

| Responsibility Center: Office Reported by: Joce Summary of Transaction/Sunternal Services | elyn P. Vilela | one ompo din | | | | |
|--|--|--|------------------|-----------------|-------------|---------------------------|
| Summary of Transaction/S | | | | | | |
| | Services | | | | | |
| nternal Services | | | | | | |
| iternal Services | | | | | | |
| | | | NO. OF | SERVICES/TI | RANSACTIONS | S |
| Name of the Se | ervice/Transaction | | Availed/Received | Facilitated | Completed | Pending (Backlogs) |
| . Administration of MSU SASE | | | 30 | 30 | 30 | |
| o. Admission & Enrollment of Stu | udents (Local & Forei | gn Students) | 8 | 8 | 8 | |
| . Facilitating and Addressing Co | | | | | | |
| I. Facilitation of Request for Dat | a/Documents | not Dublis 0 | 817 | 047 | 817 | |
| Management of Scholarships Private Institutions) | and Grants (Institutio | mai, Public & | 61/ | 817 | 01/ | |
| Processing of Landbank Acco | ount Application (onlin | e) | 790 | 790 | 790 | |
| Request for Certification/Endo | | | | | | |
| | | | | 2 | 2 | |
| Others: | | | | | | |
| External Services | | | | | | |
| | | | | _ | RANSACTION | |
| | ervice/Transaction | | Availed/Received | Facilitated | Completed | Pending (Backlogs) |
| Administration of MSU SASE | | · Ot 11-) | 97 | 97 | 97 | |
| . Admission & Enrollment of St | udents (Local & Fore | ign Students) | 12 | 1220 | 1220 | |
| . Facilitating and Addressing C | omplaints/Grievances | | | | | |
| Facilitation of Request for Data/Documents | | | | | | |
| | ta/Documents | | 407 | 107 | 107 | |
| e. Management of Scholarships | ta/Documents | | 197 | 197 | 197 | |
| Management of Scholarships Private Institutions) | ta/Documents and Grants (Instituti | ional, Public & | 197 | 197 | 197 | |
| e. Management of Scholarships Private Institutions) Processing of Landbank Acco | ta/Documents and Grants (Instituti ount Application (onlin | ional, Public & | 197 | 197 | 197 | |
| Management of Scholarships Private Institutions) Processing of Landbank Accounts Request for Certification/End | ta/Documents and Grants (Instituti ount Application (onlin orsement Letter | ional, Public & | 197 | 197 | 197 | |
| Management of Scholarships Private Institutions) Processing of Landbank According Request for Certification/End | ta/Documents and Grants (Instituti ount Application (onlin orsement Letter | ional, Public & | | | | |
| e. Management of Scholarships Private Institutions) f. Processing of Landbank Acco g. Request for Certification/End h. Respond to General Inquiries | ta/Documents and Grants (Instituti ount Application (online) forsement Letter s klogs) Transaction | ne) | tions. | | 23 | Estimated completion Date |
| Management of Scholarships Private Institutions) Processing of Landbank Acct Request for Certification/End Respond to General Inquiries Others: Details of Pending (Back Please provide the details of a Name of the Service/Transaction | ta/Documents and Grants (Institutional Application (onlinorsement Letter standary Pransaction any pending or back Service Type (Internal or | ional, Public & ne) ns klogged transac | tions. | 23 Reason for F | 23 | ompletion |
| Management of Scholarships Private Institutions) Processing of Landbank Acco Request for Certification/End Respond to General Inquiries Others: Details of Pending (Back Please provide the details of a | ta/Documents and Grants (Institutional Application (onlinorsement Letter standary Pransaction any pending or back Service Type (Internal or | ional, Public & ne) ns klogged transac | tions. | 23 Reason for F | 23 | ompletion |
| Management of Scholarships Private Institutions) Processing of Landbank Acct Request for Certification/End Respond to General Inquiries Others: Details of Pending (Back Please provide the details of a Name of the Service/Transaction | ta/Documents and Grants (Institutional Application (onlinorsement Letter standary Pransaction any pending or back Service Type (Internal or | ional, Public & ne) ns klogged transac | tions. | 23 Reason for F | 23 | ompletion |

QLENDA O. ALMACEN
Administrative Assistant II
Date: Www. 20, 2024
(063) 223-8641 | (loc) 4170

