



CAVITE STATE UNIVERSITY – CCAT CAMPUS

OFFICE OF STUDENT AFFAIRS AND SERVICES

External and Internal Services



1. Application Procedure for Admission of Incoming First Year				
This procedure aims to define the system on how to assist all applicants who will submit requirements and ensure that they will be guided in seeking admission to the University in their desired program.				
Office or Division:	Office of Student Affairs and Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All incoming first year students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished Application form for Admission		OSAS and CvSU website downloadable at www.cvsu.edu.ph		
Photocopy of G-11 report card		Senior High School		
Certification that the applicant is currently enrolled as G-12 indicating the strand to be signed by the School Principal/ Class Adviser		Senior High School		
2 pcs. 1x1 picture with white background		Applicant		
1 short ordinary folder		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log in at CvSU website www.cvsu.edu.ph		None	15 Minutes	<i>Admission Officer</i>
2. Submit the required documents at the Office. Online transaction: Submit the required	2.1 Review and receive the required documents at the Office. Online transaction: Receive the required documents through online.	None	5 Minutes	<i>Admission Officer</i>



documents online (link to be announced)				
3. Receive admission exam permit. Online: Receive email notification re acknowledgment receipt of application.	3.1. Schedule the date of examination and release admission exam permit Online: Send email notification re acknowledgment receipt of application	None	5 Minutes	<i>Admission Officer</i>
4. Take the admission examination as scheduled.	4.1. Administer Admission Examination. 4.2. Release the result of the admission examination via official website and official facebook page of the University.	None	*1 Hour	<i>Guidance Counselor or Psychometrician</i>
5. For applicants seeking admission to the BS Nursing, BS Medical Technology, Diploma in Midwifery, BS Criminology, Education Courses, Engineering Courses, BS Psychology, BS Hospitality Management, and BS Tourism Management, the applicant is required to undergo interview				



<ul style="list-style-type: none"> ○ Gets interview form. ○ Undergo interview at the college (where the applied course is under). Online: Attend to the online interview set by the college evaluator ○ Return to OSAS and submit accomplished interview form. 	<p>5.1. Release Notice for Interview or Evaluation form. Online: Forward interview/evaluation slip to the respective College for the grade evaluation of the application</p> <p>5.2. Conduct the interview.</p> <p>5.3. Receive the accomplished interview form.</p>	<p>None</p> <p>None</p> <p>None</p>	<p>2 Minutes</p> <p>10 Minutes</p> <p>2 Minutes</p>	<p><i>Admission Officer</i></p> <p><i>College Registrar/ Department Chair / Program Head</i></p> <p><i>Admission Officer</i></p>
<p>6. Receive the NOA.</p> <p>Online: Receive the result by logging-in to the online admission system.</p>	<p>6.1 Issue Notice of Admission (NOA) and log the NOA number and name of student and sign the logbook under the column “Released by”.</p> <p>Online: Release the result of the application through online admission system</p>	<p>None</p>	<p>5 Minutes</p>	<p><i>Admission Officer</i></p>
<p>7. Present the NOA to the University Health Services unit/ for</p>	<p>7.1 Receive the NOA assist the student for medical examination</p>	<p>None</p>	<p>2 Minutes</p>	<p><i>University Health Services Unit</i></p>



medical examination.				
	TOTAL:	None	*1 hour and 46 minutes	



2. Application Procedure for Admission of Transferees from Other School				
This procedure aims to define the system on how to assist all transferees from other schools who will submit requirements and ensure that they will be guided in seeking admission to the University in their desired program.				
Office or Division:	Office of Student Affairs and Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All students who preferred to transfer to the University			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished Application form for Admission		OSAS and CvSU website (downloadable at www.cvsu.edu.ph)		
Photocopy of transfer credentials		Applicant’s previous school		
Photocopy of NBI clearance or Police clearance		National Bureau of Investigation or Police station		
2 pcs. 1x1 picture with white background		Applicant		
1 short ordinary folder		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log in at CvSU website www.cvsu.edu.ph		None	15 Minutes	<i>Admission Officer</i>
2. Submit credentials (application form and copy of grades) for initial evaluation. Online: Submit the initial required documents (application form and copy of grades) online (link to be announced)	2.1 Receive the initial required documents (application form and copy of grades). Online: Print the submitted application form and copy of grades from the online	None	5 Minutes	<i>Admission Officer</i>



