

SERVICES & SUPPORT UNITS

For specific inquiries involving services and support units, here's how you can contact them

Trunk line (63 32) 2300 100/ 401 23 00

Kindly click the office name for more details

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IRMO	107, 506		

Athletics Office

FOR QUERIES REGARDING:

- Tryouts
- Privileges
- Booking Facilities

CONTACT INFORMATION

Landline:

(032) 401-2300

Local: 523

Mobile:

Smart: +639088866743

Sun: +639224221863

Globe: +639167913107

Email:

acocariza@usc.edu.ph

mnavergonzado@usc.edu.ph

pguno@usc.edu.ph

Campus Ministry

FOR QUERIES REGARDING:

Liturgical Services

- Daily Masses
- Sunday Masses
- First Friday Masses
- Novena Masses
- Mass for the Dead

Prayer Intentions

- Mass Intentions (Healing & Dead)
- Mass Sponsorship

Sacraments

- Anointing
- Confession

Others

- Blessing (House & Office)
- Spiritual Direction & Counselling
- Vocation and Mission Animation
- Faith Sharing/Bible Sharing
- Retreat & Recollection Giving
- Lector & Altar Servers Training
- Basic Bible Seminar
- Arnold Janssen Spirituality Workshop

CONTACT INFORMATION:

The Office of the University Chaplain:

univchaplain@usc.edu.ph

(032) 2300 100 / 401 2300 loc. 251

facebook page: USC - Campus Ministry

<https://www.facebook.com/usccampusministry>

Talamban Campus

(032) 2300 100 / 401 2300 loc. 135

Facebook page: Campus Ministry - USC TC

<https://www.facebook.com/Campus-Ministry-USC-TC-174948183231385>

Downtown Campus

chaplaindc@usc.edu.ph

(032) 2300 100 / 401 2300 loc. 540/541

Facebook page: The USC Downtown Campus - Campus Ministry

<https://www.facebook.com/USCDowntownCM>

Campus Ministry...

FOR QUERIES REGARDING:

- Blessing (House & Office)
- Spiritual Direction & Counselling
- Vocation Animation
- Faith Sharing/Bible Sharing
- Retreat & Recollection Giving
- Lector & Altar Servers Training
- Basic Bible Seminar
- Mission Animation
- JPIC
- Arnold Janssen Spirituality Workshop

CONTACT INFORMATION

North Campus

(032) 401 2300 loc. 822

Facebook page: USC NC Campus Ministry Office

<https://www.facebook.com/USC-NC-Campus-Ministry-Office-111130014013823>

South Campus

(032) 401 2300 loc. 750

Facebook page: USC SC Campus Ministry

<https://www.facebook.com/USC-SC-Campus-Ministry-130421891808442>

Montessori Academy

(032) 401 2300 loc. 837

Facebook page: University of San Carlos BED
Montessori Academy

<https://www.facebook.com/uscbedma>

Community Extension Services

FOR QUERIES REGARDING:

- Blessing (House & Office)
- Spiritual Direction & Counselling
- Vocation Animation
- Faith Sharing/Bible Sharing
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- Mission Animation
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CONTACT INFORMATION

North Campus

(032) 401 2300 loc. 822

Facebook page: USC NC Campus Ministry Office

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(032) 401 2300 loc. 750

Facebook page: USC SC Campus Ministry

<https://www.facebook.com/USC-SC-Campus-Ministry-130421891808442>

Montessori Academy

(032) 401 2300 loc. 837

Facebook page: University of San Carlos BED

Montessori Academy

<https://www.facebook.com/uscbedma>

Counseling and Development Center

FOR QUERIES REGARDING:

- Online Interview for New Students
- Counseling Appointments
- Psycho-educational Activities
- Shiftee Interviews
- Exit Interviews
- Complete Withdrawal Interview
- Referral
- Psychological Testing
- Consultations

