



COLLEGE OF HOME ECONOMICS AND TECHNOLOGY

LIST OF SERVICES

External Services

- *Extension Consultancy and Expert Services*
- *Student Consultancy and Expert Services*
- *Nutrition Services*
- *Food Nutrition Analysis*

Internal Services

- *Extension Consultancy and Expert Services*
- *Nutrition Services*
- *Food Nutrition Analysis*
- *Pre-Registration*
- *Lending of Equipment and Utensils*
- *Lease & Lending of Academic Gown (Toga)*

1. Pre-Registration

This service is provided to any incoming student who wishes to enroll at Benguet State University, given that they have already took and passed the BSU-Admission Test to facilitate his or her eventual enrolment/registration.

Office or Division:	College of Home Economics and Technology			
Classification: (<i>identify where your service falls</i>)		Simple (may be accomplished in 3 days)		
		Complex (may be accomplished in 7 days)		
		Highly Technical (may be accomplished in 21 days)		
Type of Transaction: (<i>highlight corresponding box</i>)		G2C – Government to Public Client		
		G2B – Government to Business Entity		
		G2G – Government to Government Employee/Government Agency		
Who may avail:	CHET students (new, continuing, transferee, shifter)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Notice of Admission/Acceptance		Office of the University Registrar (OUR)		
2. Shifting Form				
3. Equivalency Form				
4. Application for Readmission				
5. QF-UHS-MC-03 - Medical Certificate/Slip for Enrolment		University Health Services		
6. Enlistment Form		RSDC Room 201, Records Office, College of Home Economics and Technology Building		
7. QF-OUR-03-A - Pre-registration Form (for New Student) [2 copies]				
QF-OUR-03-B - Pre-registration Form (for Returnee or Continuing Student) [2 copies]				
QF-OUR-03-C - Pre-registration Form (for Transferee and Shifter) [2 copies]				
Pre-registration of New First Year Student				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Notice of Admission and Medical Slip to the Academic Adviser	1.1. Check the completeness and validity of documents presented 1.2. If complete and valid, issue Enlistment Form (EF). If not, advise the student to complete the requirements	None	2 minutes	Academic Adviser
2. Fill-out Enlistment Form (EF) for all laboratory subjects/courses to be enrolled, if any	2.1. Verify the Enlistment Form 2.2. If in order, issue Pre-Registration Form		2 minutes	Academic Adviser

3. Fill out Pre-Registration Form (PRF)	3.1. Verify the accomplished Pre-Registration Form, conduct academic advising as to courses to be taken and sign the Pre-Registration Form 3.2. Endorse to the Dean		5 minutes	Academic Adviser/ Department Chairperson
4. Receive the Pre-Registration Form (PRF)	4. Sign the Pre-Registration Form and release to the student		1 minute	College Dean
TOTAL:		None	10 minutes	
Pre-registration of Returnee or Continuing Student				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Shifter: Present Shifting/Application Form, Equivalency form, Academic counselling by OSS, SWS, GCU & Residency Transferee: Present Notice of Admission and Equivalency Form; Medical slip	1.1. Verify the documents submitted 1.2. Record validated courses of students in the student curriculum checklist 1.3. Issue the Enlistment Form	None	4 minutes	Academic Adviser
2. Fill-out Enlistment Form (EF) for all laboratory subjects/courses to be enrolled, if any	2.1. Verify the Enlistment Form. 2.2. If in order, issue Pre-Registration Form		2 minutes	Academic Adviser
3. Fill out Pre-Registration Form (PRF)	3.1. Verify the accomplished Pre-Registration Form, conduct academic advising as to courses to be taken and sign the Pre-Registration Form 3.2. Endorse to the Dean		5 minutes	Academic Adviser/ Department Chairperson
4. Receive the Pre-Registration Form (PRF)	4. Sign the Pre-Registration Form and release to the student		1 minute	College Dean
TOTAL:		None	12 minutes	

2. Extension Consultancy and Expert Services

This service is provided to students, employees, alumni and general public who seek consultancy on extension or avail of extension services and related activities.

