Citizen's Charter

R.A. 9485

Anti-Red Tape Act of 2007

Eastern Visayas State University

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.

Tacloban Campus
Ormoc Campus
Carigara Campus
Tanauan Campus
Burauen Campus
Dulag Campus
Table of Contents

FOREWORD 1
Mandates and Functions 2
Feedback and Redress Mechanism 3
Feedback Form 4
Instant Service Form 5
Services of Human Resource Mgmt. Office 6
Services of Records Office 15
Services of Accounting Office 19
Services of Supply Office 23
Services of Cashiering Office 26
Services of Medical/Dental Clinic 29
Services of Registrar’s Office 34
Services of Printing Press Office 38
Services of Secondary Laboratory School 40
Schedule of Fees and Charges 44
Curricular Offering 50
Student Policy 51
Performance Pledge 52

University Officials

DOMINADOR O. AGUIRRE, JR, D.M.
University President III
321-1084

MA. SOCORRO C. GICAIN, Ph.D.
Vice-President for Administration,
Concurrent, Director, E.V.S.U. Dailog Campus
321-6013

SEGUNDA A. LACAFA, Ph.D.
OIC Vice-President for Academic Affairs,
Concurrent, Director, Zonal Computerization Center for NBC # 461
325-4451

MANUEL L. PAGAÑA, Ed.D.
Vice-President for Research & Extension Services
325-8711

FELIXBERTO E. AVESTruz, D.M.
Dean, College of Business and Entrepreneurship,
Concurrent, OIC Director, E.V.S.U. Burauen Campus
321-2726

MA. CRISTINA I. CAINTIC, MSFSA
Dean, College of Technology,
Concurrent, Head, University Quality Assurance Center
325-1154

EVANGELINE H. CAYANON, Ph.D.
OIC Dean, Graduate School
325-1862

DEANNA B. FUENTES, MPRM
Dean, College of Architecture & Allied Discipline
325-2081

ROSARIO E. GARCIA, Ph.D.
Dean, College of Education
321-2185

EVANGELINE Z. HIDALGO, Ph.D.
Dean, College of Arts & Sciences
321-3458

DARIO B. PULMA, D.M.
Dean, College of Engineering,
Concurrent, Director, I.T. Training & Development Center
321-6013

ERLINGA S. ASTILLO, MAIS
Director, Institutional Planning and Development
321-1084

GERRY B. DE CADIZ, MPRM
Director, Institutional Planning and Development
321-1084

DORIS ANN S. ESPINA, CPA, CSEE
Director, Administrative Services Department
321-2186

MYRNA C. GO, Ph.D.
Director, Student Services Department
321-4692

MARLENE U. LIM, CPA
Director, Finance Services Department
321-5386

RAMON J. LIM, RME, MEME
Director, KIP of the University Incl. External Campuses,
Concurrent, Manager, Printing Press
321-1151

REYNALDO D. ENCINA, LL.B., MPRM
OIC Director, E.V.S.U. Tanauan Campus
322-5166

LILIAN D. ESTORNINOS, D.M., CSEE
OIC Director, E.V.S.U. Ormoc Campus
325-7303

MA. SOCORRO F. MAZO, Ph.D.
OIC Director, E.V.S.U. Carigara Campus
331-2356

University President III
321-1084

Table of Contents

FOREWORD 1
Mandates and Functions 2
Feedback and Redress Mechanism 3
Feedback Form 4
Instant Service Form 5
Services of Human Resource Mgmt. Office 6
Services of Records Office 15
Services of Accounting Office 19
Services of Supply Office 23
Services of Cashiering Office 26
Services of Medical/Dental Clinic 29
Services of Registrar’s Office 34
Services of Printing Press Office 38
Services of Secondary Laboratory School 40
Schedule of Fees and Charges 44
Curricular Offering 50
Student Policy 51
Performance Pledge 52

University Officials

DOMINADOR O. AGUIRRE, JR, D.M.
University President III
321-1084

MA. SOCORRO C. GICAIN, Ph.D.
Vice-President for Administration,
Concurrent, Director, E.V.S.U. Dailog Campus
321-6013

