

**VISION**

Center of Progressive Leadership in Higher Education for Quality Life and Sustainable Development.

**MISSION**

SDSSU shall provide advanced education, professional and higher technological instruction, and trainings in various fields of specialization.

It shall also undertake research, extension, and entrepreneurial activities for the development of the nation.

**For more details please contact:**

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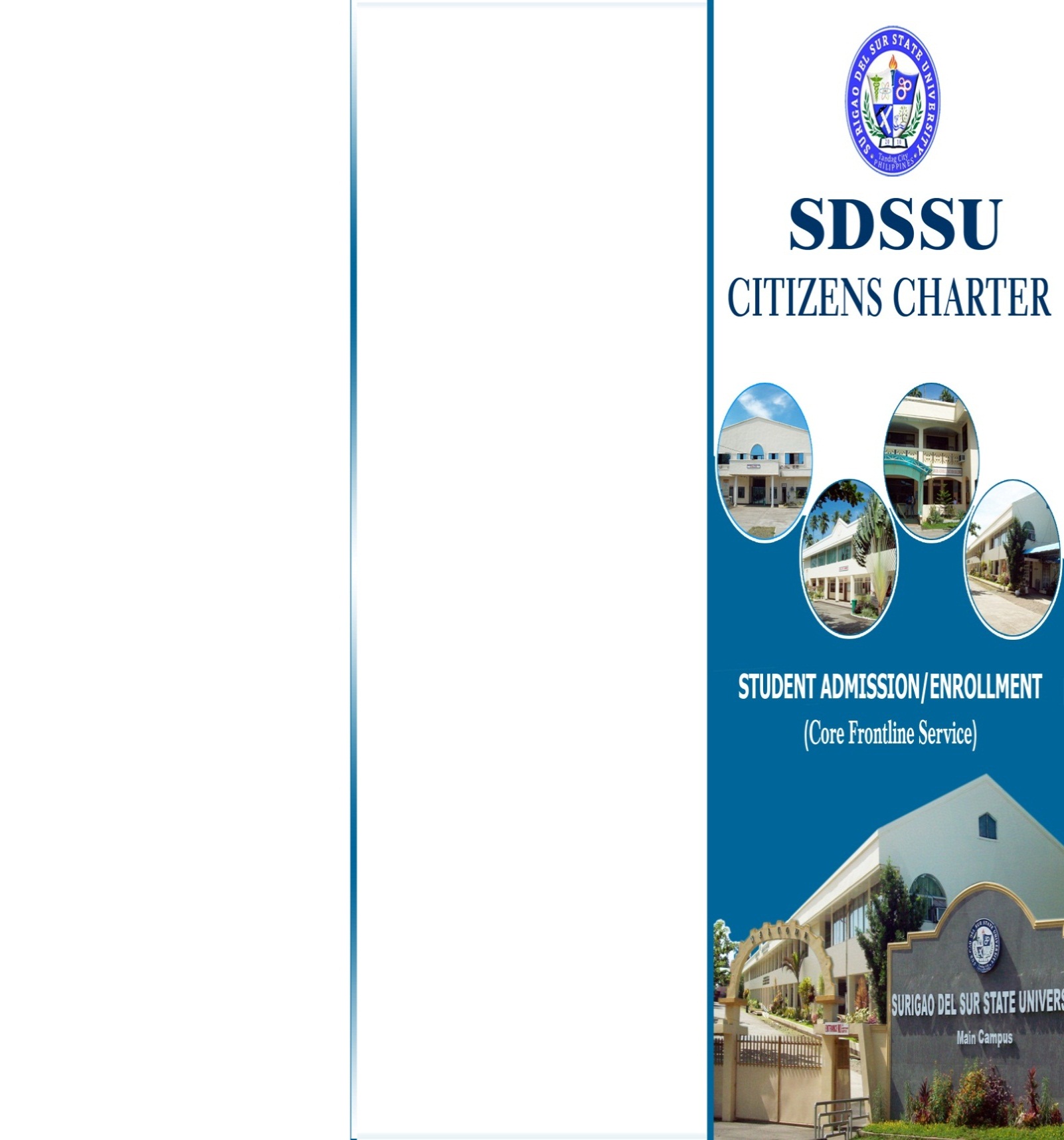
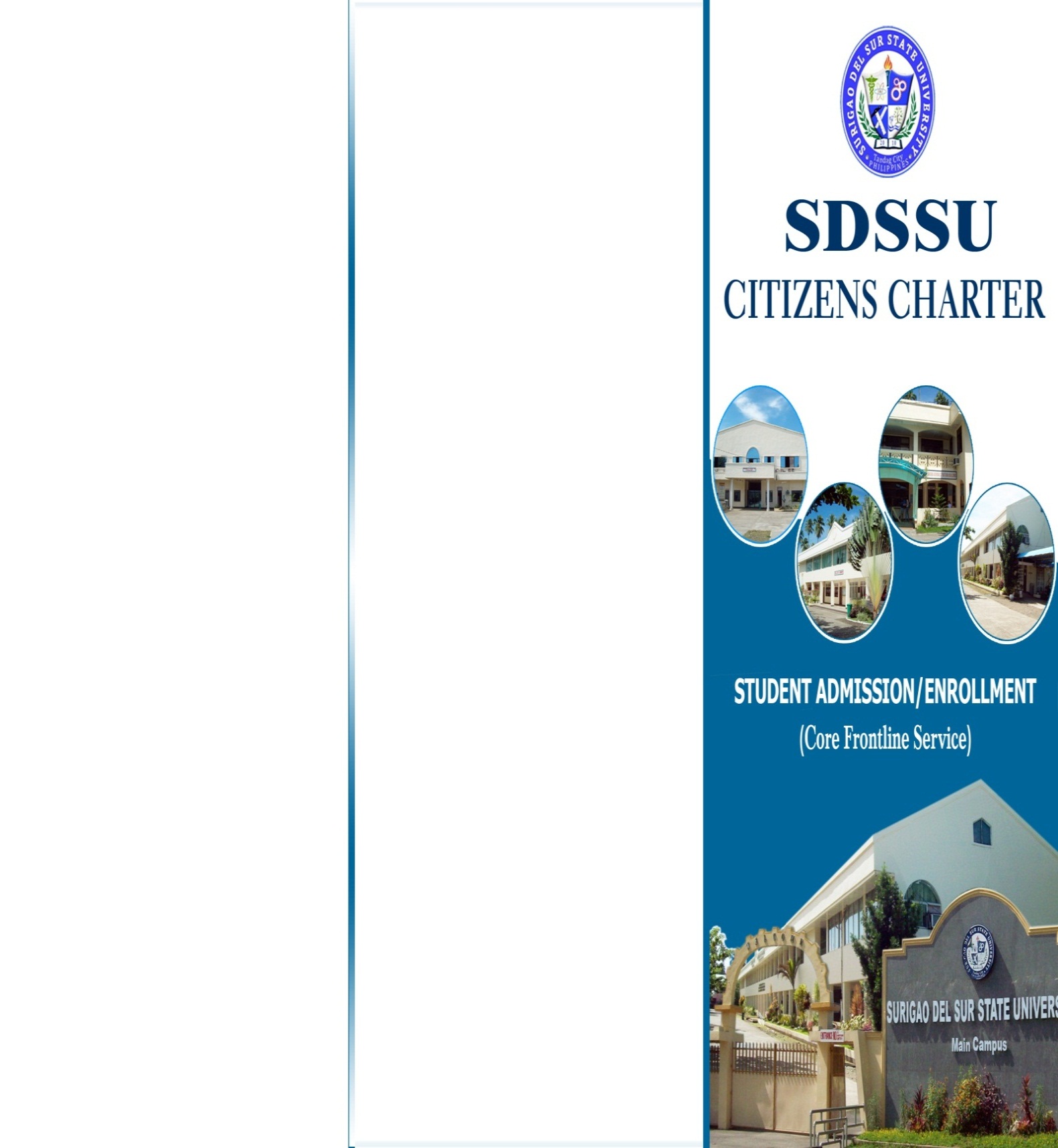
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| --- | --- | --- | --- | --- |
| Steps | Client | Service Provider | Duration of Activity  (Under Normal Circumstances) | Person in Charge |
| 5 | Proceed to the Library for issuance of Library Card. | Issue Library Card. | 5 minutes | University Library:  Mrs. Aida Osorio or  Ms. Prelyn  Ohao |
| 6 | Proceed to the Admin’s Office to enlist for Student ID;Fill up data sheet and submit picture for scanning. | Have the data sheet filled up;Receive and scan picture,and collect data sheet for processing of the Student ID | 10 minutes | Mr. Rainero  Dumpa |
| 7 | Proceed to Commissary Section to get student uniform. | Get COR, write down thename of the student and issue student uniform. | 5 minutes | Ms. Jovelyn  Brigoli |
| 8 | Come back during the 1st dayof classes and show COR to instructors/professors. | Check the COR to ensurestudents are officiallyenrolled. |  | Instructor/  Professor |

