

OFFICE OF  
ADMISSIONS, SCHOLARSHIPS AND GRANTS

www.msuiit.edu.ph

admissions@g.msuiit.edu.ph

2024051225



Monthly Monitoring Report of Internal and External Services

Reporting Period (Period Covered): Month: June Year: 2024

Responsibility Center: Office of Admissions, Scholarships and Grants

Reported by: Jocelyn P. Vilela

I. Summary of Transaction/Services

Internal Services

Name of the Service/Transaction	NO. OF SERVICES/TRANSACTIONS			
	Availed/Received	Facilitated	Completed	Pending (Backlogs)
a. Administration of MSU SASE	30	30	30	
b. Admission & Enrollment of Students (Local & Foreign Students)	8	8	8	
c. Facilitating and Addressing Complaints/Grievances				
d. Facilitation of Request for Data/Documents				
e. Management of Scholarships and Grants (Institutional, Public & Private Institutions)	817	817	817	
f. Processing of Landbank Account Application (online)	790	790	790	
g. Request for Certification/Endorsement Letter				
h. Respond to General Inquiries	2	2	2	
Others:				

External Services

Name of the Service/Transaction	NO. OF SERVICES/TRANSACTIONS			
	Availed/Received	Facilitated	Completed	Pending (Backlogs)
a. Administration of MSU SASE	97	97	97	
b. Admission & Enrollment of Students (Local & Foreign Students)	12	1220	1220	
c. Facilitating and Addressing Complaints/Grievances				
d. Facilitation of Request for Data/Documents				
e. Management of Scholarships and Grants (Institutional, Public & Private Institutions)	197	197	197	
f. Processing of Landbank Account Application (online)				
g. Request for Certification/Endorsement Letter				
h. Respond to General Inquiries	23	23	23	
Others:				

I. Details of Pending (Backlogs) Transactions

Please provide the details of any pending or backlogged transactions.

Name of the Service/Transaction	Service Type (Internal or External)	Client Name/ID	Date Availed	Reason for Pending Status	Estimated Completion Date
none					

II. Remarks (if any)

Additional comments or explanations regarding the transactions or any other relevant information.

Prepared by:

GLENDA O. ALMACÉN  
Administrative Assistant II  
Date: May 20, 2024

Reviewed by:

JOCELYN P. VILELA, Ph.D.  
Head, OASG  
Date:

ANTONETTE MONTECINO



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Monthly Monitoring Report of Internal and External Services

Reporting Period (Period Covered): Month: July Year: 2024

Responsibility Center: Office of Admissions, Scholarships and Grants

Reported by: Jocelyn P. Vilela

I. Summary of Transaction/Services

Internal Services

Name of the Service/Transaction	NO. OF SERVICES/TRANSACTIONS			
	Availed/Received	Facilitated	Completed	Pending (Backlogs)
a. Administration of MSU SASE				
b. Admission & Enrollment of Students (Local & Foreign Students)	1029	1029	1029	
c. Facilitating and Addressing Complaints/Grievances				
d. Facilitation of Request for Data/Documents				
e. Management of Scholarships and Grants (Institutional, Public & Private Institutions)	432	432	432	
f. Processing of Landbank Account Application (online)	454	454	454	
g. Request for Certification/Endorsement Letter				
h. Respond to General Inquiries	13	13	13	
Others:				

External Services

Name of the Service/Transaction	NO. OF SERVICES/TRANSACTIONS			
	Availed/Received	Facilitated	Completed	Pending (Backlogs)
a. Administration of MSU SASE	56	56	56	
b. Admission & Enrollment of Students (Local & Foreign Students)	8506	8506	8506	
c. Facilitating and Addressing Complaints/Grievances				
d. Facilitation of Request for Data/Documents				
e. Management of Scholarships and Grants (Institutional, Public & Private Institutions)	125	125	125	
f. Processing of Landbank Account Application (online)				
g. Request for Certification/Endorsement Letter				
h. Respond to General Inquiries	42	42	42	
Others:				

III. Details of Pending (Backlogs) Transactions

Please provide the details of any pending or backlogged transactions.

Name of the Service/Transaction	Service Type (Internal or External)	Client Name/ID	Date Availed	Reason for Pending Status	Estimated Completion Date
none					

IV. Remarks (if any)

Additional comments or explanations regarding the transactions or any other relevant information.

