Republic of the Philippines
State Universities and Colleges
GUIMARAS STATE COLLEGE
Mc Lain, Buenavista, Guimaras

Philosophy
The Guimaras State College is committed to develop all potentials of men and women – to direct all efforts towards the acquisition of the scientific knowledge and technological skills thru quality education, research, extension and production, thus they shall be ready to contribute to the development of Guimaras and of the nation into a prosperous modern economy and for global competition.

Vision
A globally competitive center of development on Education and Technology producing values-oriented and self-sufficient skilled workers, technicians and professionals.

Mission
Guimaras State College shall produce quality graduates and professionals, responsive to the needs of the community through competent faculty & staff and updated facilities.

Objectives
Specifically, GSC endeavours to:
1. Provide quality training for Tertiary Education and Trade-Technical graduates for the development of responsible and productive citizens who can contribute to the attainment of local and national goals;
2. Encourage and promote research, extension and production for technological and educational development;
3. Continually review and restructure curricular offerings responsive to the community, regional and national needs for global competitiveness.
PERFORMANCE REPORT

We the officials and employees of the Guimaras State College, commit to:

Serve 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.

Embibe the proper work values and ethics and deliver service with integrity and consistency at all times;

Promote harmony, efficiency, academic excellence, responsiveness, and total commitment at all times;

Respond to complaints about our services the soonest through our complaint and assistance desk and take corrective measures;

All these we pledge, Because YOU deserve the best service.

FEEDBACK AND REDRESS MECHANISM

• Please let us know how we have serve you by:

• Accomplishing our Feedback Form available at the Complaint and Assistance desk and drop in Drop Box;

• Sending your feedback via e-mail at: rta@gsc.edu.ph or call us at telephone #: (033)5808244.

• Talking to our OFFICER OF THE DAY.

• Your verbal/written feedback will be very beneficial for the improvement of our service.

THANK YOU and GOD BLESS!!!
LIST OF FRONT LINE SERVICES
Guimaras State College (Main Campus)

ENROLMENT PROCESS
• Enrolment Services

REGISTRAR
• Enrolment
• Adding, Changing, or Dropping of Subjects
• Completion of Incomplete Grades
• Submission and Encoding of Faculty Grade sheets
• Request for Student Academic Record
• Preparation of Student Academic Record
• Student Exit Clearance
• Appraisal of Student Academic Records (Graduating Students)
• Student Records Authentication
• Issuance of CAV
• Preparation of Certifications

STUDENT AFFAIRS OFFICE
• SR Resolutions and various student activities
• SR Resolutions for procurement of supplies and materials

OFFICE OF THE DEANS
• Screening of Old and New students

CASHIER’S OFFICE
• Payment of tuition and miscellaneous fees during enrolment period
• Payment of tuition and miscellaneous fees during enrolment period

LIBRARY
• Library orientation/instruction
• Releasing of library cards

MEDICAL AND DENTAL
• First aid

EXTENSION SERVICE
• Implement community extension services programs/projects/activities
ENROLMENT PROCESS
Republic of the Philippines  
State Universities and Colleges  
GUIMARAS STATE COLLEGE  
Mc Lain, Buenavista, Guimaras

Services: ENROLMENT SERVICES

Schedule: As scheduled depending on the School Calendar Provided by CHED

Clients/Customer: Students

Requirements: Card. Transcript of Records and Honorable Dismissal (for transferees), Certificate of Good Moral Character, Medical Exam Report, Clearance and Class Cards (for old students)