Office or Division:	College of Home Economics and Technology			
Classification: (<i>identify where your service falls</i>)		Simple (may be accomplished in 3 days)		
		Complex (may be accomplished in 7 days)		
		Highly Technical (may be accomplished in 21 days)		
Type of Transaction: (<i>highlight corresponding box</i>)		G2C – Government to Public Client		
		G2B – Government to Business Entity		
		G2G – Government to Government Employee/Government Agency		
Who may avail:	BSU Students, Employees, Alumni and general public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. QF-OES-01 - Extension Activity Request		RSDC Room 203, Extension Office, College of Home Economics and Technology Building		
2. QF-OQAA-05 - Client Satisfaction and Feedback Form		RSDC Room 201, Records Office, College of Home Economics and Technology Building		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach staff and fill-out logbook	1.1. Request client to fill-out the Log Book 1.2. Issue Extension Activity Request form and Client Satisfaction and Feedback Form	None	1 minute	College Extension Coordinator: Fermin T. Patna-an
2. Fill-out Extension Activity Request Form	2. Receive the filled-out Extension Activity Request form and endorse the client/s to the appropriate consultancy service provider		1 minute	
3. Proceed to the consultancy service provider	3.1. Determine if the request can be accommodated. If so, provide the extension		Endorsement to other office/official: 2 minutes	

	consultancy service. 3.2. If not, endorse client to the appropriate official or office in the University when applicable		Consultation: 15 minutes	College Dean/ Department Chairperson/ Extension Coordinator
4. Fill-out Client Satisfaction and Feedback Form	4. Request client to fill-out the Client to fill-out and drop the Client Satisfaction and Feedback form in the suggestion box		1 minute	
TOTAL:		None	5 minutes	

3. Student Consultancy and Expert Services

This service is provided to students who seek consultancy on instruction, co-curricular and extra-curricular activities.

Office or Division:	College of Home Economics and Technology			
Classification: (<i>identify where your service falls</i>)		Simple (may be accomplished in 3 days)		
		Complex (may be accomplished in 7 days)		
		Highly Technical (may be accomplished in 21 days)		
Type of Transaction: (<i>highlight corresponding box</i>)		G2C – Government to Public Client		
		G2B – Government to Business Entity		
		G2G – Government to Government Employee/Government Agency		
Who may avail:	BSU Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. QF-OQAA-05 - Client Satisfaction and Feedback Form		RSDC Room 201, Records Office, College of Home Economics and Technology Building		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach staff	1.1. Issue Client Satisfaction and Feedback Form 1.2. Endorse client to the appropriate consultancy provider	None	2 minutes	College Clerk: Jocelyn Nitron
2. Proceed to the consultancy service provider	2.1. Determine if the request can be accommodated right away. If so, provide the necessary consultancy service. 2.2. If not, schedule the consultation activity on another time and/or date.		Simple consultation: 10 minutes	College Dean/ Department Chairperson/ Faculty member/Staff
			Couching: 30 minutes	
3. Fill-out Client Satisfaction and Feedback Form	3. Request client to fill-out the Client to fill-out and drop the Client Satisfaction and Feedback form in the suggestion box	1 minute		
For simple consultation:		None	13 minutes	
For coaching:			33 minutes	

3. Lending of Equipment/Utensils

This service is provided to students and employees/offices within the University who intend to borrow laboratory equipment/utensils for instruction or for other University activities.