All students undergo the process of enrollment which includes evaluation of requirements and assessment of their financial responsibilities. This process employs UIS, a computerized enrollment program designed to facilitate registration of subjects and payments of fees. If requirements are complete, enrollment can be completed in a day

Note: The time indicated in the duration of activity below does not include the time consumed by a student in moving from one office to another.

**How to avail the service:**

**Post-Enrollment Procedure**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Steps | Client | Service Provider | Duration of Activity  (Under Normal Circumstances) | Person in Charge |
| 1 | Go to Students Admission Officeand submit requirements forevaluation. | Evaluate completeness of requirements and issue enrolment form andstudent number. | 5 minutes | SAO In-charge  Mrs.Mary Ann Manlangit |
| 2 | Proceed to the Cashier’s Office and pay the downpayment ofat least 1,500.00 and the other school fees. | Issue official receipt. | 5 minutes | **Collecting Officers:**  Mr. Abegael Lopez  Mrs. Necie  Barcena |
| 3 | Proceed to the respective deans for the loading of subjects and for approval;Present clearance and gradesduring the last semester attended. | Get clearance and grades during the last semester attended; Load subjects and affixsignature for approval.Furnish a printed copy of Certificate of Registration(COR). | 15 minutes | Deans:  CAS - Dr. Ramel  Tomaquin  CECST - Engr. Chritopher  Badayos  CBM - Dr. Solameta Serra  CTE - Dr. Nemesio  Loayon |
| 4 | Go to the Registrar for reviewof subjects enrolled and for signaturein the COR. | Review COR, registersubjects enrolled, and affix signature in the Form. | 8 minutes | Registrar:  Mrs. Helen Medrano |

**Who can avail of the service:**

Students seeking admission/enrollment to the college

**Requirement:**

1. New Students: Freshmen and Transferees

1. Form 138: Report of Rating (for the freshmen)

2. Certificate of Transfer Credential: informative copy (for transferees)

3. Certificate of good moral character

4. Medical Certificate (from the Medical and Dental Clinic)

5. Authenticated Copy of Birth Certificate (NSO)

6. 4pcs 1x1 ID picture (white background)

7. Result of the Entrance Exam

1. Old Students/ Returnees

1. Report of Grades of the courses taken in the previous semester

2. Duly approved clearance from the last semester attended and prospectus with grades signed by the respective supervising deans.

**Schedule of availability of service:**

Enrollment Period only: 8:00a.m. to 6:00p.m. (no noon break)

Fees: 1,500.00 downpayment (Breakdown of student fees is listed in a separate poster)