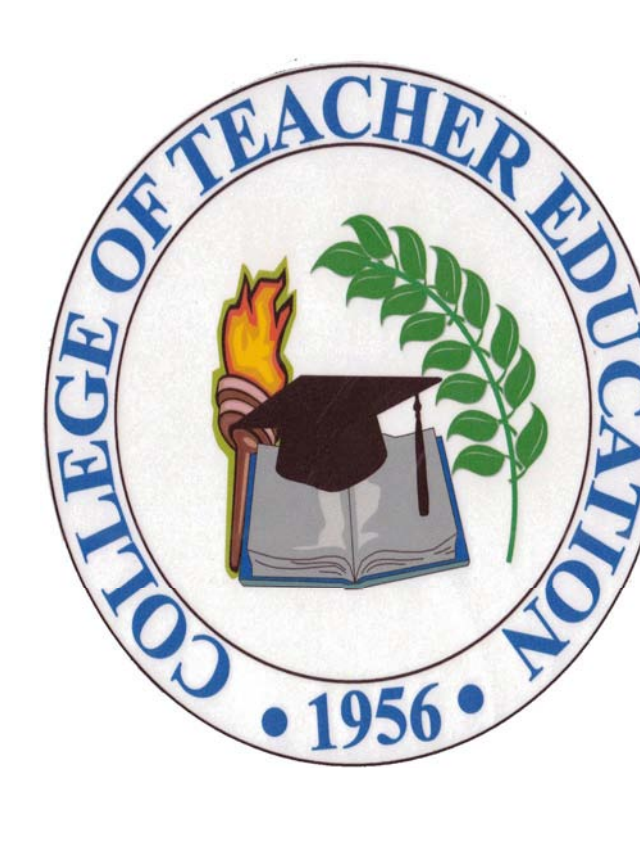




# Benquet State University

## College of Teacher Education



# CITIZEN'S CHARTER

## 1. ENROLLMENT

### A. FRESHMEN

#### REQUIREMENTS:

SET A	SET B	SET C.
Notice of Admission High School Card (Form 138) Student Information Sheet with 2x2 ID studio photo with name tag Medical Slip Good Moral Certificate NCAE Result	One Complete Photocopy of Set A	Receipts of Payments for: (P30.00)SETS for BSE; or (P25.00)GEMS for BEE; or (P20.00)LISA for BLIS  (P20.00)Blue Courier Fee (P25.00)FESG Fee

#### FRONTLINE SERVICES

Service	Duration	Fees	Forms	Responsible Person
Checking of requirements	3 min	None	None	Enrollment adviser
Issuing of Pre-Registration Form	3 min	None	Pre-Registration Form Student Information Sheet	Assigned faculty on Enrollment (DSE/DEE)
Printing of Enrollment Form	2 min	None	Accomplished Pre-Registration Form	Assigned faculty/ Personnel on Enrollment at the Educational Laboratory Room
<b>TOTAL RESPONSE TIME 8 mins</b>				

#### ENROLLEE PROCEEDS TO:

Payment of SSG Fee and MC Fee at CAS-Annex at 35.00 and 30.00 respectively.  
 Payment of Tuition Fee and other miscellaneous fees at the Cashiers Office.  
 Submission of Set A requirements at the Registrar's Office.  
 Application for Students Identification Card at the Registrar's Office

x-x-x-END OF TRANSACTION- x-x-x

### B. TRANSFEREES

#### REQUIREMENTS:

SET A	SET B	SET C.
Application Form for Admission of Transferees (AFAT) Official Transcript of Records (OTR): No INC, FAILED or DROPPED grades from previous school Student Information Sheet with 2x2 ID studio photo with name tag Medical Slip Good Moral Certificate College Qualifying Examination Result	One Complete Photocopy of Set A	Receipts of Payments for: (P30.00)SETS for BSE; or (P25.00)GEMS for BEE; or (P20.00)LISA for BLIS  (P20.00)Blue Courier Fee (P25.00)FESG Fee