CONTACT INFORMATION

DOWNTOWN CAMPUS

401-2300 local 554

School of Business & Economics

Ms.Maripaz Rizza Ong,RGC

mreong@usc.edu.ph

Ms. Charisse Aton,Rpm

cmyaton@usc.edu.ph

Ms.Rosenharr Antogop

rmrantogotop@usc.edu.ph

Ms.Catherine Bacus

cfcbacus@usc.edu.ph

Counseling and Development Center

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- Online Interview for New Students
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- Exit Interviews
- Complete Withdrawal Interview
- Referral
- Psychological Testing
- Consultations

CONTACT INFORMATION

DOWNTOWN CAMPUS

401-2300 local 554

School Law & Governance

Mr. Christian Quines,RpM

ccquines@usc.edu.ph

Ms. Princess Ceredon

pcceredon@usc.edu.ph

Ms. Maripaz Rizza Ong,RGC

mreong@usc.edu.ph

Counseling and Development Center

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- Exit Interviews
- Complete Withdrawal Interview
- Referral
- Psychological Testing
- Consultations

CONTACT INFORMATION

TALAMBAN CAMPUS

School of Engineering
401-2300 local 105

Ms. Lilybeth Requilme,RGC
lprequilme@usc.edu.ph

Mr. Santos Camomot,RGC
sgcamomot@usc.edu.ph

Mr. Gilbert Abejar,RGC
gpabejar@usc.edu.ph

Counseling and Development Center

FOR QUERIES REGARDING:

- Online Interview for New Students
- Counseling Appointments
- Psycho-educational Activities
- Shiftee Interviews
- Exit Interviews
- Complete Withdrawal Interview
- Referral
- Psychological Testing
- Consultations

CONTACT INFORMATION

TALAMBAN CAMPUS

School of Arts and Sciences

401-2300 local 142

School of Health Care Professions

Ms. Teresa Alquezola,RGC

tsalquezola@usc.edu.ph

401-2300 local 134

Counseling and Development Center

FOR QUERIES REGARDING:

- Online Interview for New Students
- Counseling Appointments
- Psycho-educational Activities
- Shiftee Interviews
- Exit Interviews
- Complete Withdrawal Interview
- Referral
- Psychological Testing
- Consultations

CONTACT INFORMATION

TALAMBAN CAMPUS

School of Education

Ms. Lorille Aguilar, RGC
lgaguilar@usc.edu.ph
401-2300 local

School of Architecture, Fine Arts & Design

Ms. Cheryl M. Lao, RGC
cmlao@usc.edu.ph
401-2300 local 215

Counseling and Development Center

FOR QUERIES REGARDING:

- Online Interview for New Students
- Counseling Appointment
- Psycho-educational Activities
- Shiftee Interview
- Exit Interviews
- Complete Withdrawal Interview
- Referral
- Psychological Testing
- Consultations

CONTACT INFORMATION

Head, Counseling and Development Center

cdchead@usc.edu.ph

401-2300 local 195

Official FaceBook Page

USC Counseling and Development Center

<https://www.facebook.com/USCCounselingandDevelopmentCenter>

Office Number (Downtown Campus)
(032) 401-2300 local 554

Dormitory

FOR QUERIES REGARDING:

- Dorm room availment
- Room accommodation & rates
- Dorm reservation fee
- Payment for dorm charges
- Unblocking of dorm residents
- Residents status in the dorm

CONTACT INFORMATION

Teresita R. Libod-libod
trlibodlibod@usc.edu.ph

Good For 1 Air-con 8,800.00, Non air-con 4,800.00
Good For 2 Air-con 6,600.00, Non air-con 3,600.00
Good For 6 Air-con 3,600.00

During check-in time

% Assessment Office

Crisferer E. Publico
crisfererpublico071@gmail.com

Meldalyn A. Cisneros
cisnerosmeldalyn@gmail.com

A safe place conducive for learnings, A Home Away from Home

412 20300 Local 271

09998855572

Finance - Treasury Office

FOR QUERIES REGARDING:

- How to Pay online
 - Verification of Payment Channels
 - Wire transfer Details
-
- Payments for others e.g. TOR, testing fees, good moral

