



CITIZEN'S CHARTER

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CITIZEN'S 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 the rapidly changing world by providing 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



CITIZEN'S 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



CITIZEN'S 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 includes 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.



CITIZEN'S 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. Lilian A. De Las Llagas**, 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. Francis Joseph "Chiz" Escudero**, The Chairperson of the Committee on Education, Arts and Culture of the Senate, Member;
- d. **Hon. Ann K. Hofer**, 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. Leonisa O. Bernardo**, The President of the Federation of Faculty Associations, Member;
- h. **Hon. Christian Bruce**, The President of the Federation of Student Councils, Member;
- i. **Hon. Calixto S. Blazo**, The President of the Federation of Alumni Associations of the University, Member;
- j. **Hon. Renato V. Deveza**, Private Sector Representative, Member;
- k. **Hon. Lucy Licup-Copok**, Private Sector Representative, Member.



CITIZEN'S 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*



CITIZEN'S CHARTER

PROCEDURES 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 numbers (042) 540-4087 local 115 or 116.
- **Email:** Send at slsu.hrmo@gmail.com
- **Letter:** Write suggestions/complaints addressed to the Human Resource Management Officer, Maridel C. Zaballa.
- **Public Assistance/Complaint Desk:** Make representation with Ms. Charisma Daenne Joy Maningas at the Information Desk located on the CSSU Office near SLSU Gate 1.

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



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PROCEDURES 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 numbers (042) 540-4087 local 115 or 116.
- **Email:** Send at slsu.hrmo@gmail.com
- **Letter:** Write suggestions/complaints addressed to the Human Resource Management Officer, Maridel C. Zabella.
- **Public Assistance/Complaint Desk:** Make representation with Ms. Jhenna Lean S. Villalon at the Information Desk located on the CSSU Office near SLSU Gate 1.

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



CITIZEN'S CHARTER

OFFICE OF THE PRESIDENT

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

PRESIDENT

DR. MILO O. PLACINO

Email: mmplacino@yahoo.com

Phone Number: (042) 540-4087 loc. 156

4th Flr., Admin. Bldg., SLSU-Lucban

VICE-PRESIDENTS

ACADEMIC AFFAIRS

DR. MARISSA C. ESPERAL,RP, RGC, Rpm

Email: mlcadao@yahoo.com

Phone Numbers: (042) 540-4087 loc. 122 or 108

3rd Flr. Right Wing, Admin. Bldg., SLSU-Lucban

ADMINISTRATIVE AND FINANCIAL AFFAIRS

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Phone Number: (042) 540-4087 loc. 112

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RESEARCH, EXTENSION, PRODUCTION& DEVELOPMENT

DR. GONDELINA A. RADOVAN

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Phone Number: (042) 540-4087 loc.107

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UNIVERSITY AND BOARD SECRETARY

AURORA L. SUMAGUE

Email: ausumague@yahoo.com

Phone Number: (042) 540-4087 loc. 102

3rd Flr. Left Wing, Admin. Bldg., SLSU-Lucban



CITIZEN'S CHARTER

OFFICE OF THE PRESIDENT

DIRECTORS

INTERNAL AUDIT SERVICES

MARITESS O. VILLA

Email: thatiseytez@yahoo.com
Phone Number: (042) 540-4087 loc. 147
2nd Flr. Right Wing, Admin. Bldg., SLSU-Lucban

INTERNATIONAL AND ALUMNI AFFAIRS

NORDELINA B. ILANO

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ALABAT

DR. JOBERT G. LOMBOY

Email: jglomboy@gmail.com
Phone Number: 0920-977-2129
Francia St. Brgy. 5 Poblacion, Alabat Quezon

GUMACA

JIMSON F. OLIVEROS

Email: jimsonoliveros@12@yahoo.com
Phone Number: 0915-795-0397
Telefax: (042) 312-7813
Brgy. Tabing Dagat, Gumaca Quezon

LUCENA (DUAL TECH)

DR. FREDERICK T. VILLA

Email: erickvilla5275@yahoo.com
Phone Number: 0918-450-9228
Purok Baybayin, Iba. Dupay, Lucena City

TAGKAWAYAN (JGE)

CESAR L. NAZARENO

Email: clnazareno@slsu.edu.ph
Phone Number: 0908-325-8885
Brgy. Rizal, Tagkawayan Quezon

PLANNING AND DEVELOPMENT

MOSES T. MACALINAO

Email: mosesmacalinao@yahoo.com.ph
Phone Number: (042) 540-4087 loc.131
1st Flr. Emilio Aguinaldo Bldg., SLSU-Lucban

CIVIL SAFETY AND SECURITY

ESPIRIDION G. CANINO

Email: JAKE_CANINO@yahoo.com
Phone Number: (042) 540-4087 loc. 126
1st Gate, SLSU-Lucban

CATANAUAN

DR. WILFREDO C. FALLER

Email: wcfaller@slsu.edu.ph
Phone Number: 0917-890-3544
Brgy. 2, Catanauan Quezon

INFANTA

DR. VIOLETO N. CORONACION

Email: violeto_cornacion@yahoo.com
Phone Number: 0999-884-4309; (042) 535-4355
Brgy. Tongohin, Infanta Quezon

POLILLO

DR. VIOLETO N. CORONACION

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Phone Number: (042) 314-8143
Brgy. Sibulan, Polillo Quezon

TIAONG

ENRICO S. SAJUL

Email: jnrrio_25@yahoo.com
Phone Number: 0921-977-2129S
Brgy. Lagalag, Tiaong, Quezon



CITIZEN'S CHARTER



OFFICE OF THE INTERNATIONAL AND ALUMNI AFFAIRS

2nd Flr. Left Wing, Admin. Bldg., SLSU-Lucban
Phone Nos.: (042) 540-4087 loc. 114/117
Email: nordyslsu_2007feb08@yahoo.com

"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/TRANSACTIONS

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

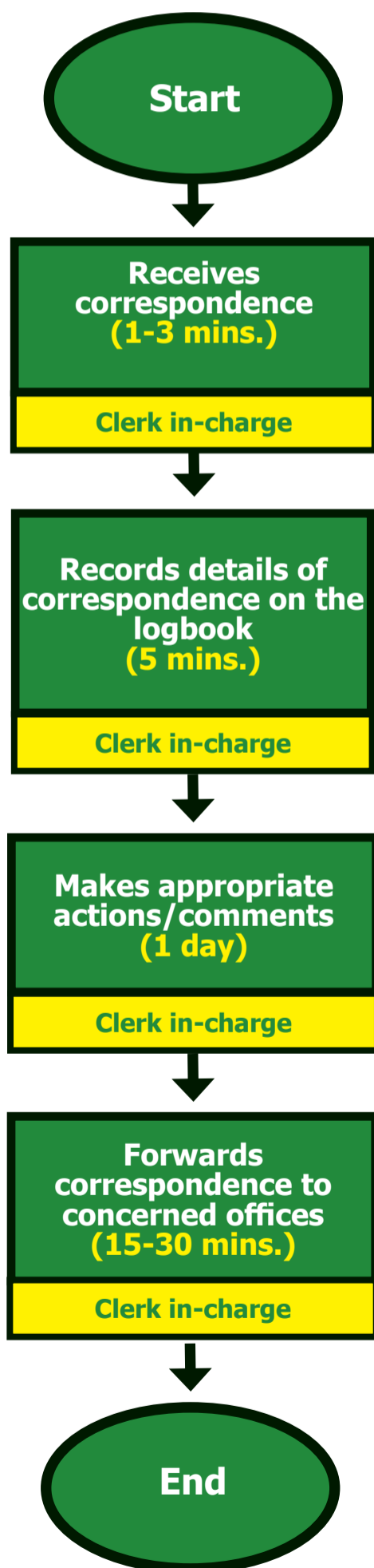
NORDELINA B. ILANO
Director, International and Alumni Affairs