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

ANTONE Y



| eporting Period (Period Cove | erea): Monui | July | ear | | | |
|--|---|------------------|----------------------|----------------|-----------|---------------------------------|
| esponsibility Center: Office | of Admissions, S | cholarships and | d Grants | | | |
| eported by: | | | | | | |
| Summary of Transaction/Se | | | | | | |
| ternal Services | | | | | | |
| torrian corriedo | | | | SERVICES/TI | - | |
| | vice/Transaction | | Availed/Received | Facilitated | Completed | Pending (Backlogs) |
| Administration of MSU SASE | | Ot 1 | 4000 | 4000 | 4020 | |
| Admission & Enrollment of Stud Facilitating and Addressing Con | lents (Local & Forei | gn Students) | 1029 | 1029 | 1029 | |
| Facilitation of Request for Data | /Documents | | | | | |
| Management of Scholarships a | nd Grants (Institution | nal, Public & | 432 | 432 | 432 | |
| Private Institutions) | nt Application (onlin | ه) | 454 | 454 | 454 | - |
| Processing of Landbank Account Application (online) Request for Certification/Endorsement Letter | | | 101 | 101 | 404 | |
| Respond to General Inquiries | | | 13 | 13 | 13 | |
| Others: | | | | | | |
| xternal Services | | | NO. OF | SERVICES/T | RANSACTIO | NS |
| Name of the Ser | vice/Transaction | | Availed/Received | Facilitated | Completed | Pending (Backlogs) |
| Administration of MSU SASE | | 56 | 56 | 56 | 1 | |
| Admission & Enrollment of Stu | | | 8506 | 8506 | 8506 | |
| Facilitating and Addressing Co. | | 3 | | | | |
| Facilitation of Request for Data | | | 105 | 400 | 105 | - |
| Management of Scholarships a Private Institutions) | | | 125 | 125 | 125 | |
| Processing of Landbank Accou | ınt Application (onlin | ne) | | | | |
| Request for Certification/Endor Respond to General Inquiries | rsement Letter | | 42 | 42 | 42 | |
| Others: | | | | 76 | | |
| Details of Pending (Backlease provide the details of an Name of the Service/Transaction | ogs) Transaction by pending or back Service Type (Internal or External) | klogged transac | Date | Reason for I | | Estimated Completion Date |
| one | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Remarks (if any) Additional comments or explan | ations regarding | the transactions | or any other relevan | t information. | | |
| Prepared by: | | | Reviewed by: | | | |
| Hemacen | | | and | | | |
| 1' | | | JOCELYN P. V | /ILELA, Ph.D | | |
| GLENDA O. ALMACEN | | | | | | |
| GLENDA O. ALMACEN Administrative Assistant II | | | Head, OASG | | | |

GLENDA O. ALMACEN
Administrative Assistant II
Date: 244 - 20, 2024
(063) 223-8641 | (loc) 4170



| Reporting Period (Period C | overed): Month: _ | August | Year: 2024 | | | |
|---|--|------------------|----------------------|-----------------------------|-----------|---------------------------|
| Responsibility Center:C | office of Admissions, | Scholarships and | d Grants | | | |
| Reported by: | | | | | | |
| Summary of Transaction | | | | | | |
| nternal Services | | | | | | |
| nomur dorvidos | | | NO. OF | SERVICES/T | RANSACTIO | NS |
| Name of the | Service/Transaction | | Availed/Received | Facilitated | Completed | Pending (Backlogs) |
| Administration of MSU SAS | E | | 252 | 252 | 252 | (Dackings) |
| Admission & Enrollment of | Students (Local & Fore | eign Students) | 1452 | 1452 | 1452 | |
| Facilitating and Addressing | Complaints/Grievance | S | | | | |
| Facilitation of Request for D | | | | | | |
| Management of Scholarship Private Institutions) | ps and Grants (Institution | onal, Public & | 498 | 498 | 498 | |
| Processing of Landbank Ac | | ne) | 240 | 240 | 240 | |
| Request for Certification/Er | | | | | | |
| Respond to General Inquiries | | | 49 | 49 | 49 | |
| Others: | | | | | | |
| xternal Services | | | NO O | E CEDVICEOU | DANCACTIO | NC |
| Name of the | Service/Transaction | | Availed/Received | F SERVICES/T Facilitated | Completed | |
| Administration of MSU SAS | SE | | 40 | 40 | 40 | |
| Admission & Enrollment of | 8673 | 8673 | 8673 | | | |
| Facilitating and Addressing | | S | | | | |
| Facilitation of Request for I | The second secon | | | | | |
| Management of Scholarshi Private Institutions) | ps and Grants (Institut | tional, Public & | 11 | 11 | 11 | |
| Processing of Landbank Ad | | ne) | | | | |
| Request for Certification/En | | | | | | |
| Respond to General Inquire Others: | ies | | 24 | 24 | 24 | - |
| Details of Pending (Ba lease provide the details o Name of the Service/Transaction | | | Date | Reason for F | | Estimated Completion Date |
| one | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Remarks (if any) dditional comments or exp | olanations regarding | the transactions | or any other relevan | t information. | | |
| Prepared by: | | | Reviewed by: | | | |
| 1011 | | | ml | | | |
| JESCANCEN | | | 100-1 | > | | |
| LENDA O. ALMACEN | | | | ILELA, Ph.D | | |
| ministrative Assistant II | | | Head, OWSG | | | |

