Student Affairs and Services Unit

EXTERNAL

1. **Application for Admission in the Center for Teaching and Learning (CTL)**

All incoming Kindergarten pupils and Grade 7 students of Center for Teaching and Learning (CTL) will undergo the admission process.

Office or Division:	Admissions (Student Development Service)
Classification:	Simple
Type of Transaction:	G2C – Government to Client
Who may avail:	All incoming Grade 7 students and Kindergarten 1 pupils (Entry Grade Level)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Applicants for Grade 7 • Grade 6 Report Card – no grade lower than 85 in all subjects during the third quarter of the current school year (no grades below 80 in all subjects in the first two quarters) **Applicants for Kindergarten** • Certificate (Age qualification: 5 y/o by June 1, 2021 or will turn 5 y/o by the end of August 2021 (DepEd Order No. 47, s. 2016) **Other Requirements** • Certified True Copy of PSA Birth • Two (2) copies of recent 2x2 colored picture with a name tag • 2 pcs. long size folder • Entrance examination fee of P350.00	Applicants provide the documents

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present requirements	Review requirements and issue Order of Payment (OP)		5 minutes	Staff
2. Present OP and pay to the Cashier the examination fee	Receive payment and issue Official Receipt (OR).	350.00	5 minutes	Cashier
3. Present the requirements and Official Receipt	Issue Examination Permit		5 minutes	Staff
3. Receive Examination Permit	Provide evaluation form		2 minutes	Staff
4. Evaluate the service	File the evaluation form		2 minutes	Staff
END OF TRANSACTION	**Total No. of Minutes: 19 minutes**			

2. **Application for Admission in the Graduate Programs, Certificate in Teaching Program (CTP) and Diploma in Teaching in Environment and Green Technology Education (DTEGTE)**

All incoming students in the Graduate Programs, CTP, and DTEGTE will undergo the admission process.

Office or Division:	Admissions (Student Development Service)
Classification:	Simple
Type of Transaction:	G2C – Government to Client
Who may avail:	All applicants for Graduate Programs, CTP and DTEGTE

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Applicants for CTP and DTEGTE Program • Copy of Transcript of Records (TOR) with Grade Point Average (GPA) of 85%/2.0/B or better **Applicants for Master's Program** • a) Copy of Transcript of Records (TOR) of Bachelor's degree in Education with Grade Point Average (GPA) of 85%/ 2.0/ B or better • b) Copy of Transcript of Records (TOR) of Bachelor's degree with 18 units in Education or CTP (for non-education graduates) with Grade Point Average (GPA) of 85%/ 2.0/ B or better **Applicants for Doctorate Program** • Copy of Transcript of Records (TOR) of Master's degree in Education with Grade Point Average (GPA) of 90%/ 1.75/B+ or better **Other Requirements for all Programs** 1. Certificate of GPA/GWA from School Registrar 2. Photocopy of Marriage Contract for married women if TOR bears maiden name 3. Two (2) copies of recent 2x2 colored picture with a name tag 4. 2 pcs. long size folder 5. Admission testing fee of P400	-Applicants provide the documents

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present requirements	Review requirements and issue Order of Payment (OP)		5 minutes	Staff
2. Present OP and pay to the Cashier the examination fee	Receive payment and issue Official Receipt (OR)	400.00	5 minutes	Cashier
3. Present the requirements and Official Receipt	Double check the requirements and issue permit		10 minutes	Staff

4. Receive permit	Provide evaluation form		5 minutes	Staff
5. Evaluate the service	File the evaluation form		2 minutes	Staff
END OF TRANSACTION Total No. of Minutes: 37 minutes				

3. **Application for Admission in the Undergraduate Program**

All incoming students in the Undergraduate Program will undergo the admission process.