#### FRONTLINE SERVICES

Service	Duration	Fees	Forms	Responsible Person
Checking of requirements, Evaluation of Subjects for Equivalency and Subjects for Validation	3 min	None	None	Department Chair
Endorsing the Evaluation	1 min	None	Duly Accomplished Form	Dean
Enrollee proceeds to Student Services Office for Counseling, Medical Clinic for Physical Examination and Registrar's Office for Final Evaluation; Process Equivalency and Validation Forms, if applicable; Claim Approved AFAT Form for presentation to the College Enrollment Personnel				
Checking of Approved AFAT; Issuing of Pre-Registration Form	3 min	None	Pre-Registration Form Student Information Sheet	Assigned faculty on Enrollment (DSE/DEE)
Printing of Enrollment Form	2 min	None	Accomplished Pre-Registration Form	Assigned faculty/ Personnel on Enrollment at the Educational Laboratory Room
<b>TOTAL RESPONSE TIME 8 mins</b>				

#### ENROLLEE PROCEEDS TO:

Payment of SSG Fee and MC Fee at CAS-Annex at 35.00 and 30.00 respectively.  
 Payment of Tuition Fee and other miscellaneous fees at the Cashiers Office.  
 Submission of Set A requirements at the Registrar's Office.  
 Application for Students Identification Card at the Registrar's Office

x-x-x-END OF TRANSACTION- x-x-x

### C. OLD STUDENTS

#### FRONTLINE SERVICES

Service	Duration	Fees	Forms	Responsible Person
Academic Advising [Evaluation of subject pre-requisite and number of units]	3 min	None	Checklist of Subjects and previous grades	Department Chair/ Assigned faculty per major field
Issuing of Pre-Registration Form	3 min	None	Pre-Registration Form	Assigned faculty on Enrollment (DSE/DEE)
Printing of Enrollment Form	2 min	None	Accomplished Pre-Registration Form	Assigned faculty/ Personnel on Enrollment at the Educational Laboratory Room
<b>TOTAL RESPONSE TIME 8 mins</b>				

#### ENROLLEE PROCEEDS TO:

Payment of SSG Fee and MC Fee at CAS-Annex at 35.00 and 30.00 respectively.  
 Payment of Tuition Fee and other miscellaneous fees at the Cashiers Office

x-x-x-END OF TRANSACTION- x-x-x

### D. RETURNEES

#### REQUIREMENTS: Re Admission Slip [Please see No. 7. Application for Re Admission]

#### FRONTLINE SERVICES

Service	Duration	Fees	Forms	Responsible Person
Checking of requirements	3 min	None	None	Enrollment adviser
Academic Advising [Evaluation of subject pre-requisite and number of units]	3 min	None	Checklist of Subjects and previous grades	Department Chair/ Assigned faculty per major field
Issuing of Pre-Registration Form	3 min	None	Pre-Registration Form	Assigned faculty on Enrollment (DSE/DEE)
Printing of Enrollment Form	2 min	None	Accomplished Pre-Registration Form	Assigned faculty/ personnel on Enrollment at the Educational Laboratory Room
<b>TOTAL RESPONSE TIME 11 mins</b>				

#### ENROLLEE PROCEEDS TO:

Payment of SSG Fee and MC Fee at CAS-Annex at 35.00 and 30.00 respectively.  
 Payment of Tuition Fee and other miscellaneous fees at the Cashiers Office

x-x-x-END OF TRANSACTION- x-x-x

## 2. ADDING/ CHANGING/ DROPPING OF SUBJECT

#### REQUIREMENTS: Duly accomplished Adding/ Changing/ Dropping Form

#### FRONTLINE SERVICES

Service	Duration	Fees	Forms	Responsible Person
Issuing of consent to student	1 min	None	Duly Accomplished Form	Faculty
Academic Advising [Evaluation of subject pre-requisite and number of units]	3 min	None	Duly Accomplished Form Checklist of Subjects and previous grades	Department Chair
Approving the transaction	1 min	None	Duly Accomplished Form	Dean
Updating of Enrollment Form	1 min	None	Duly Accomplished Form	Assigned faculty/ personnel on Enrollment at the Educational Laboratory Room
<b>TOTAL RESPONSE TIME 6 mins</b>				

