



# Marinduque State College

2024 Citizen's  
Charter

# CITIZEN'S CHARTER

## 2024 Edition

### **I. Mandate:**

Provision of Higher Education Services in accordance with the Legal Bases of the establishment of Marinduque State College (Republic Act No. 805, Batas Pambansa Blg. 377, Republic Act 6833, Republic Act 7319).

### **II. Vision:**

An advanced and adaptive University pursuing quality education, lifelong gender-sensitive learning environment, responsive research-based community programs and transparent governance with sustainable resource generation innovation by 2025.

### **III. Mission:**

To provide excellence in instruction, extension and production that magnifies W.I.S.D.O.M. in leadership through Total Quality Management System responsive to the challenges of the 21st century education.

### **IV. Service Pledge:**

We, the Officials, Faculty and Personnel of Marinduque State College are committed to work on the highest degree of professionalism expected from an academician to provide quality service to our clientele and pledge to:

1. Usher clients to person concerned in order to avoid red tape;
2. Effectively, efficiently and economically provide clients with quality service;
3. Systematically process clients' documents and for "extra mile";
4. Keep the workplace accessible and comfortable to clients;
5. Display highest degree of professionalism;
6. Provide courteous and prompt service;
7. Treat everyone equally;
8. Inform the public of the procedures, requirements, fees, person-in-charge for various transactions;
9. Take appropriate and immediate action on complaints.

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## 1. Checking of Incoming & Outgoing Visitors, Personnel Faculty & Students

Provision of Security Services for Clients and Employees of the College

<b>Office or Division:</b>	Civil Security Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Valid I.D.			Client	
2. Valid I.D.			Client	
3. Accomplished/Filled-up Forms			Guard on Duty	
4. Accomplished/Filled-up Forms with O.R. Number			Guard on Duty/ Cashier's Office	
5. Valid I.D.			Client	
6. Valid I.D.			Client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Signs in the visitor's logbook (for walk-in /external clients)	1. Provides the logbook to the client	None	2 minutes	Guard on Duty
2. Secures vehicle pass to get to the premises of the college	2. Checks the validity of ID Inspects the vehicle. Issues visitors/vehicles pass Guides visitors to destination/person to be contacted	None	2-5 minutes	Guard on Duty
3. Brings in materials or vehicles for commercial jobs	3. Issues permits to bring in materials	None	2-5 minutes	Guard on Duty
4. Brings out materials or vehicles for commercial jobs	4. Issues permits to bring out materials	Depends on the amount being charged by the School	2-5 minutes	Guard on Duty
5. Rents school facilities	5. Provides the logbook to the client	None	2 minutes	Guard on Duty
6. Students come for their classes	6. Checks the validity of I.D. Inspects the vehicle. Issues visitors/ vehicles / pass. Guides visitors to destination/person to be contacted.	None	2-5 minutes	Guard on Duty
<b>TOTAL:</b>			<b>24 minutes</b>	

## 2. Reception of External Services Communications & Visitors

Reception of External Communications and Visitors in the Office of the College President

<b>Office or Division:</b>	President and Executive Staff		
<b>Classification:</b>	Simple		
<b>Type of Transaction:</b>	G2C – Government to Citizen		
<b>Who may Avail:</b>	All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	

1. None		N/A		
2. None		N/A		
3. None		N/A		
4. None		N/A		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Logs name in the visitor's registry (for walk-in/external clients)	1. Provides the logbook to the client	None	2 minutes	Secretary to the President
2. Presents/ submits letter-requests for: appointment, use of vehicle, use of facilities/ equipment, copies of documents such as certifications, endorsements, resolutions, memos, etc.	2. Receives and records the requests and forwards the same to Secretary	None	5-15 minutes/ client	Receiving Clerk
3. Calls for a particular request, i.e. follow up letter-request/appointment with the College President, looking for a particular person, verifies a transaction, sending fax message. etc.	3. Evaluates/assess the completeness of the request and submits the same to the College President for appropriate action. Receives calls and takes note of the details of the calls. Relays the same to the College President or other concerned office/employees to seek information/action being requested by the clients.	None	5 minutes/ client	Receiving Clerk
	Acts on the requests indicating approval and/or requirement for further actions of concerned offices	None	5 minutes/ client	Secretary to the President
	Retrieves documents from the President. Takes note of the action whether preparation of reply letters or other actions are required. Forwards the request (duly acted upon) to the Releasing Clerk	None	10-15 minutes	Secretary to the President
		None	1 minute	Secretary to the President
4. Receives the document	4. Records the documents and releases the same to the clients waiting or to the office	None	5 minutes	Releasing Clerk

	concerned. Secures copy of documents for records purposes.			
<b>TOTAL:</b>			<b>43 minutes</b>	

### 3. Payment/Collection of School Fees and Other Requirements

Payment/Collection of School Fees like Tuition Fee, Miscellaneous Fees and Request for Documents

<b>Office or Division:</b>	Cashier's Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Depends on the Assessment of Units Enrolled		Registrar's Office		
2. Depends on the Assessment		Registrar's Office		
3. None		N/A		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Payment of Tuition, Misc. and other School Fees	1. Receives payment and issue official receipts	Graduate School Fees: Tuition Fee-PHP500/ unit Reg. Fee -PHP150 Physical Fac. Fee-PHP150 Multi Media- PHP500 Internet Fee-PHP400 G/S Assoc.- PHP100 G/S Journal- PHP100	2 minutes /receipt	Any of the ff: MAILA MAE ISMAEL DINA
2. Payment for transcript of records, Certification, Authentication Commercial jobs, Rental of School Facilities/Equipment (IGP)	2. Received payment and Issue Official Receipts	Transcript of Record- PHP75/ page Authentication -PHP20 Certification- PHP20 Transfer Credentials.- PHP20 Doc. Stamp-PHP30 Urgent Request-PHP 100 Xerox- PHP2 /page Completion of Grades- PHP50	1 minute /receipt	Any of the ff: MAILA MAE ISMAEL DINA

		Cert. of Good Moral-PHP30 Scholarship Cert.-PHP25 Adding/ Dropping of Subject- PHP20/ subject  Graduate School Fees: Transcript of Record- PHP150 /page Certification- PHP50 Completion of Grades- PHP100 Adding Dropping of Subject- PHP100 /subj.		
3. Secures signature of student Clearance	Verified ORF/Official Receipts	Official Registration Form (ORF)	5 minutes	Any of the ff: MAILA MAE ISMAEL DINA
<b>TOTAL:</b>			<b>8 minutes</b>	

#### 4. Application for Admission Test

Provision of Admission and Testing Services to Incoming Students

<b>Office or Division:</b>	Guidance and Psychological Testing Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Application Form			Guidance Office	
2. Official Receipt			Cashier's Office	
3. Test Permit			Guidance Office	
4. Test Permit			Guidance Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Secure and fill-up application form for Admission	1. Issue application form, check entries of applicant's information	None	25 minutes /applicant	Guidance Staff
2. Pay the testing fee at the Cashier	2. Accept payment of testing fee	PHP200	5 minutes	Cashier
3. Submit requirements in 1 long brown envelope with the receipt to	3. Prepare the test permit of the applicant	None	5 minutes	Guidance Staff



the Testing Officer at the Guidance Office				
4. Get your test permit's from the Guidance Staff	4. Issue the test permit to the applicant and inform the things to bring to the testing room	None	5 minutes	Guidance Staff
<b>TOTAL:</b>			<b>40 minutes</b>	

## 5. Admission Test

Provision of Admission and Testing Services to Incoming Students

<b>Office or Division:</b>	Guidance and Psychological Testing Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Test Permit, Application Form, Official Receipt			Client	
2. None			N/A	
3. Answer sheet, Booklet			Guidance Office	
4. Admission Test Results			Guidance Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present test permit or application form with official receipt of payment to Guidance Staff/Proctor	1. Check test permit/application form with the official receipt.	None	2 minutes /applicant	Guidance Staff/Proctor
2. Take the Admission Test	2. Administer Admission Test as scheduled *MSC College Admission Test *SAED Admission Test *CTPE Admission Test	None	40 minutes	Guidance Staff/Proctor
3. Return test materials to the Proctor after the test	3. Retrieve test materials	None	5 minutes	Guidance Staff/Proctor
4. Get the schedule of release of test results	4. Release Test Results and inform schedule of enrolment and other enrolment requirements	None	5 minutes	Guidance Staff/Proctor
<b>TOTAL:</b>			<b>52 minutes</b>	

## 6. Processing of Application Letter

Provision of Recruitment Services and Implementation of Recruitment, Selection, and Placement System

<b>Office or Division:</b>	Human Resource Management Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen

<b>Who may Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Application Letter, Transcript of Record, Diploma, Certification of Trainings, Clearance from previous employee if any				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Letter of Application and Diploma, Transcript of Record, Certificate of training and clearance	1. Check the qualifications and include in the roster applicants. Advice applicants and include folder per area.	None	10 minutes	HRMO Employees
2. Submit self for interview, exam and demo teaching as scheduled	2. Call/Write the applicants for interviews.  Referral to Testing Unit (Guidance Office) for written examination	None	15 minutes  10 minutes	HRMO Employees  HRMO Employees
<b>TOTAL:</b>			<b>35 minutes</b>	

## 7. Processing of Appointment after Screening

Provision of Recruitment Services and Implementation of Recruitment, Selection, and Placement System

<b>Office or Division:</b>	Human Resource Management Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. PDS, NBI Clearance, Clearance from previous employee, Medical Certificate, and other pertinent mandated requirements			Client	
2. PDS, Form 33 and All Supporting Documents			Client/ HRMO Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present PDS, NBI Clearance, Clearance from previous agency/ Medical Certificate and other pertinent mandated requirements	1. Check the veracity of documents	None	15 minutes	HRMO Employees
2. Submit all pertinent and mandated requirements as checked	2. Prepare Appointment papers for signature of HRMO, HRSPB Chairperson, and Forward to the Office of the President for	None	30 minutes	HRMO Employees

	signature and Oath Taking Submit to CSC for Approval		30 minutes	
<b>TOTAL:</b>			<b>1 hour &amp; 15 minutes</b>	

### 8. Issuance of service records, certificate of employment, no pending administrative case, no leave of absence without pay and last day of service

<b>Office or Division:</b>	Human Resource Management Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may Avail:</b>	Employees			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Request Form			HRMO	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-out Request Form	1. Receive Request	Php15 per copy	2 minutes	HRMO Staff
	Prepare the certification/ Service Record		3 days	HRMO Staff
	Review the contents of the Certification and endorse it to HRMO Director for signature		2 minutes	HRMO Staff
	Sign the Certification		2 minutes	HRMO Director
	Inform the client of the availability of the certificate/service record		1 minute	HRMO Staff
	Release the certificate and ask the clients to affix their signature on the logbook		1 minute	HRMO Staff
2. Receive request and sign on the logbook				
<b>TOTAL:</b>			<b>3 days 8 minutes</b>	

### 9. Application for Sick Leave and/or Vacation Leave

<b>Office or Division:</b>	Human Resource Management Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may Avail:</b>	Employees			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Leave Application Form				
2. Medical Certificate in case of sick leave of more than five days				

3. Clearance for vacation leave in excess of 30 calendar days				
4. Travel authority in case vacation leave will be spent overseas				
5. Clearance for travel abroad				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out Leave Form (CSC Form No. 6)	Receive accomplished Leave Form (CSC Form No. 6) duly endorsed and signed by the recommending official or office/ department head	None	5 minutes	HRMO Staff
	Post, record, and update Leave Balances		15 minutes	In-Charge of Leave Card
	Forward Application for Leave Form to the concerned signatories for the approval of Leave		3 minutes	HRMO Staff
<b>TOTAL:</b>			<b>23 minutes</b>	

### 10. Application for Monetization of Leave Credits

<b>Office or Division:</b>	Human Resource Management Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may Avail:</b>	Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Leave Application Form (CSC Form No. 6)		HRMO		
2. Approved Request for Monetization				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare letter of request for monetization	Receive Approved Letter	None	2 minutes	HRMO Staff
2. Fill-out Leave Form (CSC Form No. 6)	Receive accomplished leave form (CSC Form No. 6)		3 minutes	HRMO Staff
	Forward Leave Form to the concerned signatories for signature		3 minutes	HRMO Staff
	Secure approval of the College President		1 day	College President
	Log approved Leave Form		2 minutes	In-Charge of Leave Card
<b>TOTAL:</b>			<b>1 day &amp; 10 minutes</b>	

## 11. Signing of Clearance

Signing of Clearance to Ensure Accountability in Returning Books and Provision of Library-Related Services

