



ACCOMPLISHMENT REPORT OF OFFICE OF THE STUDENT AFFAIRS AND SERVICES LSPU SINILOAN (Host) CAMPUS January – December 2021

TITLE OF ACTIVITIES/ PROGRAM	DATE/ DURATION	DOCUMENTATION (PICTURES)	PARTICIPANTS	LOCATION	CONDUCTED/ SPONSORED BY:	BUDGET/ REMARKS
Validated student I.D.(s)	January –March 2021	Refer to OSAS Log Book/Document	LSPU students	Office of Student Affairs and Services	OSAS	
Posted and disseminated relevant announcements and information pertaining to student services on OSAS Official Facebook Page / Social Media	January –March 2021	Data Mode Data Mode Office of the Student Affairs and Servi Home Services Reviews Offers Photos Statement of the Student Affairs and Servi For your information. Please be guided with this infographics. Thank you! Office of the Registrar - LSPU Siniloan 12 Mar - 9 ONLINE REQUEST OF DOCUMENTS IMPORTANT REMINDER: See more OFFICE OF THE REGISTRAR DNLINE REQUEST OF DOCUMENTS IMPORTANT REMINDER: See more OFFICE OF THE REGISTRAR DNLINE REQUEST OF DOCUMENTS - COPY OF GRADES - CERTIFICATE OF REGISTRATION - TRANSCRIPT OF RECORDS - COMPLETION FORM SUPPLIED THE REGISTRATION SEE COMPLETION FORM SUPPLIED THE REGI	LSPU students	Office of Student Affairs and Services Facebook Official Page	OSAS	
Conducted survey thru online platform pertaining to satisfaction on the services of the office	January –March 2021	Office of the Student Affairs and Services Siniloan Campus 23 Feb ⋅ ♥ Dearest STUDENTS, Please help us in answering this Form. Please rate the OFFICE OF THE STUDENT AFFAIRS sa item na nakalagay sa Office/Department. Thi See more DOCS.GOOGLE.COM Citizen/Client Satisfaction Survey Value of the Student Affairs and State of the Student Sta	OSAS ICTS LSPU Students	Online Platform	OSAS	





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Assisted in receiving and attending to student concerns related to student services via phone calls, chat, video conferencing in relation to Student Concerns Desk	January - March 2021	Chats Search Prosper Calma You: Magandang umaga sa m + 8:27 am You: Magandang umaga sa m + 8:27 am You: Thanks for your message. We' Wed Angelo Hilloma Salamat po - Mon Paul Atienza You: Good day - Mon Marco Freenoza Edra Hindi po kasi sya nasagot e. Sabi da 16 Apr Idej Jabonita You: Salamat po sa lubis na pag 16 Apr Fatima Grace Orioste Thank you po 15 Apr Erika Bainto You: Kami po sy mag popost sa p 15 Apr You: Wala pong anuman - 14 Apr Kate Irla Alright - 14 Apr Mark Gil Flores Andico You: Okwie - 13 Apr	LSPU students	Online Platform	OSAS	
Oath Taking of newly designated Supreme Student Council President of LSPU-SC	February 3, 2021		OSAS Chairperson	Office of Student Affairs and Services	OSAS	





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Distribution of certificates to the Awardees (Retirees and Special Awardees) during the celebration of LSPU Siniloan Founding Anniversary	February 10, 2021	Contract of Approximate Contract of Approx	Retirees and Special Awardees	LSPU Siniloan Campus	OSAS	University Fund
Face-to- face meeting of OSAS Director and Chairpersons with Supreme Student Council Advisers, FSSC President and SSC Presidents of LSPU, reviewing the submitted proposal of FSSC Officers Constitution and By-laws	February 11, 2021		OSAS Director & Chairperson Student Council Advisers Students Council Presidents Student Organization Coordinators	President's Conference Room LSPU Sta Cruz Campus	Office of the Director, OSAS	Charge to OSAS





