



CITIZEN'S CHARTER

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SERVICE CHARTER

VISION

A 21st century state university providing a student-centered learning experience; preparing graduates in their chosen profession; and creating and disseminating knowledge in the service to the communities, the nation, and the world.

MISSION

The university is committed to prepare its students for a rapidly changing world by providing a quality education. It shall also increase the knowledge base through research; convert new intellectual property into economic development; and provide expertise and innovative solutions to businesses, governments, and others who seek assistance.

CORE VALUES

- GO** » God-Loving
- S** » Service Oriented
- L** » Leadership by Example
- S** » Sustained Passion for Excellence
- U** » Undiminished Commitment to
Peace and Environment Advocacy



SERVICE CHARTER

INSTRUCTION

COLLEGES

- » Graduate School
- » College of Agriculture
- » College of Allied Medicine
- » College of Arts and Sciences
- » College of Business Administration
- » College of Engineering
- » College of Industrial Technology
- » College of Teacher Education
- Institute of Human Kinetics

CAMPUSES

- » Lucban, Quezon - Main
- » Alabat, Quezon
- » Catanauan, Quezon
- » Dual-Tech Lucena, Quezon
- » Gumaca, Quezon
- » Infanta, Quezon
- » JGE-Tagkawayan, Quezon
- » Polillo, Quezon
- » Tiaong, Quezon

RESEARCH FACILITIES

- » Intellectual Property Management Office
- » Microbiology Research and Testing Laboratory
- » Tissue Culture Laboratory
- » Geographic Information System Laboratory
- » Mt. Banahaw de Lucban

EXTENSION FACILITIES

- » Environmental Protection and Awareness
- » Community Outreach
- » Technology Promotion and Commercialization
- » Livelihood and Skills Training

GENDER AND DEVELOPMENT

- » Women Studies
- » Gender and Development Researches
- » Community Development
- » Women and Children's Welfare
- » Capacity Building Programs



SERVICE CHARTER

ABOUT SLSU

Formerly Southern Luzon Polytechnic College (SLPC), Southern Luzon State University (SLSU) is a prime institution of higher learning in Lucban, province of Quezon. The main campus is situated at the foot (420 meters above sea level) of Mt. Banahaw, Lucban, Quezon, a town approximately 130 kilometers south of Metro Manila. With its initiative towards academic excellence, the University continues to flourish academically. This is evidenced by the recognition of the Professional Regulatory Commission (PRC) that SLSU is a top-performing school in the different professional licensure examinations, including Nursing, Agriculture, Education, Engineering and Forestry.

The University primarily draws her academic strength from the highly-competent team of faculty composed of 35 doctorate degree and 194 masters degree holders. The Accrediting Agency of Chartered Colleges and Universities in the Philippines (AACUP) has also accredited 30 out of 37 programs being offered at the University.

Among the University's achievements during the present administration include the strengthening of the Faculty and Staff Development Program (FSDP), conversion from a state college into a state university, development of new research and extension projects, construction of the new University Library, Administration building, Business Resource Center (Hotel) and various scientific laboratory facilities, international collaboration, and re-establishing new linkages from various government and non-government organizations.

LEGAL BASIS

Republic Act No. 9395. An act converting the Southern Luzon Polytechnic College in the municipality of Lucban, province of Quezon, its units and satellite campuses in the municipalities of Sampaloc, Infanta, Polillo, Tagkawayan, Alabat and Tiaong, and the Lucena Dual-Tech livelihood and training center in the city of Lucena, all in the province of Quezon, into a State University to be known as the Southern Luzon State University (SLSU).

GENERAL MANDATE

The University shall primarily provide advanced education, professional, technological instruction in the fields of allied medicine, education, engineering, agriculture, fisheries, forestry, environment, arts and sciences, accountancy, cooperative, business and entrepreneurship, technology and other relevant fields of study. It shall also undertake research and extension services and provide progressive leadership in its areas of specialization.



SERVICE CHARTER

THE GOVERNING BOARD

The governing board of the University shall be the Board of Regents, hereinafter referred to as the Board, which shall be composed of the following:

- a. **Hon. Alex S. Brillantes**, The chairperson of the Commission on Higher Education (CHED), chairman;
- b. **Hon. Milo O. Placino, Ph.D.**, The president of the University, vice-chairman;
- c. **Hon. Pilar Juliana S. Cayetano**, The chairperson of the Committee on Education, Arts and Culture of the Senate, member;
- d. **Hon. Roman T. Romulo**, The chairperson of the Committee on Higher and Technical Education of the House of Representatives, member;
- e. **Hon. Luis G. Banua**, The regional director of the National Economic and Development Authority (NEDA), member;
- f. **Hon. Alexander R. Madrigal**, The regional director of the Department of Science and Technology (DOST), member;
- g. **Hon. Gerald R. Villaseñor**, The president of the federation of faculty associations, member;
- h. **Hon. Mary Joy A. Remoroza**, The president of the federation of student councils, member;
- i. **Hon. Alvin J. Lososo**, The president of the federation of alumni associations of the University, member;
- j. **Hon. Roberto C. Licup Sr.**, Private Sector Representative, member.



SERVICE CHARTER

PERFORMANCE PLEDGE

We, the Officials, Faculty and employees of the Southern Luzon State University do solemnly swear and uphold to the noble ideals of serving our clients and stakeholders to:

- GO** Give open handed delivery of service at all times
- S** Serve promptly with utmost courtesy and professionalism
- L** Lead a modest life and comply with the institution's service standards.
- S** Sustain the culture of excellence in handling complaints and effecting corrective measures to improve oneself.
- U** Unending commitment to grant students access to information on SLSU policies, programs and activities, and service through all forms of media.

By these we pledge,

Because everyone deserves to be served by the
SLSU Family



SERVICE CHARTER

PROCEDURE FOR FILING COMPLAINTS

Please let us know how we can serve you better by performing any of the following:

- **Form:** Accomplish Feedback Form available at the front desk and drop in the Feedback/Suggestion Box at the office where you transact business.
- **Phone:** Call our hotline # (042) 540-4087 local 115 or 116.
- **Email:** Send at slsuniv@yahoo.com or slsu.hrmo@gmail.com
- **Letter:** Write suggestions/complaints addressed to the Human Resource Management Officer, Prof. Bernardita E. Brillon.
- **Public Assistance/Complaint Desk:** Make representation with Ms. Benedicta J. Obleada at the Information Desk located on the Ground Floor of the Administration building.

Thank you for helping us improve our service, we're happy to serve you the best way we can.



SERVICE CHARTER

OFFICE OF THE PRESIDENT

The office of the President assumes general direction over the affairs of the institution.

PRESIDENT

Dr. MILO O. PLACINO

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mmplacino@gmail.com

Mobile Number: 09175609809

4th Flr. Admin. Bldg. SLSU-Lucban

VICE-PRESIDENTS

ACADEMIC AFFAIRS

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ADMINISTRATIVE AND FINANCIAL AFFAIRS

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UNIVERSITY BOARD SECRETARY

AURORA L. SUMAGUE

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3rd Flr. Admin. Bldg. SLSU-Lucban



SERVICE CHARTER

OFFICE OF THE PRESIDENT

DIRECTORS

INTERNAL AUDIT SERVICES

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Grd. Flr. Admin Bldg., Brgy. Kulapi, SLSU-Lucban

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Brgy. Tabing Dagat, Gumaca Quezon

LUCENA (DUAL TECH)

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TAGKAWAYAN (JGE)

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PLANNING OFFICE

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CIVIL SAFETY AND SECURITY

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CATANAUAN

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POLILLO

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TIAONG

FRANCISCO N. BELTRAN

Campus Director
Email: for_27fnb@yahoo.com
Mobile Number: 09255115311



SERVICE CHARTER



OFFICE OF INTERNATIONAL AND ALUMNI AFFAIRS

2nd floor Admin Bldg. SLSU-Lucban
Telephone No.: (042) 540-4087 loc. 114/117

"Creating and nurturing alliances geared towards global competitiveness and social responsibility and continuing partnership with alumni"

INTRODUCTION

SLSU is continuously earning its position and recognition to be leading institution of higher education in Southern Luzon. It remains dynamic in spearheading international programs such as joint/dual degree, academic exchange, extension programs, in consortia with foreign organizations and institutions.

Attentive to the fact that strategic networks and linkages are instrumental in broadening the horizons of the international academic community, SLSU maintains partnerships with higher education institutions in the United States and Southeast Asia. The Office of International and Alumni Affairs (OIAA) was created specifically tasked to promote international academic alliances and to network with its alumni. Likewise, OIAA serves as the dynamic link between the alumni and the rest of the academic community.

OBJECTIVES

The Office of the International and Alumni Affairs shall be responsible for the integration and implementation of the philosophy of internationalization as well as bestow among its graduates the spirit of social responsibility - both guided by the University's basic functions

SERVICE UNITS

- » International Affairs
- » Alumni Affairs

SERVICE TRANSACTIONS

- » Admission of Foreign Students
- » Visa processing of Students and Faculty
- » Monitoring of Foreign Students
- » Deployment of Faculty/Personnel
- » Support service and coordination with alumni associations

NORDELINA B. ILANO

Director, International and Alumni Affairs

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2nd Floor Admin Bldg. SLSU-Lucban



SERVICE CHARTER

ADMINISTRATIVE AND FINANCIAL AFFAIRS

Administrative and Financial Affairs (AFA) shall plan, manage, supervise and evaluate non-teaching personnel. The office shall likewise assist the President in the formulation and implementation of laws, policies, rules and regulations, programs and projects of the University on administrative and financial matters. Moreover, the office shall coordinate and integrate programs, projects and activities for economical, and effective management of the administrative and financial affairs.

VICE-PRESIDENT

FIDEL A. OBLENA, MBA

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3rd Flr. Admin. Bldg. SLSU-Lucban

HEAD OF OFFICE

HUMAN RESOURCE MANAGEMENT

BERNARDITA E. BRILLON

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Mobile Number: 09988660962

2nd floor Admin Bldg. SLSU-Lucban

HEALTH SERVICES

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Grd. Flr., New CBA Bldg. SLSU-Lucban

SUPPLY AND PROCUREMENT

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Mobile Number: 09209689754

Ground Floor Raffy P. Nantes Bldg. SLSU-Lucban

PHYSICAL PLANT AND FACILITIES

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BUDGET

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ACCOUNTING

ERWIN D. VILLAVERDE

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Mobile Number: 09175609601

Ground floor Admin Bldg. SLSU-Lucban

CASHIER

HECTOR A. MACARAAN

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Mobile Number: 09175609603

Ground Floor Admin Bldg. SLSU-Lucban



SERVICE CHARTER

ACCOUNTING OFFICE

Ground floor Admin Bldg. SLSU-Lucban
Telephone No.: (042) 540-4087 loc. 124

INTRODUCTION

The Accounting Office serves the administration, faculty, employees, students, suppliers and other clients by consistently contributing in the development of the University thru planning and management of office, communicating transactions involving receipts, utilization, disposition and management of government funds and properties.

OBJECTIVES

The main function of the Accounting office is to provide reliable financial information based on the data received from the Budget, Cashier, Supply and other offices. As mandated by COA, the office conformed with the prescribed accounting system under the New Government Accounting System (NGAS) and the Generally Accepted State Accounting Principles.

SERVICE UNITS

- » Student Account Section
- » Financial Reports Section
- » Voucher Preparation Section

SERVICE TRANSACTIONS

- » Enrollment
- » Posting of Account
- » Signing of Clearance and Issuance of Examination Permit
- » Voucher Preparations
- » Financial Reports Preparation (Journals, Ledgers, Bank Reconciliation, Financial Statements, etc.)
- » Maintenance of Book of Accounts
- » Alphalist, Remittance of Taxes

ERWIN D. VILLAVERDE

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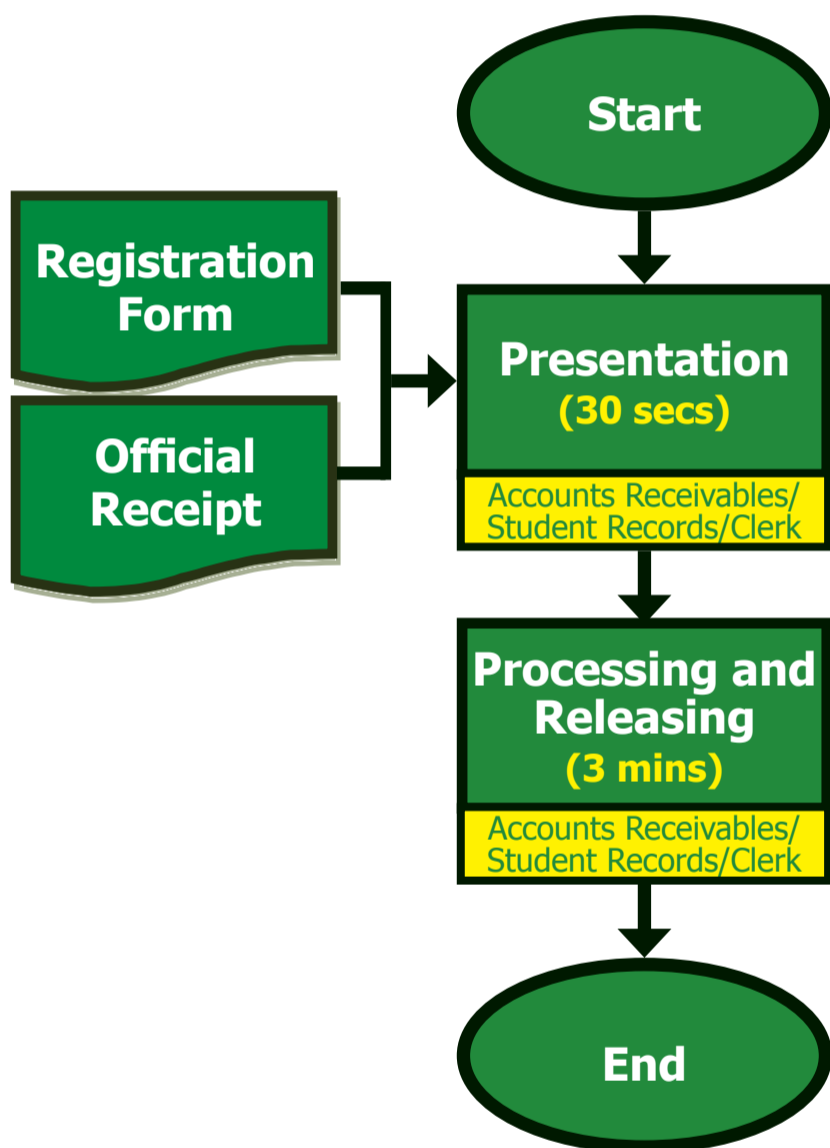
Ground floor Admin Bldg. SLSU-Lucban



