Republic of the Philippines

Pangasinan State University

Lingayen, Pangasinan

Office of the Campus Student and Alumni Affairs

Lingayen Campus

**OFFICE ADVISORY**

**No. 32, s. 2023**

05 September 2023

To: **COLLEGE DEANS**

**DEPARTMENT CHAIRPERSONS**

**COORDINATORS AND UNIT HEADS**

Attn: **PSU LINGAYEN CAMPUS STUDENTS**

Subject: **APPLICATION OF STUDENT, TEACHING AND RESEARCH ASSISTANTS FOR FIRST SEMESTER, ACADEMIC YEAR 2023-2024**

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1. The application and submission of requirements in PSU Lingayen Campus for the Student, Teaching and Research Assistantship and Development (STRAND) Program this semester is now open until **September 8, 2023**.
2. The requirements to be submitted to this Office by the interested student applicants are the following:
3. **Application Letter** indicating the particular assistantship (student assistant or research assistant or teaching assistant) applying for by the student with attached Resume/Curriculum Vitae.
4. **Certificate of Registration** (First Semester, A.Y. 2023-2024) enrolled with at least twelve (12) units and not more than eighteen (18) units
5. **Report of Rating** (from first year to latest semester applicable) or Photocopy of Grade 12 Card for first year students.
6. **Photocopy of Duly Signed Class Schedule** for First Semester, A.Y. 2023-2024 (a four-hour vacant period per day is an advantage).

Note: Incomplete requirements will not be accepted.

1. Please refer to the attached STRAND Program Guidelines to check on the criteria for eligibility of student, teaching and research assistant applicants.
2. Screening of applicants will be conducted by this Office. Once the requirements of applicants have been evaluated, shortlisted applicants will also undergo an interview on September 11, 2023.
3. Slots for each assistantship in the campus this semester are as follows:

**Student assistants - 18**

**Teaching assistants - 6**

**Research assistant - 1**

1. Following the STRAND Program Guidelines, the student assistants will be deployed to the frontline offices involving student services and other core/function offices. Meanwhile, the research assistant will be deployed to the Office of the Campus Research Coordinator and the Teaching assistants will be assigned to the colleges of the campus.
2. For the information and guidance of everyone.

**MENARD P. NAVA**

Coordinator, Student and Alumni Affairs

Approved:

**RENATO E. SALCEDO**

Campus Executive Director