SEGUNDA A. LACAFA, Ph.D.
OIC Vice-President for Academic Affairs,
Concurrent, Director, Zonal Computerization Center for NBC # 461
325-4451

MANUEL L. PAGAÑA, Ed.D.
Vice-President for Research & Extension Services
325-8711

FELIXBERTO E. AVESTruz, D.M.
Dean, College of Business and Entrepreneurship,
Concurrent, OIC Director, E.V.S.U. Burauen Campus
321-2726

MA. CRISTINA I. CAINTIC, MSFSA
Dean, College of Technology,
Concurrent, Head, University Quality Assurance Center
325-1154

EVANGELINE H. CAYANON, Ph.D.
OIC Dean, Graduate School
325-1862

DEANNA B. FUENTES, MPRM
Dean, College of Architecture & Allied Discipline
325-2081

ROSARIO E. GARCIA, Ph.D.
Dean, College of Education
321-2185

EVANGELINE Z. HIDALGO, Ph.D.
Dean, College of Arts & Sciences
321-3458

DARIO B. PULMA, D.M.
Dean, College of Engineering,
Concurrent, Director, I.T. Training & Development Center
321-6013

ERLINGA S. ASTILLO, MAIS
Director, Institutional Planning and Development
321-1084

GERRY B. DE CADIZ, MPRM
Director, Institutional Planning and Development
321-1084

DORIS ANN S. ESPINA, CPA, CSEE
Director, Administrative Services Department
321-2186

MYRNA C. GO, Ph.D.
Director, Student Services Department
321-4692

MARLENE U. LIM, CPA
Director, Finance Services Department
321-5386

RAMON J. LIM, RME, MEME
Director, KIP of the University Incl. External Campuses,
Concurrent, Manager, Printing Press
321-1151

REYNALDO D. ENCINA, LL.B., MPRM
OIC Director, E.V.S.U. Tanauan Campus
322-5166

LILIAN D. ESTORNINOS, D.M., CSEE
OIC Director, E.V.S.U. Ormoc Campus
325-7303

MA. SOCORRO F. MAZO, Ph.D.
OIC Director, E.V.S.U. Carigara Campus
331-2356
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

Thank you for helping us continuously improves our service!

Feedback Form

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: _______________________

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 AVAL OF THE SERVICE:

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

END OF TRANSACTION

---

# HUMAN RESOURCE MANAGEMENT OFFICE

## Certificate of Leave Credits

### HOW TO AVAL OF THE SERVICE:

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

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

END OF TRANSACTION

**HUMAN RESOURCE MANAGEMENT OFFICE**

Certificate of Service Record

**HOW TO AVAIL OF THE SERVICE:**

**What are the Requirements:**
1. Latest Pay slip
2. Employee’s ID

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

END OF TRANSACTION
**HUMAN RESOURCE MANAGEMENT OFFICE**  
Certificate of Authority to Travel Abroad  

**HOW TO AVAIL OF THE SERVICE:**

<table>
<thead>
<tr>
<th>Step</th>
<th>Client</th>
<th>Activity</th>
<th>Processing Time (Under Normal Circumstances)</th>
<th>Required documents/fees</th>
<th>Person Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Proceed to HRM Office</td>
<td>Verify Record</td>
<td>5 mins</td>
<td></td>
<td>Admin Staff, Fides Mercado</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Prepare the Certificate</td>
<td>5 mins</td>
<td></td>
<td>Admin Staff, Fides Mercado</td>
</tr>
<tr>
<td>3</td>
<td>Client Receive the Certificate</td>
<td>Record the Certificate</td>
<td>1min</td>
<td></td>
<td>Admin Staff, Fides Mercado</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Rate how services are rendered</td>
<td></td>
<td></td>
<td>Admin Staff, Fides Mercado</td>
</tr>
</tbody>
</table>

**END OF TRANSACTION**

---

**HUMAN RESOURCE MANAGEMENT OFFICE**  
Certificate of No Pending Administrative Case  

**HOW TO AVAIL OF THE SERVICE:**

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

**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 AVAL OF THE SERVICE:

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

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 AVOID THE SERVICE:

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

END OF TRANSACTION
**RECORDS OFFICE**

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

**HOW TO AVAIL OF THE SERVICE:**

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

**END OF TRANSACTION**

---

**RECORDS OFFICE**

**Stamp Utilization**

**HOW TO AVAIL OF THE SERVICE:**

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

**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

## A C C O U N T I N G O F F I C E
Securing Student Assessment

### HOW TO AVAL OF THE SERVICE:

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

END OF TRANSACTION
### ACCOUNTING OFFICE
Financial Claims

#### HOW TO AVAIL OF THE SERVICE:

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

#### END OF TRANSACTION

---

### ACCOUNTING OFFICE
Financial Claims

#### HOW TO AVAIL OF THE SERVICE:

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

#### 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

---

**Supplies Office Procurement**

**How to Avail of the Service:**

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

**END OF TRANSACTION**
### Supply Office

**Procurement**

**HOW TO AVAIL OF THE SERVICE:**

<table>
<thead>
<tr>
<th>Step</th>
<th>Responsibility</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Admin Staff</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Admin Staff</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Admin Staff</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Admin Staff</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Admin Staff</td>
<td></td>
</tr>
</tbody>
</table>

#### 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
# Issuance of Official Receipt

## HOW TO AVAIL OF THE SERVICE:

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

END OF TRANSACTION

# Disbursement by Check/Cash

## HOW TO AVAIL OF THE SERVICE:

### Check

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

END OF TRANSACTION

### Cash

<table>
<thead>
<tr>
<th>Step</th>
<th>Client</th>
<th>Activity</th>
<th>Processing Time (Under Normal Circumstances)</th>
<th>Required documents/fees</th>
<th>Person Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Proceed to Cashiering Section</td>
<td>Verify Payment</td>
<td>2 min.</td>
<td></td>
<td>Disbursing Officer</td>
</tr>
<tr>
<td>2</td>
<td>If available</td>
<td>Issue OR, sign DV &amp; Cash book, Release Cash</td>
<td>3 min.</td>
<td>ID</td>
<td></td>
</tr>
</tbody>
</table>
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:

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

END OF TRANSACTION
## Medical Certificate

### HOW TO AVAIL OF THE SERVICE:

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

**END OF TRANSACTION**

---

## Extraction

### HOW TO AVAIL OF THE SERVICE:

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

**END OF TRANSACTION**
### MEDICAL & DENTAL CLINIC
**Dental Certificate**

**HOW TO AVOID THE SERVICE:**

<table>
<thead>
<tr>
<th>Step</th>
<th>Client Activity</th>
<th>Processing Time (Under Normal Circumstances)</th>
<th>Required documents/fees</th>
<th>Person Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Proceed to dental clinic</td>
<td>Fill up individual health card</td>
<td>2 min.</td>
<td>Identification</td>
</tr>
<tr>
<td>2</td>
<td>Proceed to Cashiers Office</td>
<td>Pay for the Certificate</td>
<td>3 min.</td>
<td>50.00</td>
</tr>
<tr>
<td>3</td>
<td>Proceed back to dental clinic to get the certification</td>
<td>Issuance of Certification</td>
<td>5 min.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Receives Dental certificate</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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)
## Transcript of Record

### HOW TO AVAIL OF THE SERVICE:

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

**END OF TRANSACTION**

## Diploma

### HOW TO AVAIL OF THE SERVICE:

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

**END OF TRANSACTION**
# Registrar's Office

Special Order

## HOW TO AVAIL OF THE SERVICE:

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

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 AVOID OF THE SERVICE:

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

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:

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

END OF TRANSACTION

---

## SECONDARY LABORATORY SCHOOL

### Request for Form 137

### HOW TO AVAIL OF THE SERVICE:

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

END OF TRANSACTION
SECONaARY LABORATORY SCHOOL
Request for Diploma

HOW TO AVAIL OF THE SERVICE:

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

END OF TRANSACTION

Schedule of Fees and Charges
S.Y. 2012-2013

<table>
<thead>
<tr>
<th>GRADUATE LEVEL</th>
<th>1st Semester</th>
<th>2nd Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuition Fee</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doctoral</td>
<td>P 250.00/unit</td>
<td>P 250.00/unit</td>
</tr>
<tr>
<td>Masteral</td>
<td>200.00/unit</td>
<td>200.00/unit</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>50.00</td>
<td>50.00</td>
</tr>
<tr>
<td>Medical Fee</td>
<td>50.00</td>
<td>50.00</td>
</tr>
<tr>
<td>Dental Fee</td>
<td>50.00</td>
<td>50.00</td>
</tr>
<tr>
<td>Library Fee</td>
<td>150.00</td>
<td>150.00</td>
</tr>
<tr>
<td>ID Fee</td>
<td>75.00</td>
<td>75.00</td>
</tr>
<tr>
<td>Insurance Fee</td>
<td>100.00</td>
<td>-</td>
</tr>
<tr>
<td>Journal Fee</td>
<td>50.00</td>
<td>50.00 (new)</td>
</tr>
<tr>
<td>Student Activities Fee</td>
<td>50.00</td>
<td>50.00</td>
</tr>
<tr>
<td>Student Council Fee</td>
<td>25.00 (old)</td>
<td>25.00 (old)</td>
</tr>
<tr>
<td></td>
<td>50.00 (new)</td>
<td>50.00 (new)</td>
</tr>
<tr>
<td>Trust Fund</td>
<td>50.00</td>
<td>50.00</td>
</tr>
<tr>
<td>Cultural Fee</td>
<td>20.00 (old)</td>
<td>20.00 (old)</td>
</tr>
<tr>
<td></td>
<td>150.00 (new)</td>
<td>150.00 (new)</td>
</tr>
<tr>
<td>Guidance Fee</td>
<td>30.00</td>
<td>30.00</td>
</tr>
<tr>
<td>Internet Fee</td>
<td>100.00</td>
<td>100.00</td>
</tr>
<tr>
<td>Student Development Fee (SDF)</td>
<td>500.00</td>
<td>500.00</td>
</tr>
<tr>
<td>Laboratory Fee (for MSIT program only)</td>
<td>500.00</td>
<td>500.00</td>
</tr>
<tr>
<td>Re-enrollment</td>
<td>100.00</td>
<td>100.00</td>
</tr>
<tr>
<td>COLLEGE LEVEL (Undergraduate Program)</td>
<td>1st Semester</td>
<td>2nd Semester</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>-------------</td>
<td>-------------</td>
</tr>
<tr>
<td><strong>Tuition Fee</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>College</td>
<td>100.00/unit (5th yr.)</td>
<td>100.00/unit (5th yr.)</td>
</tr>
<tr>
<td></td>
<td>150.00/unit (4th yr., 3rd, 2nd &amp; new 1st yr. returnee)</td>
<td>150.00/unit (4th yr., 3rd, 2nd &amp; new 1st yr. returnee)</td>
</tr>
<tr>
<td>DTS/DTE Courses</td>
<td>150.00</td>
<td>150.00</td>
</tr>
<tr>
<td><strong>Laboratory Fee</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer</td>
<td>200.00/3 units.</td>
<td>200.00/3 units.</td>
</tr>
<tr>
<td>Other Laboratory</td>
<td>100.00/unit (5th yr.)</td>
<td>100.00/unit (5th yr.)</td>
</tr>
<tr>
<td></td>
<td>150.00/unit (4th yr., 3rd, 2nd &amp; new 1st yr. returnee)</td>
<td>150.00/unit (4th yr., 3rd, 2nd &amp; new 1st yr. returnee)</td>
</tr>
<tr>
<td>Speech Lab Fee (for student taking speech class subject)</td>
<td>210.00</td>
<td>210.00</td>
</tr>
<tr>
<td>Cisco Lab Fee (for CCNA subjects)</td>
<td>600.00</td>
<td>600.00</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>50.00</td>
<td>50.00</td>
</tr>
<tr>
<td>Medical Fee</td>
<td>50.00</td>
<td>50.00</td>
</tr>
<tr>
<td>Dental Fee</td>
<td>50.00</td>
<td>50.00</td>
</tr>
<tr>
<td>Library Fee</td>
<td>150.00</td>
<td>150.00</td>
</tr>
<tr>
<td>Athletic Fee</td>
<td>50.00 (4th yr. &amp; 5th yr.)</td>
<td>50.00 (4th yr. &amp; 5th yr.)</td>
</tr>
<tr>
<td></td>
<td>150.00 (3rd yr., 2nd &amp; new 1st yr. returnee)</td>
<td>150.00 (3rd yr., 2nd &amp; new 1st yr. returnee)</td>
</tr>
<tr>
<td>ID Fee</td>
<td>75.00</td>
<td>75.00</td>
</tr>
<tr>
<td>Insurance Fee</td>
<td>100.00</td>
<td>100.00</td>
</tr>
<tr>
<td>Student Activities Fee</td>
<td>50.00</td>
<td>50.00</td>
</tr>
<tr>
<td>Student Council Fee</td>
<td>50.00</td>
<td>50.00</td>
</tr>
<tr>
<td>School Organ</td>
<td>50.00 (3rd yr. 4th yr, 5th yr)</td>
<td>50.00 (3rd yr. 4th yr, 5th yr)</td>
</tr>
<tr>
<td></td>
<td>100.00 (2nd yr, 1st yr, new/returnee)</td>
<td>100.00 (2nd yr, 1st yr, new/returnee)</td>
</tr>
<tr>
<td><strong>Trust Fund</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cultural Fee</td>
<td>50.00</td>
<td>50.00</td>
</tr>
<tr>
<td>Internet Fee</td>
<td>100.00</td>
<td>100.00</td>
</tr>
<tr>
<td>NSTP/CWTS</td>
<td>225.00</td>
<td>225.00</td>
</tr>
<tr>
<td>Guidance Fee</td>
<td>30.00</td>
<td>30.00</td>
</tr>
<tr>
<td>SCUAA Fee</td>
<td>15.00</td>
<td>15.00</td>
</tr>
<tr>
<td>Student Teaching Practicum Fee</td>
<td>300.00</td>
<td>300.00</td>
</tr>
<tr>
<td>OJT Fee</td>
<td>1,000.00</td>
<td>1,000.00</td>
</tr>
<tr>
<td>COED SDF</td>
<td>500.00</td>
<td>500.00</td>
</tr>
<tr>
<td>CAS SDF</td>
<td>500.00</td>
<td>500.00</td>
</tr>
<tr>
<td>COBE SDF</td>
<td>500.00</td>
<td>500.00</td>
</tr>
<tr>
<td>COE ELDF</td>
<td>500.00</td>
<td>500.00</td>
</tr>
<tr>
<td>COT SDF</td>
<td>500.00</td>
<td>500.00</td>
</tr>
<tr>
<td>COAAD SDF</td>
<td>250.00</td>
<td>250.00</td>
</tr>
</tbody>
</table>