Processing Time: Stated below

<table>
<thead>
<tr>
<th>PROCEDURES</th>
<th>DESCRIPTION</th>
</tr>
</thead>
</table>
| **1** | Requirements, Checked Pay & Secure Registration Form  
| • Check requirements for completeness and issue registration form to qualified enrollees.  
| • Advise student on subject to enrol  
| | 5 minutes  
| | Required Payment |
| **2** | Checked and Sign Registration Form - Signature/Date  
| • Check registration for completeness and accuracy.  
| • Sign Registration Form to signify that it has been verified and checked.  
| | 5 minutes  
| | none |
| **3** | Checked and Sign Registration Form; Submit Required Records  
| • Check registration form completeness and accuracy.  
| | 3 minutes  
| | none |
| **4** | Assessment of Fees  
| • Assess Tuition and Miscellaneous  
| | 5 minutes  
| | none |
| **5** | Conduct Health Inspection  
| • Fill-up Medical Record Card  
| | 5 minutes  
| | none |
| **6** | Payment for ID  
| • Fill-up Student Information for the School ID  
| | 3 minutes  
| | Required Payment |
| **7** | Payment of Fees  
| • Present Assessment Registration Form for Payment  
| | 3 minutes  
| | Required Payment |
| **8** | Submit Copy  
| • Submit Accountants Copy - RF; Signature and Date  
| | 1 minute  
| | none |
| **9** | Submit Copy  
| • Submit Registrars Copy - RF; Signature and Date  
| | 1 minute  
| | none |
| **10** | Submit Copy  
| • Submit Deans Copy - RF; Signature and Date  
| | 1 minute  
| | none |

Page 6 of 34
REGISTRAR
Republic of the Philippines  
State Universities and Colleges  
GUIMARAS STATE COLLEGE  
Mc Lain, Buenavista, Guimaras  

OFFICE OF THE REGISTRAR

Services: STUDENT RECORD SERVICES
Schedule:  
Clients/Customers: Students (Quitters, transferees, graduate students, cross enrollees)
Requirements:  
Processing Time: Stated below

A. Enrolment:

<table>
<thead>
<tr>
<th>STEP</th>
<th>APPLICANT/CLIENT</th>
<th>SERVICE PROVIDER</th>
<th>DURATION OF ACTIVITY</th>
<th>FEE</th>
<th>PERSON RESPONSIBLE</th>
<th>FORM/S</th>
</tr>
</thead>
</table>
| 1    | Present RF to enrolment staff in the Office of the Registrar. | • Staff reviews completeness of requirements for enrolment  
• Staff encodes student identification number  
• Staff reviews subject enrolled by student for the current year  
• Staff collates students credentials and confirms enrolment of student  
• Staff stamps students credentials and confirms enrolment of student | 1 minute 1 minute 1 minute 1 minute 1 minute | none | Registrar / Staff Registrar / Staff Registrar / Staff Registrar / Staff Registrar / Staff | Pre-Registration Form Registration Form Official receipts Student clearance Student credentials NSO birth certificate student background information (new) copy of grades |
Republic of the Philippines  
State Universities and Colleges  
GUIMARAS STATE COLLEGE  
Mc Lain, Buenavista, Guimaras  

OFFICE OF THE REGISTRAR

Services: ADDING, CHANGING, DROPPING OF SUBJECTS  
Schedule: Announced after the enrolment  
Clients/Customer: Students (Quitters, transferees, graduate students, cross enrollees)  
Requirements: Adding, Changing, or Dropping Slip  
Processing Time: One half to one day  

B. Editing of Subjects Enrolled: Adding, Dropping, and Changing, and Withdrawal of Subjects - Enrolled to include change in section

<table>
<thead>
<tr>
<th>STEP</th>
<th>APPLICANT/CLIENT</th>
<th>SERVICE PROVIDER</th>
<th>DURATION OF ACTIVITY</th>
<th>FEE</th>
<th>PERSON RESPONSIBLE</th>
<th>FORM/S</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>1 minute</td>
<td>None</td>
<td>Registrar / Staff</td>
<td>QP - RO-004</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3 minute</td>
<td>None</td>
<td>Registrar / Staff</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1 minute</td>
<td>None</td>
<td>Registrar / Staff</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1 minute</td>
<td>None</td>
<td>Registrar / Staff</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td>1 minute</td>
<td>None</td>
<td>Cashier</td>
<td>Adding / Dropping Slip</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td>30 seconds</td>
<td></td>
<td></td>
<td>Adding / Dropping Slip</td>
</tr>
</tbody>
</table>
Republic of the Philippines  
State Universities and Colleges  
GUIMARAS STATE COLLEGE  
Mc Lain, Buenavista, Guimaras  