<p>3. Secure the Notice for Interview or Evaluation form and proceed to concerned College for their evaluation.</p> <p>Online: Receive email notification re acknowledgment receipt of application.</p>	<p>3.1 Issue Notice for Interview or Evaluation form.</p> <p>Online: Attach interview form in the application and forward the application to the respective College for evaluation</p>	<p>None</p>	<p>5 Minutes</p>	<p><i>Admission Officer</i></p>
<p>4. Undergo interview with respective college.</p> <p>Online: Attend to the online interview set by the college evaluator.</p>	<p>4.1 Conduct the interview.</p>	<p>None</p>	<p>10 Minutes</p>	<p><i>College Registrar/ Department Chair / Program Head</i></p>
<p>5. Return to OSAS and submit the accomplished Notice for Evaluation form.</p>	<p>5.1 Receive the accomplished Notice for Interview or Evaluation form from the College.</p> <p>Online: Receive the accomplished Notice for Interview or Evaluation form from the College.</p>	<p>None</p>	<p>2 Minutes</p>	<p><i>Admission Officer</i></p>
<p>6. If qualified from the evaluation of the College/Department, submit the following documents:</p> <ul style="list-style-type: none"> a. Photocopy of Certificate of Grades b. Photocopy of Certificate of Good Moral c. Photocopy of Honorable Dismissal 	<p>6.1 Receive the required documents and issue Notice of Admission (NOA).</p> <p>Online: Notify applicant about accessing the result of evaluation in the online admission system</p>	<p>None</p>	<p>5 Minutes</p>	<p><i>Admission Officer</i></p>



<p>d. 2 copies of 1x1 ID Picture e. Short Folder</p> <p>Online: Received email notification about the result of evaluation in the online admission system.</p>				
<p>7. Receive the NOA.</p> <p>Online: Confirm slot in the admission system.</p>	<p>7.1 Log the NOA number and name of student and sign the logbook under the column “Released by”.</p> <p>Online: release the result of application through the online admission system</p>	<p>None</p>	<p>5 Minutes</p>	<p><i>Admission Officer</i></p>
<p>8. Present the NOA to the University Health Services Unit for medical examination.</p>	<p>8.1 Receive the NOA assist the student for medical examination.</p>	<p>None</p>	<p>2 Minutes</p>	<p><i>University Health Services Unit</i></p>
	<p>TOTAL:</p>	<p>None</p>	<p>49 minutes</p>	



3. Application Procedure for Admission of Second Courser				
This procedure aims to define the system on how to assist all second coursers who will submit requirements and ensure that they will be guided in seeking admission to the University in their desired program.				
Office or Division:	Office of Student Affairs and Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Students who are already a graduate of a bachelor’s degree and wanted to pursue another program			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Accomplished Application form for Admission			OSAS and CvSU website (downloadable at www.cvsu.edu.ph)	
Photocopy of transfer credentials			Applicant’s previous school	
2 pcs. 1x1 picture with white background			Applicant	
1 short ordinary folder			Applicant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log in at CvSU website www.cvsu.edu.ph		None	15 Minutes	
2. Present credentials (application form and copy of grades) for initial evaluation. Online: Submit the initial required documents (application form and	2.1 Review and receive the initial required documents (application form and copy of grades) Online: Print the submitted application form and copy of grades from the online	None	5 Minutes	<i>Admission Officer</i>