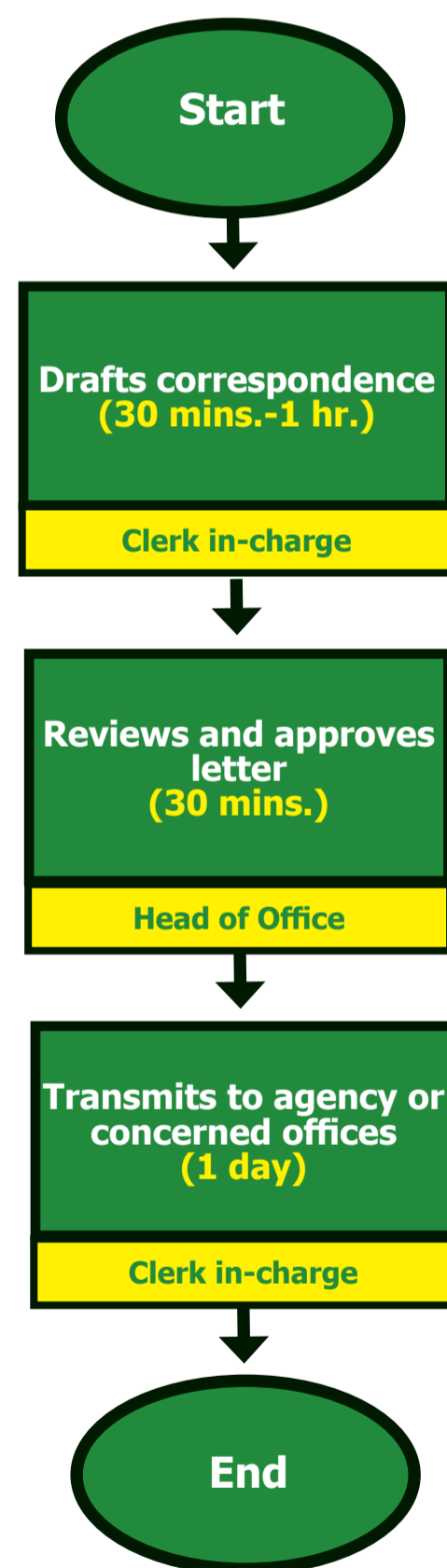
CITIZEN'S CHARTER

OFFICE OF THE INTERNATIONAL AND ALUMNI AFFAIRS

HANDLING OF INCOMING CORRESPONDENCE



HANDLING OF OUTGOING CORRESPONDENCE



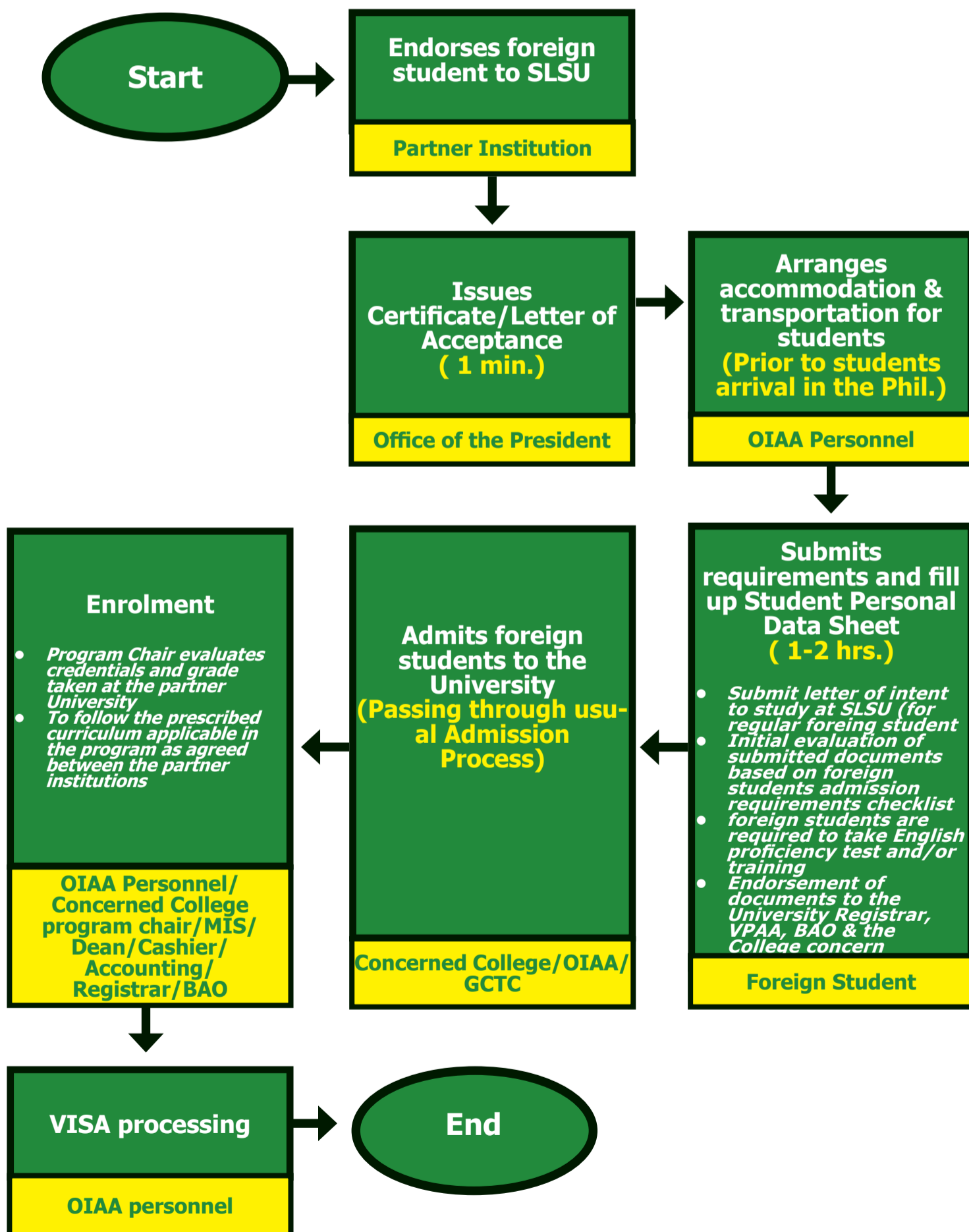
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nordylsu_2007feb08@yahoo.com



CITIZEN'S CHARTER

OFFICE OF THE INTERNATIONAL AND ALUMNI AFFAIRS

ADMISSION OF FOREIGN STUDENTS





CITIZEN'S CHARTER

RECORDS MANAGEMENT OFFICE

2nd Flr., Right Wing, Admin. Bldg., SLSU-Lucban
Phone No.: (042) 540-4087 loc. 121
ausumague1974@gmail.com

INTRODUCTION

Records Management Office is a unit under the Office of the President, headed by the University and Board Secretary. The general function of the Records Management Office is to keep and protect SLSU records and provide information essential in the effective realization of the University's mission, vision and goal.

OBJECTIVES

The main objective of the RMO is to establish a system for the management of records of Southern Luzon State University. The Records Management Office sets framework for the creation, identification, storage, protection, retrieval, retention, disposition and disposal of records.

SERVICE TRANSACTIONS

- » Generation and safekeeping of records
- » Records maintenance and use
- » Transfer of records
- » Loaning of records
- » Records disposal

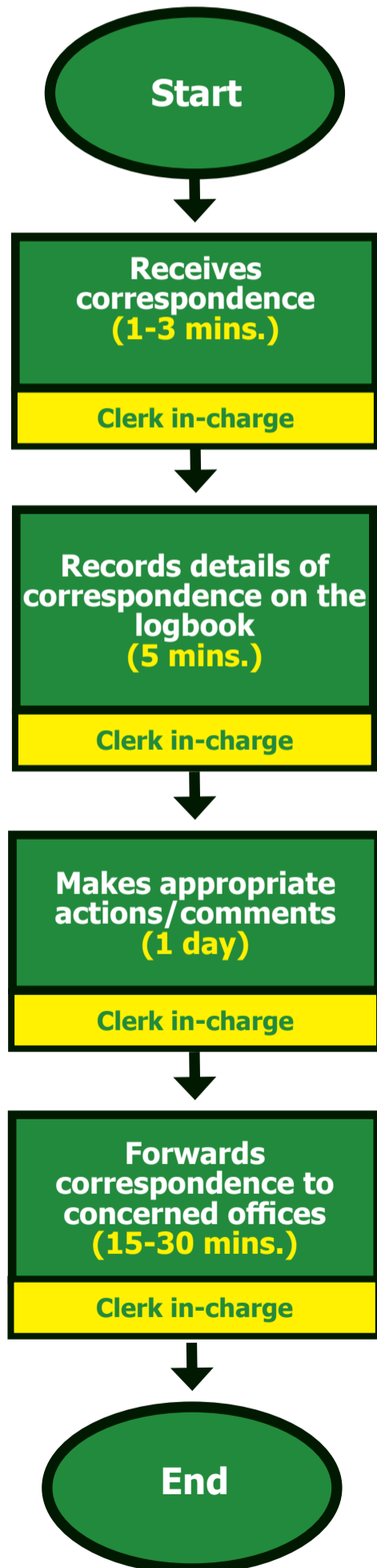
AURORA L. SUMAGUE
Head, Records Management Office



