sup>st</sup> yr, new/returnee)      |
| Student Council Fee           | 25.00 (4 <sup>th</sup> yr.)<br>50.00 (3 <sup>rd</sup> yr.; 2 <sup>nd</sup> yr; 1 <sup>st</sup> yr. ; new, returnee)  |
| Cultural Fee                  | 20.00 (4 <sup>th</sup> yr.)<br>150.00 (3 <sup>rd</sup> yr.;2 <sup>nd</sup> yr; 1 <sup>st</sup> yr. ; new, returnee)  |
| SDF Fee                       | 400.00   |
| ID Fee                        | 75.00  |
| Insurance Fee                 | 100.00   |

| <b>OTHER FEES</b>    | <b>1st Semester</b> |
|----------------------|---------------------|
| Entrance Examination | 250.00              |

| <b>Comprehensive Exam Fee</b> |          |
|-------------------------------|----------|
| Ph.D.                         | 2,000.00 |
| Masteral                      | 1,500.00 |

| <b>Transcript of Records (TOR)</b> |            |
|------------------------------------|------------|
| First page                         | 100.00     |
| Page thereafter                    | 40.00/page |

|                         |            |
|-------------------------|------------|
| Removal Exam Fee        | 50.00/unit |
| Completion Fee          | 50.00/unit |
| Adding                  | 50.00/unit |
| Dropping                | 50.00/unit |
| Changing Subject        | 50.00/unit |
| Certification Fee       | 50.00      |
| Honorable Dismissal Fee | 50.00      |
| Special Order           | 50.00      |

|  |                     |
|--|---------------------|
| School Organization Fee                    | 50.00               |
| Enrolment Form (COR)(2 <sup>nd</sup> copy) | 50.00               |
| Authentication Fee                         | 10.00/page          |
| Documentary Stamp                          | 15.00/Document      |
| Graduation Fee                             | <b>1st Semester</b> |
| Graduate School                            | 700.00              |
| Undergraduate                              | 500.00              |
| Non-degree Courses                         | 500.00              |
| Secondary                                  | 150.00              |
| Residency                                  | 100.00              |
| Assessment Fee (2 <sup>nd</sup> copy)      | 40.00               |

|                                    |                   |
|------------------------------------|-------------------|
| <b>Penalty for Late Enrollment</b> |                   |
| 1 <sup>st</sup> Day                | 20.00             |
| Succeeding days                    | 20.00 + 10.00/day |

|                  |        |
|------------------|--------|
| <b>Gate Pass</b> |        |
| Two-wheels       | 200.00 |
| Four-wheels      | 400.00 |

|                          |          |
|--------------------------|----------|
| <b>Auditorium Rental</b> |          |
| Space with lights        | 5,000.00 |
| Space without lights     | 4,000.00 |
| Drum & Bugle             | 1,000.00 |
| Combo Set                | 2,000.00 |
| Lights & Sounds          | 5,000.00 |

**GRADUATE SCHOOL**

- Doctoral Programs
- Doctor of Philosophy
  - Educational Programs Management
- Doctor of Management Technology
  - Business Management
  - Public Resource Management
- Master's Programs
- Master of Arts in Education
  - Administration and Supervision
  - Guidance and Counselling
  - Home Economics
- Master of Arts in Industrial Education
- Master of Arts in Instruction and Supervision
  - Basic Science Education
  - Advanced Science Education
  - Language Instruction
  - Mathematics (Elementary/Secondary)
  - Physical Education
- Master in Rural Development (w/ Thesis)
  - Rural Development Administration
  - Non-Formal Education
- Master in Rural Development (Non-Thesis)
  - Rural Development Administration
- Master of Engineering
  - Civil Engineering
  - Mechanical Engineering
  - Electrical Engineering
- Master in Engineering Education
  - Civil Engineering
  - Mechanical Engineering
  - Electrical Engineering
- Master in Public Resource Management
  - Plan A (Thesis Program)
  - Plan B (Non-Thesis Program)
- Master of Science in Information Technology