Prepared by:

GLENDA O. ALMACÉN  
Administrative Assistant II  
Date: Nov. 20, 2024

Reviewed by:

JOCELYN P. VILELA, Ph.D.  
Head, OASG  
Date:



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Monthly Monitoring Report of Internal and External Services

Reporting Period (Period Covered): Month: August Year: 2024

Responsibility Center: Office of Admissions, Scholarships and Grants

Reported by: Jocelyn P. Vilela

I. Summary of Transaction/Services

Internal Services

Name of the Service/Transaction	NO. OF SERVICES/TRANSACTIONS			
	Availed/Received	Facilitated	Completed	Pending (Backlogs)
a. Administration of MSU SASE	252	252	252	
b. Admission & Enrollment of Students (Local & Foreign Students)	1452	1452	1452	
c. Facilitating and Addressing Complaints/Grievances				
d. Facilitation of Request for Data/Documents				
e. Management of Scholarships and Grants (Institutional, Public & Private Institutions)	498	498	498	
f. Processing of Landbank Account Application (online)	240	240	240	
g. Request for Certification/Endorsement Letter				
h. Respond to General Inquiries	49	49	49	
Others:				

External Services

Name of the Service/Transaction	NO. OF SERVICES/TRANSACTIONS			
	Availed/Received	Facilitated	Completed	Pending (Backlogs)
a. Administration of MSU SASE	40	40	40	
b. Admission & Enrollment of Students (Local & Foreign Students)	8673	8673	8673	
c. Facilitating and Addressing Complaints/Grievances				
d. Facilitation of Request for Data/Documents				
e. Management of Scholarships and Grants (Institutional, Public & Private Institutions)	11	11	11	
f. Processing of Landbank Account Application (online)				
g. Request for Certification/Endorsement Letter				
h. Respond to General Inquiries	24	24	24	
Others:				

V. Details of Pending (Backlogs) Transactions

Please provide the details of any pending or backlogged transactions.

Name of the Service/Transaction	Service Type (Internal or External)	Client Name/ID	Date Availed	Reason for Pending Status	Estimated Completion Date
none					

VI. Remarks (if any)

Additional comments or explanations regarding the transactions or any other relevant information.

Prepared by:

Glenda O. Almacan  
GLENDA O. ALMACAN  
Administrative Assistant II  
Date: Nov. 20, 2024

Reviewed by:

Jocelyn P. Vilela  
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Date:



2024051229

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**Monthly Monitoring Report of Internal and External Services**
Reporting Period (Period Covered): Month: September Year: 2024Responsibility Center: Office of Admissions, Scholarships and GrantsReported by: Jocelyn P. Vilela
**I. Summary of Transaction/Services**
**Internal Services**

Name of the Service/Transaction	NO. OF SERVICES/TRANSACTIONS			
	Availed/Received	Facilitated	Completed	Pending (Backlogs)
a. Administration of MSU SASE	5	5	5	
b. Admission & Enrollment of Students (Local & Foreign Students)	642	642	642	
c. Facilitating and Addressing Complaints/Grievances				
d. Facilitation of Request for Data/Documents				
e. Management of Scholarships and Grants (Institutional, Public & Private Institutions)	599	599	599	
f. Processing of Landbank Account Application (online)				
g. Request for Certification/Endorsement Letter				
h. Respond to General Inquiries	24	24	24	
Others:				

**External Services**

Name of the Service/Transaction	NO. OF SERVICES/TRANSACTIONS			
	Availed/Received	Facilitated	Completed	Pending (Backlogs)
a. Administration of MSU SASE	24	24	24	
b. Admission & Enrollment of Students (Local & Foreign Students)	20	20	20	
c. Facilitating and Addressing Complaints/Grievances				
d. Facilitation of Request for Data/Documents				
e. Management of Scholarships and Grants (Institutional, Public & Private Institutions)	35	35	35	
f. Processing of Landbank Account Application (online)				
g. Request for Certification/Endorsement Letter				
h. Respond to General Inquiries	32	32	32	
Others:				

**VII. Details of Pending (Backlogs) Transactions**

Please provide the details of any pending or backlogged transactions.

Name of the Service/Transaction	Service Type (Internal or External)	Client Name/ID	Date Availed	Reason for Pending Status	Estimated Completion Date
none					

**VIII. Remarks (if any)**

Additional comments or explanations regarding the transactions or any other relevant information.