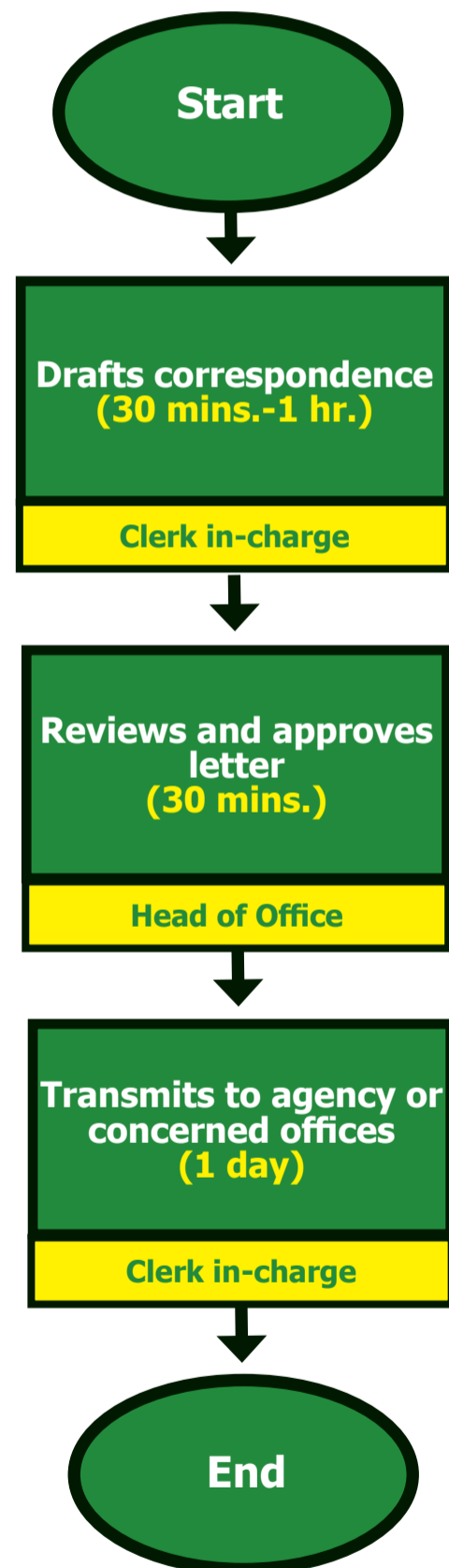
CITIZEN'S CHARTER

RECORDS MANAGEMENT OFFICE

HANDLING OF INCOMING CORRESPONDENCE



HANDLING OF OUTGOING CORRESPONDENCE



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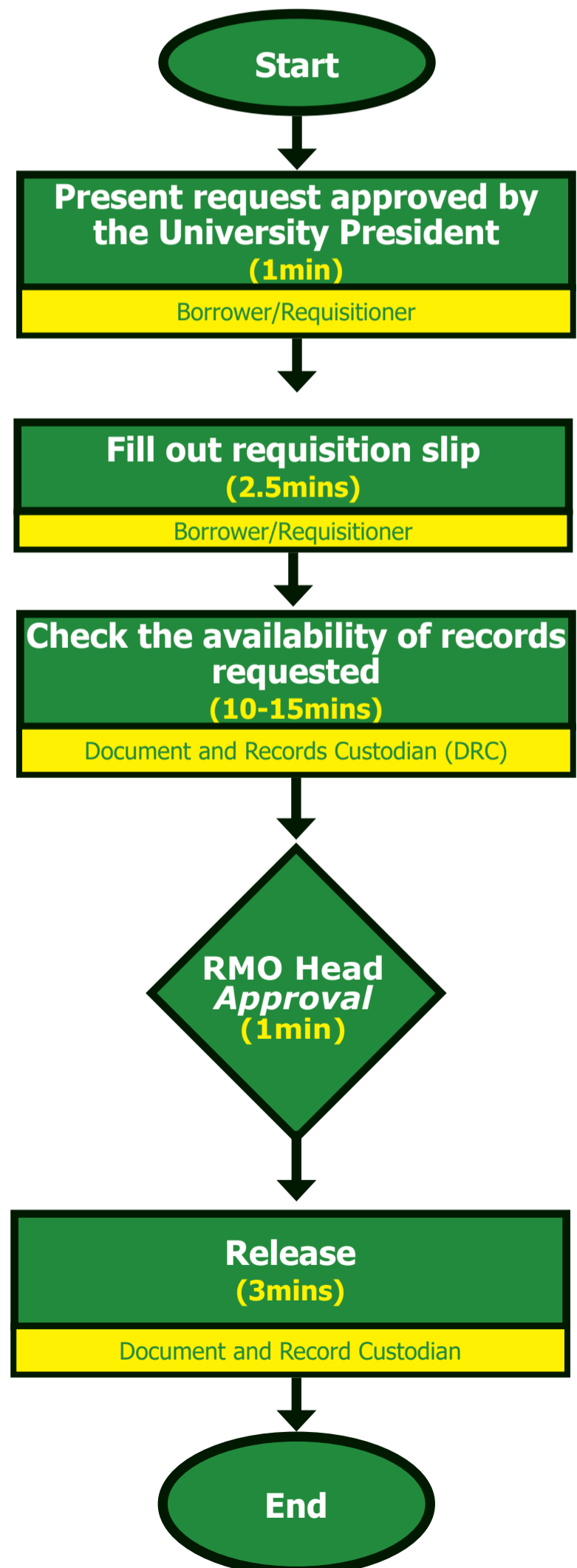
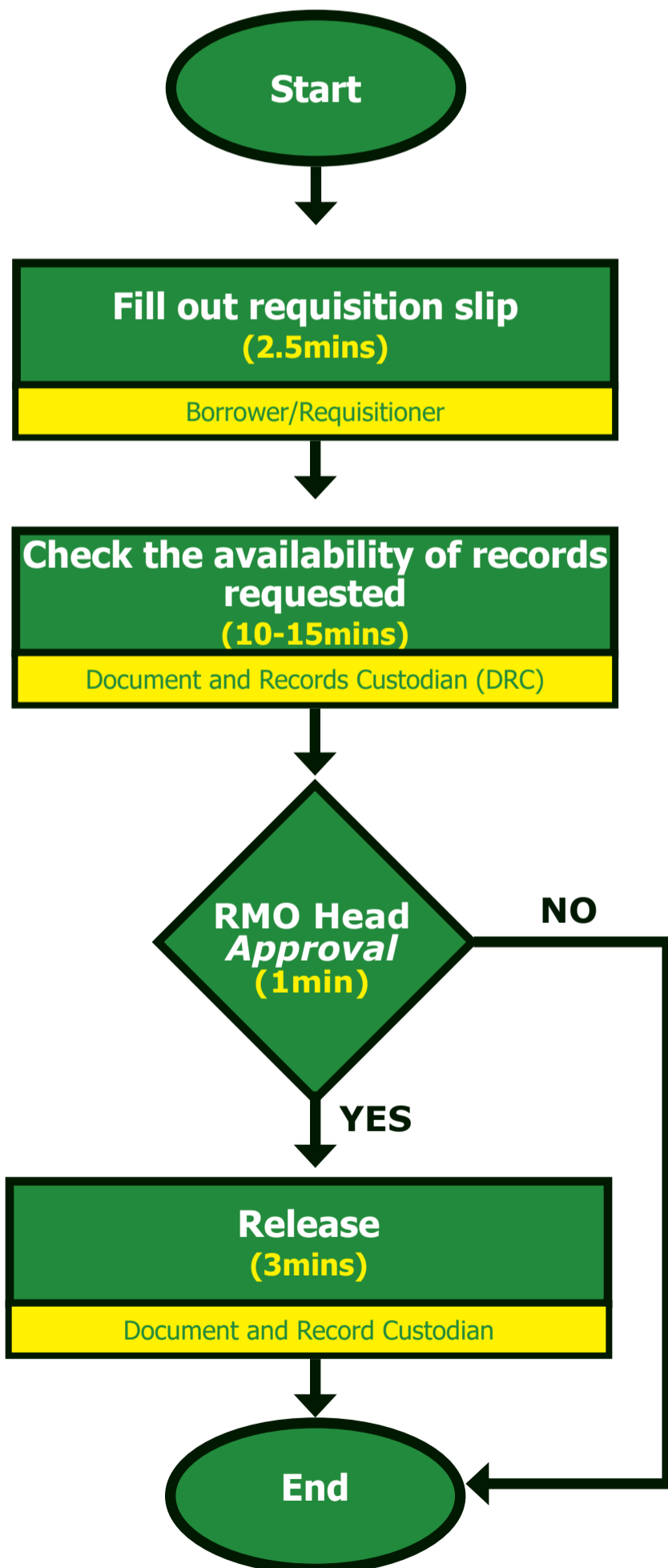


CITIZEN'S CHARTER

RECORDS MANAGEMENT OFFICE

BORROWING OF RECORDS (16.5-21.5mins)

REQUEST FROM OUTSIDE BORROWER (17.5-22.5mins)





CITIZEN'S CHARTER

CIVIL SAFETY AND SECURITY UNIT

1st Gate, SLSU-Lucban
Phone Nos.: (042) 540-4087 loc. 126 ; 540-4787
Email: JAKE_CANINO@yahoo.com

INTRODUCTION

The primary task of SLSU Civil Safety and Security Unit is to ensure the safety of all officials, students, visitors, guests and equipment of the university. The paramount concern of the unit is to promote and maintain peace and order and public safety within its campuses. The security of the university officials, faculty, staff, students and guests inside the campus is as vital as providing the highest quality of education. It involves the use of multiple layers of interdependent systems which include the CCTV surveillance, security personnel, protective barriers, locks, access control protocols and many other techniques.

In view of this, the Administrative Council of the University encompasses a framework of continuous study on existing policies of campus security and to formulate new policies, if needed, to ensure security within the campus. Moreover, the council is expected to sum up with specific instructions on how to react in a disaster or emergency situation, which will be implemented university wide.

OBJECTIVES

To foster a safer, secure and diverse learning environment by providing dedicated protective services in partnership with our university community and other stakeholders.

SERVICE UNITS/TRANSACTIONS

- » Civil Safety and Security Measures
- » Campus Traffic Management System
- » Monitoring of Campus Activities
- » Emergency Preparedness and Response
- » Resolving Campus Crimes and Clashes
- » CCTV Monitoring Ingress & Egress of Non-SLSU Property
- » Issuance of Visitor's Slip, Ticket (Traffic Infraction)

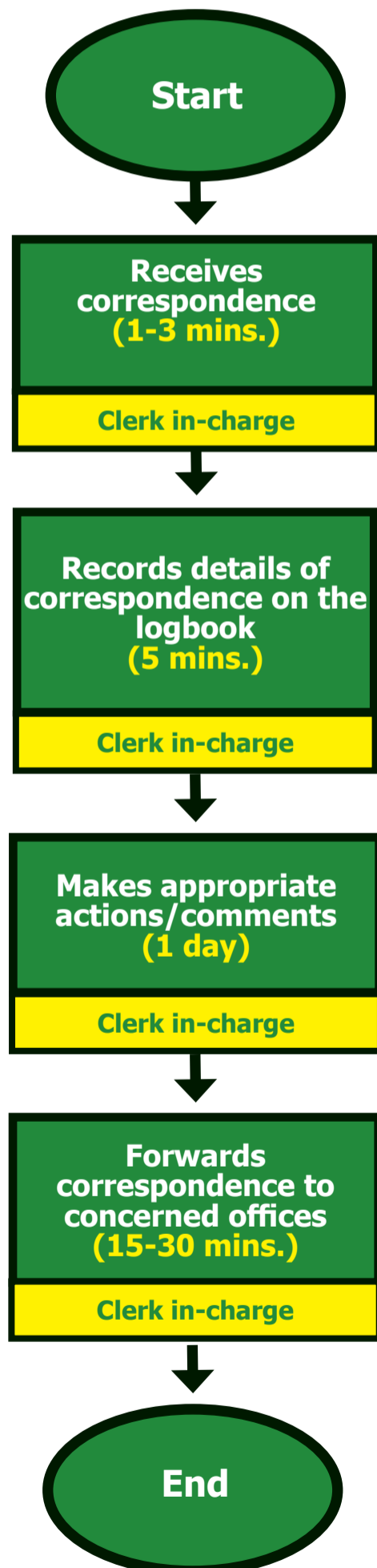
ESPIRIDION G. CANINO
Head, Civil Safety and Security Unit