<b>Office or Division:</b>	Learning Resources Center			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Clearance and Borrower's Card			LRC	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present the borrower's Card and the Clearance	1. Evaluate if the client has no obligation to settle	None	5 minutes	Library-in-charge
2. Check the borrower's card	2. Sign the Clearance	None	3 minutes	Library-in-charge
3. Claim the clearance	2. Release the Clearance	None	1 minute	Library-in-charge
<b>TOTAL:</b>			<b>9 minutes</b>	

## 12. Visitor Permit of Outside Researcher

Provision of Library Services to External Researchers/ Clients

<b>Office or Division:</b>	Learning Resources Center			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Referral Letter			Client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present Requirements	1. Evaluate requirements of applicants	PHP25	3 minutes	Library-in-charge
2. Register the Applicant's name	2. Issue the visitor permit and file the referral letter	None	5 minutes	Library-in-charge
3. Present the permit to the library staff concerned	2. Assist the user	None		Library-in-charge
<b>TOTAL:</b>			<b>8 minutes</b>	

## 13. Renewal and Replacement of Borrower's Card

Provision of services to ensure renewal and replacement of Borrower's Card

<b>Office or Division:</b>	Learning Resources Center			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may Avail:</b>	Students; Employees			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Old borrower's card, Letter of loss for replacement			LRC	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Requirements	1. Evaluate Requirements of Applicants	PHP25	3 minutes	Library-in-charge
2. Secure Order of Payment	2. Issue Order of Payment	None	1 minute	Library-in-charge
3. Pay to the Cashier's Office	3. Accept payment	None	3 minutes	Library-in-charge
4. Submit Official Receipt	4. Accept the Official Receipt	None	3 minutes	Library-in-charge
5. Register the Applicant's Name	5. Type the information on the borrower's card	None	5 minutes	Library-in-charge
6. Claim the borrower's card	6. Release the borrower's card	None	3 minutes	Library-in-charge
<b>TOTAL:</b>			<b>16 minutes</b>	

#### 14. Processing of Application for Student Assistantships

Provision of Services for the Processing of Application for Student Assistantships

<b>Office or Division:</b>	Office of the Student Affairs			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may Avail:</b>	Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. None		N/A		
2. Application Form for Student Assistantship		OSA		
3. List of Student Assistant		OSA		
4. None		N/A		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and accomplish Application Form for Student Assistants	1. Issues an Application Form for Student Assistantship to student applicant	None	10 minutes	OSA Director OSA Staff
2. Undergo interview with Head of Office/Department where student is applying as Student Assistant	2. Receive recommendation form from Department/Office Head	None	1 day	OSA Director OSA Staff
	Determine if applicant meets all qualifications and signs on the application form		1 day	
3. Await posting list of successful applicants	Prepares a list of successful applicants and submits it to the College President through VPAA for his approval	None	1 day	OSA Director OSA Staff
4. Wait for Office Order issued by the Office of the President	4. Prepares Office Order	None		President Staff
<b>TOTAL:</b>			<b>3 days &amp; 10 minutes</b>	

## 15. Handling of Complaints Against Students

Provision of services and processes in handling complaints against students

<b>Office or Division:</b>	Office of the Student Affairs			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Logbook			Office of the Student Affairs	
2. Incident Report Form			Office of the Student Affairs	
3. Notice of Dialogue/Hearing			Office of the Student Affairs	
4. Logbook			Office of the Student Affairs	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Orally report complaint to the Office of Student Affairs	1. Discusses complaint with complaint and gives Logbook to document complaint	None	1 hour	OSA Director OSA Staff
2. Accomplish and submit Incident Report Form	2. Receives accomplished Incident Report Form	None	1 hour	OSA Director OSA Staff
3. Confirm venue, date and time of fact finding dialogue/hearing to be conducted	3. Informs complaint on venue, date and time of dialogue/hearing	None	1 hour	Student Tribunal Committee
4. Attend conduct of dialogue/hearing	4. Conducts dialogue/hearing and works for resolution of the case	None	1 day	Student Tribunal Committee OSA Director
<b>TOTAL:</b>			<b>1 day &amp; 3 hours</b>	

## 16. Issuance of Permit to Hold an Activity

Provision of services and processes in issuing permit to hold an activity

<b>Office or Division:</b>	Office of the Student Affairs			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may Avail:</b>	Students			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Permit to hold an Activity of Letter of Request			OSA	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Secure and accomplish Permit to hold an activity and attached letter of request, project/program proposal	1. Received accomplished form and reads entire entries therein	None	30 minutes	OSA Director OSA Staff
	Affixes signature on the form or letter		10 minutes	OSA Director

	Return signed form or letter to student		10 minutes	OSA Director OSA Staff
2. Get signed/ approved form and submit it to the Campus Director, Office of the VPAA and Office of the President	2. Receive signed letter of request by OSA	None		Campus Director VPAA Office of the President
3. Claimed signed letter of request	3. Signs on the letter request	None		Campus Director VPAA Office of the President
<b>TOTAL:</b>			<b>50 minutes</b>	

## 17. Issuance of Certification of Re-Admission

Provision of services and processes in issuing Certificate of Re-Admission

<b>Office or Division:</b>	Office of the Student Affairs			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may Avail:</b>	Students			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
None			N/A	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Accomplish & submit request form for certificate of Re-Admission	1. Receives and evaluates the request	None	10 minutes	OSA Director OSA Secretary
2. Proceed to cashier's	2. Accepts payment and issues official receipt (O.R.)	PHP50	10 minutes	Cashier's Office Staff
3. Present the official receipt to the OSA	3. Verifies records of students behaviour		5 minutes	OSA Director OSA Secretary
4. Secure the certification of Re-Admission	4. Issues certificate of Good Moral Character			OSA Director OSA Secretary
<b>TOTAL:</b>			<b>25 minutes</b>	

## 18. Issuance of Certification of Good Moral Character

Provision of services and processes in issuing Certification of Good Moral Character

<b>Office or Division:</b>	Office of the Student Affairs			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may Avail:</b>	Students			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Request Form			OSA	
2. Certificate of Re-Admission			OSA	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Accomplish and submit request form	1. Receive and evaluates the request	PHP20	10 minutes	Cahier's Office Staff



for certificate of good moral character				
2. Proceed to cashier's office to pay for certificate	2. Accept payment and issues official receipt (O.R.)		10 minutes	OSA Director OSA Staff
3. Present the official receipt to the OSA	3. Verifies record of student behaviour		5 minutes	OSA Director OSA Staff
4. Secure the certification of good moral character	4. Issue certificate of Re-Admission		5 minutes	OSA Director OSA Staff
<b>TOTAL:</b>			<b>30 minutes</b>	

## 19. Request for Exemption from Wearing the School Uniform

Provision of services and processes in requesting for exemption from wearing the school uniform

<b>Office or Division:</b>	Office of the Student Affairs			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may Avail:</b>	Students			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Letter of Request			Client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit request letter on non-wearing of school uniform	1. Evaluate excuse letter and issue Exemption Slip		10 minutes	OSA Director OSA Staff
2. Show exemption slip to faculty/security guard	2. Teacher/guard examines authenticity of Exemption Slip			Faculty/Teacher School Guard
<b>TOTAL:</b>			<b>10 minutes</b>	

## 20. Availment of Extension Services

Provision of services and processes in requesting for Extension Services

<b>Office or Division:</b>	Extension Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Letter Request/I.D.			Client	
2. Order of Payment			Extension Office	
3. O.R.			Cashier	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present Requirements	1. Evaluate Requirements of Applicants		3 minutes	Letter Request/ID
2. Secure Order of Payment	2. Issue Order of Payment		5 minutes	Cashier of the IGP In-Charge
3. Pay to the Cashier's Office	Accepts payment of client's fee		5 minutes	Cashier

4. Submit Original Receipt of Payment	4. Stamp O.R. and records the O.R. number to the record book. Accomplish visitor's permit		5 minutes	Concerned Specialist
5. Claim/ Avail Services	5. Serve clients as to the services needed		As per required	Concerned Specialist Technical Person
<b>TOTAL:</b>			<b>18 minutes</b>	

## 21. Medical Services

<b>Office or Division:</b>	Health Services Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>	WHERE TO SECURE			
<b>1. None</b>	N/A			
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. For physical exam go to clinic. Present COR for old students, sign the physical log Book	1. Inspect the validity of COR or I.D.	None	1-2 minutes	Registered Nurse
2. Accomplish Medical Record Form (For new student)	2. Guide patient in accomplishing MRF	None	2-5 minutes	Registered Nurse
	Retrieve the MRF of the Student		1-2 minutes	
3. Taking of vital signs, height, weight and medical history of patient	3. Conduct Accurate Measurement	None	5-10 minutes	Registered Nurse
4. Secure referral. Submit to physical examination	4. Refer student to the physician for Physical Examination	None	1 minute	Registered Nurse
	Conduct Physical Examination		10-15 minutes	Physician
<b>TOTAL:</b>			<b>35 minutes</b>	
1. For remote online consultation may	Regular monitoring of messaging platforms for	None	1 minute	Registered Nurse Physician

use the following: Platform (Text Message, Phone Call, Video Call, etc.)	possible consultation.  Confirmation of request			Dentist
2. Use the following format: Name: Course Year: Age: Address: Chief Complaint:	Verification of data.	None	3 minutes	RN  Physician  Dentist
3. Consultation	Medical History Taking.  Discussion of chief complaint	None	5 minutes  10-15minutes	RN  Physician  Dentist
4. Issuance of the following document, eg. Medical Certificate, Referral Slip, Prescription, etc.)	Filling up the data needed in the document  Issuance of Necessary Document	None  None	3 minutes  3 minutes	RN  Physician Dentist
	<b>TOTAL</b>		<b>30 minutes</b>	

## 22. Dental Services

Provision of dental services to students and employees

<b>Office or Division:</b>	Health Services Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. None			N/A	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. For Dental check-up/extraction, go to the clinic and present COR. For old students, sign physical logbook	1. Inspect validity of COR or I.D.	None	1-2 minutes	Registered Nurse
2. Accomplish Dental Record Form (For new student) Retrieval of Dental Record (For old student)	2. Guide patient in accomplishing DRF  Retrieve the DRF of the Student	None	2-5 minutes  1-2 minutes	Registered Nurse
3. Taking of vital signs	3. Conduct Accurate Measurement	None	3-5 minutes	Registered Nurse

4. Secure referral submit for Dental Check-up/Extraction	4. Refer student to the physician for Dental Check-up/Extraction Conduct Dental Check-up/Extraction	None	1 minute  15-45 minutes	Registered Nurse  Dentist
5. Medicine Acquisition	5. Releasing of Medicines and Health Teaching	None	1-3 minutes	Registered Nurse
<b>TOTAL:</b>			<b>1 hour &amp; 8 minutes</b>	

### 23. Internet Login/Logout Process

Provision of internet services to students and employees

<b>Office or Division:</b>	Information & Communication Technology Services Center (ICTSC)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Valid I.D./COR			Client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<u>SLOT AVAILABILITY CHECK</u> 1. Ask the Front Desk Assistant if there is an available slot. <i>Note: This information can also be seen at the IAMS display.</i>  2. If there's available slot, present your valid school identification card (for old student) or valid COR (for freshmen) or any valid identification card for visitors to login.  <i>Note: Visitors are not logged into the system but are requested to log in their access time in MSC-ICTSC Record1.</i>	1. FDA provided availability status to Client as indicated in the IAMS.  <u>CLIENT REGISTRATION</u> FDA scans the I.D. through the IAMS barcode reader. Once validated, the Client gets logged.  For COR presented e.g. freshman/late enrollee:  a. FDA shall search in the system the Client Name or I.D. Number and login.  b. If not found, he shall register the New Client	Internet Fee falls under Misc. Fees settled during enrolment   Internet Fee for BSIS/BS InfoTech: Php400 equivalent to 20 hours internet access time  Other courses: Php200 equivalent to 10 hours internet access time	Min. of 5 seconds Max. of 10 seconds   Min. of 5 seconds Max. of 1 minute   Min. of 10 seconds Max. of 15 minutes   Min. of 1 minute	Front Desk Assistant (FDA)

	in the system and login		Max. of 2 minutes	
<b>TOTAL:</b>			<b>18 minutes</b>	

## 24. Systems & Procedures of Enrolment

Provision of Systems and Procedures for students' enrolment and records management