OFFICE OF THE REGISTRAR

Services: STUDENT RECORDS SERVICES
Schedule:
Clients/Customers: Students (Quitters, transferees, graduate students, cross enrolees)
Requirements:
Processing Time:
Procedures:

C. Completion of incomplete grades

<table>
<thead>
<tr>
<th>STEP</th>
<th>APPLICANT/CLIENT</th>
<th>SERVICE PROVIDER</th>
<th>DURATION OF ACTIVITY</th>
<th>FEE</th>
<th>PERSON RESPONSIBLE</th>
<th>FORM/S</th>
</tr>
</thead>
</table>
| 1    | Submit Request   | ● Evaluate student’s record in the computer  
● Validate appropriate subject / subjects to be complied to include units earned and taken from other schools | 1 minute  
2 minute | None | Student Staff | Completion form for incomplete grades |
| 2    |                  | ● Sign forms validated and issue form to student for processing | 1 minute | None | Staff |        |
| 3    |                  | ● Receives / Encode completed grades, stamp completion form “encoded” and retain registrar’s file | 1 minute | None |        |        |
| 4    |                  | ● c/o Dean’s Office |                     |     |        |        |
Services: STUDENT RECORDS SERVICES
Schedule: 
Clients/Customers: Faculty members and students
Requirements: 
Processing Time: 
Procedures:

D. Submission and Encoding of Faculty Grade sheets

<table>
<thead>
<tr>
<th>STEP</th>
<th>APPLICANT/CLIENT</th>
<th>SERVICE PROVIDER</th>
<th>DURATION OF ACTIVITY</th>
<th>FEE</th>
<th>PERSON RESPONSIBLE</th>
<th>FORM/S</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Grade sheet noted by Deans and Dept. Heads</td>
<td>• c/o Dean’s Office</td>
<td></td>
<td>None</td>
<td></td>
<td>Grade sheets</td>
</tr>
<tr>
<td>2</td>
<td>Accomplish grade sheet report form and submit the same including grade sheets to the Registrar’s Office</td>
<td>• Receive, check and record faculty grade sheets.</td>
<td>2 minutes</td>
<td>None</td>
<td>Registrar / staff</td>
<td>Grade sheet report</td>
</tr>
<tr>
<td>3</td>
<td>Submit copy of grade sheets received by Registrar to Dean’s Office</td>
<td>• Encode faculty grade sheets</td>
<td>1 minute</td>
<td>None</td>
<td>Registrar / staff</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STEP</th>
<th>APPLICANT/CLIENT</th>
<th>SERVICE PROVIDER</th>
<th>DURATION OF ACTIVITY</th>
<th>FEE</th>
<th>PERSON RESPONSIBLE</th>
<th>FORM/S</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td></td>
<td></td>
<td>5 minutes</td>
<td>None</td>
<td>Registrar / staff</td>
<td></td>
</tr>
</tbody>
</table>
Republic of the Philippines  
State Universities and Colleges  
GUIMARAS STATE COLLEGE  
Mc Lain, Buenavista, Guimaras  
OFFICE OF THE REGISTRAR

Services: STUDENT RECORDS SERVICES  
Schedule:  
Clients/Customers: Students  
Requirements:  
Processing Time:  
Procedures:

E. Request for student academic record

<table>
<thead>
<tr>
<th>STEP</th>
<th>APPLICANT/CLIENT</th>
<th>SERVICE PROVIDER</th>
<th>DURATION OF ACTIVITY</th>
<th>FEE</th>
<th>PERSON RESPONSIBLE</th>
<th>FORM/S</th>
</tr>
</thead>
</table>
| 1    | Submit Request   | • Locate student record in the computer or in the filling cabinet  
• Check the subjects taken and total credits earned  
• Check requirements, schedule request and issue claim stub to client | 2 minutes  
3 minutes  
1 minute | None  
None  
None | Staff  
Staff  
Staff | Request form for records |
| 2    | Claim requested documents | • Release academic record to student and record documents in the log book with corresponding date and signature of student  
a. OTR, certification, good moral  
b. Diploma | 1 minute | None | Staff |
Services: STUDENT RECORDS SERVICES
Schedule: 
Clients/Customers: Students
Requirements: 
Processing Time: 
Procedures:

F. Preparation of student academic record

<table>
<thead>
<tr>
<th>STEP</th>
<th>APPLICANT/CLIENT</th>
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<th>FEE</th>
<th>PERSON RESPONSIBLE</th>
<th>FORM/S</th>
</tr>
</thead>
</table>
| 1    | Present school identification card and other requirements | • Receive requirements submitted and assess school credentials  
• Evaluate records to include subjects taken from other schools and other required subjects | 1 minute | None | Staff | None |
|      |                   |                  | 2 minutes | None | Staff | None |
| 2    | Payment of fees to Cashier intended for school records | • c/o cashier | Fees intended for school records | Staff | Receipt of payment made |
| 3    | Present official receipt of payment | • Prepare request documents  
• New (Computer generated)  
old (Microsoft excel)  
• Process documents for signature of the Registrar | 5 minutes  
1 hour | Fees intended for school records  
1 minute | Staff  
Registrar / Staff |
| 4    | Claim academic records | • Release academic records | | | | |
Republic of the Philippines
State Universities and Colleges
GUIMARAS STATE COLLEGE
Mc Lain, Buenavista, Guimaras

OFFICE OF THE REGISTRAR

Services: STUDENT RECORDS SERVICES
Schedule:
Clients/Customers: Students
Requirements:
Processing Time:
Procedures:

G. Student Exit Clearance

<table>
<thead>
<tr>
<th>STEP</th>
<th>APPLICANT/CLIENT</th>
<th>SERVICE PROVIDER</th>
<th>DURATION OF ACTIVITY</th>
<th>FEE</th>
<th>PERSON RESPONSIBLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Present exit clearance for signing</td>
<td>• Receive exit clearance of student and process and signing of the same &lt;br&gt;• Check/Sign student exit clearance &lt;br&gt;  a. Dean’s signature &lt;br&gt;  b. Cashier signature &lt;br&gt;  c. Librarians signature &lt;br&gt;  d. Shop instructor</td>
<td>1 minute &lt;br&gt; 1 minute</td>
<td>None &lt;br&gt; None</td>
<td>Registrar/Staff &lt;br&gt; Registrar</td>
</tr>
<tr>
<td>2</td>
<td>Receive student copy</td>
<td>• Release signed exit clearance</td>
<td>1 minute</td>
<td>None</td>
<td>Registrar/Staff</td>
</tr>
</tbody>
</table>

Page 14 of 34
Services: STUDENT RECORDS SERVICES
Schedule: 
Clients/Customers: Students
Requirements: 
Processing Time: 
Procedures:

### H. GRADUATION: Appraisal of student academic records (graduating students)

<table>
<thead>
<tr>
<th>STEP</th>
<th>APPLICANT/CLIENT</th>
<th>SERVICE PROVIDER</th>
<th>DURATION OF ACTIVITY</th>
<th>FEE</th>
<th>PERSON RESPONSIBLE</th>
<th>FORM/S</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Present I.D. for verification of name in the official list of candidates for graduation. If not included in the official list:</td>
<td>● Check name in the official list of candidates for graduation</td>
<td>1 minute</td>
<td>None</td>
<td>Staff</td>
<td>Appraisal form</td>
</tr>
<tr>
<td>2</td>
<td>Fill-up application for graduation / appraisal form</td>
<td>● Receive / encode application form and check subjects credited and taken to include subjects taken from other schools</td>
<td>3 minutes</td>
<td>None</td>
<td>Staff</td>
<td>Appraisal form application form for graduation</td>
</tr>
</tbody>
</table>
| 3    | Receive copy of appraisal form | ● Release student copy of subjects appraised with signature of staff concerned  
● Include name in the official list of candidates for graduation (if graduated) | 1 minute | None | Staff | |
| 4    | Proceed to Dean’s Office | ● c/o Dean | 1 minute | None | Staff | |
Services: STUDENT RECORDS SERVICES
Schedule: 
Clients/Customers: Students
Requirements: 
Processing Time: 
Procedures:

1. Student Records Authentication

<table>
<thead>
<tr>
<th>STEP</th>
<th>APPLICANT/CLIENT</th>
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<th>FEE</th>
<th>PERSON RESPONSIBLE</th>
<th>FORM/S</th>
</tr>
</thead>
</table>
| 1    | Present photocopy of school records | • Receive photocopy of documents and check original copy.  
• Stamp certified copy with dry seal and process signing of documents | 1 minute 2 minutes | Fees intended for authentication | Staff  Registrar/Staff | Request form for school records |
| 2    | Receive documents | • Record documents in the log book with clients signature and date of release | 1 minute |  | Staff | |
Republic of the Philippines  
State Universities and Colleges  
GUIMARAS STATE COLLEGE  
Mc Lain, Buenavista, Guimaras  
OFFICE OF THE REGISTRAR

Services: STUDENT RECORDS SERVICES  
Schedule:  
Clients/Customers: Students  
Requirements:  
Processing Time:  
Procedures:

J. Issuance of Transfer Credentials

<table>
<thead>
<tr>
<th>STEP</th>
<th>APPLICANT/CLIENT</th>
<th>SERVICE PROVIDER</th>
<th>DURATION OF ACTIVITY</th>
<th>FEE</th>
<th>PERSON RESPONSIBLE</th>
<th>FORM/S</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Present exit clearance and surrender school I.D.</td>
<td>Receive School I.D. and check exit clearance</td>
<td>1 minute</td>
<td>Staff</td>
<td>Certificate of Transfer</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Proceed exit clearance and surrender school I.D.</td>
<td>c/o Cashier</td>
<td>Fee for TC</td>
<td>Registrar/Staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Present Official Receipt of payment to Register</td>
<td>Prepare TC and process signing</td>
<td>5 minutes</td>
<td>Registrar/Staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Receive transfer credentials</td>
<td>LOG and release TC with OR no. and student I.D. no.</td>
<td>1 minute</td>
<td>Staff</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Republic of the Philippines  
State Universities and Colleges  
GUIMARAS STATE COLLEGE  
Mc Lain, Buenavista, Guimaras  

OFFICE OF THE REGISTRAR

Services: STUDENT RECORDS SERVICES

Schedule:

Clients/Customers: Students

Requirements:

Processing Time:

Procedures:

K. Issuance of CAV (Certification of authentication and Verification) for graduated students seeking employment abroad.

<table>
<thead>
<tr>
<th>STEP</th>
<th>APPLICANT/CLIENT</th>
<th>SERVICE PROVIDER</th>
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<th>FEE</th>
<th>PERSON RESPONSIBLE</th>
<th>FORM/S</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Present photocopy of school records for authentication</td>
<td>• Receive School I.D. and check exit clearance</td>
<td>1 minute</td>
<td>Fee intended for CAV issuance</td>
<td>Staff</td>
<td>CAV</td>
</tr>
<tr>
<td>2</td>
<td>Proceed to Cashier for payment of fees</td>
<td>• c/o Cashier</td>
<td>1 minute</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 3    | Present Official list of payment | • Check receipt and prepare CAV and prepare master list of graduates for DFA  
• Process/signing of documents for release | 1 minute | | Staff  
Registrar/Staff | Master list of graduates |
| 4    | Claim documents | • Release documents to clients | 1 minute | | Staff |

Page 18 of 34
Services: STUDENT RECORDS SERVICES
Schedule: 
Clients/Customers: Students 
Requirements: 
Processing Time: 
Procedures:

1. Preparation of certifications (certification as graduate, certification of grades, good moral, as bonafide student, Certification for completed academic requirements, certification of total units enrolled etc.