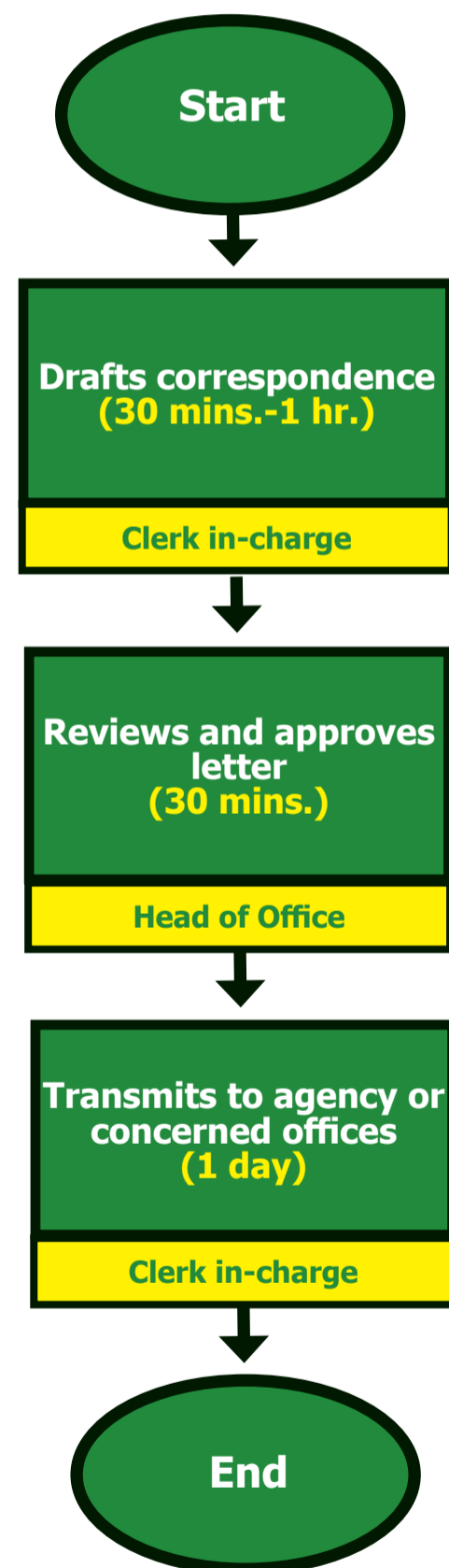
CITIZEN'S CHARTER

CIVIL SAFETY AND SECURITY UNIT

HANDLING OF INCOMING CORRESPONDENCE



HANDLING OF OUTGOING CORRESPONDENCE

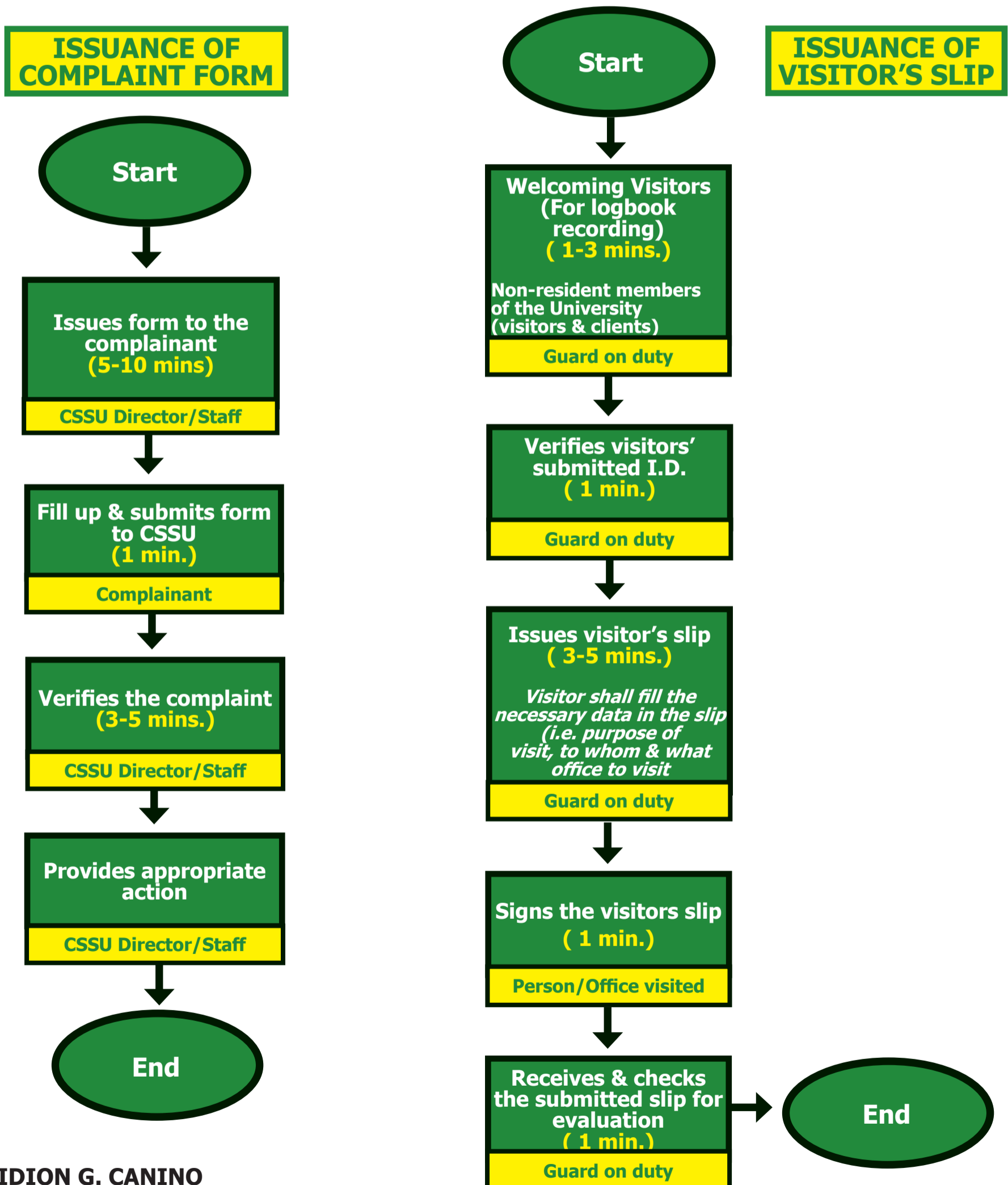


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CITIZEN'S CHARTER

CIVIL SAFETY AND SECURITY UNIT



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CITIZEN'S CHARTER

ADMINISTRATIVE AND FINANCIAL AFFAIRS

The Office of the Vice President for 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

ENGR. MARIA CORAZON B. ABEJO

Email: cora_abejo2002@yahoo.com

Phone Number: (042) 540-4087 loc. 112

3rd Flr. Right Wing, Admin. Bldg., SLSU-Lucban

HEAD OF OFFICE

ACCOUNTING

SHERRLYN U. MAGDAME

Email: smagdame@gmail.com

Phone No.: (042) 540-4087 loc. 109

G/F Left Wing, Admin. Bldg.,
SLSU-Lucban

BUDGET

MARIA CRISTINE D. ABSULIO

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Phone No.: (042) 540-4087 loc. 124

G/F Right Wing, Admin. Bldg.,
SLSU-Lucban

CASHIER

HECTOR A. MACARAAN

Email: hamacaraan@slsu.edu.ph

Phone No.: (042) 540-4087 loc. 125

G/F Right Wing, Admin. Bldg.,
SLSU-Lucban

UNIVERSITY HEALTH SERVICES

MA. GENEVIEVE L. CUARTO, M.D.

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Phone No.: (042) 540-8637

G/F New CBA Bldg., SLSU-Lucban

HUMAN RESOURCE MANAGEMENT

MARIDEL C. ZABELLA

Email: slsu.hrmo@gmail.com

Phone Nos.: (042) 540-4087 loc. 115 or 116

2nd Flr. Left Wing, Admin. Bldg., SLSU-Lucban

SUPPLY AND PROPERTY OFFICE

ROWENA O. PALINES

Email: ropalines@yahoo.com

Phone Nos.: (042) 540-6519; 540-4087 loc. 128

Former Nakamura Kiddie Center SLSU-Lucban

BUSINESS AFFAIRS

ENGR. MELANIE S. CADAO

Email: slsuhotel@gmail.com

Phone No.: (042) 540-2597

2nd Flr. New CBA Bldg., SLSU-Lucban

PHYSICAL PLANT AND FACILITIES

ENGR. MARIA CORAZON B. ABEJO

Email: cora_abejo2002@yahoo.com

Phone No.: (042) 540-4087 loc. 110

1st Flr. Emilio Aguinaldo Bldg., SLSU-Lucban

PROCUREMENT

ENGR. MARIA CORAZON DL. DE VELUZ

Email: rossana.4481@gmail.com

Phone No.: (042) 540-6519; 540-4087 (148)

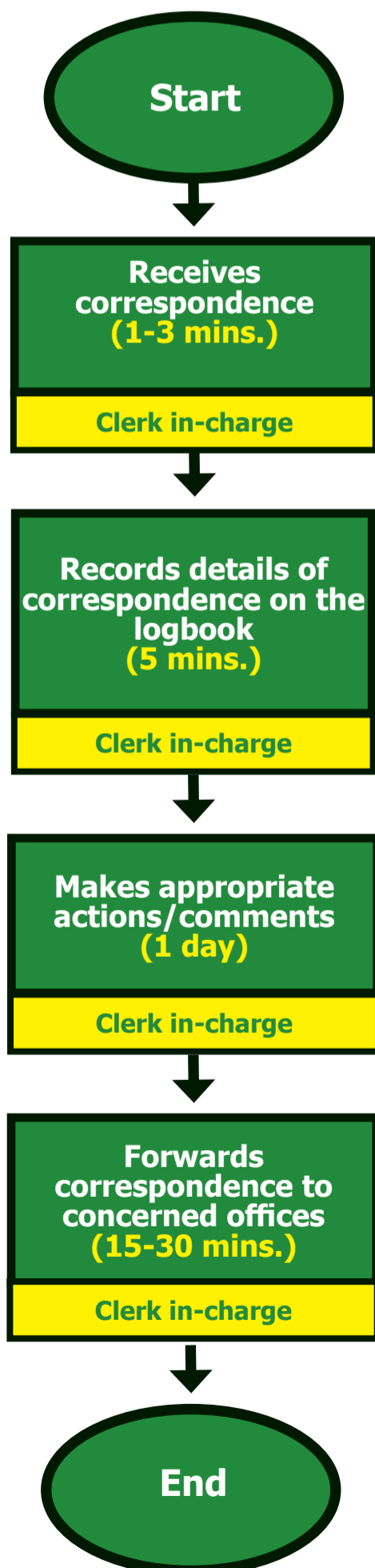
1st Flr. Hermano Pule Bldg., SLSU-Lucban



