PARTIDO STATE UNIVERSITY

CERTIFICATE OF COMPLIANCE

Year: 2024

Pursuant to Republic Act No. 11032: An Act Promoting Ease of Doing Business and Efficient Delivery

of Government Services, amending for the purpose Republic Act No. 9485, otherwise known as the

Anti-Red Tape Act of 2007, and for Other Purposes, DR. ARNEL B. ZARCEDO, Filipino, of legal age, President of the Partido State University, the person responsible and accountable in ensuring compliance with Section 6 of the R.A. 11032 or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018, hereby declare and certify the following facts:

1) The Partido State University including its seven (7) campuses has established its most

current and updated Citizen's Charter pursuant to Section 6 of R.A. 11032, its Implementing Rules and Regulations, and the relevant ARTA Issuances. Citizen' Charter Handbook Edition: 2024, 4" Edition Example: 2021, 1% Edition

2) The following required forms of posting of the Citizen's Charter are present:

* Citizen's Charter Information billboard (in the form of interactive information kiosks, electronic billboards, posters, tarpaulins standees, others)

* Citizen's Charter Handbook a (Aligned with Reference B of ARTA Memorandum Circular No. 2019-002) * Official website/Online Posting

3) The Citizen's Charter Information Billboard enumerates the following information:

- External services;
- Checklist of requirements for each type of application or request;
- Name of the person responsible for each step;
- Maximum processing time;
- Fee/s to be paid, if necessary; and
- Procedure for filing complaints and feedback.

4) The Citizen's Charter Handbook enumerates the following information:

- Mandate, vision, mission, and service pledge of the agency;
- Government services offered (External and Internal Services);
    i.   Comprehensive and uniform checklist of requirements for each type of application or request;
    ii.   Classification of service;
    iii. Type of transaction;
    iv.   Who may avail;
    v.   Client steps and agency actions to obtain a particular service;
    vi.   Person responsible for each step;

      vii.   Processing time per step and total;

      viii.   Fee/s to be paid per step and total, if necessary.

- Procedure for filing complaints and feedback;
- Contact Information of ARTA, Presidential Complaints Center (PCC), and CSC Contact Center ng Bayan in the complaint's mechanism; and
- List of Offices

The Citizen's Charter Information Billboard is posted at the main entrance of the office or at the most conspicuous place of all the said service offices. The printed Citizen's Charter Handbook is placed at the windows/counters of each frontline offices to complement the information on the services indicated in the Information Billboard. The Citizen's Charter Handbook version is uploaded on the website or any online platform available of the agency/LGU through a tab or link specifically for the Citizen's Charter, located at the most visible space or area of the official website or the online platform available. The Citizen's Charter is written either in English, Filipino, and/or in the local dialect and published as an information material. There is an established Client Satisfaction Measurement per service. This certification is being issued to attest to the compliance of the agency with the foregoing statements that can be validated by the Authority.

ARNEL B. ZARCEDO, EDEL-President of Partido State University

AGENCY PROFILE

The Mandate of Partido State University is to provide advancements in geology and bio-resource science to foster sustainable and resilient communities. We aim to produce graduates who are knowledgeable, competent, and engaged citizens by providing a top-notch, international educational experience that nurtures leadership, creativity, critical thinking, cultural appreciation, and civic duty. When it comes to our processes, we also guarantee prompt and efficient response to all clients during official hours. We strongly support efficient government practices and streamlined procedures.

II. Partido State University Vision:

A university of science and technology advancing geology and bio-resource science to promote sustainable and resilient communities.

ll. Partido State University Mission:

To provide a high-quality, global educational experience to educate individuals in leadership, innovation, critical thinking, cultural appreciation and civic responsibility so that graduates are competent, informed and environmentally and culturally proactive and productive citizens.