#### STUDENT PROCEEDS TO:

Submission of Form to the Registrar's Office

x-x-x-END OF TRANSACTION- x-x-x

## 3. SUBJECT EQUIVALENCY

#### REQUIREMENTS: Duly accomplished Subject Equivalency Form

#### FRONTLINE SERVICES

Service	Duration	Fees	Forms	Responsible Person
Evaluating of subject taken	2 min	None	Duly Accomplished Form Previous Grade on the subject	Faculty teaching the subject
Academic Advising [Evaluation of subject pre-requisite and number of units] and Endorsing of the transaction	3 min	None	Duly Accomplished Form Checklist of Subjects and previous grades	Department Chair
Approving the transaction	1 min	None	Duly Accomplished Form	Dean
<b>TOTAL RESPONSE TIME 6 mins</b>				

#### STUDENT PROCEEDS TO:

Submission of Form to the Registrar's Office for crediting of subject/s

x-x-x-END OF TRANSACTION- x-x-x

## 4. COMPLETION OF INCOMPLETE GRADE

#### REQUIREMENTS: Duly accomplished Completion Form;

#### FRONTLINE SERVICES

Service	Duration	Fees	Forms	Responsible Person
Evaluating of class record for students' compliance of academic deficiency	5 min	None	Duly Accomplished Form	Faculty teaching the subject
Endorsing the transaction	1 min	None	Duly Accomplished Form	Department Chair
Approving the transaction	1 min	None	Duly Accomplished Form	Dean
<b>TOTAL RESPONSE TIME 7 mins</b>				

#### STUDENT PROCEEDS TO:

Submission of Form to the Registrar's Office for input of grade on students' record

x-x-x-END OF TRANSACTION- x-x-x

## 5. GRANTING OF PERMIT TO SHIFT TO OTHER DEGREE

#### REQUIREMENTS: Duly accomplished Shifting Form;

Approved acceptance of the Dean of the new degree

#### FRONTLINE SERVICES

Service	Duration	Fees	Forms	Responsible Person
Seeking of release from the CTE- Department Chair	1 min	None	Duly Accomplished Form	Department Chair
Approving the transaction	1 min	None	Duly Accomplished Form	Dean
<b>TOTAL RESPONSE TIME 2 mins</b>				

#### STUDENT PROCEEDS TO:

Submission of Form to the Registrar's Office for updating of new degree

x-x-x-END OF TRANSACTION- x-x-x

## 6. GRANTING OF ACCEPTANCE TO SHIFT TO A CTE DEGREE

#### REQUIREMENTS: Duly accomplished Shifting Form

#### FRONTLINE SERVICES

Service	Duration	Fees	Forms	Responsible Person
Conveying of availability of slot	4 min	None	Checklist of Subjects and previous grades	Department Chair
Evaluating of academic performance				
Approving the transaction	1 min	None	Duly Accomplished Form	Dean
<b>TOTAL RESPONSE TIME 5 mins</b>				

#### STUDENT PROCEEDS TO:

Endorsement of release from the Department Chair of previous degree  
 Seek release from the Dean of the previous degree  
 Submission of Form to the Registrar's Office for updating of new degree

x-x-x-END OF TRANSACTION- x-x-x

## 7. APPLICATION FOR READMISSION

#### REQUIREMENTS: Duly accomplished Re Admission Form;

Re Admission Form signed by the Office of Student Affairs and Medical Clinic

#### FRONTLINE SERVICES

Service	Duration	Fees	Forms	Responsible Person
Evaluating of academic performance	4 min	None	Checklist of Subjects and previous grades	Department Chair
Approving the transaction	1 min	None	Duly Accomplished Form	Dean
<b>TOTAL RESPONSE TIME 5 mins</b>				