Date:

QKENDA O. ALMACEN
Administrative Assistant II
Date: Xw - 20, 2024
(063) 223-8641 | (loc) 4170

OFFICE OF Admissions, Scholarships and Grants

www.msuiit.edu.ph

admissions@g.msuiit.edu.ph

| Reporting Period (Period Co | vered): Month: _ | September | Year: 2024 | | | |
|--|-------------------------|------------------|------------------|------------------------|-----------|---------------------------------|
| Responsibility Center: Off | ice of Admissions, | Scholarships an | d Grants | | | |
| Reported by: | celyn P. Vilela | | | | | |
| Summary of Transaction/S | Services | | | | | |
| nternal Services | | | | | | |
| itomar out yrooc | | | NO. O | F SERVICES/T | RANSACTIO | NS |
| Name of the S | ervice/Transaction | | Availed/Received | Facilitated | Completed | Pending (Backlogs) |
| Administration of MSU SASE | | | 5 | 5 | 5 | |
| Admission & Enrollment of St | | | 642 | 642 | 642 | |
| Facilitating and Addressing C | | S | | | | |
| Facilitation of Request for Da | | anal Dublia 9 | 500 | | | |
| Management of Scholarships Private Institutions) | and Grants (Instituti | onal, Public & | 599 | 599 | 599 | |
| Processing of Landbank Acco | ount Application (onlin | ne) | | - | | + |
| Request for Certification/End | | | | | | |
| Respond to General Inquiries | | | 24 | 24 | 24 | |
| Others: | | | | | | |
| xternal Services | | | | | | |
| | | | | F SERVICES/T | | |
| Name of the S | Service/Transaction | | Availed/Received | Facilitated | Completed | Pending (Backlogs) |
| Administration of MSU SASE | | | 24 | 24 | 24 | |
| Admission & Enrollment of St | | | 20 | 20 | 20 | |
| Facilitating and Addressing C | | S | | | | |
| Facilitation of Request for Da | | | | | | |
| Management of Scholarships Private Institutions) | and Grants (Institut | tional, Public & | 35 | 35 | 35 | |
| Processing of Landbank Acco | | ne) | | | | |
| Request for Certification/End | | | 20 | | | |
| Respond to General Inquiries Others: | 5 | | 32 | 32 | 32 | - |
| . Details of Pending (Back lease provide the details of a Name of the Service/Transaction | | | Date | Reason for P Status | | Estimated Completion Date |
| one | 1 | | | | | |
| | | | | | | |
| | | | | | | |
| Remarks (if any) additional comments or expla | nations regarding t | the transactions | Reviewed by: | nt information. | | |
| gernaun | | | Sho | 7 | | |
| LENDA O. ALMACEN | | | | /ILELA, Ph.D. | | |
| Administrative Assistant II | | | Head, QASG | | | |
| Date: 20, 2024 | | | Date: | | | |

GLENDA O. ALMACEN
Administrative Assistant II
Date: XN . 20, 2024.
(063) 223-8641 | (loc) 4170