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Type of Transaction: (<i>highlight corresponding box</i>)		G2C – Government to Public Client		
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		G2G – Government to Government Employee/Government Agency		
Who may avail:	BSU students, employees, University offices/units			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. QF-ACAD-05 - Borrower's slip (1 copy)		RSDC Room 101, Central Store Room, College of Home Economics and Technology Building		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach staff	1. Issue Borrower's Slip (Laboratory Equipment)	None	1 minute	Laboratory Aide: Gemma Perez
2. Fill-out and sign Borrower's Slip	2.1. Check availability and status of utensils/equipment 2.2. If utensils/equipment are available, endorse to the Faculty member or Dean, if not, inform the borrower		1 minute	
3. Proceed to the concerned faculty member (CHET students) or the Dean (other borrowers) for the approval of the Borrower's slip	3. Approve request		1 minute	Concerned Faculty Member/Dean
4. Receive equipment/utensils	4.1. Issue equipment/utensil 4.2. File Borrower Slip		2 minutes	Laboratory Aide: Gemma Perez
TOTAL:		None	5 minutes	

4. Leasing & Lending of Academic Gown (Toga)

This service is provided to graduating students, faculty members, officials, guests and visitors who intend to lease or borrow academic gowns for University graduation exercises and photoshoots.

Office or Division:	College of Home Economics and Technology			
Classification: (<i>identify where your service falls</i>)		Simple (may be accomplished in 3 days)		
		Complex (may be accomplished in 7 days)		
		Highly Technical (may be accomplished in 21 days)		
Type of Transaction: (<i>highlight corresponding box</i>)		G2C – Government to Public Client		
		G2B – Government to Business Entity		
		G2G – Government to Government Employee/Government Agency		
Who may avail:	BSU graduating students, faculty members, officials, visitors and guests			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Borrower's slip (1 copy)		RSDC Room 219, College of Home Economics and Technology Building		
Official Receipt		University Cashiering Office		
Lease of Academic Gown (Toga) for graduating students				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach staff	1.1. Issue Borrower's Slip 1.2. Advise the borrower on the fee/s to be paid depending on his/her degree.	Php 100 for Bachelors degree graduates (Except DVM and BSAE);	1 minute	Faculty in-charge: Melchor S. Lumiked
2. Fill-out Borrower's Slip and pay the appropriate fees	2. Receive payment and issue Official Receipt	Php 125 for DVM and BSAE graduates;		University Cashiering Office staff
3. Submit Borrower's Slip and present Official Receipt	3. Prepare academic gown according to the degree of the borrower	Php 150 for Masters degree graduates;	3 minutes	Faculty in-charge: Melchor S. Lumiked
4. Receive academic gown	4. Issue academic gown and file Borrower Slip	Php 200 for Doctorate degree graduates	1 minute	
BS degree (Except DVM and BSAE)		₱ 100	5 minutes	
DVM & BSAE Degrees		₱ 125		
Masters degrees		₱ 150		
Doctorate degrees		₱ 200		

Lending of Academic Gown (Toga) for faculty members, University Officials, guests and visitors

CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESS ING TIME	PERSON RESPONSIBLE
1. Approach staff	1. Issue Borrower's Slip	None	1 minute	Faculty in-charge: Melchor S. Lumiked
2. Fill-out, sign and submit Borrower's Slip	2. Prepare academic gown according to the degree of the borrower		3 minutes	
3. Receive academic gown	3. Issue academic gown and file Borrower Slip		1 minute	
TOTAL:		None	5 minutes	

5. Nutrition Services

This service is provided to students, employees, alumni and the general public who is in need of nutrition counseling.