<b>Office or Division:</b>	Registrar's Office		
<b>Classification:</b>	Complex		
<b>Type of Transaction:</b>	G2C – Government to Citizen		
<b>Who may Avail:</b>	All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
<p><u>UPLOAD</u> the following documents through msc.priisms.online Student Portal</p> <p><b>NEW STUDENTS:</b></p> <p><u>JHS-Incoming Grade 7</u></p> <ol style="list-style-type: none"> <li>Grade 6 Form 138/HS Report Card (1<sup>st</sup> &amp; 2<sup>nd</sup> Qtr. Grades)</li> <li>2x2 latest photo in white background with name tag</li> <li>PSA Birth Certificate</li> </ol> <p><u>SHS-Incoming Grade 11</u></p> <ol style="list-style-type: none"> <li>Grade 10 Form 138/HS Report Card (1<sup>st</sup> &amp; 2<sup>nd</sup> Qtr. Grades)</li> <li>2x2 latest photo in white background with name tag</li> <li>PSA Birth Certificate</li> </ol> <p><u>FRESHMAN-Incoming 1<sup>st</sup> Year College</u></p> <ol style="list-style-type: none"> <li>Grade 12 Form 138/HS Report Card (1<sup>st</sup> &amp; 2<sup>nd</sup> Qtr. Grades)</li> <li>2x2 latest photo in white background with name tag</li> <li>PSA Birth Certificate</li> <li>PSA Marriage Contract (for female married applicant only)</li> </ol> <p><u>TRANSFEREE</u></p> <ol style="list-style-type: none"> <li>HS Report Card (for Grade 12) or Transcript of Records (for College) from the last school attended</li> <li>2x2 latest photo in white background with name tag</li> <li>PSA Birth Certificate</li> <li>PSA Marriage Contract (for female married applicant only)</li> </ol> <p><u>2<sup>nd</sup> COURSER/CTPE</u></p> <ol style="list-style-type: none"> <li>Transcript of Records from the last school attended</li> <li>2x2 latest photo in white background with name tag</li> <li>PSA Birth Certificate</li> <li>PSA Marriage Contract (for female married applicant only)</li> </ol> <p><u>GRADUATE STUDENT-Masteral and Doctoral</u></p> <ol style="list-style-type: none"> <li>Transcript of Records from the last school attended</li> </ol>		Client	

2. 2x2 latest photo in white background with name tag
3. PSA Birth Certificate
4. PSA Marriage Contract (for female married applicant only)

**RETURNING STUDENT**

Admission is walk-in.

For JHS students, all hardcopies must be submitted to the Office of the Principal.

**FILIPINO STUDENT**

**Grade 7-10 (JHS)**

1. Original F138/HS Report Card
2. Original Certificate of Good Moral
3. Photocopy of PSA Birth Certificate
4. Original Medical Certificate
5. 2 copies 2x2 latest photo in white background with name tag
6. 1 long brown envelope

For SHS students, all hardcopies must be submitted to the Office of Registrar/Admission and Registration Office.

**Grade 11 & 12 (Senior HS)**

1. Original F138/HS Report Card
2. Original Certificate of Good Moral
3. Photocopy of PSA Birth Certificate
4. Original Medical Certificate
5. 2 copies 2x2 latest photo in white background with name tag
6. 1 long brown envelope

**1<sup>st</sup> Year College/New Student**

1. Passing the entrance test and interview (entrance test and interview result)
2. Original F138/HS Report Card
3. Original Certificate of Good Moral
4. Photocopy of PSA Birth Certificate
5. PSA Marriage Contract (for female married applicant only)
6. Original Police Clearance
7. Original Medical Certificate (physically, mentally and emotionally fit)
8. 2 copies 2x2 latest photo in white background with name tag
9. 1 long brown envelope

**Transferee**

1. Passing the entrance test and interview (entrance test and interview result)
2. Original Transfer Credential/ Honorable Dismissal
3. Original Copy/Certificate of Grades
4. Original Certificate of Good Moral Character
5. Photocopy of PSA Birth Certificate

6. PSA Marriage Contract (for female married applicant only)
7. Original Police Clearance
8. Original Medical Certificate (physically, mentally and emotionally fit)
7. 2 copies 2x2 latest photo in white background with name tag
9. 1 long brown envelope

Old Student (enrolled during the previous semester/term)

1. Fully accomplished clearance form for the last semester/term attended.

Old/Returning Student (not enrolled during the previous semester/term)

1. Passing the entrance test and interview (stopped for 3 years or more) (entrance test and interview result)
2. Re-admission slip form OSAS
3. Academic Program Evaluation
4. Fully accomplished clearance form for the last semester/term attended

2<sup>nd</sup> Courser (Student who want to pursue another course)

1. Passing the entrance test and interview (entrance test and interview result)
2. Authenticated Official Transcript of Records from the former school
3. Original Certificate of Good Moral Character
4. Photocopy of PSA Birth Certificate
5. Photocopy of Marriage Contract (for married female applicant)
6. Original Police Clearance
7. Original Medical Certificate (physically, mentally and emotionally fit)
8. 2x2 latest photo in white background with name tag
9. 1 long brown envelope

Shifter

1. Academic Program Evaluation
2. Accomplished clearance form for the last semester/term attended

FOREIGN STUDENT

1<sup>st</sup> Year College and Transferee

1. Passing the entrance test and interview (entrance test and interview result)
2. Must have complete and valid credentials
3. Must meet all the prescribed requirements by the DFA and BID
4. Must submit Certificate of Proficiency in English based on TOEFL score (for non-native speakers of English)

5. Certificate of Completion of a Secondary Curriculum
6. Original Transcript of Records
7. Personal Data
8. Affidavit of Support
9. Alien Certificate of Registration
10. Original Certificate of Good Moral Character
11. Authenticated copy of Birth Certificate
12. Photocopy of Marriage Contract (for female applicant only)
13. Original Police Clearance from the country of origin
14. Medical Certificate (physically, mentally and emotionally fit)
15. Student Visa
16. 2 copies 2x2 latest photo in white background with name tag
17. 1 long brown envelope

Masteral and Doctoral Students

1. Original copy of Official Transcript of Records (OTR) from the last school attended  
Note: Request for OTR from the last school attended will be a school-to-school transaction.
2. Photocopy of PSA Birth Certificate
3. Photocopy of PSA Marriage Contract (for female married applicant only)
4. 2 copies 2x2 latest photo in white background with name tag
5. Permit to Study, if employed

**GRADUATION PROCESS**

1. Evaluation Checklist
2. Thesis Approval Sheet for Undergraduate (Hardbound must be presented to the designated staff) and Final Manuscript for Graduate Students
3. Application for Graduation
4. Photocopy PSA Birth Certificate
5. Photocopy Marriage Contract (for married female applicant)
6. Form 138-HS Report Card
7. Form 137-Permanent Record
8. Official Transcript of Records for transferees

**Printing of Updated Academic Program Evaluation**

1. Evaluation Checklist
2. Thesis Approval Sheet for Undergraduate (Hardbound must be presented to the designated staff) and Final Manuscript for Graduate Students
3. Application for Graduation
4. Photocopy PSA Birth Certificate



<p>5. Photocopy Marriage Contract (for married female applicant)</p> <p>6. Form 138-HS Report Card</p> <p>7. Form 137-Permanent Record</p> <p>8. Official Transcript of Records for transferees</p> <p>9. List of Professional and Major Subjects (for programs with licensure examination)</p> <p>10. Student Personal Information Sheet</p> <p><u>For OTR, TC/HD, Certification/CAV, Evaluation, 2<sup>nd</sup> Copy of Diploma and Form 137</u></p> <p>1. Fully accomplished clearance form</p> <p><u>For Authentication</u></p> <p>1. Original copy of the document</p> <p><u>For ID</u></p> <p>1. Official Receipt</p> <p><u>For Office Documents</u></p> <p>1. Filled-up request for records/documents or letter of request with signature of concerned officials/students/clients and approval of the Data Privacy Officer.</p> <p>2. For student-researcher, his/her letter of request must be signed by his/her Thesis Adviser and Dean and a notarized Non-Disclosure Warranty must also be submitted.</p> <p><u>For Student Verification</u></p> <p>1. Letter of request</p> <p>2. Authorization letter from the student</p> <p>3. ID of the student and representative</p>	
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>ONLINE ADMISSION PROCESS</p> <p><i>Admission could be done anytime and anywhere following the MSC-BOT approved admission period/schedule.</i></p> <p><i>Existing online enrollment system was approved through MSC-BOT Resolution No. 47</i></p>	<p>For new JHS, SHS, Freshman, Transferee and 2<sup>nd</sup> Courser/CTPE &amp; Graduate Students:</p> <p>1. Go to msc.priisms.online.</p> <p>2. Click New Applicant Button.</p> <p>3. Select School/College, Campus, Application Type, Classification Grade/Year Level (if applicable), Academic Program and Strand (if applicable) then click next.</p> <p>4. Fill out all required fields in Personal Information.</p> <p>5. Fill out your Educational Background through Create New Button.</p>	<p><u>Fee is to be paid before taking the entrance exam</u></p> <p>JHS (Gr.7)-Php100.00</p> <p>SHS (Gr.11)-Php200.00</p> <p>FRESHMAN (1<sup>st</sup> Year College)-Php200.00- charged to Free Higher Education (FHE)</p>	<p>15 minutes upon face-to-face contact with the designated admission staff/officer</p>	<p>Designated Admission Staff/Officer and System Administrator</p>

<p>s. 2021 dated April 8, 2021.</p> <p>Implementation of online system started during the 2<sup>nd</sup> Semester AY 2021-22.</p>	<ol style="list-style-type: none"> <li>6. Click Browse Image Button to upload your photo.</li> <li>7. Fill out the Family Information.</li> <li>8. Fill out other information and click next.</li> <li>9. Click Choose File to upload your required documents. Save your file using your complete name. Save your file using your complete name.</li> <li>10. Select Entrance Exam Preferred Date.</li> <li>11. Review your information.</li> <li>12. Click the boxes to confirm that you have read, understood and accepted the MSC Admission Policies and Data Privacy Policy.</li> <li>13. Read carefully the Admission Policy, Data Privacy then Click I Agree Button. Then click Proceed and Submit.</li> <li>14. Application successfully submitted.</li> <li>15. Login to your email account and check notifications sent to you and view the status of your application.</li> </ol>	<p>TRANSFEEE -Php200.00-charged to Free Higher Education (FHE)</p> <p>2<sup>nd</sup> COURSER/CT PE-Php200.00</p> <p>GRADUATE STUDENT-Php 300.00</p> <p>RETURNING STUDENT (stopped for 3 or more years)-Php200.00-charged to Free Higher Education (FHE)</p>		
<p>ONLINE ENROLLMENT/REGISTRATION PROCESS</p> <p>Online enrollment could be done anytime and anywhere following the MSC-BOT approved enrollment period/schedule.</p> <p>Existing online enrollment system was approved through MSC-BOT Resolution No. 47</p>	<p><u>Grade 7-10 (Junior HS)</u></p> <ol style="list-style-type: none"> <li>1. Get Assessment of Fees (AF) from the Office of the HS Principal.</li> <li>2. Present AF to the designated enrollment Staff/Officer in the Office of the Registrar (OR).</li> <li>3. Pay necessary fees to the Cashier.</li> <li>4. Present the Official Receipt to the staff in the office of the HS Principal and fill-up request for ID with the necessary data.</li> <li>5. Submit accomplished request slip for ID to the staff in the Office of the HS Principal. (The accomplished request slip for ID will be brought to the OR for printing.)</li> </ol>	<p>COR-Php100.00</p> <p>ID-Php100.00</p>		<p>Designated Enrollment Staff/Officer</p>