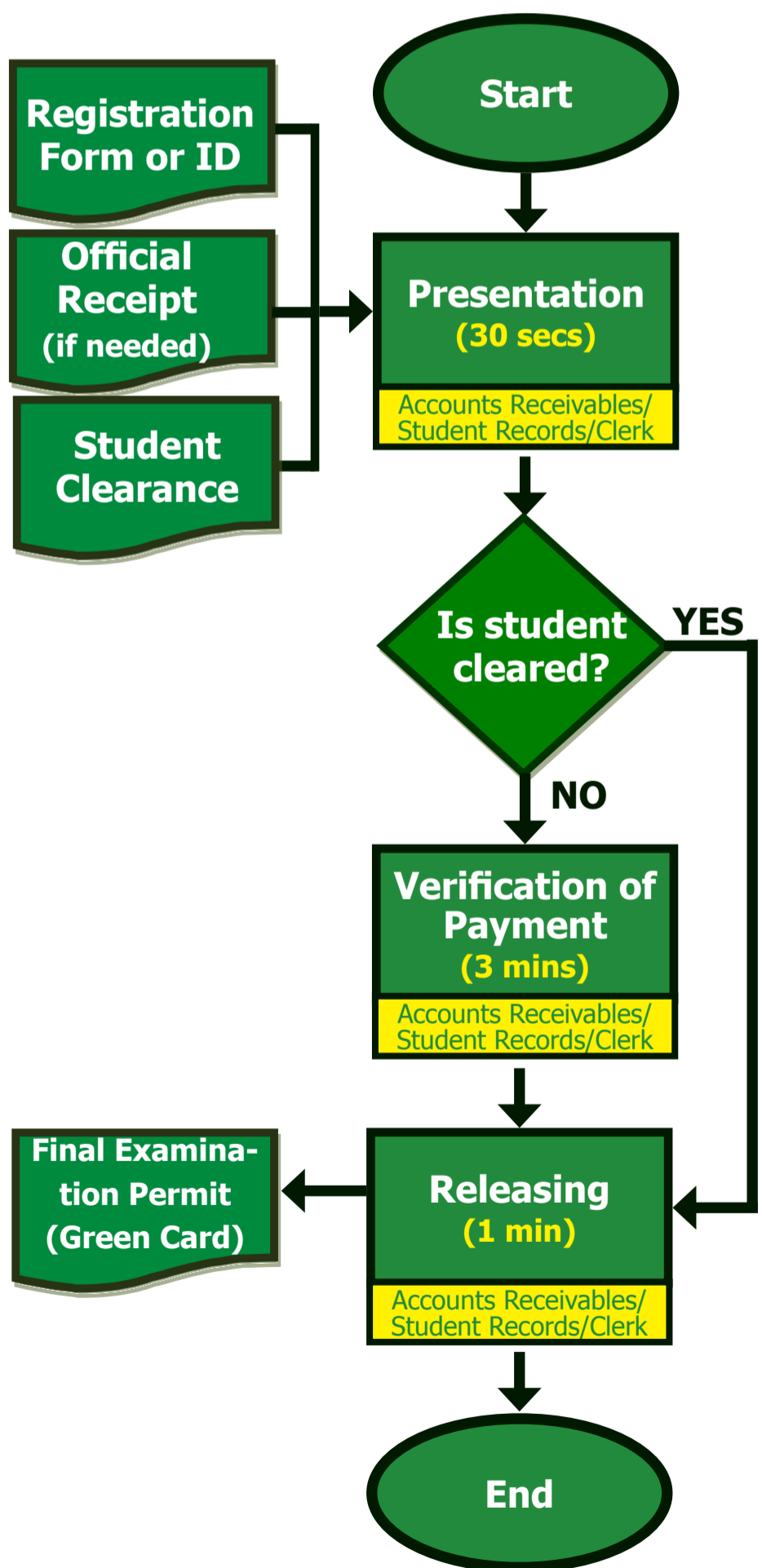
SERVICE CHARTER

ACCOUNTING OFFICE

POSTING OF ACCOUNT
(3 mins 30 secs)



SIGNING OF CLEARANCE AND/OR ISSUANCE OF FINAL EXAMINATION PERMIT
(1min 30secs - 4mins 30secs)



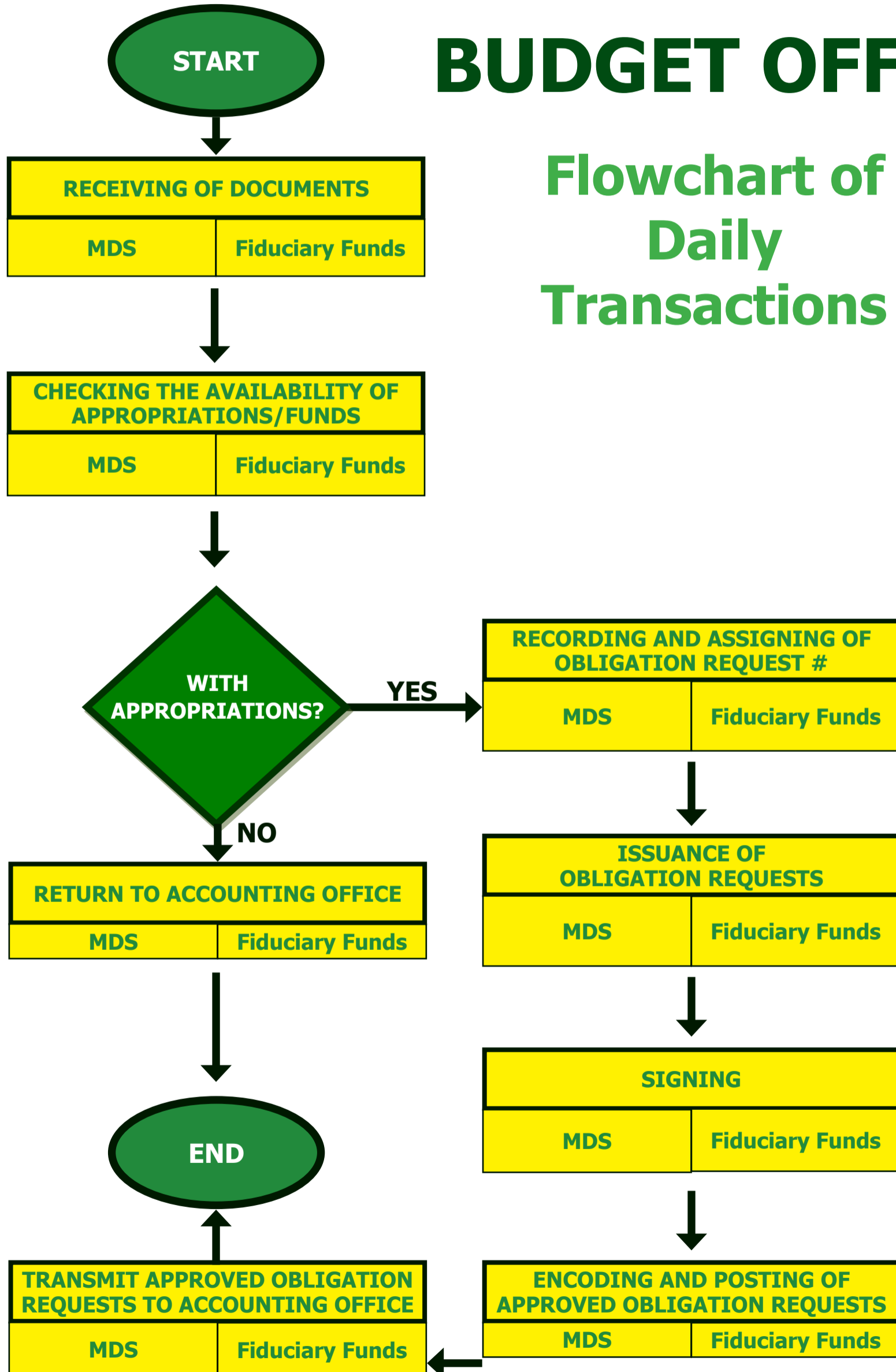
*P25 Certification of Payment



SERVICE CHARTER

BUDGET OFFICE

Flowchart of Daily Transactions





SERVICE CHARTER

CASHIER'S OFFICE

Ground floor Admin Bldg. SLSU-Lucban
Telephone No.: (042) 540-4087 loc. 123 / 125

INTRODUCTION

The office of the Cashier, under the Administrative and Financial Services, is concerned with the safeguarding of the financial resources of the University through the application of the government rules, regulations and laws mandated and promulgated by the national government. The office also supports the university in different areas of activities such as collection of different fees and disbursement of funds.

OBJECTIVES

The University Cashier's Office is responsible for the receipting and depositing of all University related funds. The objective of the Cashier's Office is to insure that monies due to or belonging to the government are received and accounted for in a manner which assures a complete and adequate record of each transaction and assures monetary control over the receiving function. The operation of this office is designed to aid the University in handling receipts as required by statute. The office also provides financial services through the disbursement of different funds.

SERVICE UNITS

- » Collection
- » Disbursement

SERVICE TRANSACTIONS

Collection of Fees

- » Departmental Receipts
- » Scholarship Receipts
- » Special Fees
- » Fines and Penalties
- » Special Billings
- » Student Registration Tuition and Fees
- » Collections on Student Accounts Receivables
- » Receipts from Interdepartmental Billings

Disbursement of Funds

- » Personal Services
- » Fiduciary Funds
- » Capital Outlay
- » Income Generating Projects
- » Maintenance and Other Operating Expenses

HECTOR A. MACARAAN

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Mobile Number: 09175609603

Ground Floor Admin Bldg. SLSU-Lucban

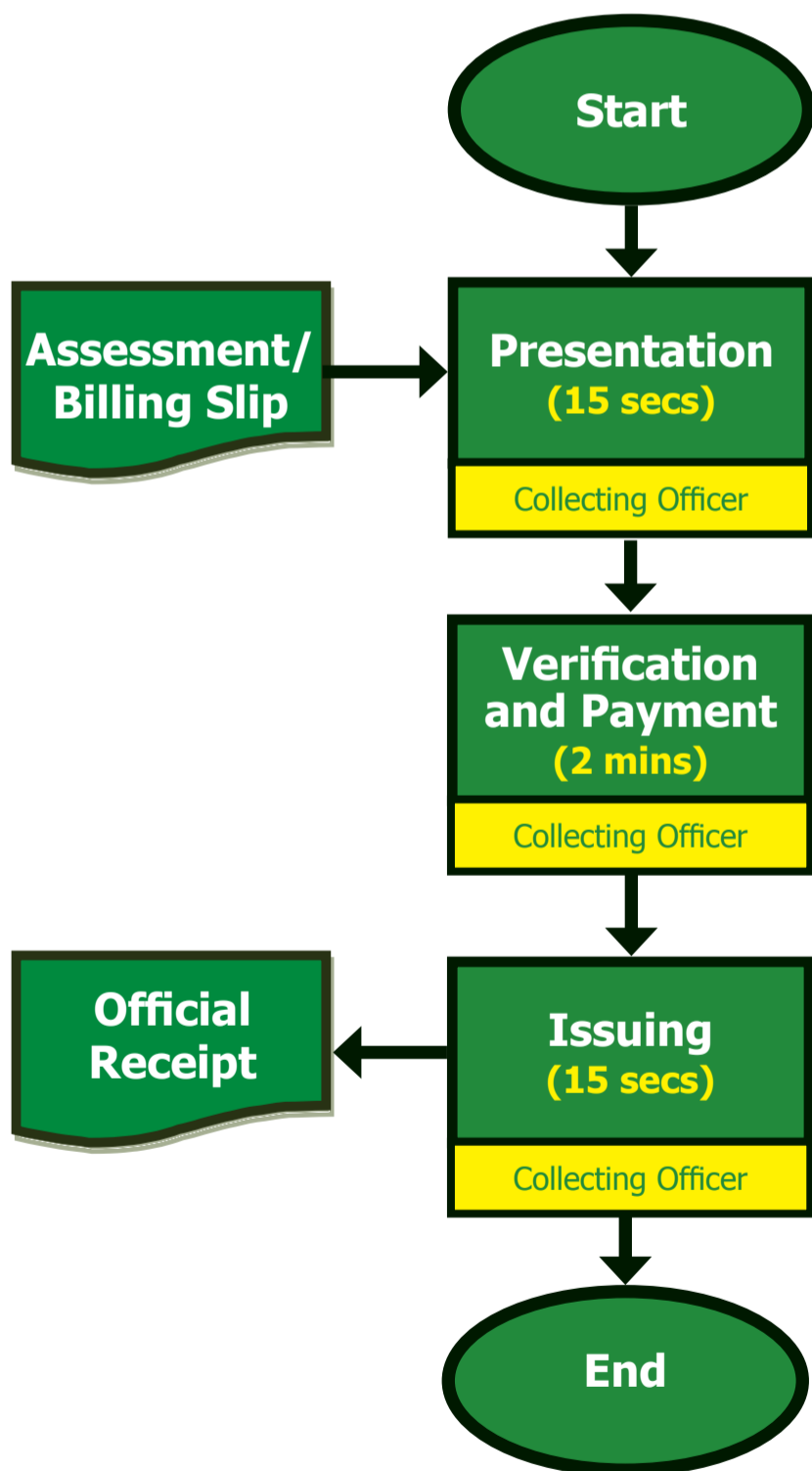


SERVICE CHARTER

CASHIER'S OFFICE

COLLECTING OF FEES
(2 mins 30 secs)

DISBURSEMENT OF FUNDS (2 mins)



Valid ID and SPA*

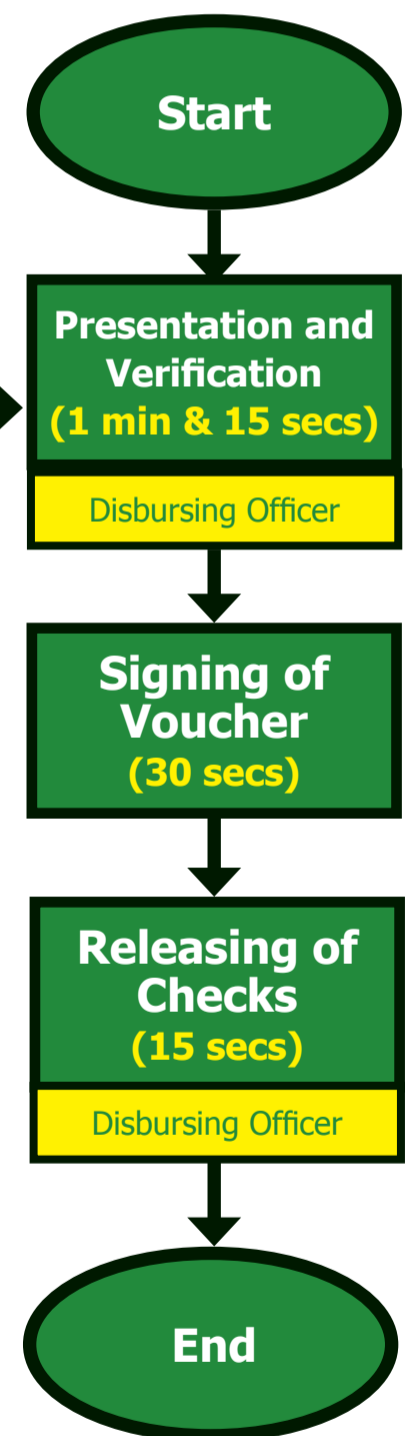
Proof of Payment**

*Special Power of Attorney

- For Representative

**Proof of Payment:

- Official Receipt
- Sales Invoice
- Delivery Receipt





SERVICE CHARTER

CASHIER'S OFFICE

ONLINE PAYMENT

1. Go to the link: <https://epaymentportal.landbank.com>
2. Select the **Southern Luzon State University** in the State Universities & Colleges Under Government Institution Button.
3. Once directed to the the SLSU Transaction Form, select **TUITION FEES AND MISCELLANEOUS**.
4. Fill up the necessary fields and enter the captcha code. Click **SUBMIT**.
5. Review payment details before proceeding, then click **SUBMIT**.
6. Choose payment option. Select the **LANDBANK ATM CARD**.
7. Cerify that you agree with the Terms and Conditions presented. Click **SUBMIT**.
8. Input the following: (a) 10-digit Account Number; (b) Joint Account Identification Number [enter "0"]; (c) Personal Identification Number
9. Click **SUBMIT** to proceed.
10. Remember and copy the **TRANSACTION REFERENCE NUMBER**.
11. Click **PRINT DEBIT CONFIRMATION**.
12. Click "Get eOR" (issued only to Partner Merchant)
13. Show the printed payment confirmation to the University Registrar.