Office or Division:	Admissions (Student Development Service)
Classification:	Simple
Type of Transaction:	G2C – Government to Client
Who may avail:	All applicants for Undergraduate Program

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Requirements for Graduating Senior High School Students 1. Certified true copy of Grade 11 report card and latest Grade 12 report card with no grade lower than 80 or its equivalent in any subject and with a General Weighted Average 85 or its equivalent 2. Certification from the school principal that the student is graduating senior high school 3. Accomplished application form with 2x2 colored ID picture taken within the last 6 months with white background and name tag **Requirements for Senior High School Graduates** 1. Certified true copy of Grade 12 report card with no grade lower than 80 or its equivalent in any subject and with a General Weighted Average 85 or its equivalent and has not taken any undergraduate/college program 2. Accomplished application form with 2x2 colored ID picture taken within the last 6 months with white background and name tag **Requirements for Graduating Senior High School Students** 1. Transcript of records/Certification of Grades with no grade lower than 80 or its equivalent in any subject and with a General Weighted Average 85 or its equivalent and has no failed and/or incomplete grade 2. Certificate of enrollment/Registration form 3. Accomplished application form with 2x2 colored ID picture taken within the last 6 months with white background and name tag	Applicants provide the documents

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present requirements	Review the requirements		5 minutes	Staff
2. Submit requirements	Record the requirements and provides the evaluation form		3 minutes	Staff
3. Evaluate the service	File the evaluation form		2 minutes	Staff
END OF TRANSACTION Total No. of Minutes: 10 minutes				

INTERNAL AND EXTERNAL

4. **Issuance of Certificate of Good Moral Character**

The Certificate of Good Moral Character is issued to the students by the Office of Student Services (OSS) based on request.

Office or Division:	Student Affairs and Services
Classification:	Simple
Type of Transaction:	G2C – Government to Client
Who may avail:	All students who are officially enrolled at the University and alumni

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
• Request Form • Order of Payment • Payment Fee of P80.00	• SASU • Student/Alumnus

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Fill out the Request Form	Issue Order of Payment (OP)		5 minutes	Staff
2. Present OP and pay at the Cashier	Issue OR	P80.00	5 minutes	Cashier
3. Present Official Receipt	Prepare the certificate		5 minutes	Staff
4. Claim the certificate	Provide evaluation form		5 minutes	Staff
5. Evaluate the service	File the evaluation form		2 minutes	Staff
END OF TRANSACTION		**Total No. of Minutes:**	**22 minutes**	

INTERNAL

5. **Validation of Identification Card**

School ID must be validated every year. Students are provided with a validation sticker every opening of the academic year.

Office or Division:	Student Affairs and Services
Classification:	Simple
Type of Transaction:	G2C – Government to Client
Who may avail:	All officially enrolled students for the year

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Class List	Class Mayor

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Class Mayor submit Class List	Check the number of students per class and provide the validation stickers.		8 minutes	Staff
2. Claim the validation stickers for the class	Record in the log book and provide evaluation form		3 minutes	Staff
3. Evaluate the service	File the evaluation form		2 minutes	Staff
END OF TRANSACTION		**Total No. of Minutes:**	**13 minutes**	

6. **Issuance of Identification Card**

Identification card is released to the students.

Office or Division:	Student Affairs and Services
Classification:	Simple
Type of Transaction:	G2C – Government to Client
Who may avail:	All officially enrolled students for the year

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Official Receipt (CTL Students) Registration Form (College Students)	Cashier Registrar

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Check the name in the SASU bulletin board • CTL student present the official receipt • College student present the registration form	Release the ID to the student		2 minutes	Staff
2. Claim the Identification Card	Record in the log book and provides evaluation form		3 minutes	Staff
3. Evaluate the service	File the evaluation form		2 minutes	Staff
END OF TRANSACTION	**Total No. of Minutes: 7 minutes**			

7. **Availment of Scholarship**

Scholarship is provided to support the education-related expenses of the students.

Office or Division:	Scholarship (Student Affairs and Services)
Classification:	Simple
Type of Transaction:	G2C – Government to Client
Who may avail:	All applicants enrolled students for the year

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Application Form	SASU

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit requirements	Check the requirements		2 minutes	Staff
2. Submit oneself for interview, if applicable	Interview the applicant		15 minutes	SASU
3. Check result of application posted at SASU Bulletin Board	Inform recipient of the scholarship		3 minutes	Staff/SASU
END OF TRANSACTION		**Total No. of Minutes:**	**20 minutes**	

8. **Approval of Concept Paper**

Activities of the Student Government, Program-Based Organizations, and Interest Clubs are subjected for review for good governance, transparency and, accountability within the institution.