<table>
<thead>
<tr>
<th>STEP</th>
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<th>FEE</th>
<th>PERSON RESPONSIBLE</th>
<th>FORM/S</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Submit request</td>
<td>• Receive requirements and check records of students</td>
<td>1 minute</td>
<td>None</td>
<td>Registrar/Staff</td>
<td>Certification</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>• Advise student to pay to Cashier’s Office</td>
<td>None</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Give receipt to Staff at the Registrar</td>
<td>• Receive receipt and prepare certification and process signing of the same</td>
<td>2 minutes</td>
<td>None</td>
<td>Registrar/Staff</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Accept certification</td>
<td>• Record certification and release certification to student</td>
<td>1 minute</td>
<td>None</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Republic of the Philippines
State Universities and Colleges

GUIMARAS STATE COLLEGE
Mc Lain, Buenavista, Guimaras

OFFICE OF THE STUDENT AFFAIRS

Services: SR RESOLUTIONS TO VARIOUS STUDENT ACTIVITIES
Schedule: Monday – Friday (7:30 am to 5:00 pm)
Clients/Customer: Students
Requirements:
1. Letter request by the end user with breakdown of expenses
2. Hold meeting for the approval of the Guimaras State College Student Republic
3. Resolution for the said request and necessary documents needed for availability of fund and approval of the
   College President
Processing Time: three (3) weeks
Procedures: Stated below

<table>
<thead>
<tr>
<th>STEP</th>
<th>APPLICANT/CLIENT</th>
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<th>FEE</th>
<th>PERSON RESPONSIBLE</th>
<th>FORM/S</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Make a letter request</td>
<td></td>
<td>Depending on the needs of the students</td>
<td>Fiduciary Fees</td>
<td>End-users (SR/Council Officers, Council Advisers, Deans OSAS Director)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Submit the letter with breakdown of expenses to the Office of Student Affairs and Services</td>
<td>Receive and note the letter request with breakdown of expenses and forward the document to the GSC Student Republic office.</td>
<td>1 hour</td>
<td></td>
<td>OSAS Director, Clerk</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Preparation of the resolution</td>
<td>Deliberation and approval of SR Officers</td>
<td>2 hours</td>
<td>SR Officers, Advisers, OSAS Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Submit to the budget office for funds available</td>
<td>3 days</td>
<td>Budget Officer, Accountant</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Submit to the Board Secretary for approval of the College President</td>
<td>2-3 days</td>
<td>Board Secretary, College President</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Receive the approved resolution</td>
<td>30 minutes</td>
<td>OSAS Director, Clerk</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Get copy of approved resolution for OSAS, SR and Department Councils</td>
<td>30 minutes</td>
<td>OSAS Director, Clerk</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Submit the approved resolution to the Budget Office for payment</td>
<td>3-4 days</td>
<td>Budget Officer, Clerk, Accountant, Cashier</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Republic of the Philippines  
State Universities and Colleges  
GUIMARAS STATE COLLEGE  
Mc Lain, Buenavista, Guimaras

OFFICE OF THE STUDENT AFFAIRS

Services: STUDENT AFFAIRS AND SERVICES
Schedule: Monday - Friday (7:30 am to 5:00 pm)
Clients/Customers: Students
Requirements:
1. Purchase request by the end user.
2. Hold meeting for the approval of the Guimaras State College Student Republic
3. Resolution for the said request and necessary documents needed for availability of fund and approval of the College President
Processing Time: three (3) weeks
Procedures: Stated below