<p>s. 2021 dated April 8, 2021.</p> <p>Implementation of online system started during the 2<sup>nd</sup> Semester AY 2021-22.</p>	<p>6. Attend classes as scheduled.</p> <p>NOTE: This procedure is applicable for new/old JHS, SHS, CTPE, Graduates (Masteral and Doctoral) students:</p> <ol style="list-style-type: none"> <li>1. Click the Enrollment Button on the left panel.</li> <li>2. From the Enrollment Set-Up, press continue.</li> <li>3. In the Advising Procedure, check first your student evaluation, select subject to enroll and press Register selected button.</li> <li>4. Click continue.</li> <li>5. From the Auto Assessment, click continue.</li> <li>6. Press the Continue Button in the Confirmation.</li> <li>7. Your enrollment pre-registration is now saved. You can print your Pre-Assessment Form.</li> <li>8. Pay your fees at the Cashier's Office.</li> </ol> <p>1<sup>st</sup> Year College/New Student</p> <ol style="list-style-type: none"> <li>1. Click the Enrollment Button on the left panel.</li> <li>2. From the Enrollment Set-up, press Continue.</li> <li>3. In the Advising Procedure, select your section (provided by your department), click on the subjects to be enrolled and press the Register Selected Button.</li> <li>4. Click Continue.</li> <li>5. From the Auto-Assessment, click Continue.</li> <li>6. Press the Continue button in the Confirmation.</li> <li>7. Your enrollment pre-registration is now saved. You can print your Pre-Assessment Form.</li> </ol>			
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	<p>8. You will receive an email about your enrollment validation after 24 hours. Congratulations! Welcome to MSC.</p> <p>NOTE: Follow online enrollment procedure for old students-irregular. Transferee/Old Students-Irregular (Undergrad/College Students)</p> <ol style="list-style-type: none"> <li>1. Click the Enrollment Button on the left panel.</li> <li>2. From the Enrollment Setup, press Continue.</li> <li>3. In the Advising Procedure, select your section (provided by your department), click on the subjects to be enrolled, press the Register selected button. To add another subject load, check your student evaluation, select other section or search subjects and press Register selected button.</li> <li>4. Click Continue.</li> <li>5. From the Auto Assessment, click Continue.</li> <li>6. Press the Continue Button in the Confirmation.</li> <li>7. Your enrollment pre-registration is now saved. You can print your Pre-Assessment Form.</li> <li>8. You will receive an email about your enrollment validation after 24 hours. Congratulations! Welcome to MSC.</li> </ol> <p>Note: Shifter from MSC is required to submit to the Office of the Registrar the accomplished clearance form.</p> <p><u>Shifter</u></p> <ol style="list-style-type: none"> <li>1. Request for Evaluation of Subjects from the OR.</li> </ol>			
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	<p>2. Follow enrollment procedure for old students.</p> <p><u>FOREIGN STUDENT</u>  <u>1<sup>st</sup> Year College and Transferee</u></p> <p>1. Follow same procedure as 1<sup>st</sup> Year College/New Student.</p> <p><u>Masteral and Doctoral Students</u>  Same procedure as new/old JHS, SHS and CTPE.</p>			
GRADUATION PROCESS	<ol style="list-style-type: none"> <li>1. Request for Evaluation Checklist prior to the terminal year.</li> <li>2. Fill-up Application for Graduation during the prescribed filing period.</li> <li>3. Submit filled-up application for graduation to the OR.</li> <li>4. For undergraduate students, submit Thesis Approval Sheet. However, hardbound copy must also be presented.</li> </ol> <p>For graduate students, submit final manuscript of thesis or dissertation.</p>	<p>Evaluation- 3 working days</p> <p>Printing of Updated Academic Program Evaluation- 15-20 seconds</p>	<p>Academic Program Evaluation/Evaluation Checklist -Php20.00</p> <p>Graduation Fee depends on the category whether undergrad-2 or 4 years and graduate student-masteral or doctoral.</p>	Designated OR Staff/ College Registrar/ Branch Registrar
STUDENT RECORDS MANAGEMENT PROCESS / REQUEST FOR RECORDS OR DOCUMENTS	<p><u>For OTR, TC/HD, Certification/CAV, Evaluation, 2<sup>nd</sup> Copy of Diploma and Form 137</u></p> <ol style="list-style-type: none"> <li>1. Fill-up Request Slip (RS).</li> <li>2. OR staff indicates the amount to be paid to the Cashier.</li> <li>3. Present Official Receipt to the designated staff in the OR.</li> <li>4. OR staff schedules when to claim the document.</li> </ol> <p><u>Authentication</u></p> <ol style="list-style-type: none"> <li>1. Requesting party fills-up the RS.</li> <li>2. Submit filled-up RS to OR.</li> <li>3. Claim on the due date.</li> </ol>	<p>OTR- 1-15 working days (date of release depends on the volume of requests filed/applied)</p> <p>TC/HD, Cert./CAV-1 hr.</p> <p>Evaluation, 2<sup>nd</sup> Copy of Diploma, Form 137- 3-5 working days</p> <p>Authentication- 30 minutes</p> <p>ID-</p>	<p>OTR-Php75.00/page- undergraduate; Php150.00-masteral and doctoral</p> <p>TC/HD-Php20.00-undergraduate; Php50.00-masteral and doctoral</p> <p>Cert/CAV-Php20.00-undergraduate; Php50.00 for masteral and doctoral</p> <p>Evaluation-Php20.00</p> <p>2<sup>nd</sup> Copy of Diploma-Php100.00</p>	Designated OR Staff/ College Registrar/ Branch Registrar

	<p><u>For ID</u> 1. _____ Fill-up request slip for ID and present Official Receipt to the OR. 2. _____ Claim on the due date.</p> <p><u>For Office Documents</u> 1. Requesting party fills-up the RS for office documents. 2. Submit filled-up request form to OR or submit letter of request. 3. Claim on the due date.</p>	<p>1-5 working days</p> <p>Office Documents for accreditation/ISO/ Universityhood among other purposes such as for research – 3-5 working days</p>	<p>Form 137-Php20.00</p> <p>Authentication-Php20.00- for undergraduate/1<sup>st</sup> 3 copies Php50.00-master al and doctoral/1<sup>st</sup> 4 copies</p> <p>ID-Php100.00</p>	
STUDENT VERIFICATION	<p><u>For Student Verification</u> Submit letter of request together with the authorization letter and ID of the student and representative.</p>	1-3 working days	-	Designated OR Staff/College Registrar

## 25. Required supporting documents from SPMO before approval of the payment of liability to suppliers.

The **Accounting Office** is in charge of the processing of payments to suppliers for the purchase of goods and services.

<b>Office or Division:</b>	Accounting Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may Avail:</b>	Suppliers, Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Disbursement Vouchers		Supply & Property Management Office		
2. Obligation Request (OR) for Charge to General Fund; Fund 164; IGP164; SBO/SO; Trust Fund/Budget Utilization Request (BUR)		Supply & Property Management Office		
3. Purchase Request		Supply & Property Management Office		
4. Purchase Order		Supply & Property Management Office		
5. Charge Invoice		Supply & Property Management Office		
6. Delivery Receipt		Supply & Property Management Office		
7. Inspection and Acceptance Report		Supply & Property Management Office		
8. Canvass Papers		Supply & Property Management Office		
9. Abstract of Quotation		Supply & Property Management Office		
10. Stock Position Sheet		Supply & Property Management Office		
11. Waste Material Report for replacement items		Supply & Property Management Office		
12. Acknowledgement Receipt for Equipment (ARE) for Equipment or Inventory Custodian Slip (ICS) for semi-expandable supplies.		Supply & Property Management Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>

1. Supply and Property Management Office submits above documents to Accounting for internal audit	Accounting checks completeness of documents and VAT Certificate. Record the received documents in the Incoming Logbook	None	10 minutes	Accounting Clerk
	Pre-audits all the supporting documents received		5 minutes	Accountant
	Prepares BIR forms 2307 and 2306 in three sets of copies		5 minutes	Accounting Clerk
	Fill up the Journal Entry Section of the Disbursements Vouchers		5 minutes	Accounting Clerk
	Reviews and signs the disbursements voucher		5 minutes	Accountant
	Assign the JEV Number and Disbursement Voucher and record to assigned logbook per fund cluster		5 minutes	Accounting Clerk
	Releases voucher to approving officer		5 minutes	Accounting Clerk
	Received approved Disbursement Vouchers for payment		5 minutes	Accounting Clerk
	Forward approved Disbursement Vouchers to Disbursing Office		5 minutes	Accounting Clerk
<b>TOTAL:</b>			<b>50 minutes</b>	

## 26. Supplies and Equipment

<b>Office or Division:</b>	Supply and Property Management Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may Avail:</b>	Teaching and Non-Teaching Employees of the college			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>OFFICE PROVIDER</b>	
1. Requisition and Issue Slip Form			Supply and Property Management Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Multicopy of Filled-up requisition and issue slip (RIS) secured with signature of the unit head/director and CAO	Provision of Appendix 63 Form Requisition and Issue Slip for localization of supplies and materials	Not Applicable	2 minutes	Supplies and Materials Management Division Administrative Officer II <b>Mr. Leonardo L. Jogno</b>  Supply Office Staff

2. Issuance of Supplies and materials to end-users	Proper and accurate issuance of supplies and materials as to availability and request	Not Applicable	3 minutes	Supplies and Materials Management Division Administrative Officer II <b>Mr. Leonardo L. Jogno</b>  Supply Office Staff
3. Double check supplies and materials to be issued religiously written in the outgoing record book of the office	Proper documentation of all outgoing supplies and materials per RIS with date, complete name of requesting party, signature, and remarks (if there are balance supplies to be issued)	Not Applicable	5 minutes	Supplies and Materials Management Division Administrative Officer II <b>Mr. Leonardo L. Jogno</b>  Supply Office Staff  Records Management and Administrative Division Support Staff
<b>TOTAL:</b>			<b>10 minutes</b>	
<b>CHECKLIST OF REQUIREMENTS</b>			<b>OFFICE PROVIDER</b>	
1. Bring-In and Out Permit			Supply and Property Management Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Secure Permit to Bring-In and Out of Supplies Form equipment and materials inside and outside the campus	Provision of Bring-In and Out Permit and physical inventory/checking of the materials to be brought in and out of the campus	Not Applicable	2 minutes	Property Management Division Administrative Aide I <b>Cherry Ann Nogales</b>
2. Ensure signature of the property custodian and concerned signatories in three copies before issuance of permit	Head of the Supply and Property Management Office	Not Applicable	2 minutes	Administrative Officer V/Supply Officer III <b>Jhoanna Kris N. Sager</b>
<b>TOTAL:</b>			<b>4 minutes</b>	
<b>CHECKLIST OF REQUIREMENTS</b>			<b>OFFICE PROVIDER</b>	
1. Fuel Requisition Form			Supply and Property Management Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of Fuel Consumption Report on the previous Fuel Issued	Accurate inspection on the actual consumption reflected in the trip ticket of each driver/end-user	Not Applicable	2 minutes	Supplies and Materials Management Division Administrative Officer II <b>Mr. Leonardo L. Jogno</b>



				Administrative Officer V/Supply Officer III <b>Jhoanna Kris N. Sager</b>
2. Secure Fuel Requisition Slip from SPMO	Issuance of fuel slip (diesel/gasoline) to requesting end-use)	Not Applicable	2 minutes	Supplies and Materials Management Division Administrative Officer II <b>Mr. Leonardo L. Jogno</b>  Administrative Officer V/Supply Officer III <b>Jhoanna Kris N. Sager</b>
<b>TOTAL:</b>			<b>4 minutes</b>	
<b>CHECKLIST OF REQUIREMENTS</b>			<b>OFFICE PROVIDER</b>	
4. CLEARANCE (Teaching and Non-Teaching			Supply and Property Management Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Duly updated Registry of Semi-expendable Property Issued (RegSPI), ICS per COA Circular 2022-004	Issuance of approved RSPI	Will depend on the Status of Property surrendered as reflected in the RegSPI and PAR	5 minutes	Property Management Division Administrative Aide I <b>Cherry Ann Nogales</b>  Administrative Officer V/Supply Officer III <b>Jhoanna Kris N. Sager</b>
2. Duly updated PAR reflected in the RPCPPE	Approval/Disapproval of Clearance	Not Applicable	5 minutes	Supplies and Materials Management Division Administrative Officer II <b>Mr. Leonardo L. Jogno</b>  Administrative Officer V/Supply Officer III <b>Jhoanna Kris N. Sager</b>
<b>TOTAL:</b>			<b>10 minutes</b>	

## 27. Request for Simple Institutional Data

<b>Office or Division:</b>	Institutional Planning and Development Office
<b>Classification:</b>	Simple

<b>Type of Transaction:</b>		G2C – Government-to-Citizens		
<b>Who may Avail:</b>		Administrators, Faculty, Staff, Students, other Clients		
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Request Form (1 copy) or Request Letter			Planning Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill out Request Form	1. Receive request form 1.1 Assess and approve request	None	3 minutes	Staff in-charge  Planning Officer III
2. Proceed to identified person	2. Retrieve and validate requested data  2.1 Print or Photocopy and sign document needed	None	2 days	Planning Officer I  Planning Officer III
3. Receive duly-signed document and acknowledges receipt of the document by signing the record book	3. Issue duly signed documents  3.1 Assist the client sign the record book	None	3 minutes	Staff in-charge
<b>Total</b>			<b>2 days</b>  <b>6 minutes</b>	

## 28. Request for Complex Institutional Data

<b>Office or Division:</b>		Institutional Planning and Development Office		
<b>Classification:</b>		Complex		
<b>Type of Transaction:</b>		G2C – Government-to-Government		
<b>Who may Avail:</b>		Partner Agencies		
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Communication Letter Expressing Intent/Purpose			Office of the President Planning Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Send communication letter to the Office of the President	1. Receive communication letter	None	3 minutes	Staff in-charge (Office of the President)
2. Wait for the approval of the President	2. Assess and approves the request 2.1 Issue a transmittal letter to the IPDO if	None	2 days	University President

	request is approved			
3. Wait for the document	3. Receive the transmittal letter from OP 3.1. Retrieve and validate requested data 3.2. Review the document 3.3. Print and sign document needed	None	3 days	Staff in-charge  Planning Officer I  Planning Officer III Planning Officer III
4. Receive duly-signed document and acknowledges receipt of the document by signing the record book	4. Issue duly signed documents 4.1 Make sure that client signed the record book	None	3 minutes	Staff in-charge
<b>Total</b>			<b>5 days and 6 minutes</b>	

## 29. Request for Institutional Information and Materials

Request of clients for MSC institutional information and materials such as institutional data, campus maps, primers and informational kits etc.