copy of grades) online (link to be announced).				
<p>3. Get Notice for Evaluation/ Interview form and proceed to concerned college / department for their evaluation.</p> <p>Online: Receive email notification re acknowledgement receipt of application.</p>	<p>3.1 Issue Notice for Evaluation/ Interview form.</p> <p>Online: Attach Notice for Evaluation/ Interview form in the application and forward the application to the respective College for evaluation.</p>	None	5 Minutes	<i>Admission Officer</i>
<p>4. Undergo interview with respective college/ department.</p> <p>Online: Attend to the online interview set by the College evaluator.</p>	<p>4.1 Conduct the Interview.</p>	None	10 Minutes	<i>College Registrar/ Department Chair / Program Head</i>
<p>5. Return to OSAS and submit the accomplished Notice for Evaluation form.</p> <p>Online: Wait for email notification.</p>	<p>5.1 Receive the accomplished interview form.</p> <p>Online: Receive the accomplished Notice for Evaluation/ Interview form from the respective college.</p>	None	2 Minutes	<i>Admission Officer</i>
<p>For qualified applicants:</p> <p>6. Submit the following documents to OSAS:</p>	<p>6.1 Receive the required documents.</p>	None	5 Minutes	<i>Admission Officer</i>



<ul style="list-style-type: none"> a. Photocopy of Transcript of Records b. Photocopy of Honorable Dismissal c. 2 copies of 1x1 ID Picture d. Short Folder <p>Online: Submit the remaining required documents through online.</p>	<p>Online: Receive the required documents through online submission.</p>			
<p>7. Receive the NOA.</p> <p>Online: Receive result by logging-in to the online admission system and confirm slot.</p>	<p>7.1 Log the NOA number and name of student and sign the logbook under the column “Released by”.</p> <p>Online: Release the result of application through online admission system.</p>	None	2 Minutes	<i>Admission Officer</i>
<p>8. Present the NOA to the University Health Services Unit for medical examination.</p>	<p>8.1 Receive the NOA assist the student for medical examination.</p>	None	2 Minutes	<i>University Health Services Unit</i>
	TOTAL:	None	46 minutes	



4. Issuance of Certificate of Good Moral Character				
This procedure shows how to assist bonafide students and graduates who would want to secure Certificate of Good Moral Character.				
Office or Division:	Office of Student Affairs and Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All bonafide students and graduates			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Accomplished University Clearance			Applicant’s concerned college	
Official Receipt for Certification of Good Moral Character			Cashier’s Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pay for the Certification of Good Moral Character at the Cashier’s Office.	1.1 Receive payment and issue an official receipt.	Php 45.00 <i>(PhP 30.00 is for documentary stamp as required)</i>	2 Minutes	Cashier
2. Present the required documents to the Office of Student Affairs.	2.1 Receive and check the required documents.	None	5 Minutes	OSAS Staff
3. Fill out the request form for Good Moral Certificate Sheet.	3.1 Prepare and release the Certificate of Good Moral Character.	None	5 Minutes	OSAS Staff



4. Receive the Certificate Good Moral Character.	4.1 Sign Good Moral Certificate Sheet under the column “Released by”.	None	5 Minutes	<i>OSAS Staff</i>
	TOTAL:	Php 45.00	17 minutes	



5. Consultation Procedure for Parents				
This procedure shows how the OSAS assists parents in identifying problems of their students, their causes, and possible alternatives or solutions.				
Office or Division:	Office of Student Affairs and Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All parents whose children are enrolled in the University			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Anecdotal Form		OSAS		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Walk-in and log in the visitor’s information logbook. Online: contact the Guidance Counselor through online (email, or text message, or other access) for consultation.	1.1 Accommodate the parent or guardian (face-to-face or online).	None	5 Minutes	<i>Guidance Counselor</i>
2. Undergo initial interview and assessment (face-to-face or online)	2.1 Conduct initial interview (face-to-face or online).	None	30 Minutes	<i>Guidance Counselor</i>
3. As referred and necessary, parent/ guardian is referred to concerned college/ department for more appropriate intervention or action	3.1 Write letter of referral to college/ department. Online: Send online communication of referral to the concerned college/department for appropriate	None	15 Minutes	<i>Guidance Counselor</i>



	intervention or action.			
	TOTAL:	None	50 Minutes	



6. Application Procedure for Transferees from CvSU System				
This procedure aims to define the system on how to assist all transferees from CvSU system who will submit requirements and ensure that they will be guided in seeking admission to the University in their desired program.				
Office or Division:	Office of Student Affairs and Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All students who preferred to transfer to the University			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Accomplished Application form for Admission			OSAS and CvSU website (downloadable at www.cvsu.edu.ph)	
Photocopy of transfer credentials			Applicant’s previous school	
2 pcs. 1x1 picture with white background			Applicant	
1 short ordinary folder			Applicant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log in at CvSU website www.cvsu.edu.ph		None	15 Minutes	
2. Present credentials (application form and copy of grades) for initial evaluation. Online: Submit the initial required documents (application form and copy of grades) online (link to be announced).	2.1 Receive initial documents. Online: Print the submitted application form and copy of grades from the online submission.	None	5 Minutes	<i>Admission Officer</i>