#### STUDENT PROCEEDS TO:

Submission of Form to the Registrar's Office for release of Re Admission Slip

x-x-x-END OF TRANSACTION- x-x-x

## 8. APPLICATION FOR LEAVE OF ABSENCE

#### REQUIREMENTS: Duly accomplished Re Admission Form;

Re Admission Form signed by the Office of Student Affairs and Medical Clinic

#### FRONTLINE SERVICES

Service	Duration	Fees	Forms	Responsible Person
Endorsing the transaction	1 min	None	Duly Accomplished Form	Department Chair
Approving the transaction	1 min	None	Duly Accomplished Form	Dean
<b>TOTAL RESPONSE TIME 2 mins</b>				

#### STUDENT PROCEEDS TO:

Submission of Form to the Registrar's Office

x-x-x-END OF TRANSACTION- x-x-x

## 9. SIGNING OF CLEARANCE FOR EXAMINATION REQUIREMENTS

#### REQUIREMENTS: Duly accomplished Clearance Form

#### FRONTLINE SERVICES

Service	Duration	Fees	Forms	Responsible Person
Issuing of Clearance for examination	1 min	None	College Clearance Form	College Secretary/ Clerk

STUDENT PROCEEDS TO:  
 Seek clearance from student based organizations: SETS for BSE, GEMS for BEE, LISA for BLIS; FESG; and TBC

Service	Duration	Fees	Forms	Responsible Person
Endorsing the clearance	1 min	None	Duly Accomplished Form	Department Chair
Approving the clearance	1 min	None	Duly Accomplished Form	Dean
Issuing of Examination Permit (Fully paid students [end of transaction])	3 min	None	Approved Clearance	College Secretary/ Clerk
<b>TOTAL RESPONSE TIME 6 mins</b>				

#### STUDENT WITH BALANCE PROCEEDS TO:

Payment of outstanding balance at the Cashier's Office  
 Secure Examination Permit at the Accounting Office

x-x-x-END OF TRANSACTION- x-x-x

## 10. SIGNING OF CLEARANCE FOR TRANSCRIPT OF RECORDS

#### REQUIREMENTS: Duly accomplished University Clearance Form;

### A. Transferring

#### FRONTLINE SERVICES

Service	Duration	Fees	Forms	Responsible Person
Endorsing clearance	1 min	None	Duly Accomplished Form	Dean
<b>TOTAL RESPONSE TIME 1 mins</b>				

#### STUDENT PROCEEDS TO:

Seek clearance from University Library, Office of Student Affairs and Accounting Office  
 Submits clearance to Registrar's Office to facilitate requested documents

x-x-x-END OF TRANSACTION- x-x-x

### B. Graduating

#### FRONTLINE SERVICES

Service	Duration	Fees	Forms	Responsible Person
Endorsing clearance	1 min	None	Duly Accomplished Form	Department Chair
Endorsing clearance	1 min	None	Duly Accomplished Form	Dean
<b>TOTAL RESPONSE TIME 2 mins</b>				

#### STUDENT PROCEEDS TO:

Seek clearance from University Library, Office of Student Affairs, BSU Alumni and Accounting Office  
 Submits clearance to Registrar's Office to facilitate requested documents

x-x-x-END OF TRANSACTION- x-x-x

### FEEDBACK AND REDRESS MECHANISMS

Courteous and helpful service will be extended by all the faculty and staff members. If you have any feedback to make with respect to the delivery of the following services, please contact:

**DR. PERCYVERANDA A. LUBRICA**

Vice-President for Academic Affairs  
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 Tel. No: (074) 422-2127 (loc. 16)  
 Mobile No: 0908-176-3252  
 2/F Admin Building, BSU, La Trinidad, Benguet

**ATTY. ANDRES ARNOLD W. LAMPACAN**

Executive Assistant IV  
 Office of the President  
 Benquet State University  
 La Trinidad 2601 Benguet

Thank you for helping us to continuously improve our services.