SERVICE CHARTER

HUMAN RESOURCE MANAGEMENT OFFICE

2nd floor Admin Bldg. SLSU-Lucban
Telephone No.: (042) 540-4087 loc. 115

INTRODUCTION

The Human Resource Management Office (HRMO) is committed to give utmost service to the University Faculty and Employees by providing a balance system designed to effectively carry out and implement the University policies and objectives.

The HRMO shall promote personality enhancement program as well as skills and career development program towards the attainment of a responsive environment with the highest moral decency and maximize the faculty and employees' efficiency.

SERVICE UNITS

- » Recruitment and Selection
- » Appointment and Promotion
- » Retirement, Separation and Termination
- » Performance Evaluation
- » Leave Administration
- » Payroll and Benefits Management

OBJECTIVES AND SERVICE TRANSACTIONS

- » To select and hire the best applicant based on the qualifications and competencies required of the position available.
- » To appoint/promote teaching and non-teaching personnel based on merit and fitness.
- » To guide the teaching and non-teaching personnel of the step by step procedures on retirement, separation occupying regular, casual, contractual positions. On the other hand, the termination applies to teaching and non-teaching personnel under job order and contract of service.
- » To establish an effective performance evaluation system which serves as basis for personnel actions, incentives and rewards, promotion, training and development, personnel actions and administrative sanctions.
- » To assist personnel on how they can effectively utilize their leave benefits.
- » To ensure complete, accurate, and timely processing of payroll and other claims such as honoraria, 13th month pay, overtime pay, excess load and other benefits.
- » To provide other HR services effectively and efficiently.

BERNARDITA E. BRILLON

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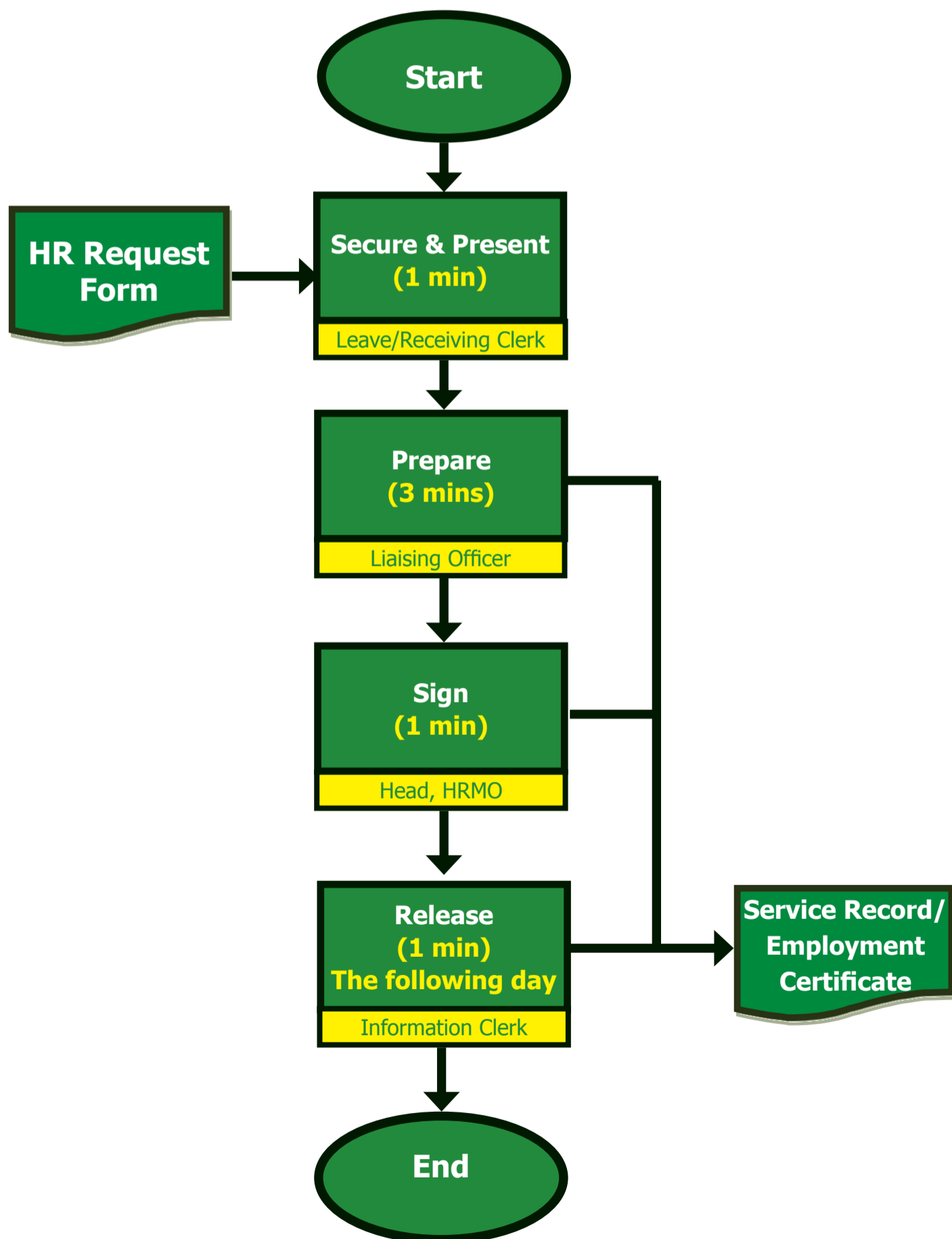
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SERVICE CHARTER

HUMAN RESOURCE MANAGEMENT OFFICE

ISSUANCE OF SERVICE RECORDS/HUMAN RESOURCE RELATED CERTIFICATION
(6 mins + 1 working day)





SERVICE CHARTER

SUPPLY OFFICE

**Supply Bldg. (Formerly Nakamura Kiddie Center) SLSU Lucban
Telephone No.: (042) 540-7650**

INTRODUCTION

The Supply Office provides administrative support in terms of property accountability which includes inventory and disposal of materials, equipment and unserviceable properties of the University. This also includes the receiving, inspection, warehousing, recording and releasing of supplies and materials to end-users.

OBJECTIVES

- » Recording and safekeeping of supplies, materials and equipment against loss and wastage to ensure economy, efficiency and effectiveness in the operation system of the University.
- » Assist in the inspection of purchased supplies, materials and equipment, and property disposal.

SERVICE UNITS/TRANSACTIONS

- » Issuing supplies, materials, and equipments to end-users.
- » Inspecting purchased supplies, materials and equipments, and property for disposal.
- » Processing of documents to be attached in the disbursement vouchers for payment of purchased goods and equipments.
- » Conducting property inventory.
- » Safekeeping of all records of the University properties.
- » Pre-post Inspection
- » Insurance/Registration of vehicles and properties

VICTOR V. VILLON

Head, Supply and Procurement

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Mobile Number: 09209689754

Ground Floor Raffy P. Nantes Bldg.



SERVICE CHARTER

PROCUREMENT OFFICE

First Floor Hermano Pule Bldg. SLSU Lucban
Telephone No.: (042) 540-6519

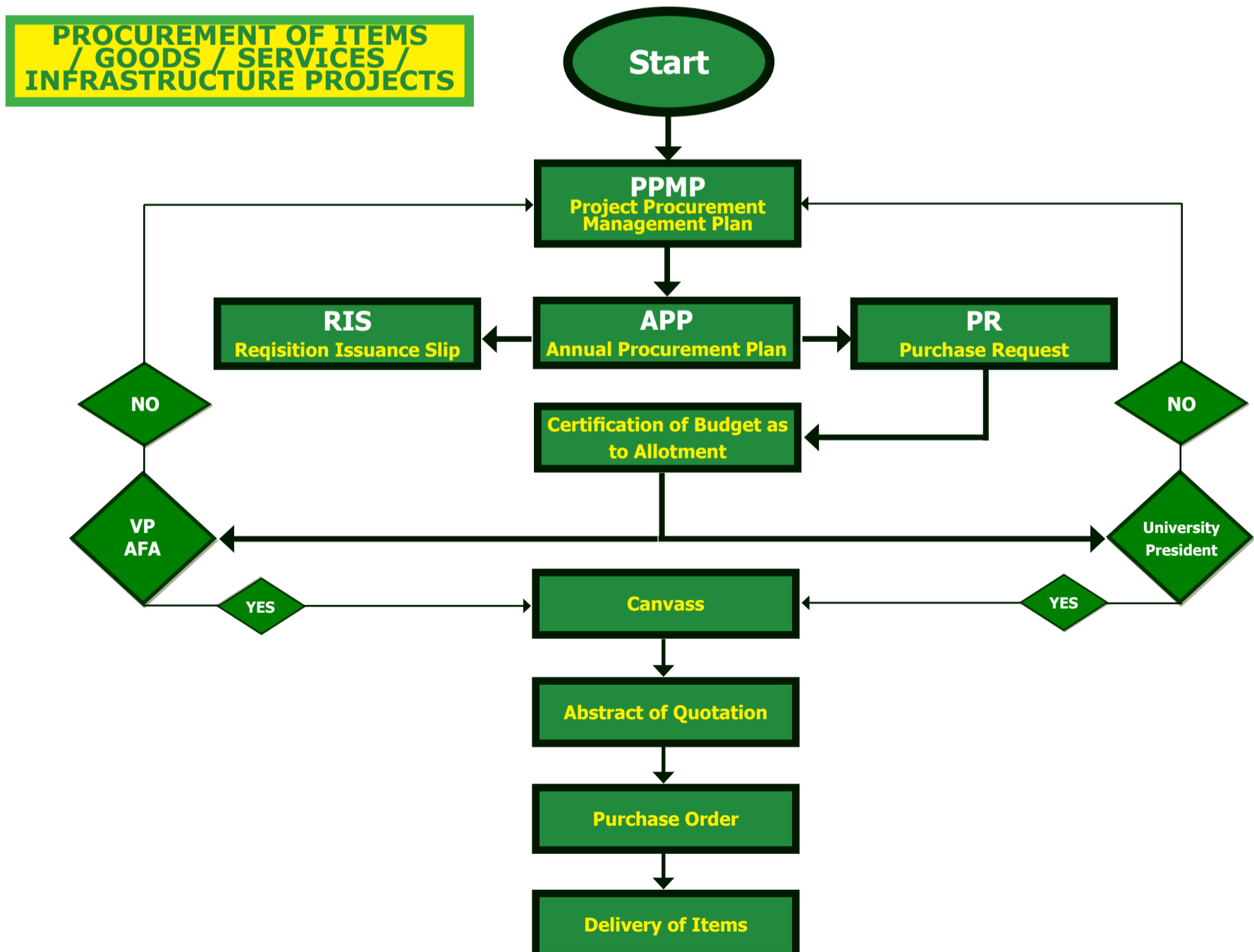
INTRODUCTION

The Procurement Office, under the Administrative and Financial Affairs, supports the vision, mission and goals of the University by taking action on purchase requests submitted by departments/units, colleges and campuses in accordance with the procurement procedures specified in the Government Procurement Reform Act (GPRA) 9184.

OBJECTIVE

Procure each category of goods, services, works, equipment needed by the offices, colleges and campuses based on their Annual Procurement Plan.

PROCUREMENT PROCEDURE





SERVICE CHARTER

BUSINESS AFFAIRS OFFICE

Ground floor Admin Bldg. SLSU-Lucban
Telephone No.: (042) 540-4087 loc. 118 / 119

INTRODUCTION

The Business Affairs Office (BAO) was created to improve the resource generations of the University. This was caused by the diminishing budget provided for State Colleges and Universities (SUCs). SUCs are expected to be efficient, relevant, productive and competitive in their operation as stipulated in the Higher Education Modernization Act of 1997. To meet these expectations SLSU in pursuit of its mandate to provide higher quality education at least cost possible was encouraged and authorized under this act to undertake Income Generating Projects (IGPs).

OBJECTIVES

- » As a business activity, these projects have to deal with common business concepts, such as type of market and market share, production levels, overhead costs and profitability.
- » As a learning activity, IGPs should be designed and operated in such a way as to provide maximum hands-on-experience to students taking up related subjects.

SERVICE UNITS/TRANSACTIONS

Lease/Rental/Permit Services

- » Facilities (Gymnasium, Audio Visual Rooms, Open Field, Electricity and Water etc.)
- » Space Rentals (Photocopiers, Food Stalls and the like)
- » Dormitory Rentals
- » Training Centers
- » Others (tables, chairs, sound systems, parking, gatepass and the like)

Printing Services

- » Printing Press
- » Printshop
- » ID Printing
- » Book Sales
- » Bookbinding

Garments Production and Sales

- » School Uniforms
- » PE Uniforms
- » T-shirts Printing
- » Graduation Caps and Gowns
- » Others

ENGR. STELLA Y. DAHILIG

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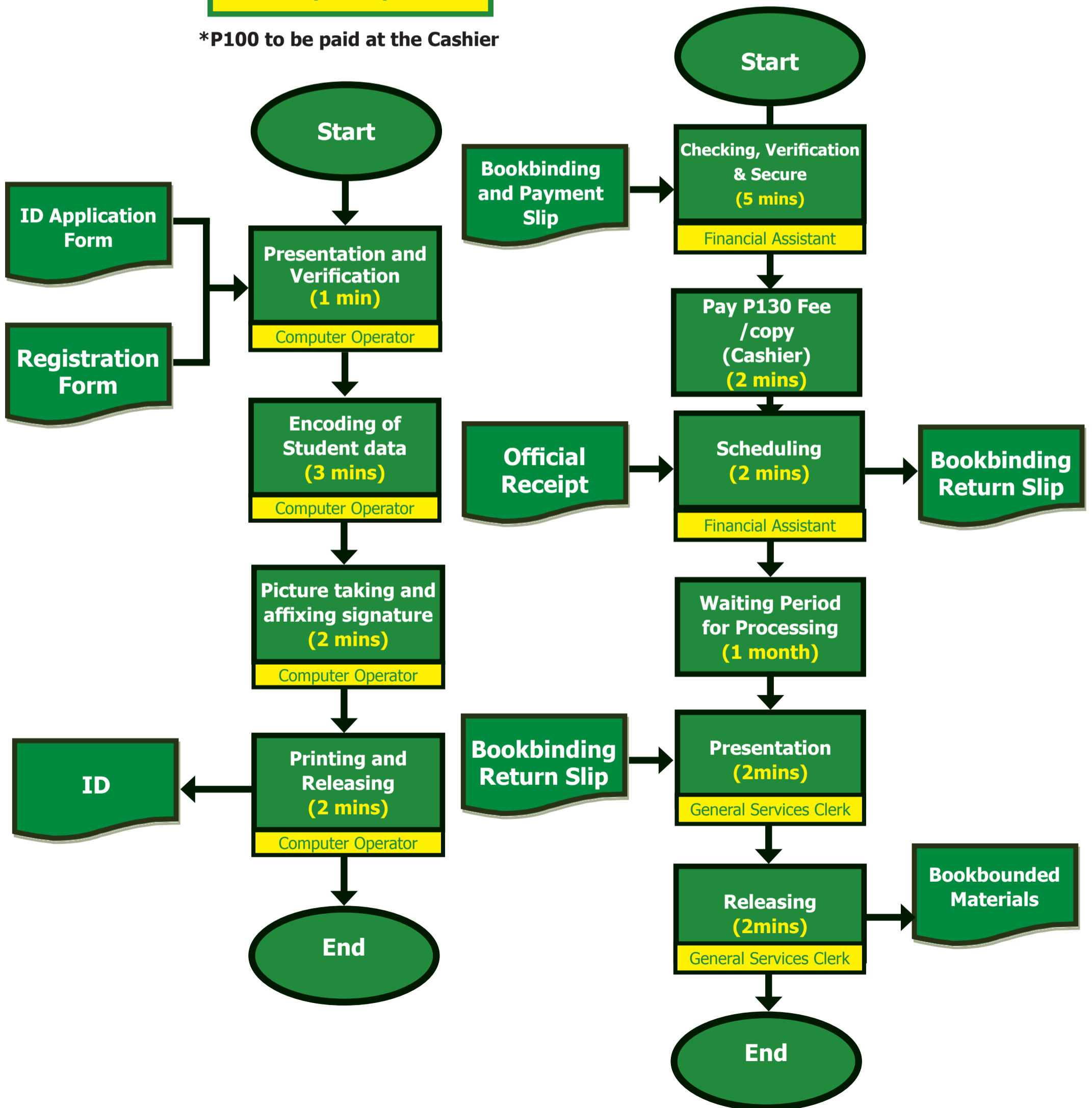
SERVICE CHARTER

BUSINESS AFFAIRS OFFICE

APPLICATION, PROCESSING AND ISSUANCE OF ID (8 mins)

BOOKBINDING REQUEST FOR SERVICE (5 mins) PROCESSING (1 month) ISSUANCE (4 mins)

*P100 to be paid at the Cashier





SERVICE CHARTER

HEALTH SERVICES

Health Services Unit, Ground Floor, New CBA Bldg. SLSU-Lucban
Telephone No.: (042) 540-8637

INTRODUCTION

Health is defined as a state of complete physical, mental and social well-being and not merely the absence of disease. Our goal has always been to promote health not only among students but also among our employees. Towards this end, the health services unit engaged the SLSU populace in activities such as health assessments, health education and health related physical activities.