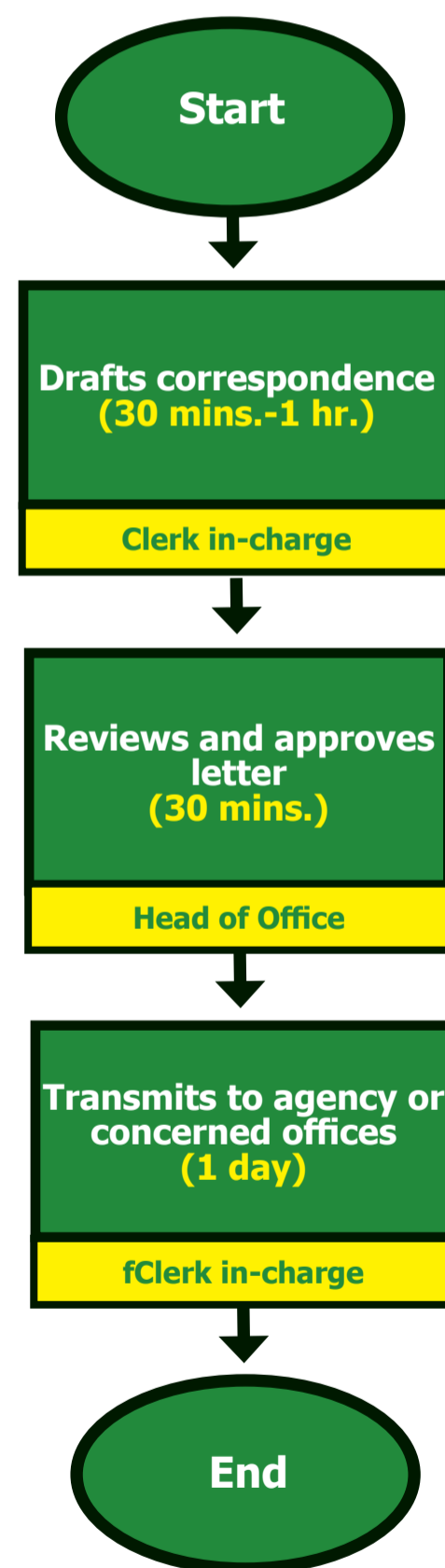
CITIZEN'S CHARTER

OFFICE OF THE ADMINISTRATIVE AND FINANCIAL AFFAIRS

HANDLING OF INCOMING CORRESPONDENCE



HANDLING OF OUTGOING CORRESPONDENCE



ENGR. MARIA CORAZON B. ABEJO
Vice President, Administrative and Financial Affairs
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Phone No: (042) 540-4087 loc. 112
cora_abejo2002@yahoo.com



CITIZEN'S CHARTER

ACCOUNTING OFFICE

G/F Left Wing, Admin. Bldg., SLSU-Lucban

Phone No.: (042) 540-4087 loc. 120

Email: smagdame@gmail.com

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/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

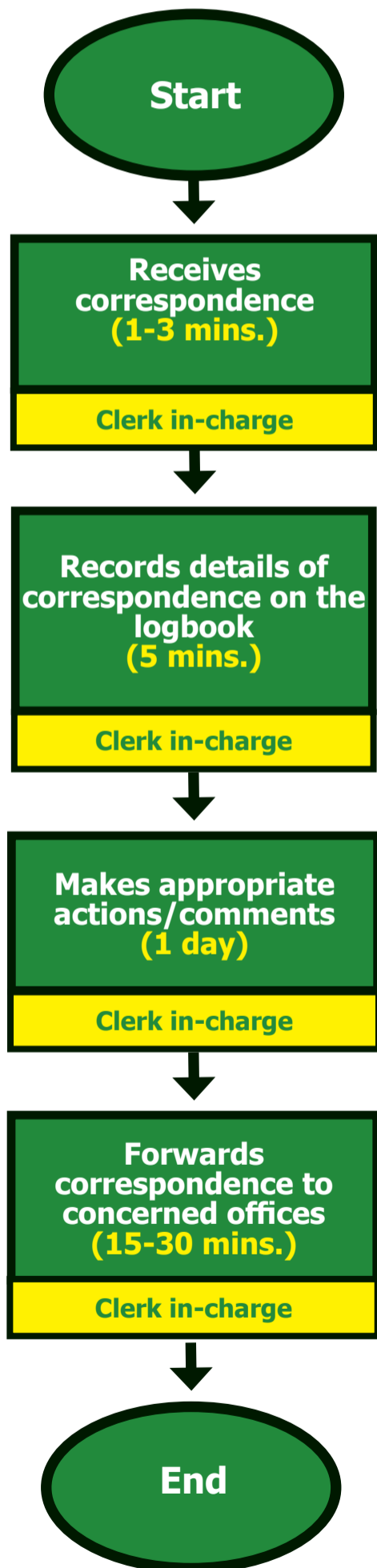
SHERRLYN U. MAGDAME
Head, Accounting Office