<p>3. Get Notice of Evaluation/ Interview Form and Proceed to concerned college/department for their evaluation.</p> <p>Online: Receive email notification re acknowledgement receipt of application.</p>	<p>3.1 Issue Notice of Evaluation/ Interview Form.</p> <p>Online: Attach Notice of Evaluation/ Interview Form in the application and forward the documents to the College for evaluation.</p>	<p>None</p>	<p>5 Minutes</p>	<p><i>Admission Officer</i></p>
<p>4. Undergo interview with respective college/ department.</p> <p>Online: attend to online interview set by the College evaluator.</p>	<p>4.1 Conduct the interview.</p>	<p>None</p>	<p>10 Minutes</p>	<p><i>College Registrar/ Department Chair/ Program Head</i></p>
<p>5. Return to OSAS and submit the accomplished interview form.</p> <p>Online: wait for email notification about the result from Admission Office.</p>	<p>5.1 Receive the accomplished interview form.</p> <p>Online: Receive the accomplished Notice of Evaluation/ Interview form from the respective college.</p>	<p>None</p>	<p>2 Minutes</p>	<p><i>Admission Officer</i></p>
<p>6. If qualified from the evaluation of the College, submit the following documents to OSAS:</p> <ul style="list-style-type: none"> a. Photocopy of Certificate of Grades b. Photocopy of Certificate of Good Moral c. Photocopy of Honorable Dismissal 	<p>6.1 Receive and file the documents.</p>	<p>None</p>	<p>5 Minutes</p>	<p><i>Admission Officer</i></p>



d. 2 copies of 1x1 ID Picture e. Short Folder				
7. Receive the NOA. Online: Received email notification from Admission office about passing the evaluation and the process of confirming slot for admission.	7.1 Issue Notice of Admission (NOA) and log the NOA number and name of student and sign the logbook under the column “Released by”. Online: Release the result of application through the online system.	None	5 Minutes	<i>Admission Officer</i>
8. Present the NOA to the University Health Services Unit for medical examination.	8.1 Receive the NOA assist the student for medical examination.	None	2 Minutes	<i>University Health Services Unit</i>
	TOTAL:	None	49 minutes	



7. Application/Renewal Procedure for Scholarship				
This procedure shows how OSAS assists applicants in the availment/ renewal of scholarship/financial assistance.				
Office or Division:	Office of Student Affairs and Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All students who are qualified to apply or renew for scholarship/ financial assistance			
CHECKLIST OF REQUIREMENTS FOR NEW APPLICANT		WHERE TO SECURE		
Accomplished Application form for Scholarship		OSAS and CvSU website (downloadable at www.cvsu.edu.ph)		
Photocopy of certification of grades in the previous semester		Concerned College Registrar		
Photocopy of the registration form in the current semester		Concerned College Registrar		
1 pc. 1x1 picture with white background		Applicant		
1 short ordinary folder		Applicant		
CHECKLIST OF REQUIREMENTS FOR OLD APPLICANT		WHERE TO SECURE		
Photocopy of certification of grades in the previous semester		Concerned College Registrar		
Photocopy of the registration form in the current semester		Concerned College Registrar		
Certificate of Scholarship in the previous semester		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents. Online: Submit the	1.1. Review and receive and evaluate the required documents. 1.2. Issue of Certificate of Scholarship.	None	5 Minutes	<i>Scholarship Coordinator</i>



required documents thru email at: osasmain.scholarship@cv-su.edu.ph				
2. Receive the Scholarship Certification.	2.1. Sign the logbook under the column “Released by”. 2.2. Advise the student to proceed to the Registrar / Cashier’s Office for reassessment of fees.	None	5 Minutes	<i>Scholarship Coordinator</i>
3. New and old scholars submit Certification of Scholarship to the Registrar’s Office and Cashier Office for the reassessment of fees.	3.1 Receive the Certification of Scholarship and reassess fees accordingly.	None	5 Minutes	<i>Registrar / Cashier</i>
	TOTAL:	None	15 minutes	