III. Partido State University Service Pledge:

1. Advocate for the adoption of effective government practices for efficient government service delivery and prevention of graft and corruption;
2. Capacitate government agencies to reengineer its systems and procedures to reduce processing time and regulatory burden for the transacting public;

3. Promote the implementation of simplified requirements and procedures that will reduce red tape and expedite business and non-business-related transaction in the government;
4. Attend to all applicants or requesting parties who are within the premises of the office prior to the end of official working hours and during lunch break

(e)ACADO001 College Admission for Board Program (interview and Evaluation)

A student-applicant who wants to be admitted to the Board Programs of PSU must undergo a triangulation process (Admission Exam, Interview, and Evaluation). The Admission and Guidance Office wiil provide the Partido State University College Admission Test also known as (PARSUCAT) results to the respective Department Chairs/Deans of the board courses. From there, the Department Chairs will facilitate the interview and evaluation.

Checklist of the requirement and where to secure:

1. PARSUCAT Result for the respective board Admission and Guidance Office program (PSU-F-GAP-03) (1 Scanned/Photocopy)

   can secure/get at admission and guidance office.

2. Interview and evaluation schedule Department Chair/Program Chair
   Can secure/get at Department Chair/Program Chair

Client steps for PARSUCAT:

1. Reports for Interviews
   o Agency Actions: Interviews the applicant and advises the student applicant when to claim the interview result.
   o Processing time: 20 minutes
   o Person responsible: College's Admission Committee
2. Waits for the result
   o Agency Actions: Computes, prepares, and submits the college admission rank list to the admission and guidance office.
   o Processing time: 7 working days after the last day of the scheduled interview.
   o Person Responsible: College's Admission Committee.

(e)ACAD002 Enrolment for Regular Student/s

Regular students are those who are enrolled in regular subjects following the curriculum and timeline set for their respective programs. All students must obtain credentials from the Information and Communication Management Office (ICTMO) before they can log in to SIAS to pre-enroll in their subjects for the respective semester.

CHECKLIST OF REQUIREMENTS

1. SIAS Credentials
   o Where to secure: Information and Communications Technology Management. (ICTMO)

CLIENT STEPS:

1. The student will login to and navigate SIAS account via this link, https://my.parsu.edu.ph/goa/sias/. And Pre-enroll subjects to take
2. Waits for the University Registrar's validation
   o Agency actions: Monitors if the student has already been validated by the university registrar and is officially enrolled.
   o Person Responsible: Department Chair.
3. Secure their Certificate of Enrolment

(e)ACAD003 Enrollment for Irregular Student/s

An irregular student is registered for formal academic credits but does not carry the full semestral load called for by the curriculum for which he is registered in a given semester. Before enrollment, the student must secure an evaluation to assess subjects to be taken for the next semester. Please note that students must obtain credentials from the Information and Communication Management Office (ICTMO) before they can log in to SIAS for pre-enrolling in their subjects for the respective semester.

Who may avail:

• Irregular Students

Checklist of Requirements:

1. Student ID - Office of the Student Affairs and Services
2. Registration Permit (PSU-F-CollegeCode-03) - College Dean's / DC's Office
3. Suggested Subjects to Take (PSU-F-CollegeCode-12) - College Dean's / DC's Office
4. Personal Evaluation Sheet (Copy) - College Dean's / DC's Office

Client Steps and Agency Actions:

1. Client Step: The student will log in to and navigate SIAS account via this link, https://my.parsu.edu.ph/goa/sias/. Pre-enroll subjects to take.
   o Agency Action: Monitors if the pre-enrolled subjects of the student are correct.
   o Fees to be Paid: None
   o Processing Time: 5 minutes
   o Person Responsible: Department Chair
2. Client Step: Presents Student ID with Personal Evaluation Sheet for evaluation.