Office or Division:	College of Home Economics and Technology Nutri-Clinic			
Classification: (<i>identify where your service falls</i>)		Simple (may be accomplished in 3 days)		
		Complex (may be accomplished in 7 days)		
		Highly Technical (may be accomplished in 21 days)		
Type of Transaction: (<i>highlight corresponding box</i>)		G2C – Government to Public Client		
		G2B – Government to Business Entity		
		G2G – Government to Government Employee/Government Agency		
Who may avail:	Students, employees, alumni and the general public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Client Information Sheet (1 copy)		RSDC Room 102, Nutri-Clinic Office, College of Home Economics and Technology Building		
Food Recall Form (1 copy)				
Client Satisfaction and Feedback form (1 copy)				
Laboratory Results (supplementary requirement)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1. Fill-out client logbook and seek queue number 1.2. Fill-in Client Information Sheet	1.1. Verify/check completeness of information and assess if requested service/s can be provided. If so, issue queue number 1.2. If not, refer to the appropriate medical professional or practitioner	None	2 minutes	Registered Nutritionist-Dietitian (RND) faculty on duty
2. Remove shoes, caps, jackets, bags and other heavy objects in the pockets	2.1. Conduct Nutritional Assessment: Anthropometry - Measure height, weight, waist & hip, and fat, and mid upper circumference/skin fold measurement	None	3 minutes	
	2.2. Compute Body Mass Index (BMI), Waist-Hip Ratio (WHR), and Body Fat Percentage	None	2 minutes	

3. Fill-in the Food Recall Form	3. Conduct Dietary Assessment based on the client accomplished Food Recall Form: Compute calorie and nutrient counting and dietary diversity scoring	None	5 minutes	Registered Nutritionist-Dietitian (RND) faculty on duty
4. Present laboratory results, if any.	4.1. Receive laboratory results, if any then conduct Nutrition Education: Provide disease-specific diet counselling, counseling for weight management, healthy guides, and individualized diet guides and leaflets 4.2. Advice client for follow-up visit when necessary	None	10 minutes	
5. Fill-in Client Satisfaction and Feedback form and sign-out in the client Log book	5. Inform the Client to drop the Client Satisfaction and Feedback form in the suggestion box	None	1 minute	
Total:		None	23 minutes	

6. Food Nutrition Analysis

This service is provided to food developers and researchers would like to avail of proximate food nutrient analysis.

Office or Division:	College of Home Economics and Technology Nutri-Clinic			
Classification: <i>(identify where your service falls)</i>		Simple (may be accomplished in 3 days)		
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Type of Transaction: <i>(highlight corresponding box)</i>		G2C – Government to Public Client		
		G2B – Government to Business Entity		
		G2G – Government to Government Employee/Government Agency		
Who may avail:	Students, employees, researchers and business entities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request for Nutrient Analysis Form (1 copy)		RSDC Room 102, Nutri-Clinic Office, College of Home Economics and Technology Building		
Client Satisfaction and Feedback form (1 copy)				
Claim Stub (1 copy)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Provision of Nutrient Content Analysis				
1.Fill-out Request for Nutrient Analysis Form	1.1. Determine the purpose of the request and assess if requested service/s can be provided. If so, determine number and complexity of analysis to be provided. 1.2. If not, refer to the appropriate medical practitioner or laboratory	None	3 minutes	Registered Nutritionist-Dietitian (RND) faculty on duty
2. Secure Claim Stub	2.1. If analysis will require some time, issue claim stub stating the date of release of analysis result/s. 2.2. If not, advise the client to wait for the results.	None	1 minute	

3. Wait of the results (for simple analysis)	3. Perform the analysis		Simple/Few Analyses: 10 minutes	Registered Nutritionist-Dietitian (RND) faculty on duty
			Complex/ Multiple Analyses: 1 day	
4. Present Claim Stub and receive the Proximate Nutrient Content Analysis Form	4. Issue results through the Proximate Nutrient Content Analysis Form and explain it to the client	None	5 minutes	
5. Fill-out the Client Satisfaction and Feedback form and sign-out in the client Log book	5. Inform the Client to drop the Client Satisfaction and Feedback form in the suggestion box	None	1 minute	
Simple/Few Analyses:		None	20 minutes	
Complex/ Multiple Analyses:			15 minutes with 1 day wait time	

Office Name	Address	Contact Information
College of Home Economics and Technology	CHET Building, BSU, Km. 5, Balili, La Trinidad, Benguet	Tel. No.: (074) 422-2127
		Email: dean.chet@bsu.edu.ph
		Facebook: Benguet State University: College of Home Economics and Technology