Health promotion in school for students and personnel should be well planned, organized, practiced and implemented. We have established guidelines and timelines for the various activities, that we offer and provide at the health services unit, i.e. the initial assessment of freshmen, the periodic medical examination of employees as part of screening for chronic illnesses, the special physical examination of students for training and hospital affiliations. The data from these activities serve as baseline for monitoring, evaluating and identifying possible illnesses undetected and other health hazards exposure. Health services also created and implemented programs for the well being of laboratory school children as well as school staff (teaching and non-teaching).

OBJECTIVES

- » To provide SLSU students and employees outpatient medical assistance in case of illness.
- » To ensure the health of students and employees.
- » To provide prompt first aid or medical response in case of emergency.
- » To provide assistance to the victim to prevent further injury.
- » To promote health and wellness among teaching and non teaching staff.

SERVICE UNITS

- » Medical Unit
- » Dental Unit

SERVICE TRANSACTIONS

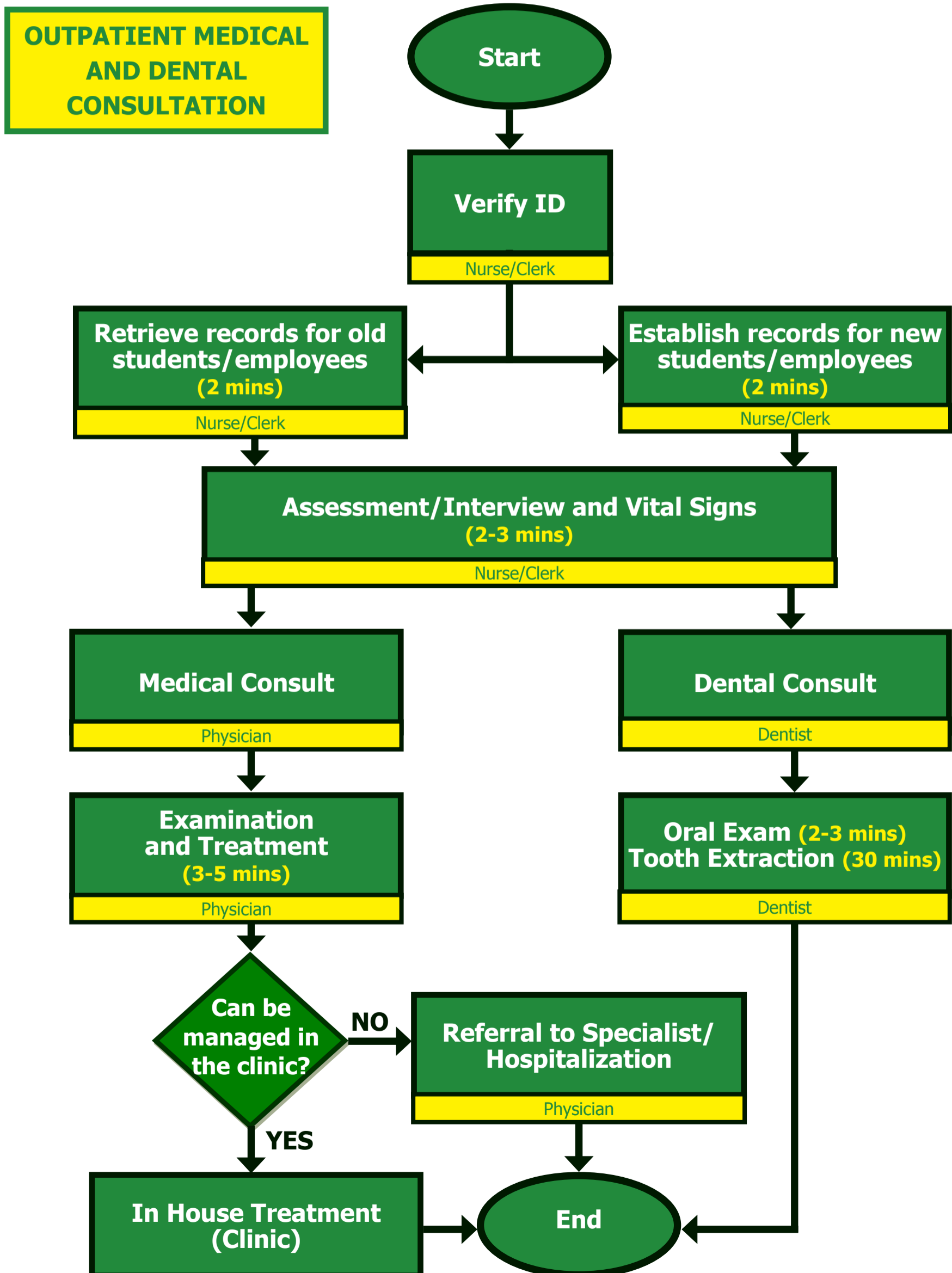
- » Outpatient medical and dental consultation
- » Emergency medical treatment and assistance
- » Others - OJT training hospital, Duty/affiliation, renewal of contract, athletic competition

MA. GENEVIEVE L. CUARTO, M.D.
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Mobile Number: 09178531290
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SERVICE CHARTER

HEALTH SERVICES

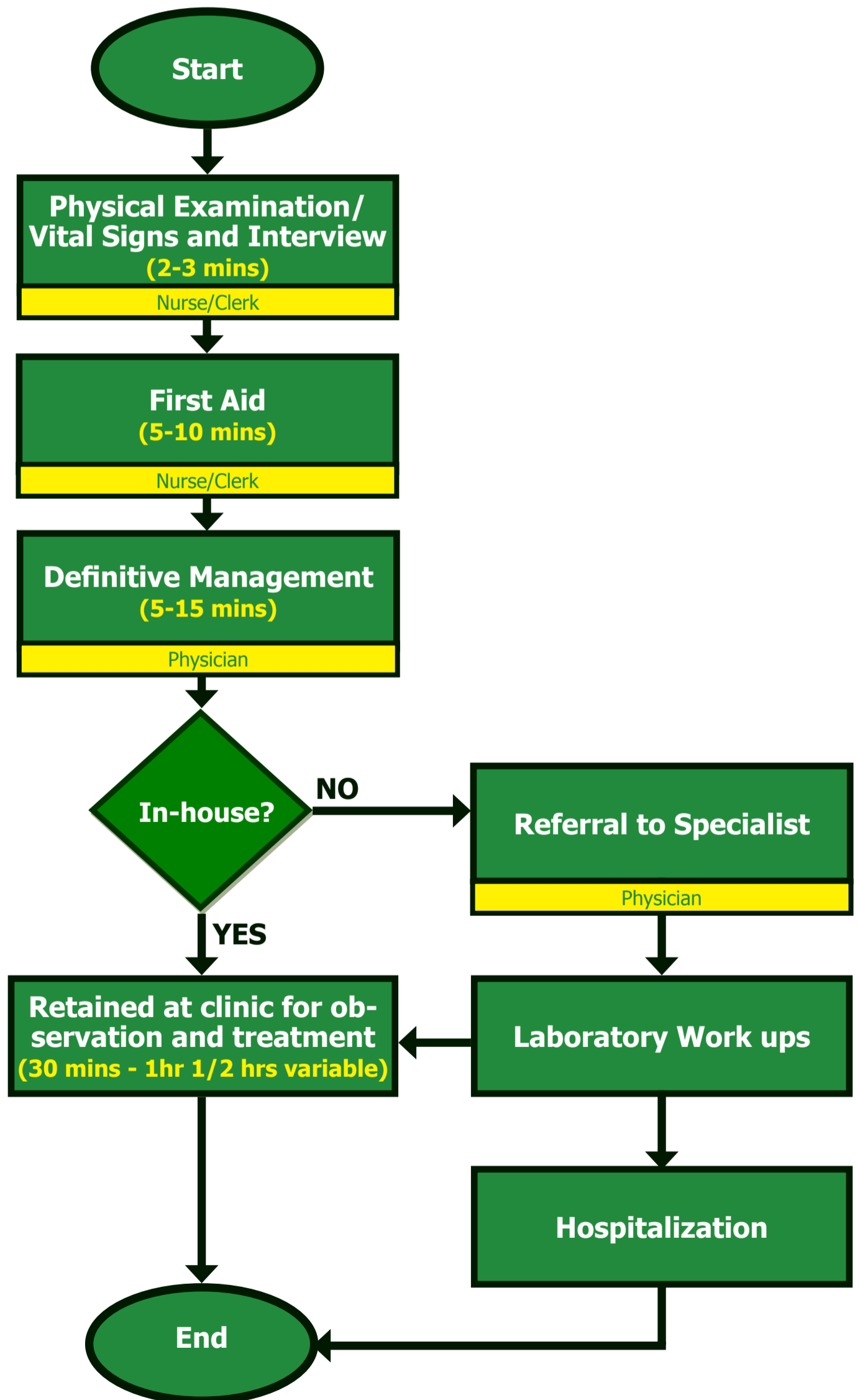




SERVICE CHARTER

HEALTH SERVICES

**EMERGENCY MEDICAL
TREATMENT AND
ASSISTANCE**





SERVICE CHARTER

ACADEMIC AFFAIRS

The Academic Affairs (AA) shall be responsible for encouraging and promoting new programs, evaluation and improvement of existing programs, educational change and innovation, and for providing leadership and guidance in all the academic areas in the university.

VICE-PRESIDENT

Dr. MARISSA C. ESPERAL, Ph.D.

Email: mlcadao@slsu.edu.ph

mlesperal@yahoo.com.ph

Mobile Number: 09989755268

3rd Flr. Admin. Bldg. SLSU-Lucban

DEANS

GRADUATE SCHOOL

SUSANA A. SALVACION, Ed.D.

Email: sasalvacion@slsu.edu.ph

Mobile Number: 09208600764

1st Floor Melchora Aquino Bldg. SLSU-Lucban

COLLEGE OF AGRICULTURE

AMALIA E. ALMAZOL, Ph.D.

Email:

Mobile Number: 09988661021

2nd Flr. Agriculture Bldg., Brgy. Ayuti, Lucban

COLLEGE OF ALLIED MEDICINE

TERESITA V. VALDE, Ed.D.

Email: mzmurallon@yahoo.com

Mobile Number: 09175954139

1st Floor Melchora Aquino Bldg. SLSU-Lucban

COLLEGE OF ARTS AND SCIENCES

MARI JANE A. LEE, Ph.D.

Email: jongjanelee@yahoo.com.ph

Mobile Number: 09394621070; 09328678713

1st Floor Jose Rizal Bldg. SLSU-Lucban

COLLEGE OF BUSINESS ADMINISTRATION

JOANNA PAULA A. ELLAGA, DBA

Email: joannaellaga@gmail.com

Mobile Number: 09178457944

2nd Flr., New CBA Bldg.

COLLEGE OF ENGINEERING

EFREN D. VILLAVERDE

Email: edvillaverde@slsu.edu.ph

Mobile Number: 09988660988

3rd Floor M.H. Del Pilar Bldg. SLSU-Lucban

COLLEGE OF INDUSTRIAL TECHNOLOGY

Dr. RICARYL CATHERINE P. CRUZ

Email: catherine_cruz88@yahoo.com

Mobile Number: 09479668230

2nd Floor Andres Bonifacio Bldg. SLSU-Lucban

COLLEGE OF TEACHER EDUCATION

TERESITA V. DE LA CRUZ, Ed.D.

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Mobile Number: 09088159326

2nd Floor Andres Bonifacio Bldg. SLSU-Lucban

INSTITUTE OF HUMAN KINETICS

EMELITA N. CADA

Email: emelitacada@gmail.com

Mobile Number: 09196724042

Ground floor SLSU Gymnasium Lucban

STUDENT SERVICES

NILO H. DATOR

Email: nhdator@slsu.edu.ph

Mobile Number: 09054143195

1st Floor Admin Bldg. SLSU-Lucban

LORENA S. SALES

Principal, Laboratory School

Email: lorie_1201@yahoo.com

Mobile Number: 09188472914

1st Floor J. Luna Bldg. SLSU-Lucban

CLARISSA D. MAGUYON Ed.D.,

Director of Instruction

Email: slsu_clarissa@yahoo.com

Mobile Number: 09152895850

2nd Floor Admin Bldg. SLSU Lucban

GILLIAN PORTIA P. DIMARANAN, DEM

University Librarian

Email: libraryslsu@gmail.com

Mobile Number: 09175236401

Ground Floor University Library SLSU Lucban

REYNALDO M. IGNACIO

University Registrar

Email: rmignacio@slsu.edu.ph

Mobile Number: 09054173285

Ground Floor Gomburza Bldg. SLSU-Lucban



SERVICE CHARTER

OFFICE OF STUDENT SERVICES

Second Floor, New CBA Bldg., SLSU-Lucban

Email: slsu_osa@yahoo.com

INTRODUCTION

The Office of Student Services builds supportive and inclusive communities that promote social responsibility, encourage discussion and debate, recognize accomplishments, and foster a sense of belongingness among their members. It forges educational partnership that advances student learning, creates learning environment that emphasizes the institution's desired educational outcomes for students, engages students in active learning, helps students develop coherent values and ethical standards, uses systematic inquiry to improve students, and institutes and communicates high expectations for learning.

SERVICE UNITS and TRANSACTIONS

Dean, Student Services/Affairs

- » Approval/Recommending approval of student activity/ies; field trip, seminar, plant visit and other related academic and extra-curricular activities.
- » Facilitate insurance accident of the students.
- » Facilitate CHED-SAFE Student loan.

Student Scholarships

- » Facilitate Student Scholarships during enrollment.
- » Screen and recommend students' application to sponsors for approval.
- » Prepare billing of scholarships and forward it to the Accounting office.
- » Collect cheques from sponsors and forwards it to the Cashier office.
- » Facilitate refund to scholars as needed and submit reports to concerned grants.