- Agency Action: Counterchecks the Personal Evaluation Sheet with the client's records from the Student Information and Accounting System (SIAS). Evaluates the grades of the students based on the student's program schedule. Issues PSU-F-CollegeCode-12. Issues PSU-F-CollegeCode-02.
  - Fees to be Paid: None
  - Processing Time: 5 minutes, 5 minutes, 1 minute, 1 minute
  - Person Responsible: Department Chair/ Office Staff
3. Client Step: Fills out PSU-F-CollegeCode-02 under subjects taken, if any.
   - Agency Action: Checks completeness of entries and identify subjects to be credited. Issues PSU-F-CollegeCode-03.
   - Fees to be Paid: None
   - Processing Time: 15 minutes, 1 minute
   - Person Responsible: Department Chair/ Office Staff, College Dean, Assigned Registrar's Office Staff
4. Client Step: Fills out PSU-F-CollegeCode-03.
   - Agency Action: Verifies entries in the form. Approves the registration form.
   - Fees to be Paid: None
   - Processing Time: 2 minutes
   - Person Responsible: Department Chair/ Office Staff

(e)ACAD004 Enrolment for Transferee/s from other Campus/University/ies

A transferee is one who transfers from one campus to another campus or from one academic institution to another academic institution. The transferee undergoes the evaluation process before enrolment. Please note that transferees must obtain credentials from the Information and Communication Management Office (ICTMO) before they can log in to SIAS for pre-enrolling in their subjects for the respective semester.

Who may avail:

- Transferee Students

Checklist of Requirements:

1. TOR/ Certificate of Grades (1 photocopy) - School last attended
2. Evaluation Form for Transferee (PSU-F-CollegeCode-01) - College Dean's / DC's Office
3. Returnee/ Shifter/ Transferee's Slip (PSU-F-CollegeCode-02) - College Dean's / DC's Office
4. Registration Permit (PSU-F-CollegeCode-03) - College Dean's / DC's Office
5. Suggested Subjects to Take (PSU-F-CollegeCode-12) - College Dean's / DC's Office

Client Steps and Agency Actions:

1. Client Step: The student will log in to and navigate SIAS account via this link, https://my.parsu.edu.ph/goa/sias/. Pre-enroll subjects to take.
   - Agency Action: Monitors if the pre-enrolled subjects of the student are correct.
   - Fees to be Paid: None
   - Processing Time: 5 minutes
   - Person Responsible: Department Chair
2. Client Step: Presents original and photocopy of credentials.

- o Agency Action: Evaluate the grades. Issues PSU-F-CollegeCode-01 indicating the evaluation result. If the student is classified as regular, skip filling out Form 3, otherwise, proceed to step 1.4. Evaluates the grades of the students based on the student's program schedule. Issues PSU-F-CollegeCode-12. Issues PSU-F-CollegeCode-02.
- o Fees to be Paid: None
- o Processing Time: 5 minutes, 5 minutes, 1 minute, 1 minute, 1 minute
- o Person Responsible: Department Chair/ Office Staff

3. Client Step: Fills out PSU-F-CollegeCode-02 under subject taken, if any.
   - o Agency Action: Checks completeness of entries and identify subjects to be credited.
   - o Fees to be Paid: None
   - o Processing Time: 15 minutes
   - o Person Responsible: Department Chair/ Office Staff, College Dean, Assigned Registrar's Office Staff

4. Client Step: Fills out PSU-F-CollegeCode-03.
   - o Agency Action: Verifies entries in the form. Approves the registration form. Advises client to proceed to the Registrar's Office.
   - o Fees to be Paid: None
   - o Processing Time: 2 minutes
   - o Person Responsible: Department Chair/ Office Staff

5. Client Step: Proceeds to the Registrar's Office.
   - o Total Processing Time: 30 minutes
   - o Total Fees to be Paid: None

(e)ACAD005 Enrolment for Returnee/s

A returnee is one who comes back after temporarily leaving the University and has no record of enrolment in any other academic institution. The returnee undergoes the evaluation process before enrolment. Please note that returnees must obtain credentials from the Information and Communication Management Office (ICTMO) before they can log in to SIAS for pre-enrolling in their subjects for the respective semester.