**COLLEGE OF ARCHITECTURE AND ALLIED DISCIPLINES**

- Bachelor of Science in Architecture
- Bachelor of Science in Interior Design

**COLLEGE OF BUSINESS AND ENTREPRENEURSHIP**

- Bachelor of Science in Accountancy
- Bachelor of Science in Accounting Technology
- Bachelor of Science in Entrepreneurship
- Bachelor of Science in Office Administration
- Bachelor of Science in Marketing

**COLLEGE OF ARTS AND SCIENCES**

- Bachelor of Arts major in Economics
- Bachelor of Arts in English Language
- Bachelor of Arts in Filipino Language
- Bachelor of Science in Environmental Science
- Bachelor of Science in Mathematics
- Bachelor of Science in Chemistry
- Bachelor of Science in Statistics

**COLLEGE OF ENGINEERING**

- Bachelor of Science in Chemical Engineering
- Bachelor of Science in Civil Engineering
- Bachelor of Science in Electrical Engineering
- Bachelor of Science in Electronics and Communications Engineering
- Bachelor of Science in Geodetic Engineering
- Bachelor of Science in Geothermal Engineering
- Bachelor of Science in Industrial Engineering
- Bachelor of Science in Mechanical Engineering
- Bachelor of Science in Information Technology

**COLLEGE OF EDUCATION**

- Post Baccalaureate Programs
  - Diploma in Teaching Elementary (DTE)
  - Diploma in Teaching Secondary (DTS)
- Bachelor of Secondary Education
  - Mathematics
  - Biological Science
  - Physical Science
  - Physical Education
- Bachelor of Science in Industrial Education
  - Automotive Technology
  - Civil Technology
  - Clothing, Textile and Related Arts
  - Drafting Technology
  - Electronic Technology
  - Electricity, Ref. & Airconditioning
  - Food Technology
  - Mechanical Technology
  - Home Economics
  - Industrial Arts
- Bachelor of Teaching Home Economics and Livelihood Education

**SECONDARY LABORATORY SCHOOL**

- Secondary Level

**COLLEGE OF TECHNOLOGY**

- Bachelor of Industrial Technology- Civil Technology
  - Clothing, Textile and Related Arts
  - Drafting Technology
  - Electronics Technology
  - Electricity, Refrigeration and Airconditioning
  - Food Technology
- Bachelor of Mechanical Technology
  - Automotive Technology
  - Foundry Technology
  - Machine Shop Technology
  - Welding Technology
- Bachelor of Science in Hotel & Restaurant Tech.
- Bachelor of Science in Marine Engineering

**Livelihood Skills Development Courses**

**EVSU BURAUEN CAMPUS**

- Master of Arts in Education
- Master in Public Resource Management
- Bachelor of Agricultural Technology
- Bachelor of Secondary Education
- Bachelor of Science in Information Technology
- Bachelor of Science in Hotel and Restaurant Technology
- Bachelor of Science in Office Administration
- Bachelor of Science in Business Administration
- Bachelor of Teaching Home Economics and Livelihood Education
- Bachelor of Science in Marine Engineering
- Diploma in Agricultural Technology
- Bachelor of Science in Electrical Engineering
- Bachelor of Science in Civil Engineering
- Bachelor of Science in Agri-Business and Rural Dev't
- Bachelor of Science in Industrial Engineering
- Bachelor of Science in Accountancy
- Bachelor of Science in Electronics and Communications Engineering
- Bachelor of Technical Teacher Education
- Supplemental Courses

**EVSU CARIGARA CAMPUS**

- Bachelor of Secondary Education
  - Physical Science
  - Mathematics
  - Fishery Technology
- Bachelor of Science in Entrepreneurship
- Bachelor of Science Information Technology
- Bachelor of Science in Fisheries
- Supplemental Education

**EVSU TANAUAN CAMPUS**

- Bachelor of Science in Industrial Education
- Bachelor of Science in Industrial Technology
- Bachelor of Science in Civil Engineering
- Bachelor of Science in Information Technology
- Bachelor of Secondary Education
- Bachelor of Science in Business Administration
- Bachelor of Science in Marketing
- Bachelor of Science in Hotel and Restaurant Technology
- Bachelor of Science in Accountancy
- Bachelor of Science in Entrepreneurship