8. Recognition and Accreditation Procedure for Student Organizations	
This procedure aims to assist the students, enumerate the requirements, and facilitate the recognition and accreditation student organizations.	
Office or Division:	Office of Student Affairs and Services
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	All student’s organization who applied for University Organization Recognition
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
List of Officers	Applicant
Calendar of Activities	Applicant
Resume/CV of the Adviser (s)	Applicant
Latest Certificate of Grades of the Officers	Office of University Registrar (https://cvsu-rosario.edu.ph/) / Campus Registrar/ Adviser
Picture of the Officers with caption identifying the individual position	Applicant
Constitution-and By-Laws approved by the Officers and the Advisers	Applicant
Updated list of members	Applicant
Bio data of the Organization Officers	Applicant
Certificate of Good Moral of the Officers	College Guidance Facilitator / Counselor / Campus Department
Acceptance Letter from the Adviser	SDS Unit – OSAS
*Additional Requirements for Old Organization	
Accomplishment report	Applicant
Financial report	Applicant



Previous plan of activities		Applicant		
Certificate of audit		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit requirements for initial evaluation.</p> <p>Online: submit requirements thru email at osasmain.studentdevelopment@cvsu.edu.ph</p>	<p>1.1 Receive and evaluate the required documents.</p> <p>Online: Receive and evaluate the required documents thru email at osasmain.studentdevelopment@cvsu.edu.ph</p>	None	10 Minutes	<i>SDS Head or OSAS Staff</i>
<p>2. Receive notice of submitted documents are complete.</p> <p>Online: received notice of document thru email from osasmain.studentdevelopment@cvsu.edu.ph</p>	<p>2.1 Issue notice of completion of requirements.</p> <p>Online: Issue notice of completion of requirements thru email at osasmain.studentdevelopment@cvsu.edu.ph</p>	None	5 Minutes	<i>SDS Head or OSAS Staff</i>
<p>3. Receive the Notice of Completion.</p> <p>Online: received the notice of completion thru email from osasmain.studentdevelopment@cvsu.edu.ph</p>	<p>3.1 Conduct the recognition and accreditation program of student organizations and induction of officers for the entire school year.</p> <p>Online: Conduct the recognition and accreditation program of student organizations and induction of officers for the entire school year thru online platforms.</p>	None	15 Minutes	<i>SDS Head or OSAS Staff</i>
<p>4. Attend the recognition and accreditation program.</p>	<p>4.1 Document the program.</p>	None	15 Minutes	<i>SDS Head or OSAS Staff</i>



<p>Receive a certificate of recognition.</p> <p>Online: attend the recognition and accreditation program thru online platforms (facebook/googlemeet/zoom)</p>	<p>4.2 File the submitted documents of the recognized student organizations.</p> <p>Online: File the submitted documents of the recognized student organizations thru google drive.</p>			
	TOTAL:	None	45 minutes	



9. Approval of Student Activities Procedure for Student Organizations				
This procedure aims to provide avenues to mold students’ talents and interest to ensure social and cultural growth and offer leadership trainings to enhance leadership effectiveness of students both at personal and organizational levels.				
Office or Division:	Office of Student Affairs and Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All recognized student organization			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Written request letter addressed to the University President, recommended by the adviser/s, Head of SDS, Dean of OSAS and Vice President for Academic Affairs.		Applicant		
Activity Proposal		Applicant		
Copy of the approved Plan of Activities		Applicant		
Notarized Parent’s Permit if the activity is scheduled on weekends or 6:00 pm onwards.		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter for initial evaluation. Online: Submit request letter for initial evaluation thru email osasmain.studentdevelopment@cvsu.edu.ph	1.1 Evaluate requirements. 1.2 Issue notice of completion of requirements.	None	10 minutes	<i>SDS Head or OSAS Staff</i>
2. Receive notice of completion.	2.1 Sign and recommend the request letter to the Dean of OSAS/ Director/Head of OSAS.	None	10 Minutes	<i>SDS Head or OSAS Staff</i>