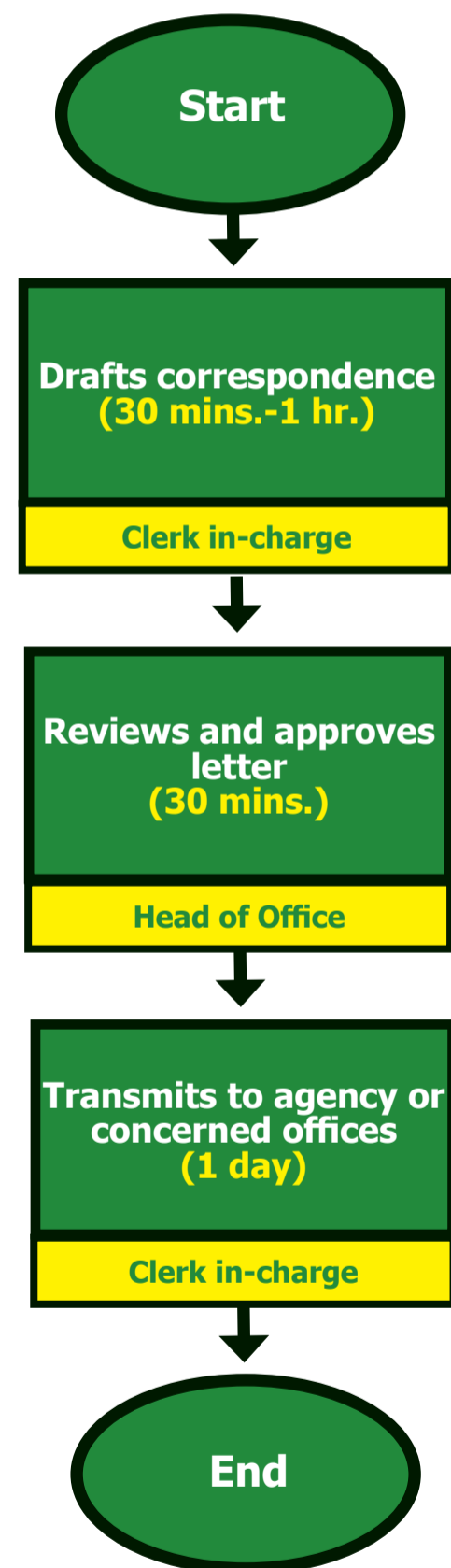
CITIZEN'S CHARTER

ACCOUNTING OFFICE

HANDLING OF INCOMING CORRESPONDENCE



HANDLING OF OUTGOING CORRESPONDENCE



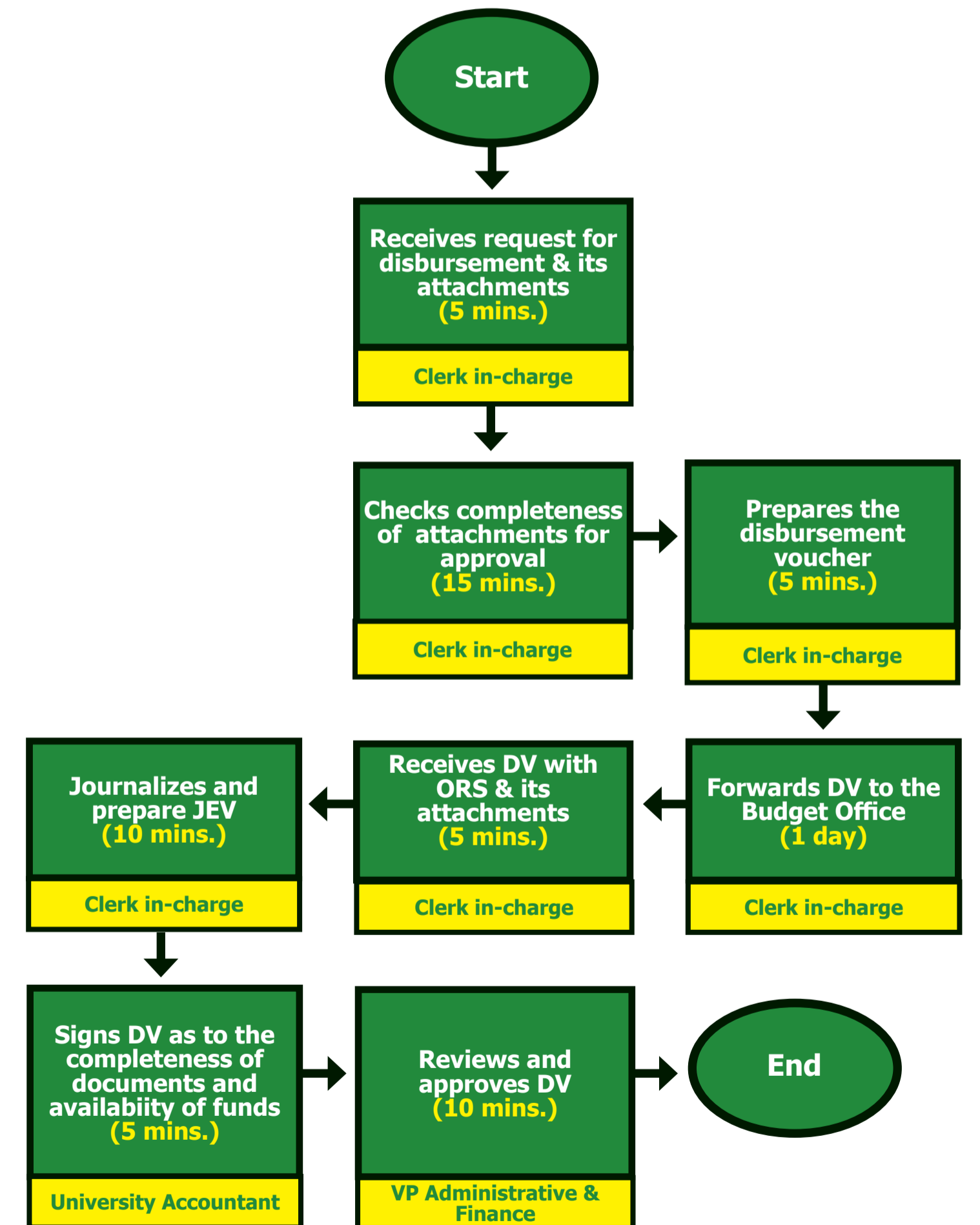
SHERRLYN U. MAGDAME
Head, Accounting Office
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smagdame@gmail.com



CITIZEN'S CHARTER

ACCOUNTING OFFICE

DISBURSEMENT FOR SUPPLIES AND MATERIALS

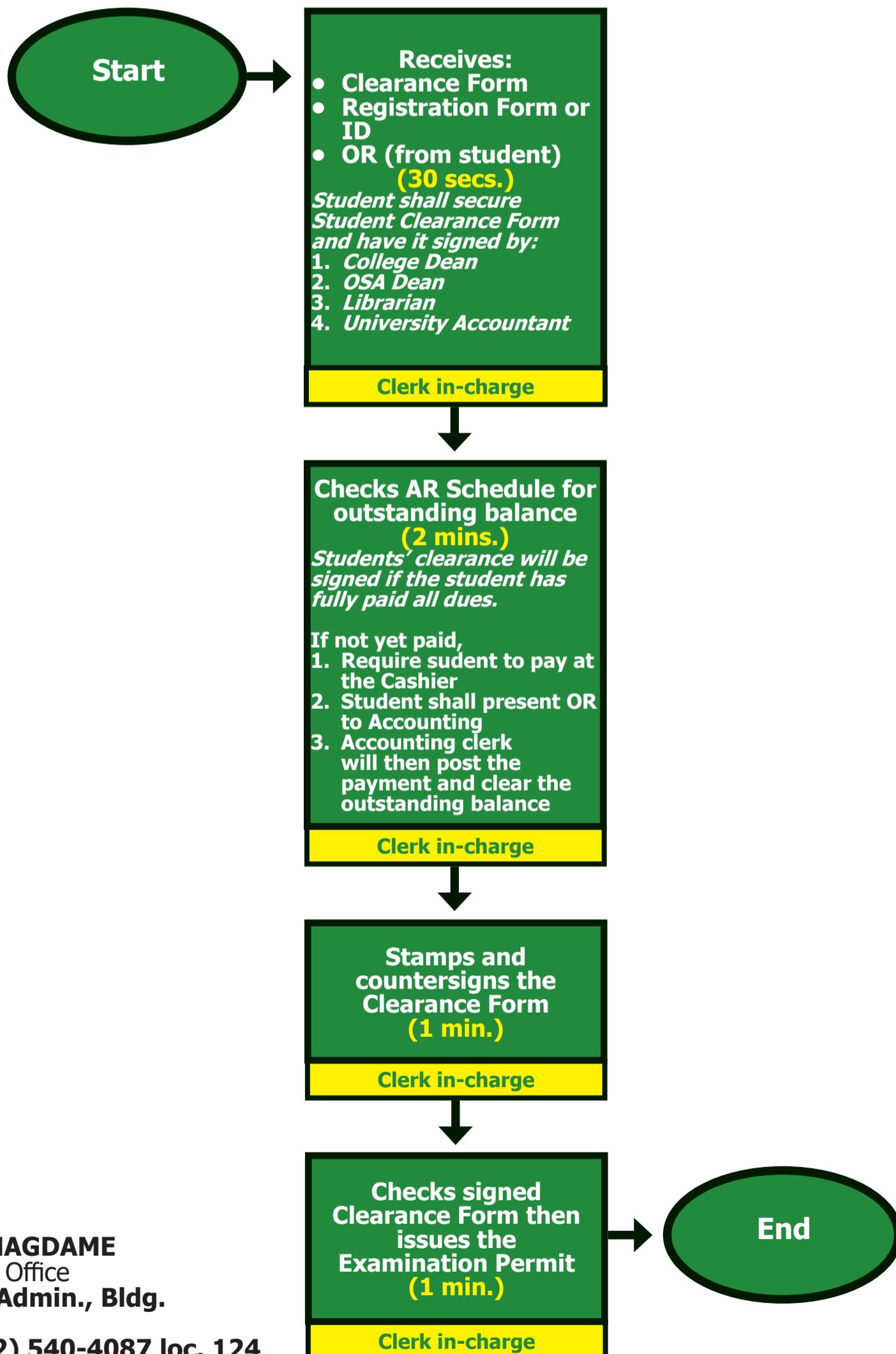




CITIZEN'S CHARTER

ACCOUNTING OFFICE

SIGNING OF STUDENT CLEARANCE AND ISSUANCE OF EXAMINATION PERMIT



SHERRLYN U. MAGDAME
Head, Accounting Office
G/F Left Wing, Admin., Bldg.
SLSU-Lucban
Phone No.: (042) 540-4087 loc. 124
smagdame@gmail.com



CITIZEN'S CHARTER

BUDGET OFFICE

G/F Right Wing, Admin. Bldg., SLSU-Lucban
Phone No.: (042) 540-4087 loc. 124
Email: mariacristineabsulio@yahoo.com

INTRODUCTION

The Department of Budget and Management (DBM) authorizes sufficient fund, the general fund for Southern Luzon State University expenditures with the assistance of off-budgetary fund and custodial fund as approved by the Board of Regents. These funds were used for the appropriate and congenial activities of our organization as to accommodate the essential needs of our faculty, employees and students. And it is the Budget office's responsibility and commitment to effectively and efficiently plan, allocate and supervise the necessary budgetary plans and programs that is consistent with the approved budget.

OBJECTIVES

To serve an efficient and effective management in planning, allocating and supervising budgetary plans and programs.

SERVICE UNITS/TRANSACTIONS

- » Issuance of ORS/BUR
- » Signing of Job Order's contracts
- » Preparation/Submission of Reports
 - Statement of Allotment, Obligation and Balances (SAOB)
 - Budget and Financial Accountability Report (BFAR)
 - Summary Performance Monitoring Report (SPMR)
 - Budget Execution Documents (BED)
- » Budgetary Requirement (DBM, CHED, SENATE, PASUC and NEDA IV-A RDC)\
- » Online submission of Reports
 - Online Submission of Budget Proposal (OSBP)
 - Unified Reporting System (URS)
- » Attending Seminar/Workshop

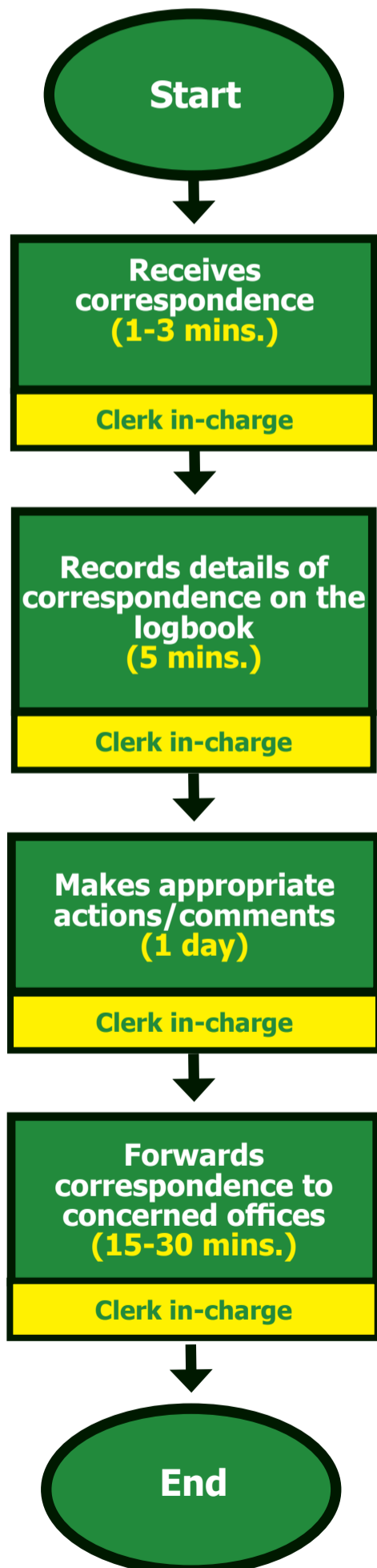
MARIA CRISTINE D. ABSULIO
Head, Budget Office