Office or Division:	Student Development Services/Student Affairs and Services
Classification:	Simple
Type of Transaction:	G2C – Government to Client
Who may avail:	All officially enrolled students for the year

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Parent's Permit (If applicable)	SASU
Safety and Security Management Form	DRRM

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the concept paper and other documents *Signed by the President of the organization, adviser, and President of the Student Government, if applicable * Attach Safety and Security Management Form * Attach Parent's Permit (If applicable)	Review the documents and sign		10 minutes	SDS Coordinator
2. Forward the paper to the Head of SASU	Sign the paper		8 minutes	SASU Head
3. Log the activity	Provide the evaluation form		2 minutes	Staff
4. Evaluate the service	File the evaluation form		2 minutes	Staff
5. Forward the documents to the Associate Dean, Dean, Director for Administration, Finance, and Planning (If applicable) and Executive Director. Submit a copy of signed concept paper to SASU with the	Receive the concept paper and Program of Invitation			Staff

Program of Invitation within three days.				
END OF TRANSACTION Total No. of Minutes: 22 minutes				

Please make sure that the required attachments are complete. SASU is not liable for the delay of the approval of the Organization's request due to incomplete forms or attachments.

EXTERNAL

9. **Administration of Graduate College Admission Test (GCAT) or Certificate in Teaching Program Admission Test (CTPAT)**

All applicants for Master's or Graduate Program must take the GCAT while those who are non-education graduates who wish to enroll in CTP or DTEGTE must take the CTPAT.

Office or Division:	Admissions (Student Development Services)
Classification:	Simple
Type of Transaction:	G2C – Government to Client
Who may avail:	All applicants for Graduate Programs, CTP and DTEGTE

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Test Permit Official Receipt	Applicant

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Present test permit to the proctor	Verify permit and orient examinees on the guidelines for taking the test		5 minutes	Proctor
2. Take the Admission Test	Administer the test		2 hours	Proctor
3. Submit the answer sheet and test materials to the proctor after the test	Receive the answer sheet and test materials, and provide the evaluation form.		3 minutes	Proctor
4. Evaluate the service	File the evaluation form		2 minutes	Staff
END OF TRANSACTION	**Total No. of Minutes/hours:**		**2 hours & 10 minutes**	

INTERNAL AND EXTERNAL

10. **Availment of Counseling and other Services**

Counseling and other services contribute to the well-being and success of individuals within and outside the organization.

Office or Division:	Student Welfare Services (SWS)
Classification:	Simple
Type of Transaction:	G2C- Government to Client
Who may avail:	PNUV Students, Faculty, Staff, Parents, Alumni and other Stakeholders

CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
For Walk-In Clients		Student Welfare Services		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1.Request the counselor for an appointment	Assign the client a time slot		3 minutes	SWS Coordinator
2.Appear on the specified time and day for counseling and other services	Conduct the session		45minutes-1hr	SWS Coordinator
3.Fill out a counseling evaluation form	File the evaluation form		5 minutes	SWS Coordinator
END OF TRANSACTION		**Total No. of Minutes/Hours:**	**1 hour & 8 minutes**	

Office or Division:	Student Welfare and Services (SDS)
Classification:	Simple
Type of Transaction:	G2C- Government to Client
Who may avail:	PNUV Students, Faculty, Staff, Parents, Alumni and other Stakeholders

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For referred clients Documents needed: • Counseling Referral Form • Call Slip • Counseling Evaluation Form	Student Welfare Services

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit referral form	Accept referral		5 minutes	SWS Coordinator
2.Wait for the call of the counselor through the use of a call slip, or short message service (SMS).	Utilize different means of reaching the students		3 minutes	SWS Coordinator
3.Respond to the counselor by appearing in the SWS Office	Explain to the client the reason for referral		5 minutes	SWS Coordinator
4.Secure a counseling time slot	Schedule the client for counseling immediately if the case is urgent or at an agreed-upon schedule if the case is not urgent.		2 minutes	SWS Coordinator
5.Appear on the specified time and day for counseling	Conduct the session		45minutes-1hr	SWS Coordinator
6.Fill out a counseling evaluation form	File the evaluation form		5 minutes	SWS Coordinator
END OF TRANSACTION	**Total No. of Minutes/Hours:**		**1 hour & 20 minutes**	