<p>Online: Receive notice of completion thru email from osasmain.studentdevelopment@cvsu.edu.ph</p>	<p>2.2 Endorse to the Vice President for Academic Affairs or Campus Administrator for approval.</p> <p>2.3 Release the approved letter of request with activity permit to the concerned organization.</p> <p>Online: Release the approved letter of request to the concerned organization thru email at osasmain.studentdevelopment@cvsu.edu.ph</p>			<p>OVPAA Staff/OSAS Staff</p>
<p>3. Conduct the event or activity.</p>	<p>3.1 Monitor the event or activity.</p>	<p>None</p>	<p>15 Minutes</p>	<p>SDS Head or OSAS Staff</p>
<p>4. Submit accomplishment report, financial report, and accomplished evaluation forms.</p> <p>Online: Submit accomplishment report, financial report, and accomplished evaluation forms thru email at osasmain.studentdevelopment@cvsu.edu.ph</p>	<p>4.1 Receive accomplishment report, financial report, and accomplished evaluation forms.</p> <p>Online: Receive accomplishment report, financial report, and accomplished evaluation forms thru email at osasmain.studentdevelopment@cvsu.edu.ph</p>	<p>None</p>	<p>5 Minutes</p>	<p>SDS Head or OSAS Staff</p>
	<p>TOTAL:</p>	<p>None</p>	<p>40 Minutes</p>	



10. Off-Campus Activities Procedure of Student Organizations	
This procedure aims to provide avenues to mold students’ talents and interest to ensure social and cultural growth and offer leadership trainings to enhance leadership effectiveness of students both at personal and organizational levels.	
Office or Division:	Office of Student Affairs and Services
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	All recognized students organization
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Request letter from the president of the recognized organization	Applicant
Activity proposal	Applicant
Invitation letter from the organizer of the activity	Applicant
CHED Memorandum	SDS Personnel (downloadable to CHED website)
List of requirements from CHED	SDS Personnel (downloadable to CHED website)
*Before the off- campus activities	
Curriculum	Applicant
Destination	Applicant
Handbook or manual	Applicant
Notarized parent’s permit	Applicant
Medical clearance of the students	University Health Services unit/Campus Health Services unit
Personnel-in-charge (ID’s)	Applicant
First aid kit	Applicant



Fees/ resources		Applicant		
Mobility of students		Physical Plant and Security Services / Campus Dean		
Insurance		SDS Personnel		
Certificate of compliance		SDS Personnel (downloadable to CHED website)		
*After the off- campus activities				
Learning journals of students		Applicant		
Assessment report/ evaluation report		Applicant		
Expenditure report		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter for initial evaluation. Online: submit request letter thru email at osasmain.studentdevelopment@cvsu.edu.ph	1.1 Evaluate requirements. 1.2 Issue notice of completion of requirements. Online transaction: Issue notice of completion of requirements thru email at osasmain.studentdevelopment@cvsu.edu.ph	None	10 Minutes	<i>SDS Head or OSAS Staff</i>



<p>2. Receive Notice of Completion.</p> <p>Online: Receive thru provided email from osasmain.studentdevelopment@cvsu.edu.ph</p>	<p>2.1 Sign and recommend the request letter to the Dean of OSAS.</p> <p>2.2 Endorse to the Vice President for Academic Affairs for approval.</p> <p>2.3 Release the approved letter of request to the concern organization.</p> <p>Online transaction: Release the approved letter of request to the concern organization thru email at osasmain.studentdevelopment@cvsu.edu.ph</p>	<p>None</p>	<p>10 Minutes</p>	<p><i>SDS Head or OSAS Staff</i></p>
<p>3. Conduct the event or activity.</p>	<p>3.1 Monitor the event or activity.</p>	<p>None</p>	<p>15 Minutes</p>	<p><i>SDS Head or OSAS Staff</i></p>
<p>4. Submit accomplishment report, financial report, and accomplished evaluation forms.</p> <p>Online: submit accomplishment report, financial report, and accomplished evaluation forms thru email at osasmain.studentdevelopment@cvsu.edu.ph</p>	<p>4.1 Receive accomplishment report, financial report, and accomplished evaluation forms.</p> <p>Online transaction: Receive accomplishment report, financial report, and accomplished evaluation forms thru email at osasmain.studentdevelopment@cvsu.edu.ph</p>	<p>None</p>	<p>5 Minutes</p>	<p><i>SDS Head or OSAS Staff</i></p>
<p style="text-align: right;">TOTAL:</p>		<p>None</p>	<p>40 minutes</p>	