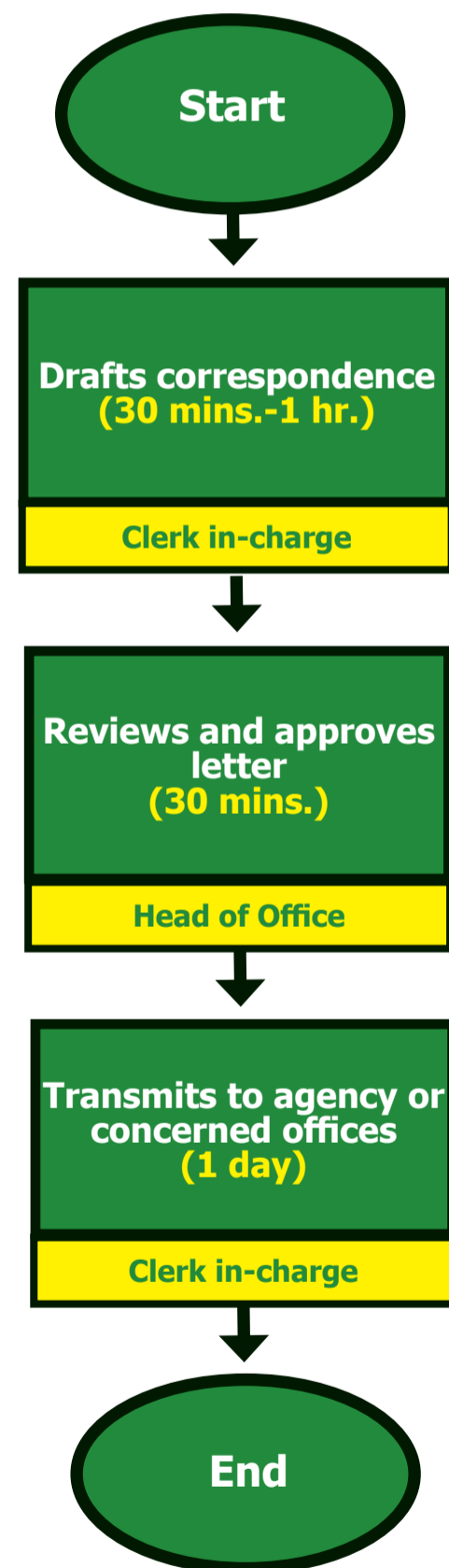
CITIZEN'S CHARTER

BUDGET OFFICE

HANDLING OF INCOMING CORRESPONDENCE



HANDLING OF OUTGOING CORRESPONDENCE



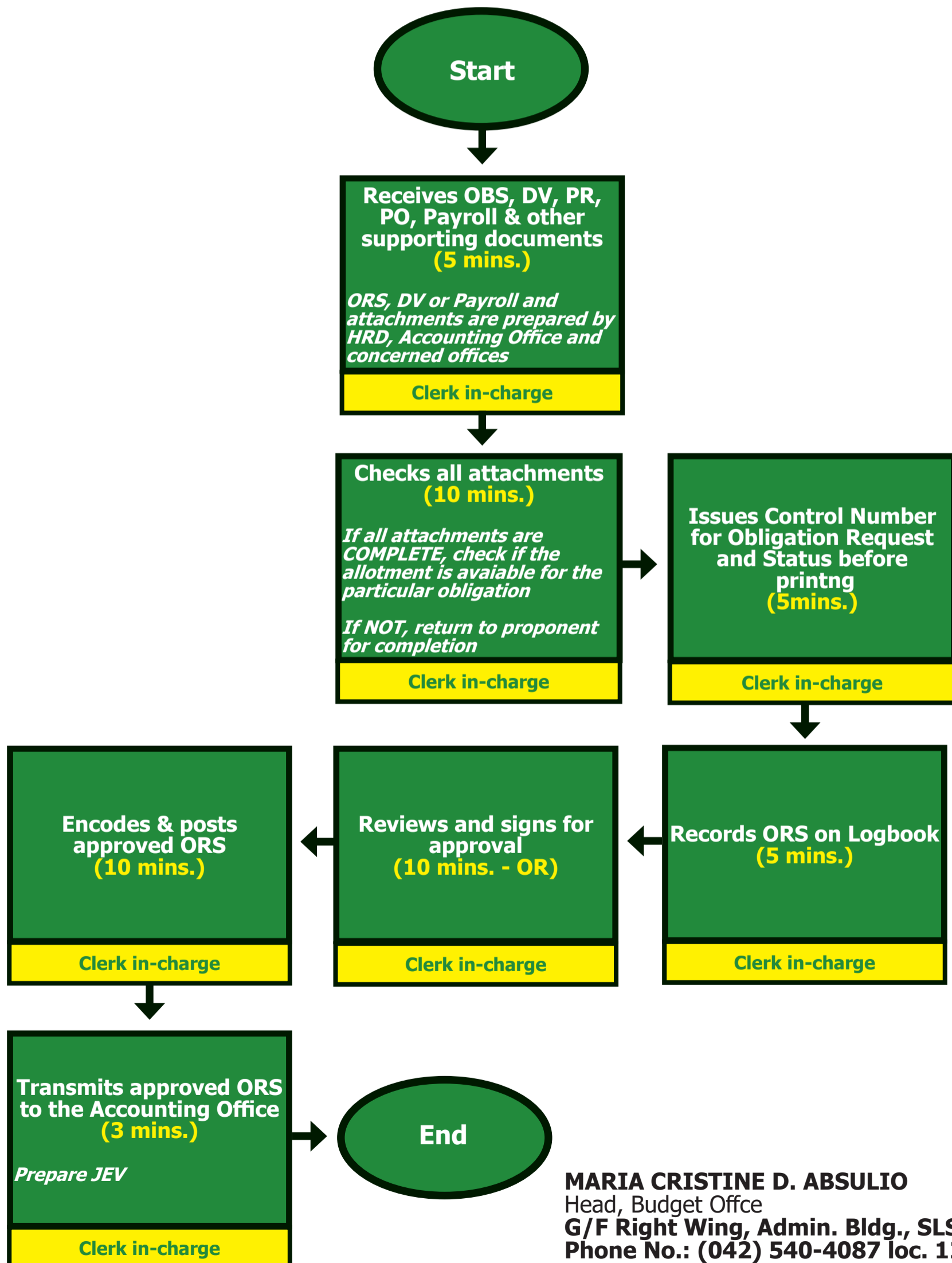
MARIA CRISTINE D. ABSULIO
Head, Budget Office
G/F Right Wing, Admin. Bldg., SLSU-Lucban
Phone No.: (042) 540-4087 loc. 124
mariacristine_absulio@yahoo.com



CITIZEN'S CHARTER

BUDGET OFFICE

PREPARATION OF OBLIGATION REQUEST AND STATUS - REGULAR FUNDS (MDS)



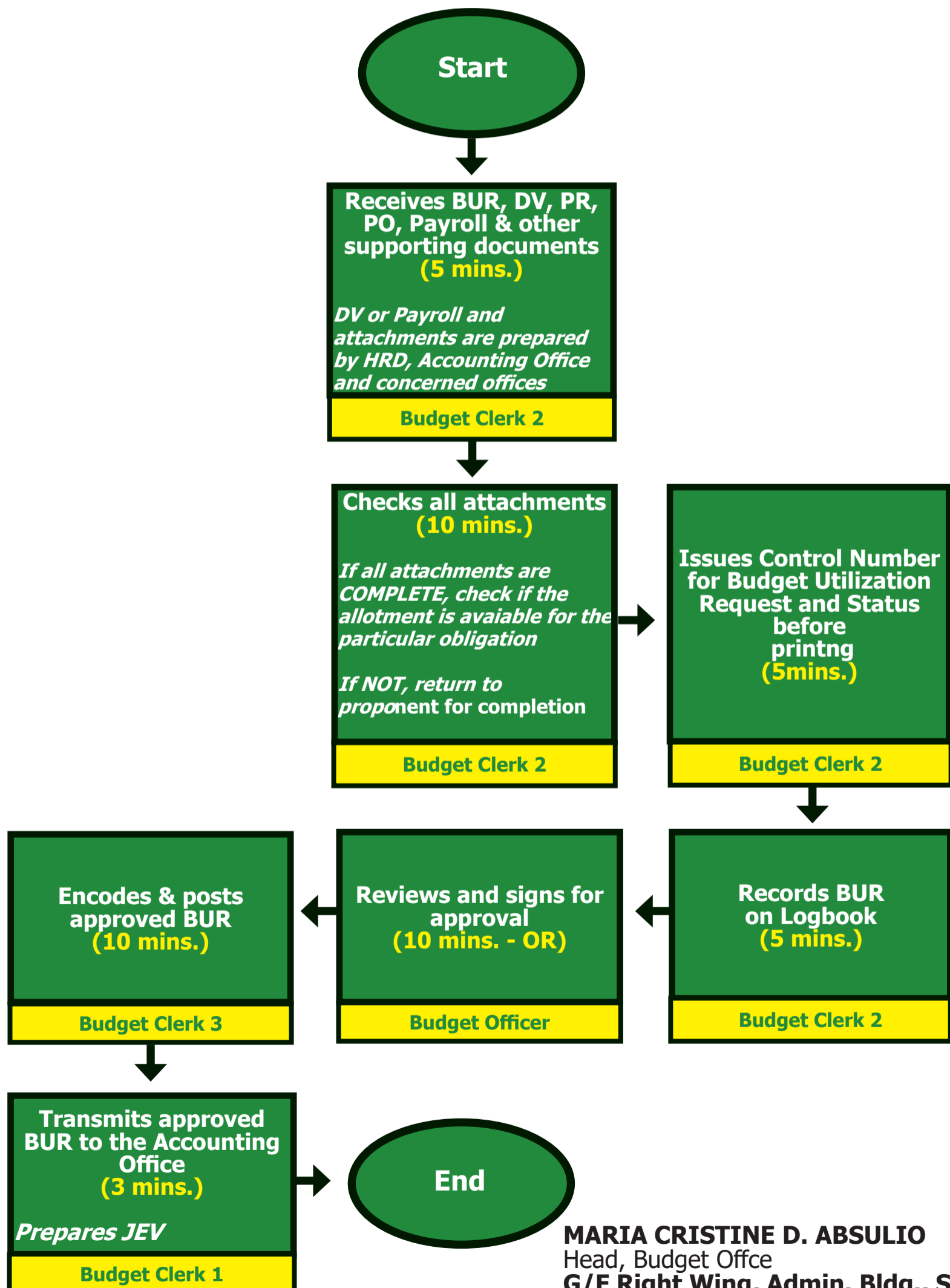
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CITIZEN'S CHARTER