Attended webinar entitled" LSPU Records and Digitalization of Records."	February 18,2021	CASES WHERE THE PROCESSING OF SENSITIVE PERSONAL INFORMATION AND PRIVILEGED INFORMATION IS ALLOWED (SECTION 13 OF THE DPA) (a) The data subject has given his or her consent, specific to the purpose prior to the processing, or in the case privileged information, all parties to the exchange (b) The pressing of the same is provided for by existing and privileged information and information of the data subject are not required by law or permitting the processing of the sensitive personal information to the privileged information to the privileged information to the privileged information of the processing is necessary to protect the life and health of the data subject or another person, and the data subject is not legally or physically able to express his or her consent prior to the processing:	University Wide	Via ZOOM	University ICTS	
Signed Clearance(s)	March 2021	Refer to OSAS Log Book/Document	LSPU students	Office of Student Affairs and Services	OSAS	
Recommendation of Unit Heads Designation	March 3, 2021	The Control of the Co	OSAS Director & Chairperson Faculty Members	Office of the Director, OSAS	Chairperson, OSAS	





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Coordinated with the concern's personnel (ICTS, OSAS, PACD, QA Chairperson and Security Services) for the plan and implementation of student online appointment to be presented to Campus Director	March 10, 2021	The control of the co	ICTS, OSAS, PACD, QA Chairperson and Security Services	CCS Building	University Clinic	
Attended the emergency meeting led by CD together with concerned personnel of LSPU to discuss the flow of transaction of visitors entering the school premises and set a plan for online transaction	March 10, 2021		Frontline officers	LSPU-SC Board Room	Campus Director	





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Coordinated with the RHU personnel for the strict implementation and observance of the COVID-19 health protocol to control the number of visitors and students entering the campus	March 11, 2021		Contact tracers, OSAS chairperson and QA Chairperson	OSAS	University Clinic	
Attended and participated in the virtual visit of CHED for the application of COPC to the College of Criminology Justice Education	March 11, 2021	College of Criminal Justice Education	OSAS and other concerned units/offices	Via ZOOM	College of Criminology Justice Education	1





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Attended and participated in the virtual visit of CHED for the application of COPC to the College of Arts and Sciences	March 19,2021	THE CONTRACTOR OF THE CONTRACT	OSAS and other concerned units/offices	Via ZOOM	College of Arts and Sciences	
Validated student I.D.(s)	April-June 2021	Refer to OSAS Log Book/Document	LSPU students	Office of Student Affairs and Services	OSAS	
Posted and disseminated relevant announcements and information pertaining to student services on OSAS Official Facebook Page / Social Media	April-June 2021	© report for plants in the control of the control o	LSPU students	Office of Student Affairs and Services Facebook Official Page	OSAS	





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Conducted survey thru online platform pertaining to satisfaction on the services of the office	April-June 2021	Citizen's Charter Survey - Office of Student Affairs and Services	OSAS ICTS LSPU Students	Online Platform	OSAS	
Assisted in receiving and attending to student concerns related to student services via phone calls, chat, video conferencing in relation to Student Concerns Desk	April-June 2021	Consideration for the control of the	LSPU students	Online Platform	OSAS	





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		January December 20			
Distribution of Prizes to the 7 students lucky winners of Pocket Wifi(s) from Smart Telecommunication	April 19-23, 2021	Laguna State Polytechnic University SINILOAN CAMPUS Congratulations! SEVEN (7) LUCKY WINNERS OF SMART POCKET WI-FI JAN INGRID V. OCTIA (BS AGRI) ANDREA G. ALTEZ (BS COMSCI) JOHN ROBINSON LAMINA (BS PSYCH) ERIKA O. BAINTO (BSOA) JAYPEE R. BANAAG (BAT) FATIMA GRACE S. ORIOSTE (BEED) WENDY LANE D. BATASIN (BS CRIM)	LSPU students	OSAS	Smart Telecomm unication
Distribution of Prizes to the part-timers (faculty) lucky winners of Pocket Wifi(s) from Smart Telecommunication	May 17-21, 2021	Edguna State Dolptethnic University Siniloan Campus Congratulations! LUCKY WINNERS OF SMART POCKET WI-FI CIRIACO ,MARVIN MENDOZA, JERALYN T. LOTA, CHARELYN C. CEZAR, MARK ANTHONY P. FERRERA, LESTER JAY TRINIDAD, MARY GRACE S. LSPU OSAS	Part Timers	OSAS	Smart Telecomm unication