11. Counseling Procedure for Students

This procedure shows how to facilitate positive change in the behavior, feelings, and attitudes of the students to promote academic, personal, social, and career development.

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

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Referral Form		OSAS		
Counseling Form		OSAS		
Appointment/Commitment Slip Informed Consent Form		OSAS		
Counseling Completion Form		OSAS		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out Counseling Form (through hard copy or online copy) <i>*on line or on site</i>	1.1 Receive counseling form (hardcopy or online copy) for walk-in and referred clients.	None	5 Minutes	<i>Guidance Counselor</i>
2. Undergo initial interview. Online: Attend to online interview set by the Guidance Counselor.	2.1 Conduct initial interview (offline or online).	None	10 Minutes	<i>Guidance Counselor</i>
3. Fill out the Appointment/	3.1 Provide Appointment/ Commitment	None	5 Minutes	<i>Guidance</i>



Commitment form (through hard copy or online copy).	form (through hard copy or online copy) for student to fill out.			<i>Counselor</i>
4. Undergo counseling session. Online: Attend to online counseling set by the Guidance Counselor.	4.1 Conduct counseling/consultation process (through face to face or online) and document the process.	None	*45 minute to one-hour and a-half per session	<i>Guidance Counselor</i>
5. Fill out counselling/consultation logbook (through hard copy or online copy).	5.1 Accomplish Counseling /Consultation Completion Form after the counseling process. 5.2 Advise the student to expect a call or text message for follow up consultation.	None	5 Minutes	<i>Guidance Counselor</i>
	TOTAL:	None	1 Hour 20 Minutes	



12. Follow-up Counseling Procedure for Students				
This procedure aims to facilitate positive change in the behavior, feelings, and attitudes of the students to promote academic, personal, social, and career development.				
Office or Division:	Office of Student Affairs and Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All students who are enrolled in the University			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Contact number Email Address		To be provided by the client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Receive phone call, text message, e-mail or if necessary, face to face for a follow up consultation meeting.	1.1 Inquire about the current status of the student since prior consultation.	None	5 Minutes	<i>Guidance Counselor</i>
2. Inform OSAS of their current status (face-to-face or if online - through phone call, or text message, or email) and fill out the consultation logbook (hard copy or online copy as provided by the Guidance Counselor).	2.1 Record and file the current status of student for future reference.	None	10 Minutes	<i>Guidance Counselor</i>
	TOTAL:	None	15 Minutes	



13. Complaint on Student and Grievance Procedure				
This procedure shows how to assist students, faculty members and employees who have complaints against students.				
Office or Division:	Office of Student Affairs and Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Student, faculty member or employee who has a complaint against student			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Complaint letter			Complainant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complaint letter.	1.1. Receive the complaint letter.	None	5 Minutes	<i>Secretary, Committee on Misdemeanor</i>
	1.2. Endorse the letter to the Committee on Misdemeanor.		5 Minutes	
	1.3. Decide whether the complaint has to be acted upon and call for the investigation.		1-2 hours	<i>Committee on Misdemeanor</i>
	1.4. Issue response letter.			
2. Receive the response letter and sign the logbook under the column” Received by”. *If via online: Send acknowledgment receipt of response letter	2.1 Sign the logbook under the column “Released by”.	None	5 Minutes	<i>Secretary, Committee on Misdemeanor</i>



	TOTAL:	None	2 Hours 15 Minutes	
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