Who may avail:

- Irregular Students

Checklist of Requirements:

1. Student ID - Office of the Student Affairs and Services
2. Registration Permit (PSU-F-CollegeCode-03) - College Dean's / DC's Office
3. Suggested Subjects to Take (PSU-F-CollegeCode-12) - College Dean's / DC's Office
4. Personal Evaluation Sheet (Copy) - College Dean's / DC's Office

Client Steps and Agency Actions:

1. Client Step: The student will log in to and navigate SIAS account via this link, https://my.parsu.edu.ph/goa/sias/. Pre-enroll subjects to take.
   - o Agency Action: Monitors if the pre-enrolled subjects of the student are correct.
   - o Fees to be Paid: None

- o Processing Time: 5 minutes
- o Person Responsible: Department Chair
2. Client Step: Presents Student ID with Personal Evaluation Sheet for evaluation.
    - o Agency Action: Counterchecks Personal Evaluation Sheet with the client's records from the Student Information and Accounting System (SIAS). Evaluates the grades of the students based on the student's program schedule. Issues PSU-F-CollegeCode-12. Issues PSU-F-CollegeCode-02.
    - o Fees to be Paid: None
    - o Processing Time: 5 minutes, 5 minutes, 1 minute, 1 minute
    - o Person Responsible: Department Chair/ Office Staff
3. Client Step: Fills out PSU-F-CollegeCode-02 under subjects taken, if any.
    - o Agency Action: Checks completeness of entries and identify subjects to be credited. Issues PSU-F-CollegeCode-03.
    - o Fees to be Paid: None
    - o Processing Time: 15 minutes, 1 minute
    - o Person Responsible: Department Chair/ Office Staff, College Dean, Assigned Registrar's Office Staff
4. Client Step: Fills out PSU-F-CollegeCode-03.
    - o Agency Action: Verifies entries in the form. Approves the registration form.
    - o Fees to be Paid: None
    - o Processing Time: 2 minutes
    - o Person Responsible: Department Chair/ Office Staff

(e)ACAD006 Enrolment for Shifter/s to other Program/s

A shifter is one who transfers from one course/program to another course/program of the University. The shifter seeks permission from his/her home college.

Who may avail:

- Shifting Students

Checklist of Requirements:

1. Student ID - Office of the Student Affairs and Services
2. Shifting Form (PSU-F-CollegeCode-04) - College Dean's / DC's Office
3. Personal Evaluation Sheet (Copy) - College Dean's / DC's Office

Client Steps and Agency Actions:

1. Client Step: Presents Student ID and fills out PSU-F-CollegeCode-04.
    - o Agency Action: Checks the completeness of entries in the form. Approves the form (Recommending Approval). Issues Copy of Personal Evaluation Sheet.
    - o Fees to be Paid: None
    - o Processing Time: 5 minutes, 2 minutes, 1 minute
    - o Person Responsible: Department Chair/ Office Staff

(e)ACAD007 Enrolment for Shifter/s from other Program/s

A shifter is one who transfers from one course/program to another course/program of the University. The shifter undergoes the evaluation process before enrolment by the accepting program/college.

Who may avail:

- Shifting Students

Checklist of Requirements:

1. Student ID - Office of the Student Affairs and Services
2. Shifting Form (PSU-F-CollegeCode-04) - College Dean's / DC's Office
3. Returnee/ Shifter/ Transferee's Slip (PSU-F-CollegeCode-02) - College Dean's / DC's Office
4. Registration Permit (PSU-F-CollegeCode-03) - College Dean's / DC's Office
5. Suggested Subjects to Take (PSU-F-CollegeCode-12) - College Dean's / DC's Office
6. Personal Evaluation Sheet (Copy) - College Dean's / DC's Office

Client Steps and Agency Actions:

1. Client Step: The student will log in to and navigate SIAS account via this link, https://my.parsu.edu.ph/goa/sias/. Pre-enroll subjects to take.
   - Agency Action: Monitors if the pre-enrolled subjects of the student are correct.
   - Fees to be Paid: None
   - Processing Time: 5 minutes
   - Person Responsible: Department Chair
2. Client Step: Presents Student ID, Personal Evaluation Sheet, and accomplished PSU-F-CollegeCode-04.
   - Agency Action: Checks the completeness of entries in the form. Approves the form. Evaluates the grades of the students based on the student's program schedule. Issues PSU-F-CollegeCode-02. Issues PSU-F-CollegeCode-12.
   - Fees to be Paid: None
   - Processing Time: 5 minutes, 1 minute, 5 minutes, 1 minute, 1 minute
   - Person Responsible: Department Chair/ Office Staff
3. Client Step: Fills out PSU-F-CollegeCode-02 under subjects taken, if any.
   - Agency Action: Checks completeness of entries and identify subjects to be credited. Issues PSU-F-CollegeCode-03.
   - Fees to be Paid: None
   - Processing Time: 15 minutes, 1 minute
   - Person Responsible: Department Chair/ Office Staff, College Dean, Assigned Registrar's Office Staff
4. Client Step: Fills out PSU-F-CollegeCode-03.
   - Agency Action: Verifies entries in the form. Approves the registration form.
   - Fees to be Paid: None
   - Processing Time: 2 minutes
   - Person Responsible: Department Chair/ Office Staff

(e)ACAD008 Adding, Changing, and Dropping of Subject/s

Students shall be allowed to add and/or change subject/s within the first week from the start of classes under meritorious reason/s. Students shall be allowed to drop subject/s any time before the scheduled Midterm Examination. A recommendation or advice slip from the guidance counselor must be secured before dropping the subject/s.

Who may avail:

- Students

Checklist of Requirements for Adding, Changing, and Dropping of Subject/s:

1. Student ID
   - Where to Secure: Office of the Student Affairs and Services
2. For Adding, if applicable PSU-F-URO-06
   - Where to Secure: University Registrar's Office (URO)
3. For Changing, if applicable PSU-F-URO-07
   - Where to Secure: University Registrar's Office (URO)
4. For Dropping, if applicable
   - Where to Secure: University Registrar's Office (URO)

Client Steps and Agency Actions:

1. Client Step: Presents accomplished PSU-F-URO-06/ PSU-F-URO-07/ PSU-F-URO-08 forms
   - Agency Action: Accepts, reviews, and approves the forms; Advises student to proceed to the Registrar's Office
   - Fees to be Paid: None
   - Processing Time: 3 minutes
   - Person Responsible: Department Chair/s and/or Dean
2. Client Step: Proceeds to the Registrar's Office
   - Agency Action: Not specified
   - Fees to be Paid: None
   - Processing Time: 3 minutes
   - Person Responsible: Not specified

ACAD009 Completion of INC Grade/s

A grade of incomplete is obtained if the final examination has not been taken and/or the other requirements of the subject/s have not been submitted. If there's no completion within one (1) year, the grade will automatically be changed to failure (5.0) at the Registrar's Office. A copy of the duly-accomplished completion form shall be submitted to the College's Office.

Who may avail:

- Students

Checklist of Requirements for Completion of INC Grade/s:

1. Completion Form PSU-F-URO-04
   - Where to Secure: University Registrar's Office (URO)

Client Steps and Agency Actions:

1. Client Step: Submits 1 copy of accomplished PSU-F-URO-04
   - Agency Action: Accepts, counterchecks, and records submitted completion form
   - Fees to be Paid: None
   - Processing Time: 3 minutes
   - Person Responsible: Department Chair/s and/or College Dean Office Staff

(e)ACAD010 Issuance of Certificate of Good Moral Character

Certificate of Good Moral Character is issued to students/alumni who have not been rejected or subjected to any disciplinary action and have never been convicted of any crime involving moral turpitude during their entire stay in the University.