<b>Office or Division:</b>	Information Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Letter of Request			Requesting party provides MSCIO	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit a letter of request	1. Receive letter of request stating the purpose, type & quantity of institutional materials/data	None	1 minute /receipt	Receiving Personnel MSCIO
2. Wait for MSCIO action (approved or denied)	2. Evaluate request based on the purpose, level of confidentiality and applicability; availability of data	None	15 mins	Information Officer III MSCIO
3. Receive reply from MSCIO	3.1 Inform the requesting party whether the request is approved or denied 3.2 If denied, communicate the	None	2 working days	Admin./Media & PR /Publication MSCIO

	reason for non-approval 3.3. If approved, prepare materials based on type and quantity			
4. Claim materials requested	4. Release the materials requested	None	10 minutes	Releasing Personnel MSCIO
<b>TOTAL:</b>			<b>2 working days</b>	

### 30. Request for Event Coverage

Request of Marinduque State College offices/units for news, photo and/or video event coverage

<b>Office or Division:</b>	Information Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may Avail:</b>	MSC Offices/Unit			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Letter of Request			Requesting party provides MSCIO	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter of request for event coverage	1. Receive letter of request with complete attachment	None	1 minute /receipt	Receiving Personnel MSCIO
2. Wait for MSCIO action (approved or denied)	2. Evaluate request <ul style="list-style-type: none"><li>• availability of writer/photographer</li><li>• non-conflict of the event to other coverage requests</li><li>• schedule of event</li></ul>	None	15 mins	Information Officer III MSCIO
3. Receive reply from MSCIO	3.1 Inform requesting party whether request is approved or denied 3.2 If denied, communicate reason for non-approval 3.3. If approved, MSCIO personnel will attend on the day of the event	None	10 minutes	Releasing Personnel Media and PR Section MSCIO
<b>TOTAL:</b>			<b>16 minutes</b>	

### 31. Request for Uploading of Content

Request of Marinduque State college offices/units for posting and website upload on official MSC social media sites, and LED Wall

<b>Office or Division:</b>	Information Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may Avail:</b>	MSC Units/Offices			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Request form			MSCIO	

2. Necessary materials related to the event		Requesting party provides MSCIO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish request form	1. Receive request form with complete attachments	None	1 minute /receipt	Receiving Personnel MSCIO
2. Wait for MSCIO action (approved or denied)	2. Evaluate request based on the content which must be MSC-related	None	15 mins	Information Officer III MSCIO
3. Receive reply from MSCIO	3.1 Inform requesting party whether request is approved or denied 3.2 If denied, communicate reason for non-approval 3.3. If approved, MSCIO will post the materials on social media and website; and ICTSC admin will post in the LED Wall	None	2 working days	Releasing Personnel Publication/Media & PR/ICTSC admin MSCIO
<b>TOTAL:</b>			<b>2 working days</b>	

### 32. Request for MSCIO Materials

Request of Marinduque State College offices/units for current and archival materials

<b>Office or Division:</b>	Information Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may Avail:</b>	MSC Units/Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Form		MSCIO		
2. Necessary materials related to the purpose		Requesting party provides MSCIO		
3. Email address or hard drive if file is too large		Requesting party provides MSCIO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish request form	1. Receive request form with purpose, date of article/image published, compliance on giving proper credits to the source of materials	None	5 minutes	Receiving Personnel MSCIO
2. Wait for MSCIO action (approved or denied)	2. Evaluate request based on the purpose and availability of materials	None	1 working day	Information Officer III MSCIO
3. Receive reply from MSCIO	3.1 Inform requesting party whether request is approved or denied	None	3 working days	Admin/Media& PR Section MSCIO

	3.2 If denied, communicate reason for non-approval 3.3. If approved, MSCIO will provide the materials			
4.Claim materials with hard drive or receive files via email	4.1 Claim materials/email files to the requesting party	None	1 working day	Releasing Officer MSCIO
<b>TOTAL:</b>			<b>5 working days</b>	

### 33.Request for Campus Tour

Request of Marinduque State College officials for tour in MSC Campus

<b>Office or Division:</b>	Information Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may Avail:</b>	MSC Office of the President			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Call/communication from the Office of the President			Requesting party calls MSCIO	
2. Maximum of 3-5 guests				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. OP communicates to MSCIO	1. Receive official communication from OP	None	1 minute	Information Officer III MSCIO
2. Endorse the activity to the Public Relations Section	2. Coordinate with the concerned office regarding the details of the activity	None	15 minutes	Information Officer III MSCIO
3. Coordinate with MSCIO personnel through phone call/SMS/messenger at least 15 minutes before arrival	3. Conduct the tour	None	1 day (per client request)	Public Relations Officer/Administrative Officers MSCIO
<b>TOTAL:</b>			<b>1 day and 16 minutes</b>	

### 34.Request to send regular information through INFOCAST

Request to send regular information directly to mobile phones through Short Message Service (SMS)

<b>Office or Division:</b>	Information Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may Avail:</b>	MSC offices and units			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Letter request with purpose, and message with at least 400 characters including spaces			Requesting party provides MSCIO	

2. Smart prepaid cards amounting to the total number of Globe subscribers enrolled in the system at Php 1 per subscriber				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of request to MSCIO	1. Receive letter of request	None	1 minute	Receiving Personnel MSCIO
2. Wait for MSCIO action (approved or denied)	2. Evaluate request based on the purpose and content of message	None	½ day	Information Officer III MSCIO
3. Receive reply from MSCIO	3.1 Inform requesting party whether request is approved or denied 3.2 If denied, communicate reason for non-approval 3.3. If approved, MSCIO will inform the requesting unit of the fee required to reach Globe subscribers 3.4 Message is proofread & fact-checked and submitted to MSCIO Head for approval 3.5 MSCIO approves message for text blast	None	1 day	Administrative Officer/Media & PR Section/INFOCAST Administrator MSCIO
4. Provide SMART prepaid cards	4.1 SMART prepaid load is entered into the system 4.2 Approved message is sent to registered subscribers	Smart prepaid cards amounting to the total number of Globe subscribers in the system at Php 1 per subscriber	½ day	INFOCAST Administrator MSCIO
<b>TOTAL:</b>		Smart prepaid cards amounting to the total number of Globe subscribers in the system at Php 1 per subscriber	<b>2 days and 1 minute</b>	

### 35. Request to enroll mobile numbers to INFOCAST

Request to enroll mobile numbers of Marinduque State College constituents to INFOCAST database

<b>Office or Division:</b>	Information Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may Avail:</b>	All currently enrolled MSC students
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Request form through official channels indicating a) mobile number	Requesting party provides MSCIO

b) full name c) name of unit/college				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request form	1. Receive letter of request 2. Input the information to the system 3. Enroll mobile numbers in the database according to category	None	1 day	INFOCAST Administrator MSCIO
<b>TOTAL:</b>		None	1 day	

### 36. Internet Login/Logout Process

Provision of internet services to students and employees

<b>Office or Division:</b>	Information & Communication Technology Services Center (ICTSC)
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may Avail:</b>	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Valid I.D./COR	Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<u>SLOT AVAILABILITY CHECK</u> 1. Ask the Front Desk Assistant if there is an available slot. <i>Note: This information can also be seen at the IAMS display.</i>  2. If there's an available slot, present your valid school identification card (for old student) or valid COR (for freshmen) or any valid identification card for visitors to login.  <i>Note: Visitors are not logged into the system but are requested to log in their access time in MSC-ICTSC Record1.</i>	1. FDA provided availability status to Clients as indicated in the IAMS.	Internet Fee falls under Misc. Fees settled during enrolment	1 minute	Front Desk Assistant (FDA)
	<u>CLIENT REGISTRATION</u>  FDA scans the I.D. through the IAMS barcode reader. Once validated, the Client gets logged.	Internet Fee for BSIS/BS	1 minute	
	For COR presented e.g. freshman/late enrollee:  a. FDA shall search in the system the Client Name or I.D. Number and login.	InfoTech: Php400 equivalent to 20 hours internet access time  Other courses: Php200 equivalent to 10 hours internet access time	15 minutes  2 minutes	



	b. If not found, he shall register the New Client in the system and login			
<b>TOTAL:</b>			<b>19 minutes</b>	

### 37. Request for Closed-Circuit Television (CCTV) Footage

Provision of services for the review and disclosure of CCTV footage.

<b>Office or Division:</b>	Information & Communication Technology Services Center (ICTSC)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<p>1. Approved request for the review and disclosure of CCTV footage addressed to the Vice-President for Administration and Finance thru the Chief Administrative Officer. The request must include the following information:</p> <ul style="list-style-type: none"> <li>a. Purpose of request</li> <li>b. Date, time, and location of the incident or event of interest</li> </ul> <p>1. Supporting Information</p>			<p>Approval from the Vice-President for Administration and Finance</p> <p>Client</p>	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed to ICTSC.	Evaluate request and issue Action Slip. Note: Surveillance system only stores 60 days' worth of recording.	None	3 minutes	ICTSC Head
	Technical team searches for requested footage	None	1 hour	Jayson Limpiada Richard Natal
0. View requested footage	Technical team navigates across the recording as requested by the client.	None	30 minutes	Jayson Limpiada Richard Natal
<b>TOTAL:</b>			<b>1 hour 33 minutes</b>	

### 38. Request for Technical Support

Provision of technical support for online and on-site events and activities.

<b>Office or Division:</b>	Information & Communication Technology Services Center (ICTSC)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Written request addressed to the ICTSC Head. The request must include the following information: <ul style="list-style-type: none"> <li>a. Name, schedule and venue of event or activity</li> <li>b. Technical services required</li> <li>c. ICT equipment required</li> <li>d. Other information (i.e. expected number of participants, requires meeting registration, etc.)</li> </ul>			Client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed to ICTSC.	Communicate with the requesting party to understand the extent of requirements.	None	15 minutes	Support Staff
2. Provide additional information as requested.	Issue action slip	None	3 minutes	ICTSC Head
	Coordinate with technical support team	None	5 minutes	Support Staff
	Forward meeting links/invitations (if needed)	None	30 minutes	Technical staff
<b>TOTAL:</b>			<b>53 minutes</b>	

### 39. Contract Review

<b>Office or Division:</b>	Marinduque State College Legal Unit			
<b>Classification:</b>	Simple to Highly Technical			
<b>Type of Transaction:</b>	Government to Government; Public/Private to Government			
<b>Who may Avail:</b>	All MSC Colleges/Offices/Units			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Letter-request for review Addressed to MSC Legal Unit With endorsement from the Dean/Head of Unit/Office			Respective MSC College Deans/ Head of Office/Unit requesting for contract review	
2. MOA, MOU, Contracts or Other Legal Instruments to be reviewed <ul style="list-style-type: none"> <li>• In Word format (Soft Copy) to be emailed at <a href="mailto:legal.office@mscmarinduque.edu.ph">legal.office@mscmarinduque.edu.ph</a></li> </ul>			Respective MSC College Deans/ Head of Office/Unit requesting for contract review (From the contracting party)	

<ul style="list-style-type: none"> <li>• Hard copies (at least 3 copies) a copy for each party and another for the notary public; add copy for each additional party</li> </ul> <p>3. Supporting Documents:</p> <p><u>For Corporations; non-governmental organizations (NGO), partnerships</u></p> <ul style="list-style-type: none"> <li>• Latest General Information Sheet filed with the Securities and Exchange Commission</li> <li>• Secretary Certificate authorizing the signatory to enter into contract</li> </ul> <p><u>For Single Proprietorship</u></p> <ul style="list-style-type: none"> <li>• Department of Trade and Industry registration</li> </ul>	<p>From the contracting party</p> <p>From the contracting party</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit contracts, agreements for review to the MSC Legal Unit with proper endorsement/request letter	1. Receive letter of request /endorsement with complete attachment  <u>If not complete:</u> the documents are returned stating what is lacking for completion  Record out	None	15 minutes  15 minutes	Legal Assistant
	Review  <u>Simple Contracts</u> <ul style="list-style-type: none"> <li>• MSC Contract templates</li> <li>• Standard contracts from government agencies</li> <li>• Memorandum of Understanding</li> <li>• Deed of Assignment of Copyright</li> <li>• Others</li> </ul> <u>Complex and Highly technical Contracts</u> <ul style="list-style-type: none"> <li>• <u>    </u> Contracts with government and private institutions</li> <li>• <u>    </u> Others</li> </ul>	None	5 working days  15 working days	Legal Officer
	Final Review		<u>Simple</u> 2 working days  <u>Complex and Highly Technical</u> 5 working days	Legal Officer
2. Requesting party receives reviewed	Release of reviewed documents to the requesting party	None	1 hour	Legal Assistant

contract, agreement or other legal document				
<b>TOTAL</b>	<u>Simple contracts</u>		7 working days, 1 hour and 30 minutes	
	<u>Complex and Highly Technical Contracts</u>		20 working days, 1 hour and 30 minutes	