OFFICE OF Admissions, Scholarships and Grants



admissions@g.msuiit.edu.ph

Monthly Monitoring Report of Internal and External Services

| | porting Period (Period Cov sponsibility Center: Office | | | d Grant | s | | | |
|-----|---|---------------------------|------------------|--|---------------|--|-----------|--------------------|
| Re | ported by:Joce | lyn P. Vilela | | | | | | |
| 1. | Summary of Transaction/S | ervices | | | | | | |
| Int | ternal Services | | | | | | | |
| | | | | | | SERVICES/TE | | |
| | Name of the Se | rvice/Transaction | | Avail | ed/Received | Facilitated | Completed | Pending (Backlogs) |
| a. | Administration of MSU SASE | | | | 21 | 21 | 21 | |
| b. | Admission & Enrollment of Stu | idents (Local & Fore | ign Students) | | 48 | 48 | 48 | |
| C. | Facilitating and Addressing Co | mplaints/Grievances | 3 | | | | | |
| d. | Facilitation of Request for Data | a/Documents | | - | | | | |
| е. | Management of Scholarships (Private Institutions) | and Grants (Institution | onal, Public & | | 835 | 835 | 835 | |
| f. | Processing of Landbank Accou | unt Application (onlin | 16) | | 336 | 336 | 336 | |
| g. | D 15 0 15 11 15 1-1- | | | | | | | |
| h. | Respond to General Inquiries | | | | 19 | 19 | 19 | |
| | Others: | | | | | | | |
| E | xternal Services | | | | | | | |
| - | Aterriar Services | | | | NO. OF | SERVICES/T | RANSACTIO | NS |
| | Name of the Se | ervice/Transaction | | Avai | led/Received | Facilitated | Completed | |
| a | Administration of MSU SASE | | | | 2353 | 2353 | 2353 | 1 |
| b. | Admission & Enrollment of St | udents (Local & Fore | ign Students) | | 22 | 22 | 22 | |
| C. | | omplaints/Grievance | S | | | | | |
| d. | Facilitation of Request for Dat | a/Documents | | | | | | |
| θ. | Management of Scholarships Private Institutions) | and Grants (Institut | ional, Public & | | 25 | 25 | 25 | |
| f. | Processing of Landbank Acco | ount Application (onli | ne) | | | | | |
| g. | D 11 0 12 11 15 1 | orsement Letter | | | | | | |
| | Respond to General Inquiries | | | | 33 | 33 | 33 | |
| | Others: | | | | | | | |
| IX. | Details of Pending (Back | logs) Transaction | ns | 4: | | | | |
| P | lease provide the details of a | Service Type | kiogged transac | dons. | Date | Reason for F | Ponding | Estimated |
| | Service/Transaction | (Internal or External) | Client Name | /ID | Availed | Status | | Completion Date |
| n | one | | | | | | | |
| | | | | | | | | |
| - | | | | | | | | |
| _ | | | | | | | | |
| v | Demarks (if any) | | | | | | | |
| ۸. | Remarks (if any) Additional comments or expla | nations regarding | the transactions | or any | other relevan | nt information | | |
| - | Additional confinents of expla | nations regarding | ino tranoaotione | | ouror rotoval | | | |
| _ | | | | | | | | |
| | | | | | | | | |
| F | Prepared by: | | | F | Reviewed by: | | | |
| | Cere . | | | | me | | | |
| , | GLENDA O. ALMAGEN | | | | OCELYNP | /ILELA, Ph.D | | |
| | Administrative Assistant II | | | | lead, OASG | 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1 | | |
| | Date: Www. 20. 2024 | | | | Date: | | | |
| L | Jaio | | | The state of the s | | | | Indiana aima |

GLENDA O. ALMACEN Administrative Assistant II Date: Www. Zo. Zoza (063) 223-8641 | (loc) 4170



admissions@g.msuiit.edu.ph

Monthly Monitoring Report of Internal and External Services

| Reporting Period (Peri | od Covered): Month: November Year: 2024 |
|--------------------------|---|
| Responsibility Center: _ | Office of Admissions, Scholarships and Grants |
| Reported by: | Jocelyn P. Vilela |
| I Summary of Transac | ction/Services |

| | ernal Services | NO. OF SERVICES/TRANSACTIONS | | | | |
|----|--|------------------------------|-------------|-----------|--------------------|--|
| | Name of the Service/Transaction | 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 | | | | | |
| Me | Others: Submission of Reports, Attendance to eetings/Orientation; emails to other offices | 13 | 13 | 13 | | |

External Services

| | | NO. OF | SERVICES/T | RANSACTION | S |
|----|--|------------------|-------------|------------|--------------------|
| | Name of the Service/Transaction | 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. | | 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 | | | | | |
| | | | | | |

| . Remarks (if any) Additional comments or explanations re | arding the transactions or | any other relevant information. | |
|--|----------------------------|---------------------------------|--|
| | | | |

Prepared by:

GVENDA O. ALMACEN Administrative Assistant II Date: December 11, 2024

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

Date:

(063) 223-8641 I (loc) 4170