CONTACT INFORMATION

offsitecol@usc.edu.ph

0908-8866790

2300100 Local 126, 173

offsitecol@usc.edu.ph

offsitecol@usc.edu.ph

Finance - Comptroller's Office

FOR QUERIES REGARDING:

- Assessment Queries
- Accounting Clearance
- Student Refund on
Admissions Withdrawal
- Full Payment Discounts and
Siblings Discounts

- Promissory Note Assistance

CONTACT INFORMATION

Email:

assessmenttertiary@usc.edu.ph

Landline: 230-0100 loc 162 or 522

Email:

vpfinancesec@usc.edu.ph

Landline: 230-0100 loc 171

Health Services

FOR QUERIES REGARDING:

- Request for Online and Onsite Consultation and Referral
- Request for Medical Certificate for School Related Activities & Concerns
- Health Inquiries
- Inquiries on USC COVID-19 Health and Safety Protocol

CONTACT INFORMATION

Landline:

(032) 230-0100, (032) 401-2300

Local: 546 (DC), 103 (TC)

Email:

healthservices@usc.edu.ph

Contact Person:

**For DC - Elena Plazl O. Pasuelo, RN.
Rennel Joseph E. Toremotcha,
RN.**

**For TC - Sheila Fatima C. Fernandez, RN.
Romela A. Arias, RN.**

Internal Audit

FOR QUERIES REGARDING:

- Charges for Petition and Tutorial Classes of the Undergraduate Students

CONTACT INFORMATION

internalaudit@usc.edu.ph

230-0100 local 281/280

IRMO

FOR QUERIES REGARDING:

- ISMIS
- IT Helpdesk
- Email
- RFID

CONTACT INFORMATION

Landline:

(032) 230-0100 or (032) 401-2300

Local: 107, 506

Mobile:

Globe: +63995 671 9328

Smart: +63961 618 4681

Email:

irmoacs@usc.edu.ph

Library

FOR QUERIES REGARDING:

Unreturned Books

Unsettled Library Fines

Borrowing of Books

Access to Online Resources and
Services

Other Concerns

CONTACT INFORMATION

Landline (Official No.)

(032) 401-2300

Loc 198 (JBLRC)

Loc 570 (Bonk Library)

Contact Person:

Sharleen G. Ramos

sgramos@usc.edu.ph

Divina Tenorio

dctenorio@usc.edu.ph

Janice Berdin

jfberdin@usc.edu.ph

0999-8855571

Office of Alumni Affairs, Scholarships and Job Placement (ASJ)

FOR QUERIES REGARDING:

Scholarships

- USC Student Financial Assistance Program/Sponsors
- Application Form, Procedure and Requirements
- Scholarship Confirmation
- Release of Allowances
- Status of Privilege, Balance, Delay of Payment
- Letter-Explanation for Deficiency in Grades

Employment Opportunities

Alumni ID for fresh graduates

CONTACT INFORMATION:

Ferdinand S. Boncayao

Mobile: 09088803006

Email: fsboncayao@usc.edu.ph
alumni@usc.edu.ph

Fe C. Salva

DC, USC - Anselmo Bustos Gym

Landline: 230 0100 local 547

Email: fcsalva@usc.edu.ph
jobplacement@usc.edu.ph

Christine Y. Alpis

TC, Alumni & Visitors' Center

Landline: 401 2300 local 276/406

Email: scholarship@usc.edu.ph

External Relations and Internationalization Office

FOR QUERIES REGARDING:

- International Students graduate within Philippine school and abroad
- International student transferees from Philippine school and abroad
- Filipino graduates from abroad
- With dual citizenship who graduated in the Philippines and abroad

CONTACT INFORMATION

Ms. Brenette Abrenica
Director, External Relations and
Internationalization Office

ext_relations@usc.edu.ph

(63 32) 253-7183

(63 32) 2300-100 local 552

Ms. Alma A. Trinidad,
USC International Students Liaison
Officer

aatrinidad@usc.edu.ph

Office of National Service Training Program (NSTP), National Service Reserve Corps. (NSRC), & Disaster Risk Reduction Management (DRRM)