<table>
<thead>
<tr>
<th>STEP</th>
<th>APPLICANT/CLIENT</th>
<th>SERVICE PROVIDER</th>
<th>DURATION OF ACTIVITY</th>
<th>FEE</th>
<th>PERSON RESPONSIBLE</th>
<th>FORM/S</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Make a purchase request</td>
<td>Depending on the needs of the students</td>
<td>Fiduciary Fees</td>
<td>End-users, OSAS Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Submit the purchase request to the office of student affairs and services</td>
<td>Receive and note the purchase request and forward to the Board Secretary for approval of the College President.</td>
<td>1 hour</td>
<td>OSAS Director, Clerk</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Preparation of the supporting documents. (Canvass, abstract, and PO)</td>
<td>Canvass the requested supplies and materials</td>
<td>7-10 days</td>
<td>Supply Officer, Clerk</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Submit the PO to the GSC Student Republic Office</td>
<td>Received the PO</td>
<td>15 minutes</td>
<td>Supply Officer, Clerk</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Preparation of the Resolution</td>
<td>Deliberation and approval of SR Officers</td>
<td>2 hours</td>
<td>SR Officers, Adviser, OSAS Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Submit to the budget office for funds availability</td>
<td>3 days</td>
<td>Budget Officer, Accountant</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Submit to the board secretary for approval of the college president</td>
<td>2-3 days</td>
<td>Board Secretary, College President</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Received the approved resolution</td>
<td>30 minutes</td>
<td>OSAS Director, Clerk</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Received and attach the supporting documents</td>
<td>1 day</td>
<td>Supply Officer, clerk, supplier</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Submit to the budget office the resolution and supporting documents</td>
<td>3 hours</td>
<td>Supply Officer, Clerk, Budget Officer</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Get copy of approved resolution for OSAS, SR and Department councils</td>
<td>30 minutes</td>
<td>OSAS Director, clerk</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
OFFICE OF THE DEANS
Republic of the Philippines  
State Universities and Colleges  
GUIMARAS STATE COLLEGE  
Mc Lain, Buenavista, Guimaras  

OFFICE OF THE DEAN

Services: SCREENING OF NEW/OLD STUDENTS
Schedule: As scheduled by the VP for Academics
Clients/Customers: Students
Requirements: Card, Transcript of Records and Honorable Dismissal (for transferees), Certificate of Good Moral Character, Medical Exam Report, Clearance and Class Cards (for old students)
Processing Time:
Procedures: Stated below

<table>
<thead>
<tr>
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</table>
| 1    | Present requirement for enrolment | • Check requirements for completeness and issue registration form to qualified enrollees.  
• Advise student on subject to enrol | 10 minutes | none | Enrolment Committee | Enrolment Credentials |
| 2    | Interview / Check Result of Entrance Exam | • Verify if He/she is passed in the Entrance Exam  
• Ask appropriate question to the desired student | 10 minutes | none | Enrolment Committee | Registration form |
CASHIER
Services: PAYMENT OF TUITION AND MISCELLANEOUS FEES DURING ENROLMENT PERIOD
Schedule: before classes begin
Clients/Customers: Students
Requirements: Registration Form
Processing Time: Stated below

<table>
<thead>
<tr>
<th>STEP</th>
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<th>FORM/S</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Present Registration Form and required down payment</td>
<td>• Receive payment and issue an official receipt</td>
<td>3 - 5 minutes</td>
<td>Required Down payment</td>
<td>Collecting Clerk</td>
<td>Registration Form / Official Receipt</td>
</tr>
</tbody>
</table>
Republic of the Philippines  
State Universities and Colleges  
GUIMARAS STATE COLLEGE  
Mc Lain, Buenavista, Guimaras  

OFFICE OF THE CASHIER

Services: PAYMENT OF TUITION AND MISCELLANEOUS FEES DURING ENROLMENT PERIOD
Schedule: before examination period
Clients/Customers: Students
Requirements: Statement of Account
Processing Time: Stated below

<table>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Required payment to the collecting clerk</td>
<td>• Receive payment and issue an official receipt</td>
<td>3 - 5 minutes</td>
<td>Required Payment</td>
<td>Collecting Clerk</td>
<td>Statement of Account / Official Receipt</td>
</tr>
</tbody>
</table>
LIBRARY
Republic of the Philippines  
State Universities and Colleges  
GUIMARAS STATE COLLEGE  
Mc Lain, Buenavista, Guimaras  