Guidance and Testing

- » Assist and provide information to students regarding enrolment.
- » Application for Entrance Exam (P150)
- » Issuance of good moral certificate (P50)
- » Appraisal Counseling

Student Placement

- » Matching of jobs to graduating students.
- » Forward job vacancies to colleges.
- » Collect data of student internships.
- » Endorse students to companies for placement through Job Fairs.
- » Conduct career enhancement seminar for all graduating students.
- » Facilitate Memorandum of Agreement (MOA) for On-the-Job (OJT).

Student Organization

- » Receive application for new student organization.
- » Accreditation of student organization
- » Recommending approval of the accredited student activity/ies

Student Publication

Recreation, Sports and Cultural

NILO H. DATOR

Dean, Student Services

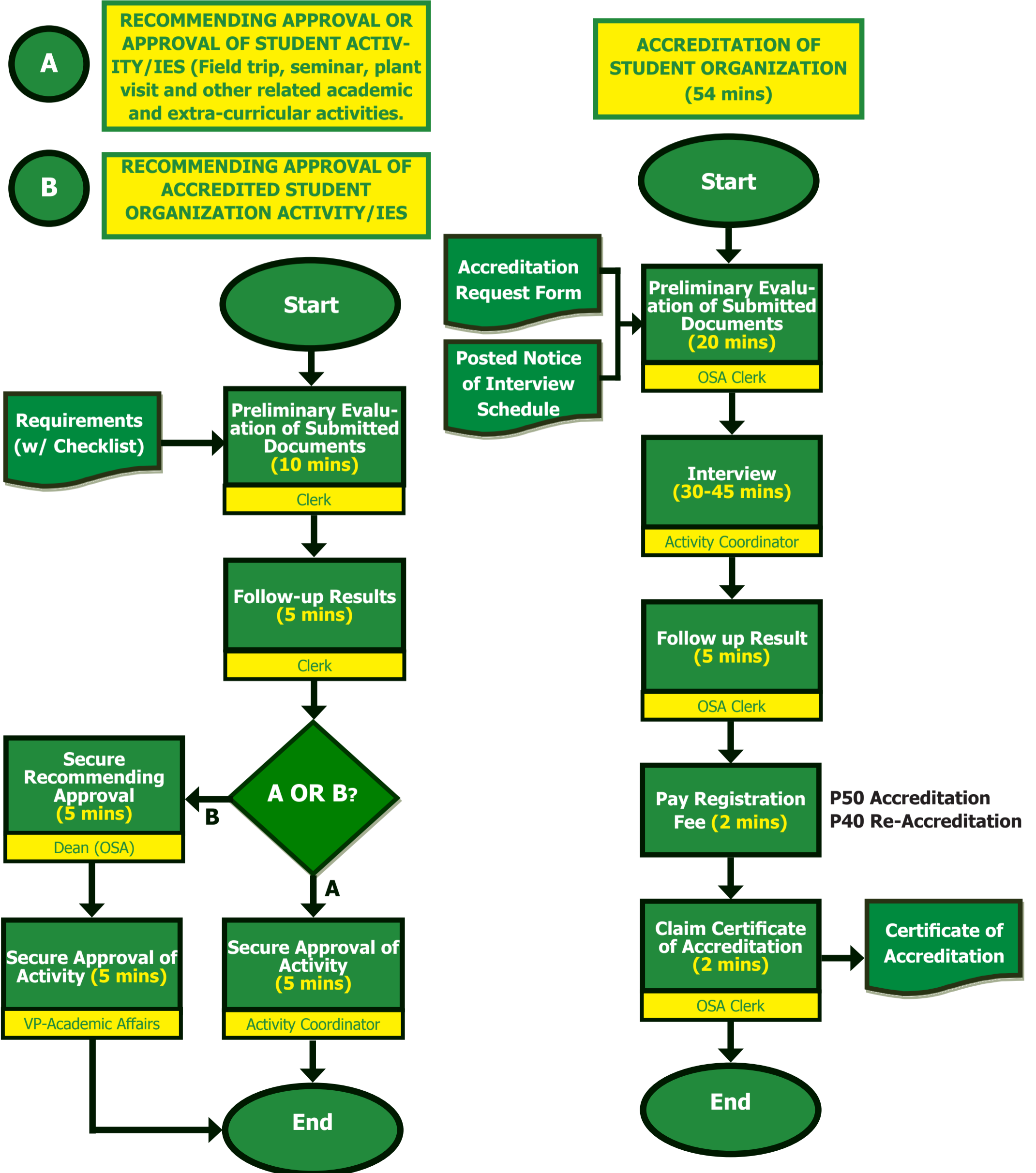
Email: nhdator@slsu.edu.ph

Mobile Number: 09054143195



SERVICE CHARTER

OFFICE OF STUDENT AFFAIRS

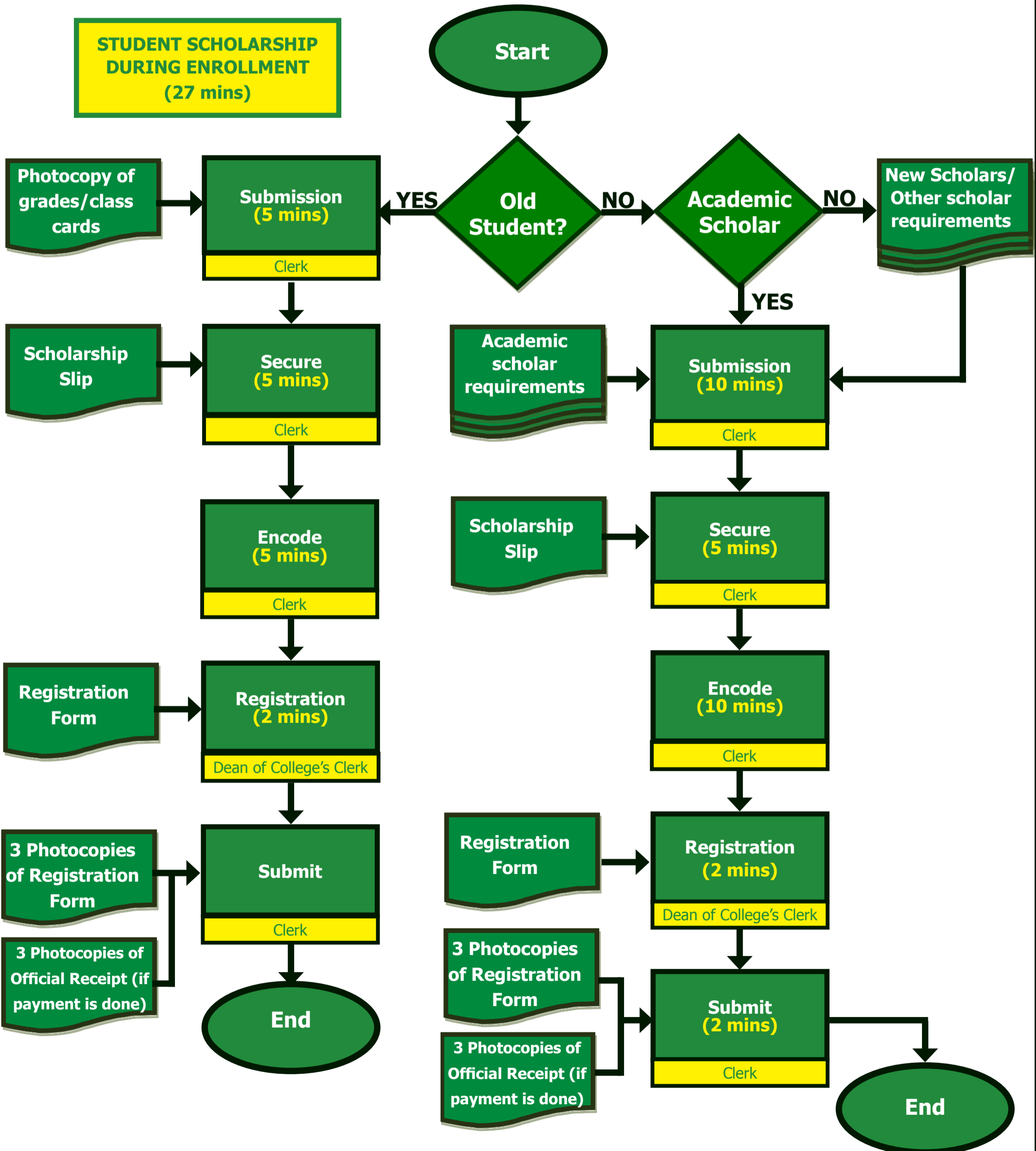




SERVICE CHARTER

OFFICE OF STUDENT AFFAIRS

STUDENT SCHOLARSHIP DURING ENROLLMENT (27 mins)



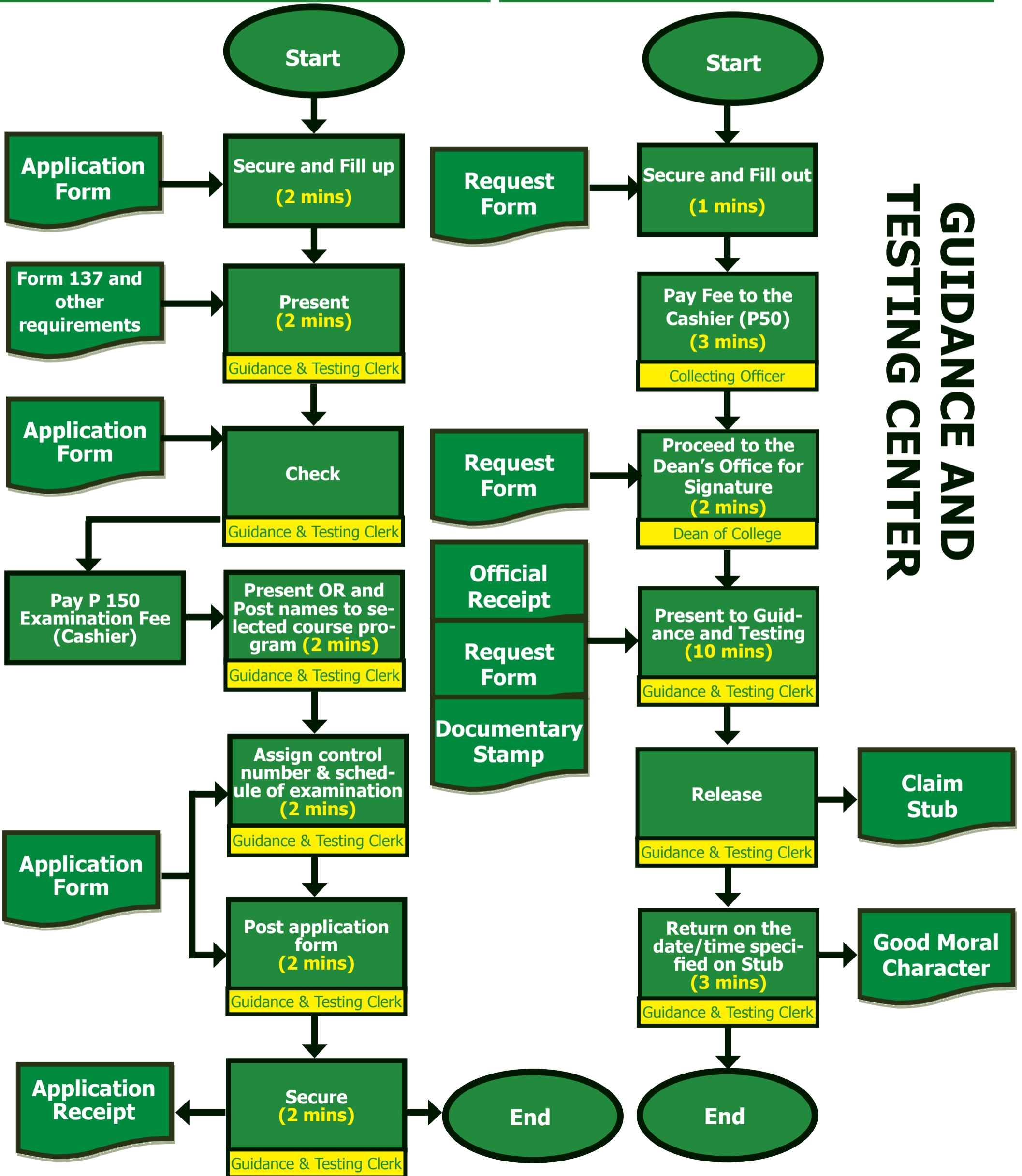


SERVICE CHARTER

PROCEDURE FOR APPLYING FOR ENTRANCE EXAM (12 mins)

PROCEDURE FOR APPLYING AND ISSUING GOOD MORAL CHARACTER (19 mins)

GUIDANCE AND TESTING CENTER





SERVICE CHARTER

LIBRARY SERVICES

University Library Bldg. SLSU-Lucban

INTRODUCTION

The present University Library building is a three-storey building. It is SLSU's center of knowledge and houses different sections of the library such as an audio-visual room, stack area, librarian's offices, internet room and spacious lobby. It has a total collection of 20,181 volumes of books, journals for different core subjects and non-print materials, and it has a fully automated system.

OBJECTIVES

- » To support the school's graduate and undergraduate programs in its instructional, research and information needs.
- » To provide resources, facilities and services to the University's academic community as a means to achieve the school's goals and objective.
- » To develop, enrich and maintain the library collection in terms of the course offered and special programs of the college.
- » To extend services to non-SLSU students within the limits of its resources.