#### 40. Review of Letter Request for Legal Opinion or Advise

<b>Office or Division:</b>	Marinduque State College Legal Unit			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may Avail:</b>	All MSC Colleges/Offices/Units/Employees/Faculty			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ol style="list-style-type: none"> <li>1. Clear facts/background from which a legal opinion or advise is sought</li> <li>2. Specify clearly the legal issue/s</li> <li>3. Endorsement/ letter-request by the dean, director or head of unit/office</li> </ol>			Respective MSC College Deans/ Head of Office/Unit seeking for legal opinion	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter-request for legal opinion or advise to the MSC Legal Unit	1. Receive letter-request /endorsement	None	1 hour	Legal Assistant
	Check letter-request for completeness of requirements, if lacking prepares letter requesting to complete requirements and send back to the requesting party. If complete, forward to the Legal Officer	None	7 hours	Legal Assistant
	Review, research and drafting of legal opinion	None	4 working days	Legal Assistant/ Legal Officer
	Checks draft legal opinion or advice for accuracy of facts, legal bases and grammar	None	1 working day	Legal Officer
2. Requesting party receives legal opinion or legal advice	Final review and release of legal opinion or advise	None	2 working days	Legal Officer/Legal Assistant
<b>TOTAL</b>			<b>8 working days</b>	

#### 41. Issuance of certificate of no pending administrative cases or clearances

<b>Office or Division:</b>	Marinduque State College Legal Unit		
<b>Classification:</b>	Simple		
<b>Type of Transaction:</b>	Government to Government		
<b>Who may Avail:</b>	All MSC Employees and Faculty		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	

1. Certificate of No Pending Case; OR 2. Clearance Form			From Human Resource Management and Development Office (HRMDO)	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Certificate of No Pending Administrative Cases or Clearance	Receives and forwards to Administrative Officer for initial checking	None	1 hour	Legal Assistant
	Verify records	None	3 hours	Administrative Officer
	Signature	None	30 minutes	Legal Officer
	Record release	None	30 minutes	Legal Officer
<b>TOTAL</b>			<b>5 hours</b>	

#### 42. Prosecute/defend cases for/against Marinduque State College

<b>Office or Division:</b>	Marinduque State College Legal Unit			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	Government to Government/Private			
<b>Who may Avail:</b>	MSC Colleges or offices which sustained loss or injury			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<p>For filing/prosecution of lawsuit</p> <ol style="list-style-type: none"> <li>Contracts, communications, photographs, documents showing basis of lawsuit</li> <li>Latest General Information Sheet of opposing party (if corporation)</li> <li>Affidavit of witnesses</li> </ol> <p>For defense of a lawsuit</p> <ol style="list-style-type: none"> <li>Copy of Complaint and Annexes</li> <li>Complete Copy of Court Records</li> </ol>		<ol style="list-style-type: none"> <li>From the College or Office which suffered loss or injury</li> <li>From the Securities and Exchange Commission</li> <li>From those with personal knowledge of the facts that gave rise to the loss or injury</li> <li>From the college or office which received the order of the court to file an Answer in an existing lawsuit</li> <li>From the court which will try the case</li> </ol>		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
College or office refers the lawsuit to the Office of the President, Attention: MSC Legal Unit	Receives documentary requirements and forwards to Administrative Officer	None	1 hour	Office Staff
	Review completeness of documentary requirements. If incomplete, immediately sends email to college or office requesting completion of requirements. If requirements are complete, forwards documents to the Legal Officer	None	2 working days	Administrative Officer

	Initial review of documents and applicable laws.	None	3 working days	Legal Officer
	Review, research and draft Complaint or Answer or appropriate pleading	None	10 working days	Legal Officer/Legal Assistant
	Review and Edit Answer or appropriate pleading and prepare documents for filing	None	5 working days	Legal Officer/Legal Assistant
	Preparation of documents for filing; signature of President; notarization	None	5 working days	Legal Assistant
	Filing in appropriate court	None	2 working days (depending on the venue)	Legal Officer/Legal Assistant
<b>TOTAL</b>			<b>27 work days and 1 hour</b>	

### 43. For Plumbing Repair and Maintenance (Minor)

<b>Office or Division:</b>	General Services Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Duly signed request letter			Requesting party	
2. Accomplished Job Order Form			GSO	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit duly signed request letter	1. Receive letter of request with complete attachment	None	1 minute	Receiving Personnel MSC – GSO
2. Accomplish the Job Order Form	2. Receive the Job Order Form and check the completeness of the details of request	None	2 minutes	OLGA SHIRLY PARDS
3. Wait for MSC – GSO action (approved or denied)	3. Evaluate request. Check on the availability of materials and personnel	None	3 minutes	OLGA SHIRLY PARDS
4. Wait for Personnel action	Refer the Job Order to the personnel  Supervise the personnel action	None	60 minutes	JAYJAY JAMES  PARDS DOC DEOMENG
3. Accomplish the Customer Feedback Form	Check the completeness of responses	None	2 minutes	JAYJAY JAMES
<b>TOTAL:</b>			<b>68 minutes</b>	

#### 44.For Welding and Steel Works (Minor)

<b>Office or Division:</b>	General Services Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1.Duly signed request letter			Requesting party	
2. Accomplished Job Order Form			GSO	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Submit duly signed request letter	1. Receive letter of request with complete attachment	None	1 minute	Receiving Personnel MSC – GSO
2. Accomplish the Job Order Form	2. Receive the Job Order Form and check the completeness of the details of request	None	2 minutes	OLGA SHIRLY PARDS
3. Wait for MSC – GSO action (approved or denied)	3. Evaluate request. Check on the availability of materials and personnel	None	3 minutes	OLGA SHIRLEY PARDS
4. Wait for Personnel action	Refer the Job Order to the personnel  Supervise the personnel action	None	30 minutes	REYNAN BERNARD  PARDS DOC DEOMENG
5. Accomplish the Customer Feedback Form	Check the completeness of responses	None	2 minutes	JAYJAY JAMES
<b>TOTAL:</b>			<b>38 minutes</b>	

#### 45.For Carpentry and Masonry Repair and Maintenance (Minor)

<b>Office or Division:</b>	General Services Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1.Duly signed request letter			Requesting party	
2. Accomplished Job Order Form			GSO	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Submit duly signed request letter	1. Receive letter of request with complete attachment	None	1 minute	Receiving Personnel MSC – GSO
2. Accomplish the Job Order Form	2. Receive the Job Order Form and check the completeness of the details of request	None	2 minutes	OLGA SHIRLEY PARDS

3. Wait for MSC – GSO action (approved or denied)	3. Evaluate request. Check on the availability of materials and personnel	None	3 minutes	OLGA SHIRLEY PARDS
4. Wait for Personnel action	Refer the Job Order to the personnel  Supervise the personnel action	None	60 minutes to 1 day	SAURO ENER ELMER FERDINAND  PARDS DOC DEOMENG
5. Accomplish the Customer Feedback Form	Check the completeness of responses	None	2 minutes	JAYJAY JAMES
<b>TOTAL:</b>			<b>68 minutes to 1 day</b>	

#### 46. For Painting Works

<b>Office or Division:</b>	General Services Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Duly signed request letter			Requesting party	
2. Accomplished Job Order Form			GSO	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit duly signed request letter	1. Receive letter of request with complete attachment	None	1 minute	Receiving Personnel MSC – GSO
2. Accomplish the Job Order Form	2. Receive the Job Order Form and check the completeness of the details of request	None	2 minutes	OLGA SHIRLEY PARDS
3. Wait for MSC – GSO action (approved or denied)	3. Evaluate request. Check on the availability of materials and personnel	None	3 minutes	OLGA SHIRLEY PARDS
4. Wait for Personnel action	Refer the Job Order to the personnel  Supervise the personnel action	None	60 minutes	WARAY JOEY  PARDS DOC DEOMENG
5. Accomplish the Customer Feedback Form	Check the completeness of responses	None	2 minutes	JAYJAY JAMES
<b>TOTAL:</b>			<b>68 minutes</b>	



#### 47. For Aircon Repair and Maintenance (Minor)

<b>Office or Division:</b>	General Services Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Duly signed request letter			Requesting party	
2. Accomplished Job Order Form			GSO	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit duly signed request letter	1. Receive letter of request with complete attachment	None	1 minute	Receiving Personnel MSC – GSO
2. Accomplish the Job Order Form	2. Receive the Job Order Form and check the completeness of the details of request	None	2 minutes	OLGA SHIRLEY PARDS
3. Wait for MSC – GSO action (approved or denied)	3. Evaluate request. Check on the availability of materials and personnel	None	3 minutes	OLGA SHIRLY PARDS
4. Wait for Personnel action	Refer the Job Order to the personnel  Supervise the personnel action	None	60 minutes	CRIS ORLANDO  EGAY
5. Accomplish the Customer Feedback Form	Check the completeness of responses	None	2 minutes	JAYJAY JAMES
<b>TOTAL:</b>			<b>68 minutes</b>	

#### 48. For Electrical Repair and Maintenance (Minor)

<b>Office or Division:</b>	General Services Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Duly signed request letter			Requesting party	
2. Accomplished Job Order Form			GSO	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit duly signed request letter	1. Receive letter of request with complete attachment	None	1 minute	Receiving Personnel MSC – GSO
2. Accomplish the Job Order Form	2. Receive the Job Order Form and check the completeness of the details of request	None	2 minutes	OLGA SHIRLEY PARDS
3. Wait for MSC – GSO action	3. Evaluate request. Check on the availability of	None	3 minutes	OLGA SHIRLEY PARDS

(approved or denied)	materials and personnel			
4. Wait for Personnel action	Refer the Job Order to the personnel  Supervise the personnel action	None	60 minutes	TAWI MARK ALDRICH  EGAY
5. Accomplish the Customer Feedback Form	Check the completeness of responses	None	2 minutes	JAYJAY JAMES
<b>TOTAL:</b>			<b>68 minutes</b>	

#### 49. For Venue and Sound System Preparation

<b>Office or Division:</b>	General Services Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Duly signed request letter			Requesting party	
2. Accomplished Job Order Form			GSO	
3. Proof of payment (for Non-MSC clients)			Business Affairs Office/ Cashier's Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit duly signed request letter	1. Receive letter of request with complete attachment	None	1 minute	Receiving Personnel MSC – GSO
2. Accomplish the Job Order Form	2. Receive the Job Order Form and check the completeness of the details of request	None	2 minutes	OLGA SHIRLEY PARDS
3. Wait for MSC – GSO action (approved or denied)	3. Evaluate request. Check on the availability of venue, materials and personnel	None (if MSC employees or students)  For non-MSC clients, refer to BAO schedule of fees	3 minutes	OLGA SHIRLEY PARDS
4. Wait for Personnel action	Refer the Job Order to the personnel    Supervise the personnel action	None	60 minutes	TAWI MARK ALDRICH REY Utility Workers  PARDS DOC DEOMENG
5. Accomplish the Customer Feedback Form	Check the completeness of responses	None	2 minutes	JAYJAY JAMES
<b>TOTAL:</b>			<b>68 minutes</b>	

## 50. Request for Copy of Documents

<b>Office or Division:</b>	Records Management Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Duly signed request letter			Requesting party	
2. Accomplished request form			Requesting party	
3. At least one government issued ID card or School ID for students			Requesting party	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit duly signed request letter or accomplished request form for approval	1.1. Receive letter of request with complete attachment or accomplished request form.  1.2. Assist the requesting party then endorse the request letter to the Head of the Records Management Office for approval  1.3. Upon approval, verify if the document being requested is available and prepare, if approved	None	Within 10 minutes per request	Receiving Personnel  Ms. Jennifer L. Tavas  Mr. Nowell P. Maac
2. Proceed to Records Section and present the accomplished and approved request form	2.1. Record the approved request form  2.2. Retrieve and prepare a photocopy of the document being requested	None	Within 15 minutes per request	Ms. Jennifer L. Tavas
3. Receive the copy of requested document/s and sign in the releasing logbook	3.1. Release the copy of requested document/s to client  3.2 Record the transaction and file all related documents	None	Within 5 minutes per request	Ms. Jennifer L. Tavas
<b>TOTAL:</b>			<b>30 minutes</b>	

## 51. Sale of Bidding Documents (Public Bidding – Goods and Infra)

The Bidding Documents are issued to prospective bidders of certain goods or services. The Bidders may be asked to pay a fee to recover the cost for the preparation of the Bidding Documents pursuant to the Guidelines on the Sale of the Bidding Documents. The BAC shall issue the bidding documents to the prospective bidders upon payment of the corresponding cost thereof.