OFFICE OF THE LIBRARIAN

Services:  
LIBRARY ORIENTATION/INSTRUCTION RELEASING OF LIBRARY CARDS

Schedule:  
at the opening of the second year

Clients/Customers:  
New Students

Requirements:  
Request to conduct Library Orientation/Instruction

Processing Time:  
Stated below

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</tr>
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</table>
| Deans, English Professor  
• Prepares and gives to the librarian to conduct library orientation/instruction to new students |  |  |  |  |  |  |
|  |  | • Approves the request  
(The Library Head conducts the orientation if she is available and designates if not.) | 2 – 3 minutes |  | librarians |  |
|  |  | • Prepares the topics and materials for the orientation | 2 – 3 hours |  | librarians |  |
|  |  | • Conducts orientation  
- By College  
- English 101 classes | 15 – 30 minutes |  | librarians |  |
|  | Evaluates students in English 101 classes |  | 30 – 50 minutes |  | Librarians English 101 teachers |  |
Republic of the Philippines  
State Universities and Colleges  
GUIMARAS STATE COLLEGE  
Mc Lain, Buenavista, Guimaras

Services: RELEASING OF LIBRARY CARDS  
Schedule: Daily – Monday to Friday – 10:30-11:30 am; 3:30 pm - 5:00 pm  
Clients/Customers: Students  
Requirements: Registration Form – evidence to show that a student is officially enrolled  
Processing Time: 1 - 2 minutes  
Procedures: Stated below

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1</td>
<td>Student personally present RF to the Library Staff</td>
<td>Library Staff</td>
<td>1 - 2 minutes</td>
<td>client</td>
<td>Registration Form</td>
<td></td>
</tr>
</tbody>
</table>
| 2    | • Library Staff receives and locates library cards in the file  
• Recommends for replacement if LC is broken and names not readable  
• Issue request for replacement | Library Staff | 2 - 3 minutes | Library Staff | Registration Form  
Library ID Card |
| 3    | • Validation of library card by the assigned library staff | | | | |
| 4    | • Stamping of the RF validated | College Librarian | 2 minutes | Request Slip |
|      | • Release of the library to student concerned | Library Staff | 1 - 2 minutes | RF & Library ID Card |
MEDICAL AND
DENTAL
Republic of the Philippines
State Universities and Colleges

GUIMARAS STATE COLLEGE
Mc Lain, Buenavista, Guimaras

Services: FIRST AID
Schedule: As Cases Arise
Clients/Customers: Faulty/Staff/Students
Requirements: Officially enrolled students and hired faculty and staff
Processing Time: Stated below

<table>
<thead>
<tr>
<th>STEP</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Emergency cases are often given priority as to services and case</td>
<td>• Identify the victim as to name, age, sex, address and course</td>
<td>none</td>
<td>Nurse</td>
<td>none</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>• Ask or call for help</td>
<td>none</td>
<td>Nurse</td>
<td>none</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>• Let the injured person kept lying down with the head on the same level as the body to prevent fainting and shock.</td>
<td>none</td>
<td>Nurse</td>
<td>none</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>• Check vital signs</td>
<td>none</td>
<td>Nurse</td>
<td>none</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>• Determine the nature and extent of injury</td>
<td>none</td>
<td>Nurse</td>
<td>none</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>• Apply first aid</td>
<td>none</td>
<td>Nurse</td>
<td>none</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>• Immediately Facilitate transport of the victim to a nearby hospital</td>
<td>none</td>
<td>Nurse</td>
<td>none</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>• Inform class adviser, parents or guardians to include updated information on the victim's condition</td>
<td>none</td>
<td>Nurse</td>
<td>none</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td>• Assist parents or guardians or the carrying out of the medical needs of victim</td>
<td>none</td>
<td>Nurse</td>
<td>none</td>
<td></td>
</tr>
</tbody>
</table>
EXTENSION SERVICES
Before you can successfully stimulate self-help development in a community, you must prepare yourself. You must be clear and knowledgeable about your goals; you must know about your target community and must have the required skills for community development. It is necessary to have a journal for record keeping of whatever activities to be undertaken in mobilizing a community.

“"If you do not know where you are going, then any road will". It is easy to run around, looking busy, arranging meetings, getting latrines constructed, talking to community leaders, moving forward in accomplishing genuine community strengthening. You need to clarify your goals, first to yourself, then to those around you.

Needs Assessment is the process of identifying and analyzing specific causes of problems in order to suggest an appropriate solution. It is central to selecting the correct problems for resolution and will provide the necessary information for determining appropriate intervention.