SERVICE UNITS

- » Internet Services
- » Technical Services
- » Readers Services
- » Referral Services
- » Current Awareness Services
- » RPN Hall

SERVICE TRANSACTIONS

- » Give permission to outside students and researchers who present a letter seeking permission to research and use the library facilities.
- » Give students, faculty, staff and researchers permission to access the collection and assist them in locating materials.
- » Assist in handling the charging out and return of books for overnight and library use.
- » Process referral letter request from any member of the faculty, staff and students who want to use the library of other institutions.
- » Signing of Clearance

GILLIAN PORTIA P. DIMARANAN, DEM

University Librarian

Email: libraryslsu@gmail.com

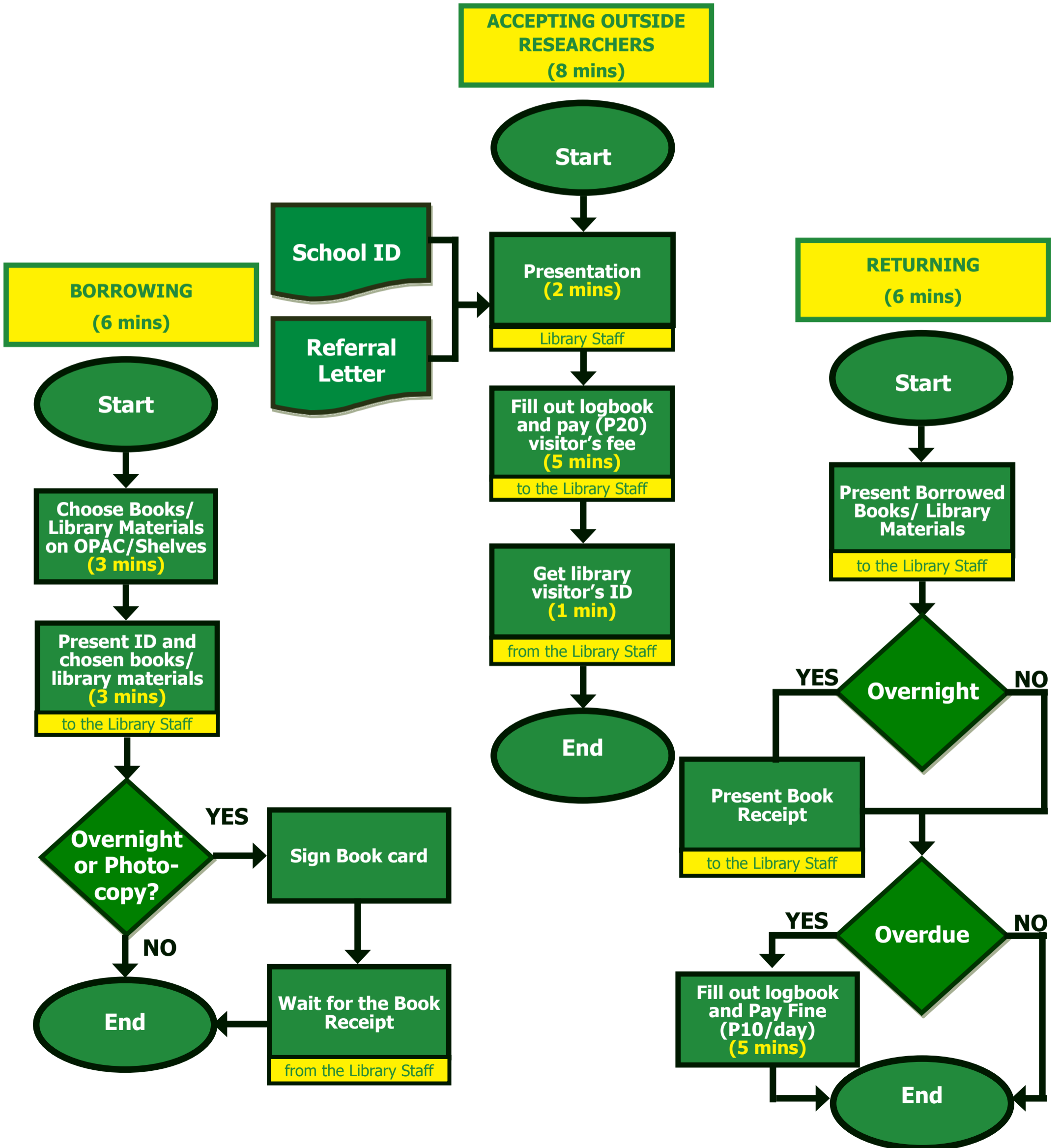
Mobile Number: 09175236401

Ground Floor University Library SLSU Lucban



SERVICE CHARTER

UNIVERSITY LIBRARY



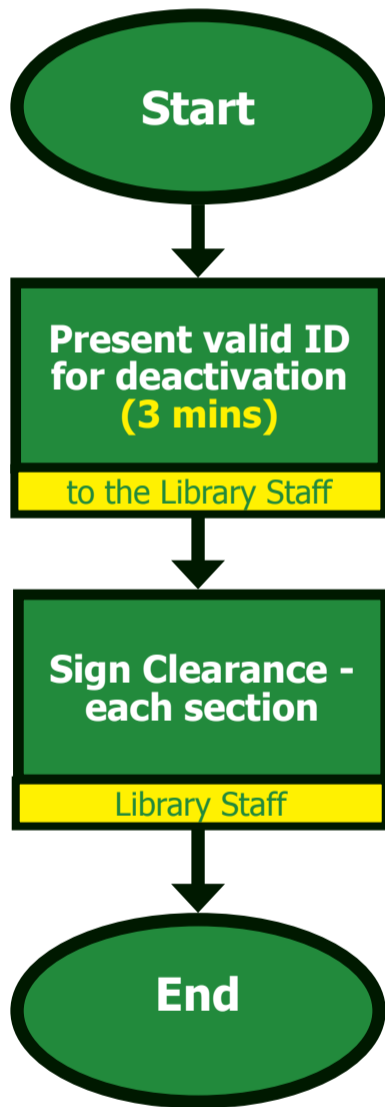


SERVICE CHARTER

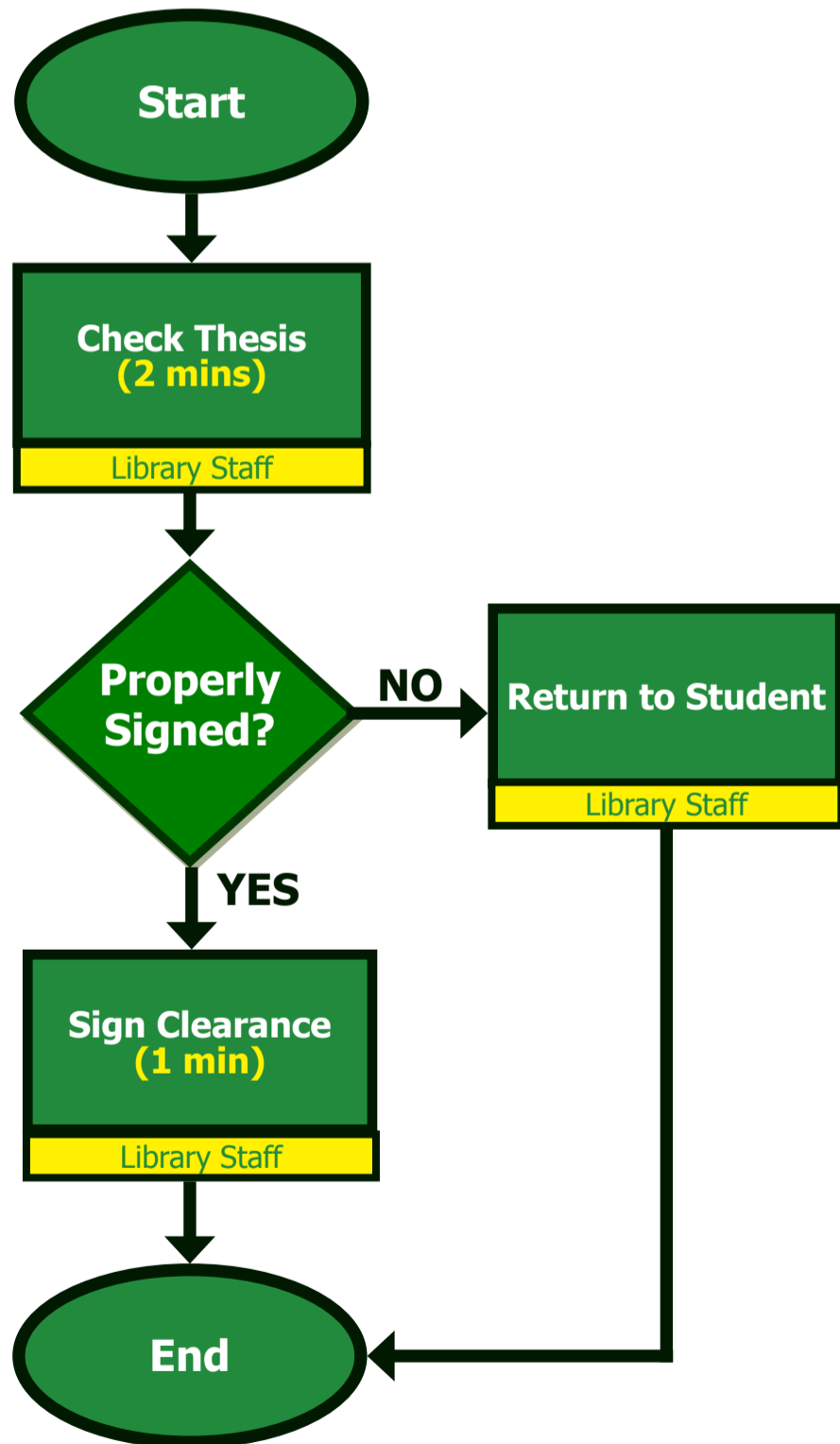
UNIVERSITY LIBRARY

SIGNING OF CLEARANCE

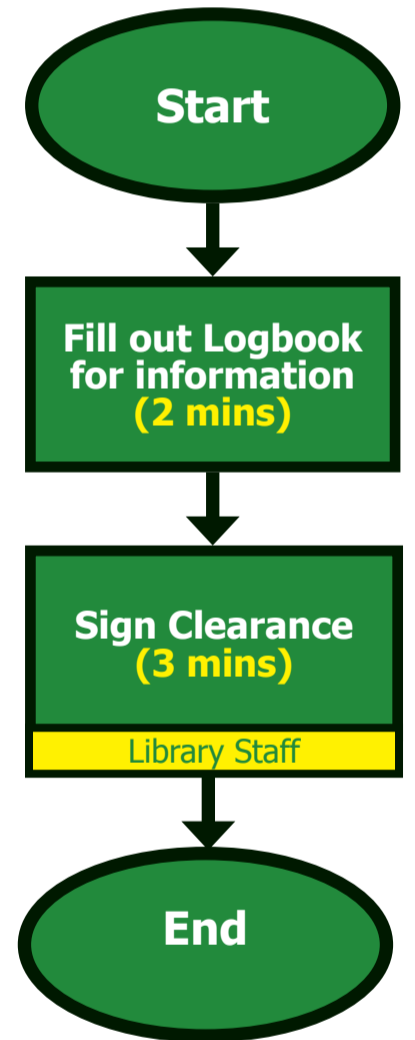
FOR MAJOR EXAMS -
UNDERGRADUATE STUDENTS
(3 mins)



SUBMISSION OF THESIS
(3 mins)



FOR TRANSCRIPT OF
RECORDS (5 mins)





SERVICE CHARTER

OFFICE OF THE UNIVERSITY REGISTRAR

Ground floor Gomburza Bldg. SLSU-Lucban
Telephone No.: (042) 540-4763 / 540-4087 loc. 153

INTRODUCTION

The Office of the University Registrar (OUR), a group of conscientious and committed individuals, shall primary provide its clientele's required/needed services. It is committed to compliment/support the University for the effective and efficient realization of its Vision and Mission.

The OUR way and commitment is to be:

- » Service-Oriented
- » Service-Effective
- » Service-Efficient
- » Clientele-Friendly
- » Honest
- » Trustworthy

OBJECTIVES

- » Selective admissions to insure the quality of entering students.
- » Selective retention of students.
- » Efficient and effective management of student records.
- » Total quality service to the students and other academic community stakeholders.

SERVICE UNITS

- » Receiving and Releasing Section
- » Encoding Section
- » Evaluation Section
- » Record Section

SERVICE TRANSACTIONS

- » Enrolment
- » Adding, Changing, Dropping of Subjects
- » Student Accounting for Graduation
- » Processing and Issuance of Transcript of Records and other student's credentials
- » Registration
- » Evaluation of Student Records
- » Records Management
- » Curriculum Information Dissemination

REYNALDO M. IGNACIO

University Registrar

Email: rmignacio@slsu.edu.ph

Mobile Number: 09054173285

Ground floor Gomburza Bldg. SLSU-Lucban



SERVICE CHARTER

ENROLMENT PROCEDURE

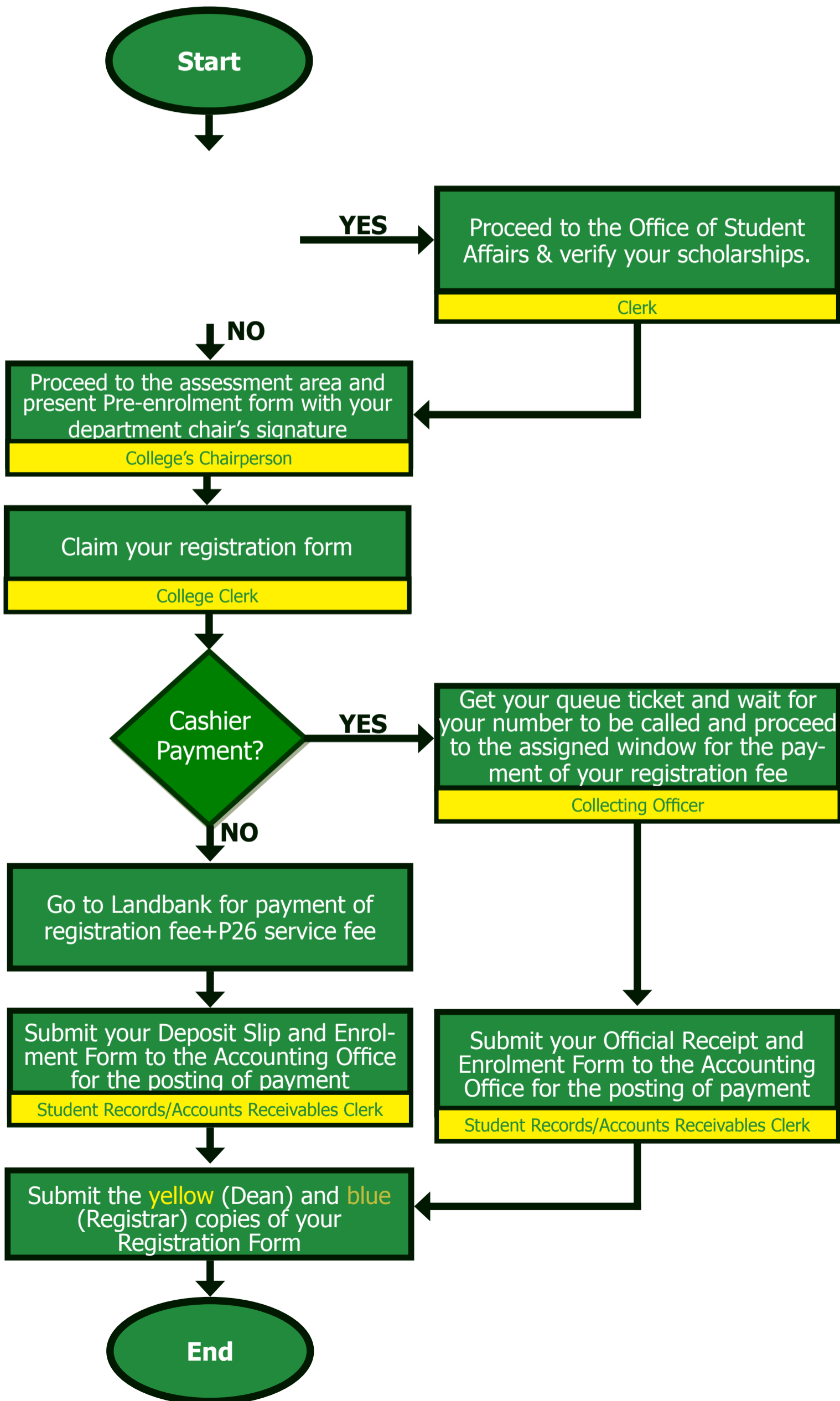
STUDENTS WITH BALANCES:

- Unpaid Balances will appear on your registration form
- Unpaid Balances should be settled before you can pay for your current Enrolment fee

PAYMENT THRU LANDBANK

Note: Only FULL PAYMENT of Enrolment Fees are accepted in ALL LANDBANK Branches in CALABARZON

1. Photocopy your registration form
2. Ask for an ONCOLL PAYMENT SLIP
3. Fill out three(3) copies of the slip completely and legibly. (Merchant/ Agency Name: SLSU Enrollment Account Number: 3652 2220 04)
4. On the Reference Number 1, write your name (format: Lastname, Firstname MI.)
5. On the Reference Number 2, write student number (from your reg. form)
6. Fill-up the Printed Name and Signature of Payor/Depositor/Representation Section
7. Write the Amount to be paid
8. Fill-up the cash breakdown at the back
9. Make the deposit and get two copies of the validated slip
10. Attached one copy of the validated slip with your photocopied registration form and submit it to the teller
11. Attached one copy of the validated slip to your enrolment form. This will serve as your proof of payment.