<b>Office or Division:</b>	Bids and Awards Committee (BAC)
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<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B – Government to Business			
<b>Who may Avail:</b>	Prospective Bidders			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Official Receipt of Payment of Bidding Documents (1 Original Copy)			Cashier	
One (1) Valid Company Identification Card Prospective Bidder Company			Prospective Bidder Company	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill out the Intent and Document Purchase Form provided by the BAC and present Valid Company ID	1. Check if the form is filled out correctly	None	10 Minutes	BAC Secretariat
2. Proceed to the University Cashier and pay the corresponding Fee indicated in the Order of Payment Form provided by the BAC Secretariat	2.1 Release the Order of Payment Form to be presented to the Cashier.	*See the table of Fees for Bidding documents	10 Minutes	Cashier's Office/ Ground Floor Auxillary Building
	2.2 Issue a copy of the Bidding Document	None	30 Minutes	BAC SECRETARIAT
3. Register in the logbook and acknowledge receipt of the Bidding Documents.	3. Maintain registry of the Bidders who purchased the Bidding Documents	None	5 Minutes	BAC SECRETARIAT
<b>TOTAL:</b>			<b>55 minutes</b>	

<b>Approved Budget for the Contract (Php)</b>	<b>Maximum Cost of Bidding Documents (Php)</b>
500,000 and Below	500.00
More than 500,000.00 up to 1 Million	1,000.00
More than 1 Million up to 5 Million	5,000.00
More than 5 Million up to 10 Million	10,000.00
More than 10 Million up to 50 Million	25,000.00
More than 50 Million up to 500 Million	50,000.00
More than 500 Million	75,000.00

**\*Fees of Bidding Documents based on Section 5.0, Appendix 8 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.**

## **52.Preparation and Consolidation of PPMP to APP**

PPMP refers to the procurement plan of a specific program/project/activity of the Agency. The Agency then must prepare an APP (consolidated PPMP) to reflect the necessary information on the entire procurement activities that it plans to undertake within the calendar year.

<b>Office or Division:</b>	Bids and Awards Committee (BAC)
<b>Classification:</b>	Highly Technical

<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may Avail:</b>	BU Employees			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Annual Procurement Plan (1 Original Copy)			Respective End-users	
Approved Project Procurement Management Plan (PPMP) (1 Photocopy)			Respective End-users	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of the Approved PPMP to the following offices: Procurement Planning and Management Section (PPMS) for the Chiefs/ Heads of Offices	1.1 Consolidate the approved PPMP submitted by each Cluster BAC and Chiefs/Heads of Offices.	None	22 days	<i>BAC Secretariat</i>
	1.2 Submission of the consolidated PPMP to the President for Approval	None	7 Days	<i>BAC Secretariat</i>
	1.3 Submission of the approved APP to the GPPB	None	1 Day	<i>BAC Secretariat</i>
<b>TOTAL:</b>			<b>30 days</b>	

### 53. Processing of Procurement Project – Public Bidding (Goods and Consulting Services)

Procurement is the process of selecting services from a supplier who fits best the need. It includes the process of selecting products and services that will provide value for money.

<b>Office or Division:</b>	Bids and Awards Committee (BAC) Secretariat			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may Avail:</b>	BU Employees			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>Approved Project Procurement Management Plan (PPMP) or Supplemental PPMP (1 Photocopy)</li> </ul>			End-User	
<ul style="list-style-type: none"> <li>Certificate of Availability of Funds (CAF) (1 Original Copy)</li> </ul>			Budget Officer	
<ul style="list-style-type: none"> <li>Approved Purchase Request (1 Original Copy)</li> </ul>			End-User	
<ul style="list-style-type: none"> <li>Technical Specifications/Terms of Reference/ Job Order indicated in the Approved Request for Procurement (Purchase Request/Job Order) (1 Softcopy)</li> </ul>			End-User	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the Purchase Request	1. Check if attachments are complete and accurate	None	10 Minutes	<i>Support Staff, BAC Edward Regio</i>
	2.2 Forward the procurement request and its attachments to the Technical	None	3 Days	<i>Technical Member/TWG for Goods and Consulting Services Univ. BAC</i>

	Member/TWG for Pre-procurement Evaluation			
	2.3 Send Notice of Pre- Procurement Meeting to the BAC Committee, End-User, *COA and Observers if applicable	None	1 Day	<i>BAC SECRETARIAT</i>
3. Attend Pre-Procurement Conference	3.1 Conduct of Pre-Procurement Conference (Optional if ABC is below P2,000,000.00)	None	1 Day	<i>. BAC Committee, End-User, BAC Secretary (Goods and Consulting Services)</i>
	3.2 Preparation of Bidding Documents	None	21 days	<i>BAC Secretary (Goods, Consulting Services)</i>
	3.3 Review Bidding Documents	None	5 days	<i>Technical member/ TWG, End- User</i>
	3.4 Advertisement/ Posting of Invitation to Bid	None	21 Days	<i>Support Staff, BAC</i>
	3.5 Send notice of Pre-Bid Meeting to BAC Committee, End-User, COA and Observers	None	1 Day	<i>BAC Secretary (Goods, Consulting Services) PrMO</i>
4. Attend Pre-Bid Conference	4.1. Conduct Pre-Bid Conference	None	1 Day	<i>BAC Committee, End-User, BAC Secretary (Goods and Consulting Services)</i>
	4.2 Issue Supplemental Bid Bulletin in case of any changes with regard to the procurement project	None	5 Days	<i>Univ. BAC Committee and Univ. BAC Secretary (Goods and Consulting Services) PrMO</i>
5. Attend Bid Opening (if public bidding is the mode of procurement)	5.1. Opening of Bid Documents and Preliminary Evaluation of Bid	None	1 Day	<i>Univ. BAC Committee, End-User, Univ. BAC Secretary (Goods and Consulting Services), COA, Observers, Suppliers</i>
	5.2 Detailed Evaluation of Bid	None	7 days	<i>Technical Member/ TWG for Goods and Consulting Services PrMO</i>
	5.3 Post	None	1 day	<i>Technical</i>

	Qualification			<i>Member/ TWG for Goods and Consulting Services, Univ. BAC Secretary PrMO</i>
	5.4 Issuance of Notice of Award to the Winning Bidder with the approval of the SUC III President	None	2 days	<i>Admin Officer V, Procurement Unit, <b>Arcenette de Galicia</b> President SUC III, <b>Diosdado Zulueta</b></i>
	5.5 Preparation of Contract	None	15 Days	<i>BAC Committee. BAC Secretary (Goods and Consulting Services)</i>
6. Acceptance of Notice of Award and Pay the corresponding Security Deposit	6. Email, Follow up and Monitoring of Acceptance of Notice of Award and Payment of corresponding Security Bond <i>**Security deposit is required only for transactions above P50,000.00</i>	<i>*based on the amount of contract stated in NOA to the winning bidder</i>	Within 10 calendar days	<i>Support Staff, Procurement Unit <b>Leonarisa Mendeja</b></i>
7. Contract Signing and Notarization of Contract	7.1 Contract Signing with the President, Winning Bidder and 2 witnesses.	None	1 day	<i>SUC III President , Diosdado Zulueta, BAC Secetariat, BAC Committee, Procurement Unit</i>
	7.2 Notarized the contact: Secure a copy for Procurement Unit, BAC, COA	None	1 hour	
	7.3 Issuance of Notice to Proceed, Purchase Order and Fund Allocation (Allobs).	None	1 hour	<i>Admin Officer V, Procurement Unit, <b>Arcenette de Galicia</b></i>
Receives the Notice to Proceed and Confirm with the Purchase Order to perform the delivery within the contract period.	8. Routing of NTP, PO and Alobs to the approving body/ies. Once Approved, reproduce procurement documents for archival and transmittal to COA and SMPO	None	7days	<i>Support Staff, Procurement Unit <b>Leonarisa Mendeja</b></i>
Perform the delivery of goods/services within the specified contract period.	9.1 Once performance is complete, Accept and check the completeness of	None	1 hour	<i>Support Staff, Procurement Unit <b>Leonarisa Mendeja</b></i>

Issuance Sales Invoice/Delivery Receipt	the documents. (IAR together with the Sales Invoice and Delivery Receipts and other procurement papers.)			
	9.2 Prepare Disbursement Voucher. Compute the penalty charges for late delivery.	None	30 mins	<i>Admin Officer III, Procurement Unit, <b>Janine Joie Rocha</b></i>
	9.3 Check the accuracy of the computation before submission to Acctg Department.	None	30 mins	<i>Admin Officer V, Procurement Unit, <b>Arcenette de Galicia</b></i>
	9.4 Arrange the documents, Secure original and complete copies for Procurement Unit and Furnish Original copies and complete copies to Accounting and Records Management Unit.	None	2 hours	<i>Support Staff, Procurement Unit <b>Leonarisa Mendeja</b></i>
<b>TOTAL:</b>			<b>103 days, 6 hours and 10 minutes</b>	

#### 54. Processing of Procurement Project – Public Bidding (Infrastructure Services)

Procurement is the process of selecting services from a contractor who fits best the need. It includes the process of selecting products and services that will provide value for money.

<b>Office or Division:</b>	Bids and Awards Committee (BAC) and Procurement Unit	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2G – Government to Government	
<b>Who may Avail:</b>	BU Employees	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
• Approved Project Procurement Management Plan (PPMP) or Supplemental PPMP (1 Photocopy)	End-User	
• Certificate of Availability of Funds (CAF) (1 Original Copy)	Budget Officer	
• Approved Request for Procurement (Purchase Request/Job Order) (1 Original Copy)	End-User	
• Project Description (1 Photocopy)	End-User	
• Conceptual Design (1 Photocopy)	End-User	
• Preliminary Survey & Mapping (1 Photocopy)	End-User	
• Proposed Design and Construction Schedule (1 Photocopy)	End-User	



<ul style="list-style-type: none"> <li>Construction Safety and Health Program (1 Photocopy)</li> </ul>		End-User		
<ul style="list-style-type: none"> <li>Technical Specifications/Terms of Reference/ Job Order indicated in the Approved Request for Procurement (Purchase Request/Job Order) (1 Softcopy)</li> </ul>		End-User		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Program of Works for procurement with the needed attachments	1. Check if attachments are complete	None	10 Minutes	BAC
2. Submit the revised POW/TOR, if there is a need, based on the recommendation of the Technical Member/TWG	2.1 Assign CW Number and record data.	None	5 Days	BAC
	2.2 Forward the procurement request and its attachments to the Technical Member/TWG for Pre-procurement Evaluation	None	7 Days	Technical Member/TWG for Infrastructure Services BAC
	2.3 Send Notice of Pre- Procurement Meeting to Univ. BAC Committee, End-User, *COA/Observers if applicable	None	1 Day	BAC Secretary PrMO
3. Attend Pre-Procurement Conference	3.1 Conduct of Pre-Procurement Conference (Optional if ABC is below P5,000,000.00)	None	1 Day	. BAC Committee, End-User,. BAC Secretary (Infrastructure Services)
	3.2 Preparation of Bidding Documents	None	21 Days	Univ. BAC Secretary (Infrastructure Services) PrMO
	3.3 Review Bidding Documents	None	7 Days	Technical member/ TWG PrMO/ End User
	3.4 Advertisement/ Posting of Invitation to Bid	None	21 Days	BAC Secretariat
	3.5 Send notice of	None	1 Day	BAC Secretary