**EVSU ORMOC CITY CAMPUS**

- Bachelor of Science in Information Technology
- Bachelor of Science in Civil Engineering
- Bachelor of Science in Electrical Engineering
- Bachelor of Science in Industrial Engineering
- Bachelor of Science in Mechanical Engineering
- Bachelor of Science in Education
- Bachelor of Teaching Home Economics & Livelihood Education
- Bachelor of Teaching Technology & Home Economics
- Bachelor of Science in Industrial Technology
- Bachelor of Science in Hotel and Restaurant Technology

**EVSU DULAG SATELLITE CAMPUS**

- Bachelor of Secondary Education
- Bachelor of Science in Civil Engineering
- Bachelor of Science in Information Technology
- Bachelor of Science in Business Administration
- Bachelor of Science in Office Administration

# Student Policy

Every student, regardless of the circumstances of his birth, sex, religion and socio-economic status, voluntarily surrenders himself/herself to EVSU upon enrolment and enters into an agreement with the Institute to abide by the policies, rules and regulations promulgated by its governing body. By signing the agreement through the enrolment form, every student is bound to observe and abide with the policies, rules and regulations of the school truly, willingly, responsibly and with sincerity to uphold the good name of the University.

## It shall be the duty and the responsibility of every student to:

- Strive to understand and help attain the EVSU vision, mission and goals; to know the history and philosophy of the University and to uphold its good name.
- Attend the Flag Ceremony every Monday morning and actively participate in the singing of the Philippine National Anthem, reciting the Pledge of Allegiance and singing of the EVSU Hymn.
- Wear the prescribed school uniform (male & female); male students should have their white T-shirts tucked in, except on Wednesday (washday, but they are expected to come to school in decent attire) and males should follow the proper haircut. Wearing knee-torn pants, earrings and other fashion amulets are strictly prohibited. For female students, wearing of tight fitting jeans, leggings, hanging, haltered and sleeveless blouses are prohibited.
- Present the official school ID upon entering the campus and have it always with him/her within the school premises.
- Be diligent, regular, and punctual in class attendance; participate voluntarily and conscientiously in work activities, programs and other school functions and in the orderly conduct of the school's curricular programs; likewise, use his leisure time wisely and productively.
- Observe honesty and decency in thoughts, words, and deeds and observe proper decorum and behavior and conduct himself/herself in a manner befitting the University's vision. Be respectful, obedient, polite, friendly and cooperative with fellow students, teachers, school authorities and other school personnel including security guards and maintenance workers in order to promote peace and harmony in the University.
- Strive for academic excellence. Maintain the highest moral standards, positive values, and integrity.
- Join campus organizations, contests, and other competitions; cultivate special talents for personal excellence.
- Speak English or Filipino in communicating with friends, teachers, and superiors in the campus.
- Help make EVSU green and beautiful and observe cleanliness all the time. War on waste should be everybody's concern.

## Performance Pledge

(Adapted from the Civil Service Commission)

*We, the officials and employees of Eastern Visayas State University, commit to responsive, accessible, courteous and effective public service by*

*Serving you promptly, efficiently, and with utmost courtesy by authorized personnel with proper identification from Mondays to Fridays, 8:00 a.m. to 5:00 p.m., without noon break;*

*Ensuring strict compliance with service standards, with written explanation for any delays in frontline services;*

*Responding to your complaint about our services the soonest or within the day through our Public Assistance and Complaints Desk, and taking corrective measures;*

*Valuing every citizen's comments, suggestions, and needs, including those with special needs such as the differently-abled, pregnant women, and senior citizens; and,*

*Empowering the public through 24/7 access to information on our policies, programs, activities and services through our website [www.evsu.edu.ph](http://www.evsu.edu.ph)*

*All these we pledge, because YOU deserve no less.*