Who may avail:

- Students/Alumni

Checklist of Requirements:

1. Official Receipt
   - Where to Secure: Cashiering Office
2. Documentary Stamp (1 piece)
   - Where to Secure: BIR/Post Office/Other Government Office/Registered Establishment

Client Steps and Agency Actions:

1. Client Step: Signs in the Logbook for the request of Certificate of Good Moral Character (PSUF-CollegeCode-17)
   - Agency Action: Accepts the request and checks the records of the students/alumni
   - Fees to be Paid: None
   - Processing Time: 3 minutes
   - Person Responsible: Department Chair/s Office Staff
2. Client Step: Submits requirements
   - Agency Action: Processes and approves the requested certification
   - Fees to be Paid: None
   - Processing Time: 5 minutes
   - Person Responsible: Department Chair/s / College Dean Office Staff
3. Client Step: Claims the requested certification
   - Agency Action: Releases the requested certification; Advises the client to proceed to the Registrar's Office for Dry Seal
   - Fees to be Paid: None
   - Processing Time: 1 minute

- o Person Responsible: Department Chair/s Office Staff

(e)ACAD011 Approval of Proposed Student Activity/ies (On-Campus)

All student activities (academic, co-curricular, extra-curricular, organizational) shall be held with an approved permit/activity/facility form and with the presence of the adviser. No activity shall be held a week before any scheduled major examination except for those activities which are considered the requirement for the completion of the course/subject.

Who may avail:

- Student/s

Checklist of Requirements:

1. Activity Proposal
   - o Where to Secure: Requesting Party

Client Steps and Agency Actions:

1. Client Step: Submits the activity proposal (at least a week prior to the conduct of the activity)
   - o Agency Action: Assesses the activity proposal; Permits the conduct of the activity after a favorable assessment result, otherwise, consult the Dean for alternative action/s; Advises the client to secure OSAS Dean's approval for the conduct of the proposed activity/ies
   - o Fees to be Paid: None
   - o Processing Time: 5 minutes (assessment), 3 minutes (consultation), 2 minutes (advice)
   - o Person Responsible: Department Chair/s / College Dean
2. Client Step: Proceeds to the OSAS for approval
   - o Agency Action: Not specified
   - o Fees to be Paid: None
   - o Processing Time: 10 minutes
   - o Person Responsible: Not specified

(e)ACAD013 Endorsement of Application for Scholarship/ Financial Assistance

Students who wish to apply for any scholarship/financial assistance must seek endorsement from the concerned authority.

Who may avail:

- Student/s

Checklist of Requirements:

1. Certificate of Enrolment (CE)
   - o Where to Secure: University Registrar's Office (URO)

2. Proof of Entitlement for Scholarship/Financial Assistance
    o Where to Secure: Granting Agency

Client Steps and Agency Actions:

1. Client Step: Presents required documents
    o Agency Action: Verifies, validates, and evaluates submitted documents; If qualified, endorses application to the granting agency; otherwise, rejects endorsement
    o Fees to be Paid: None
    o Processing Time: 3 minutes
    o Person Responsible: Department Chair/s, College Dean

Total Processing Time:

- 3 minutes

(e)ACAD014 Coaching/ Consultation of Students with Special Cases

Students' academic, co-curricular, and extra-curricular concerns are addressed by the Colleges through Coaching and Consultation.

Who may avail:

- Student/s

Checklist of Requirements:

- None

Client Steps and Agency Actions:

1. Client Step: Approaches for coaching/consultation
    o Agency Action: Conducts coaching/consultation regarding student's concern/s
    o Fees to be Paid: None
    o Processing Time: 30 minutes
    o Person Responsible: Department Chair/s, College Dean

Total Processing Time:

- 30 minutes

(e)ACAD015 Request for Grade Evaluation for Internship/OJT/ Practicum

On-the-Job Training (OJT) is a part of a program curriculum that aims to train and orient students about the work and their future career. To determine eligibility to take Internship/OJT/Practicum, the applicant must request grade evaluation.

Who may avail:

- Qualified Student/s to take OJT/Practicum/Internship

Checklist of Requirements:

1. Personal Evaluation Sheet
    o Where to Secure: Office of the Department Chair/Dean

Client Steps and Agency Actions:

1. Client Step: Requests for grade evaluation for OJT/Practicum/Internship
    o Agency Action: Evaluates applicant's grades based on the curriculum, students record, and SIAS; Issues evaluation result
    o Fees to be Paid: None
    o Processing Time: 15 minutes (evaluation), 1 minute (issuance)
    o Person Responsible: Department Chair/s, Office Staff

Total Processing Time:

- 16 minutes

(e)ACAD016 Application for Student-Teaching Internship

Student-Teaching Internship (STI) is part of the BSEd/BEEd curriculum that aims to train and orient students about the nature of the teaching profession. To determine eligibility to take STI, the applicant must request for grade evaluation and comply with all other requirements.