EVSU Citizen's Charter
### SECONDARY LEVEL

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>SDF</td>
<td>400.00/grading period</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>50.00</td>
</tr>
<tr>
<td>Athletic Fee (4th yr.)</td>
<td>50.00</td>
</tr>
<tr>
<td>Medical Fee</td>
<td>50.00</td>
</tr>
<tr>
<td>Dental Fee</td>
<td>50.00</td>
</tr>
<tr>
<td>Student Activities Fee</td>
<td>50.00</td>
</tr>
<tr>
<td>Guidance Fee</td>
<td>30.00</td>
</tr>
<tr>
<td>Boy Scout of the Philippines</td>
<td>25.00</td>
</tr>
<tr>
<td>Girl Scout of the Philippines</td>
<td>25.00</td>
</tr>
<tr>
<td>School Organ Fee (3rd 4th yr.)</td>
<td>50.00</td>
</tr>
<tr>
<td>Student Council Fee (3rd 4th yr.)</td>
<td>25.00</td>
</tr>
<tr>
<td>Cultural Fee (3rd 4th yr.)</td>
<td>20.00</td>
</tr>
<tr>
<td>SDF Fee</td>
<td>400.00</td>
</tr>
<tr>
<td>ID Fee</td>
<td>75.00</td>
</tr>
<tr>
<td>Medical Fee</td>
<td>50.00</td>
</tr>
<tr>
<td>Dental Fee</td>
<td>50.00</td>
</tr>
<tr>
<td>Student Activities Fee</td>
<td>50.00</td>
</tr>
<tr>
<td>Guidance Fee</td>
<td>30.00</td>
</tr>
<tr>
<td>Boy Scout of the Philippines</td>
<td>25.00</td>
</tr>
<tr>
<td>Girl Scout of the Philippines</td>
<td>25.00</td>
</tr>
<tr>
<td>School Organ Fee (3rd 4th yr.)</td>
<td>100.00</td>
</tr>
<tr>
<td>Student Council Fee (2nd yr.)</td>
<td>50.00</td>
</tr>
<tr>
<td>Cultural Fee (2nd yr.; 1st yr.; new/returnee)</td>
<td>150.00</td>
</tr>
<tr>
<td>Student Council Fee (3rd 4th yr.)</td>
<td>20.00</td>
</tr>
<tr>
<td>Cultural Fee (2nd yr; 1st yr.; new, returnee)</td>
<td>150.00</td>
</tr>
</tbody>
</table>