SERVICE CHARTER

ADDING, CHANGING AND DROPPING (ACD) OF SUBJECTS

Schedule of Availability of Service: (Within the Prelim Period) Daily 8:00 a.m. – 5:00 p.m.

Who can avail: Students who need to add, change or drop the subject

What are the requirements:

1. Registration Form
2. Request letter to Add, Change or Drop the Subject duly signed by Chairperson/Dean
3. Adding, Changing or Dropping (ACD) Form

Duration: 15 minutes

Location of the Unit/Office: Respective Colleges/Registrar's Office/Cashier's/Accounting Offices

How to Avail of the Service:

Step	What Applicant/ Client should do	Office Involved	Duration of Activity*	Person Responsible	Fees	Form to Use/ Document to Obtain
1	Get a form from Registrar's Office, fully accomplish it before obtaining signature of Approving Authority	Registrar's and Dean's Office	2 min.	Registrar's Clerk/Chairperson/Dean		ACD Form
2	Seek approval to add, change or drop subject/s	Dean's Office	5 min.	Dean		Letter request from the student
3	Pay ACD fee	Cashier's Office	2 min.	Clerk	New-P100 Old-P25	Official Receipt
4	Submit portion of the ACD Form to respective Offices	Registrar/Dean/ Accounting Office	6 min.	Registrar's Clerk/Chairperson/Dean		ACD Form

* Under Normal Circumstances

Note:

- Adding, Changing or Dropping (ACD) Form has three sections to accomplish. One portion for the Registrar's Office, another for the Dean's Office and one more for the Accounting Office.
- Adding, changing or dropping of subject should have prior approval of the Program Chairperson before the Dean affix his/her signature on the ACD Form.



SERVICE CHARTER

APPLICATION & ISSUANCE OF TRANSCRIPT OF RECORDS, CERTIFICATIONS, ETC.

Schedule of Availability of Service: Daily 8:00 a.m. – 5:00 p.m.

Who can avail: Students who are requesting

What are the requirements:

ID

Official Receipt of Payment

Student Clearance (For Issuance of Certifications and Transcript of Records)

Duration: Application-5 minutes + Processing-1Day (except TOR) + Issuance-5 minutes

Location of the Unit/Office: Registrar's Office and Cashier's Office

Fees P200-CAV (Certification, Authentication, Verification)

P100-CWA (Certificate of Weighted Average)

P300-Transfer Credentials (+P100-Personal Copy-Optional)

P50-Student Accounting/Evaluation

TOR

P75-(Old) 1st 2Pages / P30 Additional

P100-(New) 1st 2Pages / P60 Additional

FOR APPLICATION OF CERTIFICATES, MORAL CHARACTER, ETC.

Step	What Applicant/Client should do	Office Involved	Duration of Activity*	Person Responsible	Fees	Form to Use/Document to Obtain
1	Secure request form from the Registrar's Office and fill up	Registrar's Office	1 min.	Clerk		Request Form
2	Pay fee	Cashier's Office	3 min.	Clerk	P200	Official Receipt
3	Present the OR to the Front Desk Officer and wait for the Claim Stub	Registrar's Office	1 min.	Clerk		Claim Stub

FOR ISSUANCE OF CERTIFICATES, ETC.**

Step	What Applicant/Client should do	Office Involved	Duration of Activity*	Person Responsible	Form to Use/Document to Obtain
1	Present your claim stub to the Front Desk	Registrar's Office	1 min.	Clerk	Claim Stub
2	Sign on the Log Book after the Clerk verify the request		3 min.	Clerk	
3	Claim request		1 min.	Clerk	Certificate**

FOR ISSUANCE OF TRANSCRIPT OF RECORDS

Step	What Applicant/Client should do	Office Involved	Duration of Activity*	Person Responsible	Form to Use/Document to Obtain
1	Secure request form from the Registrar's Office and fill up	Registrar's Office	1 min.	Clerk	Request Form
2	Pay fee	Cashier's Office	3 min.	Clerk	Official Receipt
3	Present the OR to the Front Desk Officer and wait for the Claim Stub	Registrar's Office	1 min.	Clerk	Claim Stub with specified date of TOR release
4	Return on the date specified at the Claim Stub, submit your clearance and claim TOR**		3 min.	Clerk	Transcript of Records (TOR)

* Under Normal Circumstances

** Authorization is required if claimed for



SERVICE CHARTER



GRADUATE SCHOOL

Melchora Aquino Bldg. SLSU, Brgy. Kulapi, Lucban Quezon

INTRODUCTION

Graduate School aimed primarily at molding young professionals through a challenging but rewarding depth of learning and intensity of instruction. The quality of the learning experience and the environment within which learning takes place are also of paramount importance in the SLSU-Graduate School. With the eminent mission of our university of building people, providing quality education and promoting a healthy environment, Graduate School prepares students in their chosen field of study as it instills the skills and knowledge required for success through a variety of progressive approaches including workshops, simulations and the traditional methods of lectures

OBJECTIVES

- ◇ Update and enrich student's content knowledge in a specific subject area or professional area.
- ◇ Enhance and expand student's theoretical and technical knowledge for a specific subject or professional area.
- ◇ Develop the student's research capabilities for replicating, verifying, validating, contextualizing, and/or applying theoretical and practical knowledge about the different aspects of the educational process.
- ◇ Instill the spirit of cooperation through a meaningful and dynamic approach to extension work and community services.

SUSANA A. SALVACION, Ed.D.

Email: sasalvacion@slsu.edu.ph

Mobile Number: 09208600764

1st Floor Melchora Aquino Bldg. SLSU-Lucban



SERVICE CHARTER



GRADUATE SCHOOL

Melchora Aquino Bldg. SLSU, Brgy. Kulapi, Lucban Quezon

PROGRAMS

Doctor of Business Administration
Master of Arts in Business Administration

Dr. JOANNA PAULA A. ELLAGA

Dean, College of Business Administration
E-mail: joannaellaga@gmail.com
Mobile Number: 09178457944
2nd Floor CBA Bldg. SLSU Main

Master of Arts in Applied Linguistics

Dr. MARI JANE LEE

Dean, College of Arts and Sciences
E-mail: jongjanelee@yahoo.com
Mobile Number:
1st Floor Jose Rizal Bldg. SLSU Main

Ph.D. in Educational Management
Ph.D. in Development Education
Ph.D. in Science Education
Master of Arts in Educational Management
Master of Arts in Mathematics Education
Master of Arts in Teaching English
Master of Arts in Science Education
Master of Arts in Education Specialization in Elementary Education

Dr. TERESITA V. DELA CRUZ

Dean, College of Teacher Education
E-mail: tessie-doc@yahoo.com
Mobile Number: 09088159326
2nd Flr. Gat Andres Bonifacio Bldg. SLSU Main

Master of Arts in Nursing major in Medical Surgical Nursing

Dr. TERESITA V. VALDE

Dean, College of Allied Medicine
E-mail: tvvalde@slsu.edu.ph
Mobile Number: 09088159326
Ground Floor Melchora Aquino Bldg. SLSU Main

Master of Science in Environmental Science
Master in Forestry

Dr. AMALIA A. ALMAZOL

Dean, College of Agriculture
E-mail: mall_almazol@yahoo.com
Mobile Number: 09988661021
SLSU-Ayuti, Brgy. Ayuti Lucban, Quezon



SERVICE CHARTER



COLLEGE OF AGRICULTURE

SLSU Ayuti, Brgy. Ayuti, Lucban Quezon
Telephone No.: (042) 540-4653

INTRODUCTION

The College of Agriculture serves as the Provincial Institute of Agriculture in Quezon province. Its mission is to provide the highest level of education and training in the fields of Agriculture, Forestry and Environmental Science, as these serve as the backbone of the nation's survival and development. The College produces competent and productive graduates armed with knowledge, skills and passion for service and excellence.

OBJECTIVES

- ◇ To produce academically equipped and reputable technical personalities in the field of Agriculture, Forestry and Environmental Science;
- ◇ To develop and promote state-of-the-art technologies that are economically, physically and socially feasible; and
- ◇ To develop graduates who are not only technically competent but also intellectually and culturally matured capable of assuming roles of leadership in an increasingly complex society.

PROGRAMS

Bachelor in Agriculture Technology
Bachelor of Science in Agriculture

JUANITA T. SAN JOSE

Department Head

Email: jtsanjose@slsu.edu.ph

Mobile Number: 09283866882/09232597727

Bachelor of Science in Environmental Science
Bachelor of Science in Forestry

MARY ANN R. AGUDILLA

Email: maragudilla@slsu.edu.ph

Department Head

Mobile Number: 09299761455



SERVICE CHARTER



COLLEGE OF ALLIED MEDICINE

Melchora Aquino Bldg. SLSU, Brgy. Kulapi, Lucban Quezon
Telephone No.: (042) 540-6638

INTRODUCTION

The College of Allied Medicine with its avowed and unwavering focus on quality services, through the years, gained the trust and respect of the community due to its excellence in nursing and midwifery education. With its humble beginning in 1982 serves as the inspiration of the COAM community in producing quality graduates. There are challenges surpassed by the pillars of COAM prior to attaining COAM's success.

OBJECTIVES

- ◇ Be aware of himself/herself physically, socio-culturally, emotionally and practice caution in handling clients thru application of the laws governing nursing practice and compliance to the Nursing/Midwifery Code of Ethics.
- ◇ Apply the knowledge, skills and attitudes in handling preventive, promotive, curative and rehabilitative aspects of health care using nursing process.
- ◇ Observe desirable values such as love of God and country. Commitment to service especially to the most needy ones in the community, hospitals, schools and other institution.
- ◇ Develop the essence/sense of being productive and competitive both locally and globally.
- ◇ Be an agent in the promotion of environment and ecological sustainability through the use of natural resources in health care practice.
- ◇ Utilize knowledge in researches and apply into skills making simple researches applicable to nursing practice.

PROGRAMS

Bachelor of Science in Nursing

ROSALINDA ABUY

Department Head

Email: raabuy@slsu.edu.ph

Mobile Number: 09178851252

Diploma in Midwifery

SANDRA D. ELMA

Department Head

Email: sdelma@slsu.edu.ph

Mobile Number: 09162421349



SERVICE CHARTER



COLLEGE OF ARTS AND SCIENCES

Jose Rizal Bldg. SLSU, Brgy. Kulapi, Lucban Quezon
Telephone No.: (042) 540-4087 loc. 140

INTRODUCTION

The College of Arts and Sciences fulfills its mission to produce graduates equipped with knowledge, skills and values that enable them to become productive, globally prepared, morally upright and ecologically conscious citizens. The College offers six different programs, each achieves its own goals to help attain the vision of SLSU.

OBJECTIVES

- ◇ To give students the opportunities to become mature and responsible persons with the values embodied in the college's mission statement as evident in their innovative and active response to the psychological, socio-cultural and political challenges of the times.
- ◇ To develop an in-depth understanding of human behavior leading to an awareness and sensitivity to psychological problems and issues affecting the individual.
- ◇ To develop and strengthen students' habit of intellectual discipline with the ability to think critically, reason out logically and accurately, and appreciate human values and global cultural heritage.
- ◇ To form future administrators who have developed a profound sense of social responsibility and a deep sense of nationalism, reflecting national identity and pride.
- ◇ To enrich students' knowledge on the socio-cultural heritage of the Filipinos so as to be proud of their identity.
- ◇ To enhance students' appreciation of the arts and sciences to develop in them the passion for research and the discovery of new knowledge.
- ◇ To train students to provide the necessary expertise in mathematics towards hastening industrial progress and nation building.

PROGRAMS

BA in Public Administration
ERIBERTO A. CASIÑO
Program Chair
Email: eacasino@slsu.edu.ph
Mobile Number: 09198130564

BA in History
JUDEIMAR A. UNGRIANO
Program Chair
Email: ungrianojudeimar@yahoo.com.ph
Mobile Number: 09089383284

BA in Psychology
MA. ELNA R. COSEJO
Program Chair
Email: tchr_elna@yahoo.com
Mobile Number: 09297859407

BS in Mathematics minor in Statistics
JOSEPHINE A. CAMSON
Program Chair
Email: jacamson@slsu.edu.ph
Mobile Number: 09206918003

BA in Communication
MARY JANE S. CAMARADOR
Program Chair
Email: maryjane.camarador@yahoo.com
Mobile Number: 09229321644

BS in Biology
WINNIE E. CAMIGLA
Program Chair
Email: wecamigla@slsu.edu.ph
Mobile Number: 09198272913



SERVICE CHARTER



COLLEGE OF BUSINESS ADMINISTRATION 2/F CBA Bldg. SLSU, Brgy. Kulapi, Lucban Quezon

INTRODUCTION

Southern Luzon State University had its humble beginnings as National High School in the early 60's. Known as the Lucban as the Lucban National High School and later as Lucban Community College, it rose to become the Lucban National College offering degree and non-degree courses and had the first batch of Bachelor of Science in Commerce graduates in 1980. LNC was converted into a state college known as SLPC by virtue of Batas Pambansa Blg. 145 on February 8, 1982. The Two-Year Junior Secretarial course which was started on 1975 and the BSC degree were among its offerings.

Four years after its conversion, the College of Trade and Industry of the seven schools in SLPC was later named School of Business Administration. It continued to offer BSC majors in Accounting, Management and Marketing as well as the Secretarial Course. In 1985, the school had its first Certified Public Accountant (CPA) and from then on it continuously produced board passers some of whom are now globally positioned.

The Bachelor of Science in Commerce major in Accounting program was revised as Bachelor of Science in Accountancy in 1990 and was approved under SLPC Board of Trustees (BOT), Res. No. 270, series 2000. The program was again revised implementing CHED Memorandum Order (CMO) No. 26, series 2001 under BOT Res. No. 508, series 2005. Like wise, the BSC majors in Management and Marketing was revised in 1997 to Bachelor of Science in Business Management (BSBM) majors in Entrepreneurial/Cooperative Management (MKMN) with the same Board approval. The BSBM program was modified and implemented under BOT Res. No. 158 series 2005. The modification has been largely due to realignment of general education subjects being offered by SLSU for the academic year 2005-2006.

Under CHED Memorandum Order No. 3, series 2007 issued on August 27, 2007, it again issued the Policies and Standards for Bachelor of Science in Accountancy (BSA). The BSBM proper was also modified under the CHED Memorandum No. 39. Both were passed and approved by the Academic Council through Resolution No. 127, series 2007 and the Board of Regents of SLSU. At present, the College of Business Administration is offering two programs, namely, Bachelor of Science in Accountancy and Bachelor of Science in Business Administration with majors in Financial Management, Marketing Management, and Human Resource Development Management.



SERVICE CHARTER



COLLEGE OF BUSINESS ADMINISTRATION

2/F CBA Bldg. SLSU, Brgy. Kulapi, Lucban Quezon

OBJECTIVES

- ◇ To produce competent, values oriented and globally competitive professionals in the field of accountancy and business administration.
- ◇ To provide students with relevant curricular programs through dedicated, committed and proficient faculty, and relevant facilities.
- ◇ To expose students to the actual corporate environment through industry immersion or work integrated learning in their field of specialization.
- ◇ To develop morally upright, socially and politically aware, research and extension service-oriented, and environment conscious students.

PROGRAMS

BS in Accountancy

MARIBETH B. VILLON

Department Head

Email: mbvillon@slsu.edu.ph

Mobile Number: 09194665235

2/F CBA Bldg.,

SLSU-Main Lucban, Quezon

BS in Business Administration major in:

Financial Management

Marketing Management

Human Resource Development Mgt.