FOR QUERIES REGARDING:

- Request for Serial Number
- Emergency Response Trainings
- University Earthquake and Fire Drill
- Safety Preparedness Programs
- Information Services (Disaster Risk Reduction Management Program)

CONTACT INFORMATION

Ms. Emma E. Selma
Officer-in-Charge, Office of
NSTP/NSRC/DRRM

eeselma@usc.edu.ph

(032) 2300-100 local 159

Office of Recruitment and Admission

FOR QUERIES REGARDING:

- Admissions
- Updating of Online Personal Data Sheet (PDS)

CONTACT INFORMATION

Contact Number:

(032) 230-0100 local 521

(+63908) 8803012

Email Address:

admissionsoff@usc.edu.ph

FB

USC Office of Recruitment and Admission

<https://www.facebook.com/uscadmissions/?ref=bookmarks>

Office of the Registrar

FOR QUERIES REGARDING:

Unblocking Clearance

Clearance for returnees

Transfer Credential, transcript of records

Advising in Petitioned/ Tutorial Classes, Overload Courses, simultaneous enrollment of courses, tagging to new program for shiftees, updating of ISMIS account for returnees

Other concerns

CONTACT INFORMATION

rfmeneses@usc.edu.ph

registrar@usc.edu.ph

recordssection@usc.edu.ph

njttiu@usc.edu.ph

registrar@usc.edu.ph

Office of the Registrar (continued)

FOR QUERIES REGARDING:

Accreditation of Courses

CONTACT INFORMATION

badano@usc.edu.ph for SHCP,
SOLG, SAS

kmmracuya@usc.edu.ph for SAFAD,
SOE, SED

cdgomez@usc.edu.ph for SBE: dept.
of accountancy, dept. of hospitality
and tourism

lldeligero@usc.edu.ph for SBE: dept.
of business administration and dept.
of economics

Office of Security and Safety

FOR QUERIES REGARDING:

Unblocking of students (MVPS)

CONTACT INFORMATION

For TC: Mr. Romeo Suganob

Mr. Dominador Bautista

securitytc@usc.edu.ph

Tel. no. 2300100 local 169

For DC: Mr. Elmer Carungay

securitydc@usc.edu.ph

Tel. no. 2300100 local 584

Office of Student Formation and Activities (formerly OSA)

FOR QUERIES REGARDING:

- Student Discipline Formation Programs
- Request for Certificate of Good Moral Character
- Confiscated School IDs
- School ID Replacement
- Transferee and Returnee Students Interview/Clearance
- School Uniform Concerns
- Gender & Development Responsive Programs
- Student Organizations
- Student Leadership Formation Programs
- Posters for Posting

CONTACT INFORMATION

- Mr. Lolito Belonguel
Student Discipline Officer
lsbelonguel@usc.edu.ph
- Ms. Lizaneth Bustillo
Student Activities Officer
lsbustillo@usc.edu.ph
- Ms. Jasmin Owacan
Gender and Development Officer
jeowacan@usc.edu.ph
- Ms. Catherine Algoson
Head, OSFA
csalgoso@usc.edu.ph
- 2300100 loc 592 - USC-DC
- 2300100 loc 102 - USC-TC

Performing Arts Group

FOR QUERIES REGARDING:

- Application for Membership
- Schooling Privilege

CONTACT INFORMATION

Golda Lisi B. Villahermosa
PAG Coordinator - 0908 880 2991
glbvillahermosa@usc.edu.ph

Roberto G. del Rosario
Choristers Music Director
rgdelrosario@usc.edu.ph

Jose Miguel T. Cabasagan
Dance Troupe Choreographer
jmtcabasagan@usc.edu.ph

Mary Ann B. Lumacang
Theatre Guild Coordinator/Director
mablumacang@usc.edu.ph