### OTHER FEES

#### 1st Semester

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entrance Examination</td>
<td>250.00</td>
</tr>
<tr>
<td>Comprehensive Exam Fee</td>
<td></td>
</tr>
<tr>
<td>Ph.D.</td>
<td>2,000.00</td>
</tr>
<tr>
<td>Masteral</td>
<td>1,500.00</td>
</tr>
<tr>
<td>Transcript of Records (TOR)</td>
<td></td>
</tr>
<tr>
<td>First page</td>
<td>100.00</td>
</tr>
<tr>
<td>Page thereafter</td>
<td>40.00/page</td>
</tr>
<tr>
<td>Removal Exam Fee</td>
<td>50.00/unit</td>
</tr>
<tr>
<td>Completion Fee</td>
<td>50.00/unit</td>
</tr>
<tr>
<td>Adding</td>
<td>50.00/unit</td>
</tr>
<tr>
<td>Dropping</td>
<td>50.00/unit</td>
</tr>
<tr>
<td>Changing Subject</td>
<td>50.00/unit</td>
</tr>
<tr>
<td>Certification Fee</td>
<td>50.00</td>
</tr>
<tr>
<td>Honorable Dismissal Fee</td>
<td>50.00</td>
</tr>
<tr>
<td>Special Order</td>
<td>50.00</td>
</tr>
</tbody>
</table>
School Organization Fee  
50.00
Enrolment Form (COR)  
50.00
Authentication Fee  
10.00/page
Documentary Stamp  
15.00/Document
Graduate Fee  
1st Semester
Graduate School  
700.00
Undergraduate  
500.00
Non-degree Courses  
500.00
Secondary  
150.00
Residency  
100.00
Assessment Fee (2nd copy)  
40.00

Penalty for Late Enrollment
1st Day  
20.00
Succeeding days  
20.00 + 10.00/day

Gate Pass
Two-wheels  
200.00
Four-wheels  
400.00

Auditorium Rental
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

graduateschool
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 (m/Thesis)
- Rural Development Administration
- Non-Formal Education
Master in Rural Development (Non-Thesis)
- Rural Development Administration
Master of Engineering
- Civil Engineering
- Electrical Engineering
- Mechanical Engineering
Master in Education Engineering
- 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 Arts and Sciences
Bachelor of Arts major in Economics
Bachelor of Arts in English Language
Bachelor of Arts in Filipino Language
Bachelor 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 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
Bachelor of Science in Industrial Education
- Automotive Technology
- Civil Technology
- Clothing, Textile and Related Arts
- Drafting Technology
- Electrical Technology
- Electricity, Inf. & Airconditioning
- Food Technology
- Home Economics
- Industrial Arts
Bachelor of Teaching Home Economics and Livelihood Education

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 Technology
Bachelor of Science in Marine Engineering

livelihood skills development courses
EVSU Boraun Campus
Bachelor of Arts in Education
Bachelor of 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 Information Technology
Bachelor of Science in Education
Bachelor of Teaching Home Economics & Livelihood Education
Bachelor of Science in Marine Engineering
Diploma in Agricultural Technology
Bachelor of Science in Civil Engineering
Bachelor of Science in Electrical Engineering
Bachelor of Science in Agriculture-Business and Rural Development
Bachelor of Science in Industrial Engineering
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 Dulas 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.

EVSU Citizen’s Charter

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

All these we pledge, because YOU deserve no less.