



OFFICE IF THE STUDENT AFFAIRS AND SERVICES UNIT

University's Frontline Services	Steps/Procedure	Responsible Persons	Maximum Waiting Time	Requirements	Amount of Fees (If any)
1. Signing of admission slips	Face-to-face: 1. Reads the document for accuracy of data. 2. Signs the document.	Coordinator, Campus Admissions Services	1 minute	Medical Certificate/Letter from guardians/parents	None
2. Signing of Permits for activities	Face-to-face: 1. Reads the document. 2. Signs the documents. Online: 1. Receives document through e-mail. 2. Signs the document and sends it back through e-mail.	Coordinator, ISPS/Student Activities Coordinator	1 minute	Duly accomplished Concept Paper GPOA from clubs and prerequisite signatories	None
3. Issuance of Certificate of Good Moral Character	Face-to-face: 1. Sign in at the logbook to receive a request form 2. From the request form, check specific request. 3. Pay the certification fee to the cashier. 4. Present receipt of payment for the release of document. Online: 1. Receives request through e-mail. 2. Pay certification fee through GCash. 3. Forward the screenshot of the receipt from the Cashier for the release of document.	Coordinator, SWS	2 minutes	Original Receipt General clearance or honourable dismissal Letter of authorization, if requesting through a representative Properly filled-up application form	Php50.00
4. Issuance of application for scholarship	Face-to-face: 1. Receives request through the logbook. 2. Release form	Coordinator, SDS/SWS	1 minute	None	None
5. Receiving scholarship documents	Face-to-face: 1. Receives document. 2. Scrutinizes completeness of attachments and entries.	Coordinator, SDS/SWS	2 minutes	Properly filled-up application form/document Signature of concerned individuals	None



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				Certification of Grades in the previous semester/trimester Assessment of fees/Registration from	
6. Receiving CHED scholarship liquidation documents	Face-to-face: 1. Receives document. 2. Scrutinizes completeness of attachments and entries.	Coordinator, SDS/SWS	2 minutes	Certification of Grades Assessment of fees Back to back photocopy of school ID	None
7. Accreditation/Re-accreditation of Clubs	Face-to-face: 1. Posts announcements/gm (re: start and deadline of accreditation/re-accreditation.) 2. Accepts application. 3. Releases accreditation certificate. Online: 1. Post the announcement in the OSS FB Page. (re start and deadline of accreditation/re-accreditation) 2. Accepts application through e-mail. 3. Releases accreditation certificate through e-mail.	Coordinator, SDS/SWS /ISPS/Student Activities Coordinator	2 weeks before deadline 2 minutes	Duly accomplished application forms. Attachments like Constitution and by-laws, List of officers, List of members, Letter of invitation to adviser, Letter of acceptance by adviser, GPOA	None
8. Student Assistantship	Face-to-face: 1. Accepts application. 2. Screens applicants. 3. Endorses applicants to the administrative officer.	Coordinator, SDS/SWS	1 minute 10 minutes 7 days after all applications are completed	Attachment of parent's consent, Letter of Application, certification of grades, registration form, schedule of classes and interview of requesting officer	None
9. SPES Application	Face-to-face: 1. Provides forms for the applicants. 2. Receives and scrutinizes completeness of entries. 3. Submits the documents to DOLE, Ilagan City	Coordinator, SDS/SWS	1 minute 10 minutes 7 days after all documents are submitted	Attachment of Application Form, Certificate of Indigency, School Certification, Employment Contract, Certification of Grades and Birth Certificate	None
10. Posting Announcements	Face-to-face: 1.Receives/prepares posters.	Coordinator, SASU	5 minutes	Endorsements from concerned authorities.	None



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	<p>2. Scrutinizes the posters.</p> <p>3. Posts at the OSS bulletin board.</p> <p>Online:</p> <p>1. Receives soft copies of announcement</p> <p>2. Scrutinizes the materials.</p> <p>3. Posts at the OSS FB Page.</p>				
11. Signing of Clearance	<p>Face-to-face:</p> <p>1. Reads the document</p> <p>2. Signs the document.</p>	SASU Head	30 sec./ student	<p>Accuracy of entries</p> <p>Prerequisite signatories</p>	None
12. Counseling	<p>Face-to-face:</p> <p>1. Listens to the student.</p> <p>2. Records the important details.</p> <p>3. Let the student sign the record.</p> <p>Online:</p> <p>1. Listens to student through phone call or FB messenger video call.</p> <p>2. Records the important details.</p> <p>3. Record the name of student in the student log sheet.</p>	Guidance Counselor	15-30 minutes depending on the problem	Personal appearance of the student.	None
13. Consultation	<p>Face-to-face:</p> <p>1. Listens to the student.</p> <p>2. Gives recommendations.</p> <p>Online:</p> <p>1. Listens to student through phone call or FB messenger video call.</p> <p>2. Gives recommendations.</p>	Coordinator, SWS	2 minutes	<p>Permits</p> <p>Letters</p>	None
14. Accepting Complaints	<p>Face-to-face:</p> <p>1. Gets the written facts of the complaint.</p> <p>2. Conducts investigation.</p> <p>3. Informs complainant and concerned parties.</p> <p>4. Conducts case conference.</p>	Coordinator, SWS	7 days	<p>Letter stating the facts of the complaint.</p> <p>Presence of concerned individuals.</p>	None

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Nurturing Innovative Teachers and Education Leaders