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Validated student I.D.(s)	October - December 2021	Refer to OSAS Log Book/Document	LSPU students	Office of Student Affairs and Services	OSAS	
Posted and disseminated relevant announcements and information pertaining to student services on OSAS OfficialFacebook Page / Social Media	October - December 2021	Jayson Nual Olayta II is with Lspu Osas Siniloan Campus and 10 others. Nov 5 · 🚱 Students from SINILOAN CAMPUS if you want to be updated sa Services please add our OFFICIAL FB ACCOUNT Lspu Osas Siniloan Campus	LSPU students	Office of Student Affairs and Services Facebook Official Page	OSAS	
Conducted survey thru online platform pertaining to student vaccine status	October - December 2021	TO ALL LSPU SINILOAN STUDENTS, Greetings! We are hoping that you are in good condition and health. We at the Office of the Student Affairs and Services Siniloan Campus is humbly asking you to answer the following questions for the WILLINGNESS TO HAVE COVID-19 VACIDIE. This is a survey to all LSPU SC students pertaining to their vaccine status. Your response will be used in planning and developing interventions for Limited Face to Face Classes in the University. LINK: https://docs.google.com/forms/d/1QyCWnbRx EVODE_9CKS79Dvqxk9Y1SAirGQ0vQ_vVPW4 Truly yours, Sir Jayson Olayta	LSPU Students	Online Platform	OSAS	





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Renewal of Standard Insurance Inc. as our insurance provider for LSPU Siniloan Campus for the SY- 2021-2022	October - December 2021	And an additional and an additional and a second and a se	LSPU Community	LSPU Siniloan Campus	OSAS	₱207,120.00
LSPU 69 TH Founding Anniversary Virtual Meeting	October - December 2021	Topic: LSPU 69th Founding Aminemany Meeting Time: No. 4, 2021 02:50 PM Join Zoom Meeting https://zoom.us/j /963997667867994 OUTHE-SANT-VVVVV edC9168h EURB-0109 Meeting 10: C63.9976.67365 Join our Cloud HD Video Meeting Zoom Santana Santa	Concerned Offices	Via Zoom	OSAS (In Charge)	
Conducted Covid 19 vaccination Information drive/dissemination as part of our Back to LSPU ,Back to Bakuna Program	October - December 2021	LSPU COVID-19 VACCINATION CAMPAIGN Pag may BAKUNA, BIDA ka, LIGTAS pa ang Pamilya	LSPU Community	Online Platform	OSAS	₱78,500.00





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Prepared, laid out and disseminated invitation program for LSPU 69 TH Founding Anniversary	October - December 2021	The virtual 69th Founding Anniversary of LSPU Siniban Campus with the theme LSPUg969*: A Beacon of Hope and Innovation Responding to the Challeges of COVID-19 Pandemic' is approaching. Watch I Join and Enjoy the fun on D. See more Particularly 1997 of the Challege of Covid-1998 of Covid-1999 of	LSPU-SC Community	Online Platform	OSAS (In Charge)	
LSPU-SC Virtual Celebration of 69 th Founding Anniversary	October - December 2021	For more evidence of the event please browse the OSAS FB Page: Office of the Student Affairs and Services Siniloan Campus	LSPU-SC Community	Via Live Streaming (Facebook)	OSAS (In Charge)	₱274,300.00
Conduct of Online Consultative Meeting with the students pertaining to Mental Health Policy	November 2021		OSAS Unit Heads, Students	Zoom	OVPAA and OSAS	





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Mental Health Policy Process / Procedure Development Virtual Meeting	October - December 2021	Charma. : alborio :	Concerned Offices	Via Zoom	OSAS (In Charge)	
Assisted in receiving and attending to student concerns related to student services via phone calls, chat, video conferencing in relation to Student Concerns Desk	October - December2021		LSPU students	Online Platform	OSAS	
SUPPORT FUNCTIONS						
Attendance to University wide Academic and Administrative Council Meeting	January to December 2021		LSPU Officials	Zoom	LSPU	
Issuance of Office	January to		LSPU Officials	Online Platform	OSAS	
Memorandums	December 2021					
Conduct of OSAS Regular meeting	September to December		OSAS Unit Heads	Google Meet	OSAS	





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JAYSON N. OLAYTA, MRD OSAS Chairperson

Prepared by:

Noted:

ENGR. JOSEPH M. CABIENTE, MBM, MSME

LSPU Siniloan Campus Director

Submitted to:

ZERAH-JANE M. MORTELMIS, Chairperson