Who may avail:

- Student/s

Checklist of Requirements:

1. Personal Evaluation Sheet (copy)
    o Where to Secure: Department Chair's Office/ DEAN
2. Medical Certificate (1 original copy)
    o University Clinic
3. Parent's Consent Form (1 original)
    o Where to Secure: Department Chair's Office
4. Group Insurance (1 original)
    o Insurance Company
5. Bio-data/Resume with 2x2 Picture (corporate attire with white background) - 2 copies
6. Long-size brown envelope (1 piece)

Client Steps and Agency Actions:

1. Client Step: Applies for student-teaching internship
    o Agency Action: Evaluates the student's grades; If qualified, Department Chair accepts the application, otherwise, advises the applicant to take and pass all the required subjects first

- o Fees to be Paid: None
- o Processing Time: 25 minutes
- o Person Responsible: Department Chair/s
2. Client Step: Submits the required documents
    - o Agency Action: Endorses the submitted documents to the Student-Teaching Coordinator
    - o Fees to be Paid: None
    - o Processing Time: 5 minutes
    - o Person Responsible: Department Chair/s, Student-Teaching Coordinator
3. Client Step: Attends Orientation for Student-Teaching Internship
    - o Agency Action: Facilitates the student-teaching orientation
    - o Fees to be Paid: None
    - o Processing Time: 4 hours
    - o Person Responsible: Department Chair/s, Student-Teaching Coordinator, Dean
4. Client Step: Reports during the deployment schedule
    - o Agency Action: Deploys the student-teachers to their respective cooperating school/s
    - o Fees to be Paid: None
    - o Processing Time: 30 minutes
    - o Person Responsible: Student-Teaching Coordinator

Total Processing Time:

- 5 hours

(e)ACAD017 Signing of Clearance (Students/Alumni)

A student secures clearance every end of the semester to ensure that they are cleared of any accountabilities.

Client Steps and Agency Actions:

1. Request online clearance from the University Cashier, note that students must already be logged in to PARSU OSCS https://oscs.parsu.edu.ph using their credentials.
    - o The University Cashier verifies and digitally signs student's online clearance request.

2. Request online clearance from the University Librarian.
    - o The University Librarian verifies and digitally signs student's online clearance request.

3. Request online clearance from the Office of Student Affairs and Services (OSAS) Dean.
    - o The Office of Student Affairs and Services (OSAS) Dean verifies and digitally signs student's online clearance request.

4. Request on line clearance from the College Dean
    - o The College Dean verifies and digitally signs student's online clearance request.

5. Click the Submit button to forward the accomplished online clearance form to the University Registrar.
    - o The University Registrar records the submitted student online clearance.

Note: The processing time may vary depending on the availability and workload of signatories and the number of clients using the OSCS

ACAD018 Application for Graduation

Students who have successfully completed all the subjects including its requirements and units in their curriculum shall be eligible for graduation. The student must file a formal Application for Graduation.

Checklist of Requirements:

1. Application for inclusion in the list of the candidates for graduation (AILCG) form (PSU-F-URO-15).
    - You can secure it at University Registrar Office (URO)
2. Personal Evaluation Sheet (copy).
    - You can secure it at Office of the Department Chair/DEAN.

Clients Steps:

1. Submits the PSU-FUR0-15 and Applicant's student evaluation sheet to the Department Chair/s / Dean.
    - Agency Actions:
        i. Receives and reviews the submitted document/s
        ii. Approves/ Disapproves the application form
    - Fees to be paid: none
    - Processing time 6 minutes
    - Person Responsible: Department Chair/s, College Dean, Office staff.