Prepared by:

*Glenda O. Almacen*  
**GLENDA O. ALMACEN**  
 Administrative Assistant II  
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Reviewed by:

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**JOCELYN P. VILELA, Ph.D.**  
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Monthly Monitoring Report of Internal and External Services

Reporting Period (Period Covered): Month: October Year: 2024

Responsibility Center: Office of Admissions, Scholarships and Grants

Reported by: Jocelyn P. Vilela

I. Summary of Transaction/Services

Internal Services

Name of the Service/Transaction	NO. OF SERVICES/TRANSACTIONS			
	Availed/Received	Facilitated	Completed	Pending (Backlogs)
a. Administration of MSU SASE	21	21	21	
b. Admission & Enrollment of Students (Local & Foreign Students)	48	48	48	
c. Facilitating and Addressing Complaints/Grievances				
d. Facilitation of Request for Data/Documents				
e. Management of Scholarships and Grants (Institutional, Public & Private Institutions)	835	835	835	
f. Processing of Landbank Account Application (online)	336	336	336	
g. Request for Certification/Endorsement Letter				
h. Respond to General Inquiries	19	19	19	
Others:				

External Services

Name of the Service/Transaction	NO. OF SERVICES/TRANSACTIONS			
	Availed/Received	Facilitated	Completed	Pending (Backlogs)
a. Administration of MSU SASE	2353	2353	2353	
b. Admission & Enrollment of Students (Local & Foreign Students)	22	22	22	
c. Facilitating and Addressing Complaints/Grievances				
d. Facilitation of Request for Data/Documents				
e. Management of Scholarships and Grants (Institutional, Public & Private Institutions)	25	25	25	
f. Processing of Landbank Account Application (online)				
g. Request for Certification/Endorsement Letter				
h. Respond to General Inquiries	33	33	33	
Others:				

IX. Details of Pending (Backlogs) Transactions

Please provide the details of any pending or backlogged transactions.

Name of the Service/Transaction	Service Type (Internal or External)	Client Name/ID	Date Availed	Reason for Pending Status	Estimated Completion Date
none					

X. Remarks (if any)

Additional comments or explanations regarding the transactions or any other relevant information.

Prepared by:

*Glenda O. Almagen*  
GLENDA O. ALMAGEN  
Administrative Assistant II  
Date: Nov. 20, 2024

Reviewed by:

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Responsibility Center: Office of Admissions, Scholarships and Grants

Reported by: Jocelyn P. Vilela

I. Summary of Transaction/Services

Internal Services

Name of the Service/Transaction	NO. OF SERVICES/TRANSACTIONS			
	Availed/Received	Facilitated	Completed	Pending (Backlogs)
a. Administration of MSU SASE	2112	2112	2112	
b. Admission & Enrollment of Students (Local & Foreign Students)	4	4	4	
c. Facilitating and Addressing Complaints/Grievances				
d. Facilitation of Request for Data/Documents	13	13	13	
e. Management of Scholarships and Grants (Institutional, Public & Private Institutions)	405	405	405	
f. Processing of Landbank Account Application (online)	131	131	131	
g. Request for Certification/Endorsement Letter	4	4	4	
h. Respond to General Inquiries				
Others: Submission of Reports, Attendance to Meetings/Orientation; emails to other offices	13	13	13	

External Services

Name of the Service/Transaction	NO. OF SERVICES/TRANSACTIONS			
	Availed/Received	Facilitated	Completed	Pending (Backlogs)
a. Administration of MSU SASE	1251	1251	1251	
b. Admission & Enrollment of Students (Local & Foreign Students)	30	30	30	
c. Facilitating and Addressing Complaints/Grievances				
d. Facilitation of Request for Data/Documents	5	5	5	
e. Management of Scholarships and Grants (Institutional, Public & Private Institutions)	59	59	59	
f. Processing of Landbank Account Application (online)	10	10	10	
g. Request for Certification/Endorsement Letter	2	2	2	
h. Respond to General Inquiries	22	22	22	
Others: emails for other offices	15	15	15	

I. Details of Pending (Backlogs) Transactions

Please provide the details of any pending or backlogged transactions.

Name of the Service/Transaction	Service Type (Internal or External)	Client Name/ID	Date Availed	Reason for Pending Status	Estimated Completion Date
none					

II. Remarks (if any)

Additional comments or explanations regarding the transactions or any other relevant information.

Prepared by:

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Date: December 11, 2024

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Received by: Jocelyn P. Vilela  
12-11-24  
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