CHONA V. CAYABAT

Department Head

Email: chona_cayabat@yahoo.com

Mobile Number: 09257151962

2/F CBA Bldg., SLSU-Main Lucban



SERVICE CHARTER



COLLEGE OF ENGINEERING

Marcelo H. Del Pilar Bldg. SLSU, Brgy. Kulapi, Lucban Quezon
Telephone No.: (042) 540-4271

INTRODUCTION

The then School of Engineering came into being in 1982, upon the conversion of Lucban National College into Southern Luzon Polytechnic College. The courses offered then were Electrical Engineering, Mechanical Engineering and Associate in Surveying. Through the years, there were changes and addition to the program offerings; testament to the fact that the College is responding to the changing needs of the industry. To date, the College is now offering Civil Engineering, Computer Engineering, Electrical Engineering, Electronics Engineering, Industrial Engineering and Mechanical Engineering. SLSU College of Engineering has been producing topnotch Engineers and have garnered citations/awards as top performing schools during board examinations. This results to increase in enrollment, making the College the most populous in the University. Today, the College of Engineering is preparing our students for greater mobility in the advent of globalization, and equipping them for their practice of profession under one global community.

OBJECTIVES

- ◇ To develop committed, competitive, competent, and ethical professionals in the field of Engineering.
- ◇ To prepare students for their career as Engineers by providing relevant and responsive curricular programs, dedicated and proficient faculty, and advanced facilities.
- ◇ To educate students with good moral values, entrepreneurial capability and sense of responsibility in sustaining a healthy environment.

PROGRAMS

BS in Civil Engineering

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BS in Computer Engineering

MADONNA D. CASTRO

Department Head

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BS in Mechanical Engineering

JOHN E. TAN

Department Head

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Mobile Number: 09195669935

BS in Electrical Engineering

EFREN D. VILLAVERDE

Department Head

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BS in Industrial Engineering

MARIA ROSANNA D. DE VELUZ

Department Head

Email:

Mobile Number:

BS in Electronics Engineering

FABIAN R. TAGLE

Department Head

Email: frtagle@slsu.edu.ph

Mobile Number: 09108896105



SERVICE CHARTER



COLLEGE OF INDUSTRIAL TECHNOLOGY

Gusaling Andres Bonifacio, SLSU, Brgy. Kulapi, Lucban Quezon
Telephone No.: (042) 540-4087 loc. 133

INTRODUCTION

The College of Industrial Technology envisioned to support primarily the industrialization program of the region as well as the national and global community. It is our goal to develop graduates that are highly responsive to the needs of the global market and sustain the fast changing trends in technology and research.

The College has two academic program offerings: the Bachelor of Science in Industrial Technology and the Bachelor of Science in Hotel and Restaurant Management which are manned by competent and dedicated faculty aided by adequate facilities and backed-up by strong industry linkages to provide the students with the needed competencies and global competitiveness.

OBJECTIVES

Produce world-class professionals equipped with the industrial education and technical competencies as leaders, job providers and industry game changers.

PROGRAMS

BS in Industrial Technology major in:

Automotive Technology / Computer Technology / Electrical Technology / Electronics Technology / Food Technology / Industrial Design Technology / Mechanical Technology

MR. ANGELITO L MANGUBAT

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JOSE D. SANVICTORES

Program Chair, ELT/ELX Cluster
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RENATO R. MAALIW III

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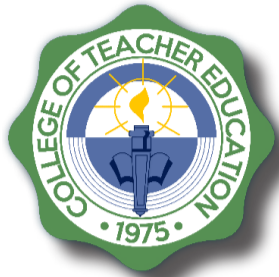
BS in Hotel and Restaurant Management

CLAIRE ANN M. YAO

Department Head, BS-HRM/BSIT-FT Cluster
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SERVICE CHARTER



COLLEGE OF TEACHER EDUCATION

Gusaling Andres Bonifacio, SLSU, Brgy. Kulapi, Lucban Quezon
Telephone No.: (042) 540-4087 loc. 137

INTRODUCTION

The College of Teacher Education has continuously sought to achieve the objectives in line with the vision and mission of the university. The university's academic enterprise is also reinforced by the College's co-curricular and extra-curricular activities. Such program for instruction provides its clientele the holistic development needed to develop their potentials. For the past year, it synergized its community of faculty, staff and students to fulfill the network of instruction, extension, research and production. Likewise, its co-curricular and extra-curricular pursuits are geared to these four-fold tasks. The CTE's four-fold tasks are all based on the nature of the College's existence. As its instruction component is centered on developing future professional educators, the faculty focuses on employing different teaching-learning strategies that these education students may utilize in their pre-service teaching to their actual professional practice. Inspired by passing the Level III accreditation, CTE has started its journey towards becoming the first College in the region known for being the "Center of Development" in giving quality instruction and training for globally competitive and skilled would be-teachers.

OBJECTIVES

Instruction

- ◇ Produce responsive, functional, values oriented and globally competitive educators by providing deep and principled understanding of the teaching-learning process.
- ◇ Develop effective and creative future educators through exposure to meaningful experiential learning.
- ◇ Mould analytical and critical thinking educators through experience with varied innovative teaching-learning approaches.

Research

- ◇ Generate pertinent research endeavors to enhance and develop teaching and learning practice.
- ◇ Initiate investigations to help intensify innovative programs and projects for alternative learning system for community development.
- ◇ Conduct studies documenting the community's socio-political and cultural practices to enrich cultural heritage.

PROGRAMS

Bachelor of Secondary Education Major in:

Technology & Livelihood Education (TLE)
Music, Arts, Physical Education & Health (MAPEH)
Physical Science
Social Studies
English
Filipino
Mathematics

MARIETTA A. VILLAVERDE

Department Head

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Bachelor of Elementary Education with specialization in:

Pre-School Education
General Education
Special Education



SERVICE CHARTER

INSTITUTE OF HUMAN KINETICS

Gymnasium, SLSU, Brgy. Kulapi, Lucban Quezon
Telephone No.: (042) 540-4087 loc. 136

INTRODUCTION

In line with the conversion of the college to university, Physical Education Department was changed to Institute of Human Kinetics (IHK), the center that is envisioned to produce science-oriented sports, dance and recreation, and wellness specialists.

To expand the program and to provide better service to the community, the office with the approval of the CHED Memorandum Order No. 23 s. 2011 and the Board of Regents, now offers Bachelor of Physical Education major in Sports and Wellness Management, a four-year program for corporate industry focused on sports and wellness courses and the RQUAT accreditors suggested that last year to offer another major which was also included in the same CHED Memorandum which is the Bachelor in Physical Education major in School Physical Education (BPE-SPE)

Likewise, the office encourages research and extension for the creation of a quality program that provides technical assistance and expertise to other departments and community.

OBJECTIVES

- ◇ To develop the movement potentials of each individual to an optimum level basic understanding, and appreciation of human movement; optimal physical fitness and functionality of the individual; skills, knowledge and attitudes basic to voluntary participation in satisfying, enjoyable physical activity experience and personally rewarding as well as social acceptable behaviors through participation in varied movement activities for a lifetime.
- ◇ Provide technical assistance to agencies and organizations in the promotion of physical education, sports, dance and recreation programs.
- ◇ Improve staff competence through pursuit of advance degree and of hiring experience trainer and consultants.
- ◇ Establish strong linkages with other colleges learning institution in the region and other countries.
- ◇ Promote, preserve and disseminate Philippine folk dances and indogenous games.
- ◇ Perform such other functions as maybe directed by higher authorities.

PROGRAMS

Bachelor in Physical Education

MAJORS:

- Sports and Wellness Management (SWM)
- School Physical Education (SPE)

RICO M. ROSALES

Department Head

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Gymnasium, SLSU-Lucban, Quezon

EMELITA N. CADA

Director, Institue of Human Kinetics

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Ground Floor Gymnasium, SLSU-Lucban



SERVICE CHARTER



LUCENA CAMPUS

Brgy. Isabang, Lucena City Quezon
Telephone No.: (042) 3730710/660-8924

INTRODUCTION

Being one of the campuses of the Southern Luzon State University (SLSU), the SLSU Lucena Dual Training and Livelihood Center, Lucena Campus shall support the university and primarily provide higher technological, professional, occupational, vocational, instructions and training in the Applied Arts and Sciences. It shall also provide Applied Research, and programs for leadership in its area of specialization.

The School had its humble beginning from the used objects and properties donated by the Home Development and Mutual Fund (PAGIBIG) on August 26, 1996. It was recommended by the Regional Manager Cesar V. Almendras of Region IV and approved by the President and Chief Executive Officer of PAGIBIG Fund; Mrs. Zorayda Amelia Alonzo. These properties were computers, air conditioners, stand fans, folding chairs, sofas, computer tables, working tables, whiteboards and vehicles.

SLPC Lucena started under the directorship of Prof. Wilfredo P. Barron, with 111 students; 16 in Automotive, 10 in Civil, 8 in Electrical, 18 in Electronics and 59 AB students. On its second year, three more specialization were offered namely: Food and Beverage Technology, Welding and Fabrication Technology and Computer Technology.

For more than a year, this training center has been equipped with the modern tools, equipment, books and references necessary for the learning of the students. Through continuous support of the proponents working hand in hand on a meaningful undertaking of the faculty and employees as well as the cooperation of the students, the vision of this institution came into reality.

PROGRAMS OFFERED

Bachelor in Industrial Technology major in Computer Technology
Three-Year Automotive Technology
Three-Year Civil Technology
Three-Year Electrical Technology
Three-Year Electronics Technology
Three-Year Food Technology
Three-Year Mechanical Technology



SERVICE CHARTER



LUCENA CAMPUS

Brgy. Isabang, Lucena City Quezon
Telephone No.: (042) 3730710/660-8924

HISTORY

The Southern Luzon State University (formerly Southern Luzon Polytechnic College) Lucena Dual Training and Livelihood Center was opened on June 1996 through the joint effort of Honorable Ramon Y. Talaga Jr., Mayor, Lucena City, "Sangguniang Panglungsod" Lucena City; Honorable Marcial C. Punzalan Jr., Congressman, 2nd District Quezon Province; PBMIT, Batangas City and SLPC Lucban, Quezon.

A Resolution No. 4237 was passed on November 9, 1992, requesting the Southern Luzon Polytechnic College, Lucban, Quezon to put up a branch in Lucena City. The said resolution was introduced by Hon. Teodoro Emralino, Coun. Leonora Papa-Medua, Atty. Romeo Villanueva, Vice-Mayor Bernard Tagarao and the late Virgilio V. Marquez.

A Resolution No. 4305 dated January 25, 1993, authorized the Mayor of Lucena City to enter into a Memorandum of Agreement with the Southern Luzon Polytechnic College represented by its president, Dr. Joselito B. Jara regarding the establishment, maintenance and the operation of a branch school of the Southern Luzon State University in Lucena City.

On August 20, 1995, a letter of accommodation and Memorandum of Agreement was sent to Dr. Joselito B. Jara in establishing a Southern Luzon Polytechnic College Dual Training and Livelihood Center in Lucena City.

A Resolution No. 5066 dated January 16, 1996 ratified the Memorandum of Agreement entered into, by and between the City Government of Lucena and Southern Luzon Polytechnic College.

A Resolution No. 5188 dated September 9, 1996, requesting His Excellency, President Fidel V. Ramos to recognize SLPC Dual Training and Livelihood Center, City of Lucena as a branch of SLPC Lucban, Quezon.

HOW YOU CAN REACH US

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SERVICE CHARTER



TIAONG CAMPUS

Kilometer 101, Brgy. Lagalag, Tiaong Quezon, 4325
Telephone No.: (042) 545-6243

INTRODUCTION

Southern Luzon State University is the only state university in Quezon province, which evolved from Junior Municipal High School into a national school and to a DECS-run college. By the virtue of Regional Memo No. 133, series of 1977, Lucban National High School was converted to Lucban National College, through Batas Pambansa Blg. 145 on February 8, 1982. Through RA No. 9395, SLPC was converted into Southern Luzon State University which opened more doors for the students of the university. As of now, there are nine competitive SLSU satellite campuses where SLSU-Tiaong is included.

The Southern Luzon State University Tiaong Campus is strategically located in Barangay Lagalag, Tiaong, Quezon inside the 49.3 hectare government institutions such as Quezon Agricultural Experiment Station (QAES), Regional Swine Production and Breeding Center site is located 101 kilometers south of Manila along the national road going to Bicol province. It was established on June 27, 2005 by virtue of Board Resolution No. 505, Series 2005 and through the initiative of Congressman Proceso J. Alcala of the 2nd District of Quezon, Mayor Raul S. Umali of Tiaong, and Dr. Cecilia N. Gascon, the SLSU President.

PROGRAMS

Bachelor of Science in Industrial Technology major in Computer Technology
Bachelor in Elementary Education major in General Education
Bachelor in Agricultural Technology
Basic Engineering Course
Diploma in Agricultural Technology
Diploma in Industrial Technology
Two-Year Basic Engineering

HOW YOU CAN REACH US

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ENRICO S. SAJUL
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SERVICE CHARTER



POLILLO CAMPUS

Brgy. Sibulan, Polillo Quezon, 4339

INTRODUCTION

Polillo is located about 18 miles of the Eastern coast of Luzon bounded by municipality of Panukulan in the North and partly by the municipality of Burdeos in the East. Lamon Bay bounds it at the South, East and West. Moderate to strong typhoons visit Polillo almost every year causing extensive damages to crops and causing economic dislocation among its people. It can be reached by motor boats three hours via Real-Polillo and a little bit shorter via Infanta-Polillo.

Southern Luzon State University-Polillo Campus is the only tertiary institution in Polillo Group of Islands which is composed of five municipalities. Most of the students belong to low income families who cannot afford to study in more far places. Aside from two-year vocational courses, Electrical Technology and Automotive Technology, the campus also offers a full four year Bachelor of Elementary Education courses, which is subsidized by the Local Government Unit (LGU) of Polillo. The Bachelor of Arts Major in Public Administration is now on its final year of offering as it was suspended 3 year ago due to some reasons.

The campus has long been a trusted partner of the community in all town affairs. The school is now more involved in community activities such as joining the community clean-up, tree planting, facilitating and attending seminars and trainings. The Parents, Instructors and Sponsors Association (PISAN) also played a vital support to the institution through their projects.

The joint efforts of the personnel and staff of this school and concerned individuals were of great help in the progress of the tertiary education in the island that cater the needs of the community.

PROGRAMS

Bachelor of Elementary Education
Two-Year Diploma in Automotive Technology
Two-Year Diploma in Electrical Technology

HOW YOU CAN REACH US

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Brgy. Sibulan, Polillo Quezon

FIDEL JAEN LASCONIA

Program Chairman
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SERVICE CHARTER



GUMACA CAMPUS

Barangay Tabing Dagat, Gumaca, Quezon 4307
Tel. No. (042) 312-7813

INTRODUCTION

The SLSU Gumaca Campus was established thru the efforts of the Provincial Government of Quezon, the Local Government of Gumaca and the Southern Luzon State University primarily to cater the youths of Gumaca, Quezon and the nearby municipalities towards uplifting the economic condition of the people of Quezon Province and the nation in general which can be achieved through quality tertiary education.

PROGRAMS

- Bachelor of Secondary Education Major in Mathematics
- 2-year Bachelor of Science in Accountancy
- 3-Year Diploma in Industrial Technology
Majors: Computer Technology
Mechanical Technology

HOW YOU CAN REACH US

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SERVICE CHARTER

PRODUCTION, RESEARCH, EXTENSION AND DEVELOPMENT

The Production, Research, Extension and Development (PRED) shall plan, manage and supervise the various services, offices and units of the Research, Extension, Production and Development and Intellectual Property Management. The office shall coordinate each activity of the said services and units with the concerned academic and non-academic services of the University.

VICE-PRESIDENT

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