	Pre-Bid Meeting to Univ. BAC Committee, End-User, COA and Observers			<i>(Infrastructure Services)</i> PrMO
4. Attend Pre-Bid Conference	4.1. Conduct Pre-Bid Conference	None	1 Day	<i>BAC Committee, End-User, BAC Secretary (Infrastructure Services)</i>
	4.2 Issue Supplemental Bid Bulletin in case of any changes with regard to the procurement project	None	5 Days	<i>BAC Committee and BAC Secretary (Infrastructure Services)</i>
5. Attend Bid Opening	5.1. Bid Submission and Opening of Bid Documents and Preliminary Evaluation of Bid	None	1 Day	<i>BAC Committee, End-User BAC Secretary (Infrastructure Services), COA, Observers, Suppliers</i>
	5.2 Detailed Evaluation of Bid	None	5 days	<i>Technical Member/ TWG for Infrastructure Services PrMO</i>
	5.3 Post Qualification	None	1 day	<i>Technical Member/ TWG for Infrastructure Services, BAC Secretary PrMO</i>
	5.4 Issuance of Notice of Award to the Winning Bidder	None	15 Days	<i>Administrative Office V, Procurement Unit, <b>Arcenette De Galicia</b></i>
	5.5 Preparation of Contract	None	15 Days	<i>BAC Secretary (Infrastructure Services)</i>
6. Acceptance of Notice of Award and Pay the corresponding Security Deposit	6. Email, Follow up and Monitoring of Acceptance of Notice of Award and Payment of corresponding Security Bond **Security deposit is required only for transactions above P50,000.00	<i>*based on the amount of contract stated in NOA to the winning bidder</i>	Within 10 calendar days	<i>Support Staff, Procurement Unit Leonarisa Mendeja</i>

7. Contract Signing and Notarization of Contract	7.1 Contract Signing with the President, Winning Bidder and 2 witnesses.	None	1 day	<i>SUC III President, Diosdado Zulueta, BAC Secetariat, BAC Committee, Procurement Unit</i>
	7.2 Notarized the contact: Secure a copy for Procurement Unit, BAC, COA	None		
	7.3 Issuance of Notice to Proceed, Purchase Order and Fund Allocation (Allobs).	None	1 hour	<i>Admin Officer V, Procurement Unit, <b>Arcenette de Galicia</b></i>
Receives the Notice to Proceed and Confirm with the Purchase Order to perform the delivery within the contract period.	8. Routing of NTP, PO and Alobs to the approving body/ies. Once Approved, reproduce procurement documents for archival and transmittal to COA and SMPO	None	7days	<i>Support Staff, Procurement Unit <b>Leonarisa Mendeja</b></i>
Perform the delivery of goods/services within the specified contract period. Issuance Sales Invoice/Delivery Receipt	9.1 Once performance is complete, Accept and check the completeness of the documents. (IAR together with the Sales Invoice and Delivery Receipts and other procurement papers.)	None	1hour	<i>Support Staff, Procurement Unit <b>Leonarisa Mendeja</b></i>
	9.2 Prepare Disbursement Voucher. Compute the penalty charges for late delivery.	None	30 mins	<i>Admin Officer III, Procurement Unit, <b>Janine Joie Rocha</b></i>
	9.3 Check the accuracy of the computation before submission to Acctg Department.	None	30 mins	<i>Admin Officer V, Procurement Unit, <b>Arcenette de Galicia</b></i>
	9.4 Arrange the documents, Secure original and complete copies for	None	2 hours	<i>Support Staff, Procurement Unit <b>Leonarisa Mendeja</b></i>

	Procurement Unit and Furnish Original copies and complete copies to Accounting and Records Management Unit.			
<b>TOTAL:</b>			<b>125 days, 5 hours and 10 minutes</b>	

## 55. Processing of Procurement Project (Alternative Method – Goods and Consulting Services)

Procurement is the process of selecting services from a supplier who fits best the need. It includes the process of selecting products and services that will provide value for money.

<b>Office or Division:</b>	Bids and Awards Committee (BAC) Secretariat /Procurement Unit			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G – Government to Government and G2C – Government to Citizen			
<b>Who may Avail:</b>	BU Employees			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Annual Procurement Plan (1 Original Copy)			Respective End-users	
Approved Project Procurement Management Plan (PPMP) (1 Photocopy)			Respective End-users	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of the Approved PPMP to the following offices: Procurement Planning and Management Section (PPMS) for the Chiefs/ Heads of Offices	1.1 Consolidate the approved PPMP submitted by each Cluster BAC and Chiefs/Heads of Offices.	None	22 days	<i>BAC Secretariat</i>
	1.2 Submission of the consolidated PPMP to the President for Approval	None	7 Days	<i>BAC Secretariat</i>
	1.3 Submission of the approved APP to the GPPB	None	1 Day	<i>IIProcurementBAC Secretariat</i>
	1.6b Distribution of RFQ's to Suppliers ( for projects below P49,999.99)	None	7 Days	<i>Support Staff - Procurement Unit, Mark Denniel Montiano,</i>
	1.7 Follow Up, Retrieval and Acceptance of Submitted RFQs from Suppliers (from Philgeps website & from local suppliers)	None	7 Days	<i>Support Staff - Procurement Unit, Mark Denniel Montiano, Assistant 1 (Buyer 1), Procurement Unit, Nicole</i>

				<b>Lazarte</b>
Submission of complete filled up RFQ	2.1 Opening of submitted RFQ	None	30 mins	<i>BAC Secretariat, <b>Shirey Sigue</b> Admin Officer V, Procurement Unit, <b>Arcenette de Galicia</b></i>
	2.2. Post Qualification of Winning Bidder	None	1 Day	<i>Technical Member/ TWG and End User</i>
	2.3. Preparation of Abstract and Resolution of Award to the Winning Bidder	None	45 mins	<i>Support Staff - Procurement Unit, <b>Mark Denniel Montiano</b></i>
	2.4 Routing of Abstract and Resolution of Award to the corresponding signatories and approving bodies.	None	5 days	<i>Support Staff - Procurement Unit, <b>Mark Denniel Montiano</b></i>
	2.4 Issuance of Notice of Award to the Winning Bidder with the approval of the SUC III President	None	2 days	<i>Admin Officer V, Procurement Unit, <b>Arcenette de Galicia</b> President SUC III, <b>Diosdado Zulueta</b></i>
Acceptance of Notice of Award and Pay the corresponding Security Deposit	3.1 Email, Follow up and Monitoring of Acceptance of Notice of Award and Payment of corresponding Security Bond <i>**Security deposit is required only for transactions above P50,000.00</i>	<i>*based on the amount of contract stated in NOA to the winning bidder</i>	Within 10 calendar days	<i>Support Staff, Procurement Unit <b>Leonarisa Mendeja</b></i>
	3.2 Issuance of Notice to Proceed, Purchase Order and Fund Allocation (Allobs).	None	1 hour	<i>Admin Officer V, Procurement Unit, <b>Arcenette de Galicia</b></i>
Receives the Notice to Proceed and Confirm with the Purchase Order to perform the delivery within the contract period.	4. Routing of NTP, PO and Alobs to the approving body/ies. Once Approved, reproduce procurement documents for archival and transmittal to COA and SMPO	None	7days	<i>Support Staff, Procurement Unit <b>Leonarisa Mendeja</b></i>

Perform the delivery of goods/services within the specified contract period. Issuance Sales Invoice/Delivery Receipt	5.1 Once performance is complete, Accept and check the completeness of the documents. (IAR together with the Sales Invoice and Delivery Receipts and other procurement papers.)			<i>Support Staff, Procurement Unit <b>Leonarisa Mendeja</b></i>
	5.2 Prepare Disbursement Voucher. Compute the penalty charges for late delivery.	None	30 mins	<i>Admin Officer III, Procurement Unit, <b>Janine Joie Rocha</b></i>
	15.3 Check the accuracy of the computation before submission to Acctg Department.	None	30 mins	<i>Admin Officer V, Procurement Unit, <b>Arcenette de Galicia</b></i>
	15.4 Arrange the documents, Secure original and complete copies for Procurement Unit and Furnish Original copies and complete copies to Accounting and Records Management Unit.	None	2 hours	<i>Support Staff, Procurement Unit <b>Leonarisa Mendeja</b></i>
<b>TOTAL:</b>			<b>52 days, 6 hours and 30 minutes</b>	

## 56. Processing of Procurement Project (Alternative Method – Infrastructure Services)

Procurement is the process of selecting services from a contractor who fits best the need. It includes the process of selecting products and services that will provide value for money.

<b>Office or Division:</b>	Bids and Awards Committee (BAC) Secretariat
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2G – Government to Government
<b>Who may Avail:</b>	BU Employees
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
Approved Project Procurement Management Plan (PPMP) or Approved Supplemental PPMP (1 Photocopy)	End-User
Certificate of Availability of Funds (CAF) (1 Original Copy)	Budget Officer
Approved Request for Procurement (Program of Works) (1 Original Copy)	End-User
Project Description (1 Photocopy)	End-User/PDMO

Conceptual Design (1 Photocopy)		End-User/PDMO		
Preliminary Survey & Mapping (1 Photocopy)		End-User/PDMO		
Proposed Design and Construction Schedule (1 Photocopy)		End-User/PDMO		
Construction Safety and Health Program (1 Photocopy)		End-User/PDMO		
Scope of Works indicated in the Approved Request for Procurement (SOW) (1 Softcopy)		End-User/PDMO		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the Program of Works for procurement with the needed attachments	1. Check if attachments are complete	None	10 Minutes	<i>Admin Aide IV (Infrastructure Services) PrMO</i>
2. Submit the revised POW/TOR, if there is a need, based on the recommendation of the Technical Member/TWG	2. Assign CW number and record data	None	5 Days	<i>Admin Aide IV (Infrastructure Services)</i>
	2.1. Forward the procurement attachments to the Technical Member/TWG for Pre-procurement Evaluation	None	7 Days	<i>Technical Member/TWG for Infrastructure Services</i>
	2.2. Preparation of Public Bidding Document (PBD)	None	14 Days	<i>Univ. BAC Secretary (Infra) PrMO</i>
	2.3 Advertisement/ Posting of Invitation to Bid	None	21 Days	<i>Admin Aide IV (Infrastructure Services) PrMO</i>
	2.4 Clarificatory Meeting with Univ. BAC Committee (If applicable/for NP two-failed bidding)	None	1 Day	<i>Univ. BAC Committee and Univ. BAC Secretary (Infra) PrMO</i>
	2.5 Acceptance of Submitted Bid Documents from Contractors	None	1 Day	<i>Univ. BAC Secretary (Infra) PrMO</i>
	2.6 Opening of the Submitted Bid Documents	None	1 Day	<i>Univ. BAC Committee, and Univ. BAC Secretary (Infra) PrMO</i>
	2.7 Detailed evaluation of Bids as Read and Bids	None	6 Days	<i>Technical Member/TWG for</i>

	as Calculated			<i>Infrastructure Services Univ. BAC</i>
	2.8 Post Qualification	None	1 Day	<i>Univ. BAC Committee, and Univ. BAC Secretary (Infra) PrMO</i>
	2.9 Issuance of Notice of Award to the winning bidder	None	15 Days	<i>Univ. BAC Committee, and Univ. BAC Secretary (Infra) PrMO</i>
	2.10 Preparation of the Contract	None	15 Days	<i>Univ. BAC Committee, and Univ. BAC Secretary (Infra) PrMO</i>
<b>TOTAL:</b>			<b>87 days and 10 minutes</b>	

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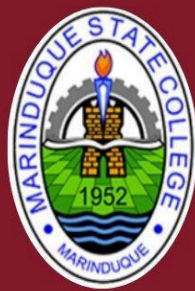
## VI: Feedback and Complaints

<b>FEEDBACK AND COMPLAINTS MECHANISMS</b>	
How to send a feedback	Answer the client Feedback Form and drop it at the designated drop box per offices. Client may also contact the Human Resource Management and Development Office thru email at <a href="mailto:hrmo@mscmarinduque.edu.ph">hrmo@mscmarinduque.edu.ph</a> or thru phone at (042) 754-0177
How feedback is processed	Forms are collected and tabulated by the respective offices to obtain the general citizen's satisfaction rating and to know the areas of improvement. Report is forwarded to the Office of the Quality Assurance, Accreditation and Evaluation.
How to file a complaint	Answer the client Feedback Form on the Complaint Section and drop it at the designated drop box per offices. Complaints may also be filed at the Human Resource Management and Development Office, 2 <sup>nd</sup> Floor Auxiliary Services Bldg., MSC Boac Campus or sent thru email at <a href="mailto:hrmo@mscmarinduque.edu.ph">hrmo@mscmarinduque.edu.ph</a> or thru phone at (042) 754-0177
Contact information of CCB, PCC ARTA	ARTA: <a href="mailto:complaints@arta.gov.ph">complaints@arta.gov.ph</a> :1-ARTA (2782) PCC: 8888 CCB: 0908-881-6565 (SMS)

## VII. List of Campuses

<b>Campus</b>	<b>Address</b>
Main (Boac)	Panfilo P. Manguera Sr. Rd., Tanza, Boac, Marinduque 4900
Sta. Cruz	Brgy. Matalaba, Sta. Cruz, Marinduque 4902
Torrijos	Brgy. Poctoy, Torrijos, Marinduque 4903
Gasán	Brgy. Banuyo, Gasán, Marinduque 4905
Extramural Study Center	Brgy. Capayang, Mogpog, Marinduque 4901





# Marinduque State College