BUDGET OFFICE

PREPARATION OF BUDGET UTILIZATION REQUEST AND STATUS - OFF-BUDGETARY AND CUSTODIAL FUNDS



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CITIZEN'S CHARTER

CASHIERING OFFICE

G/F Right Wing, Admin. Bldg., SLSU-Lucban
Phone Nos.: (042) 540-4087 loc. 123 / 125
Email: hamacaraan@slsu.edu.ph

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 Cashiering Office is responsible for the receipting and depositing of all University related funds. The objective of the Cashiering 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/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

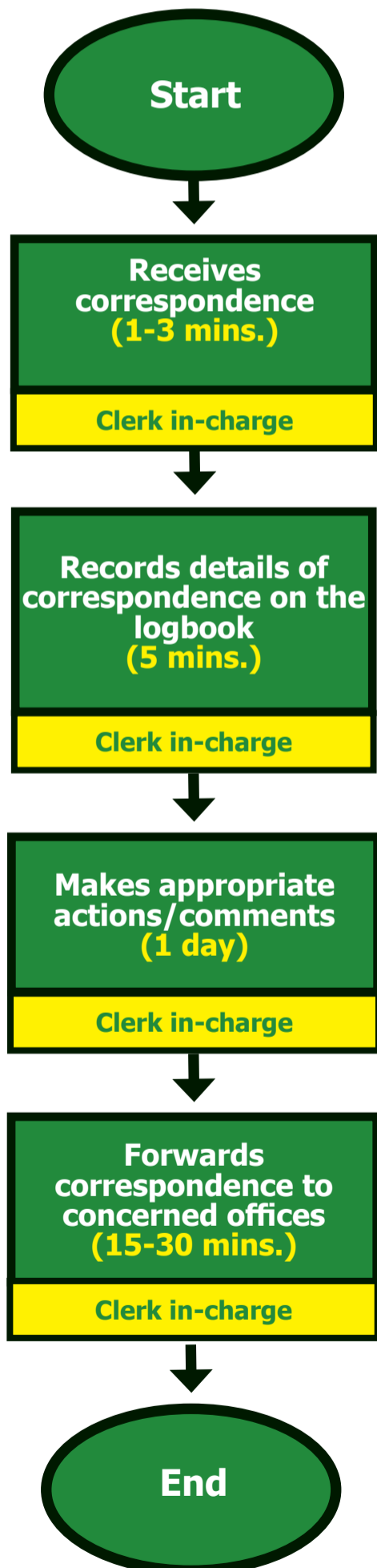
HECTOR A. MACARAAN
Head, Cashiering Office



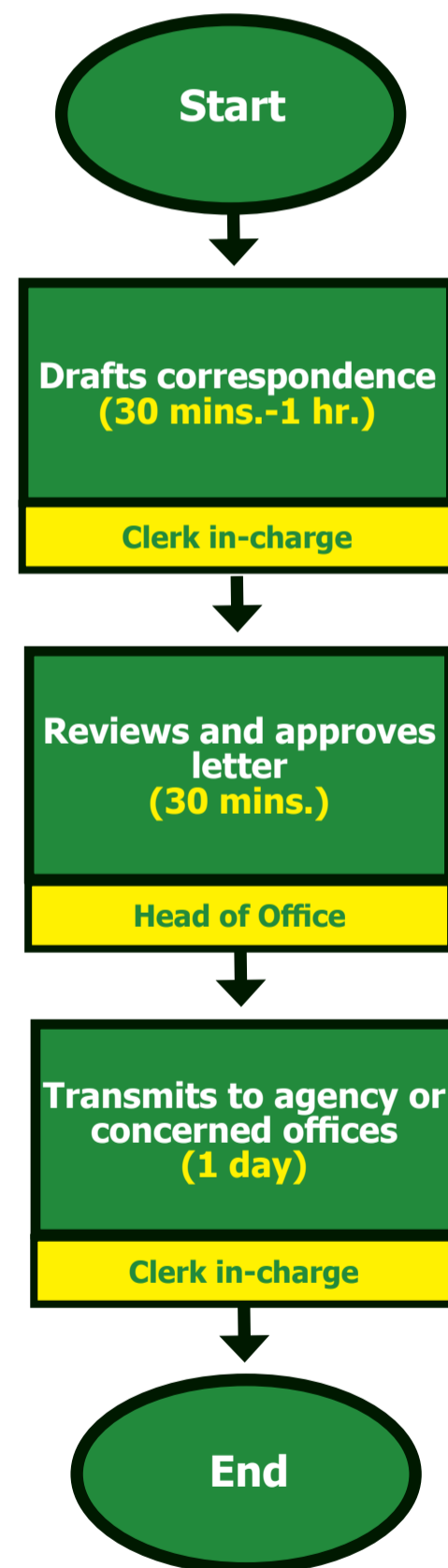
CITIZEN'S CHARTER

CASHIERING OFFICE

HANDLING OF INCOMING CORRESPONDENCE



HANDLING OF OUTGOING CORRESPONDENCE



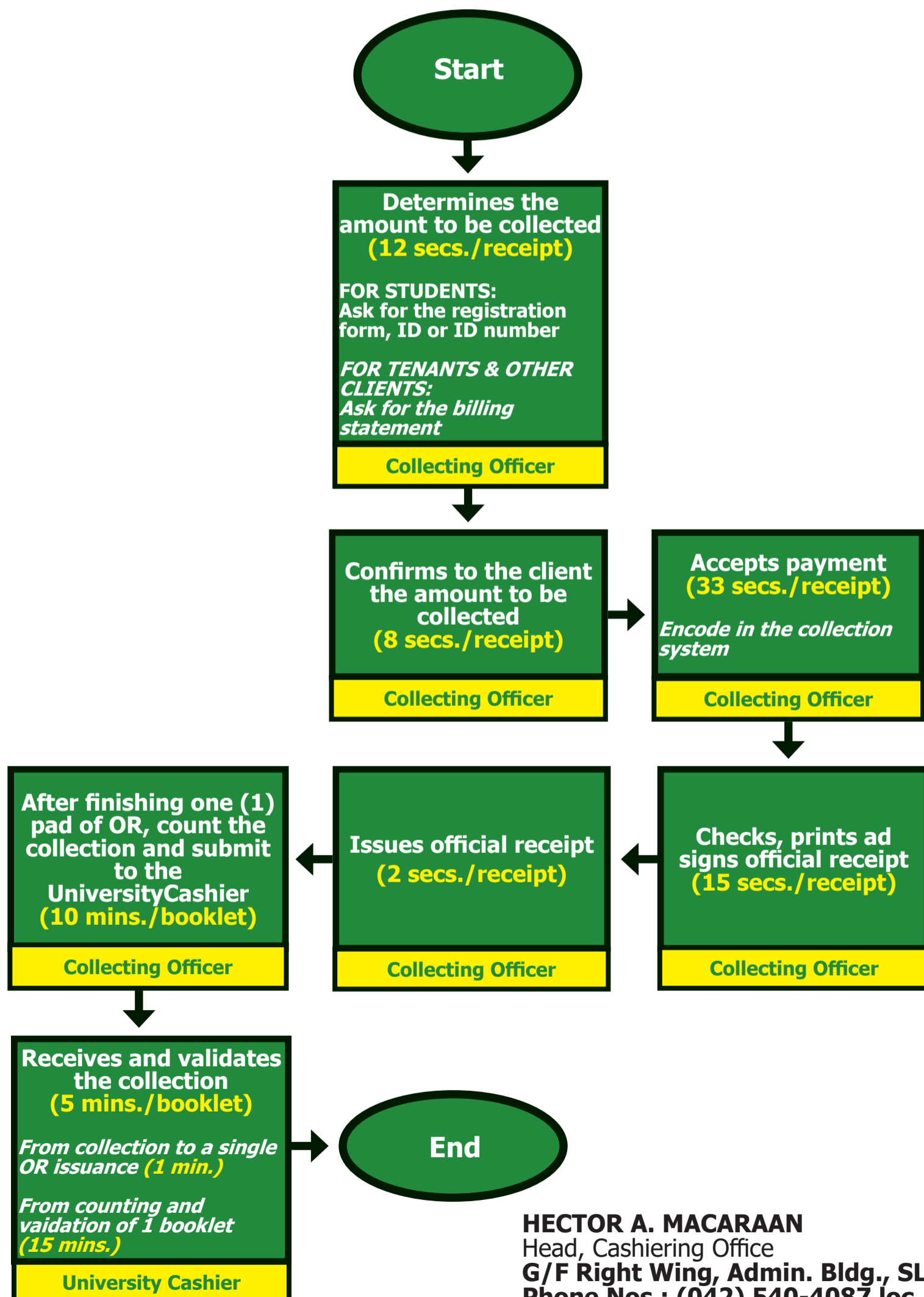
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CITIZEN'S CHARTER

CASHIERING OFFICE

COLLECTING OF FEES



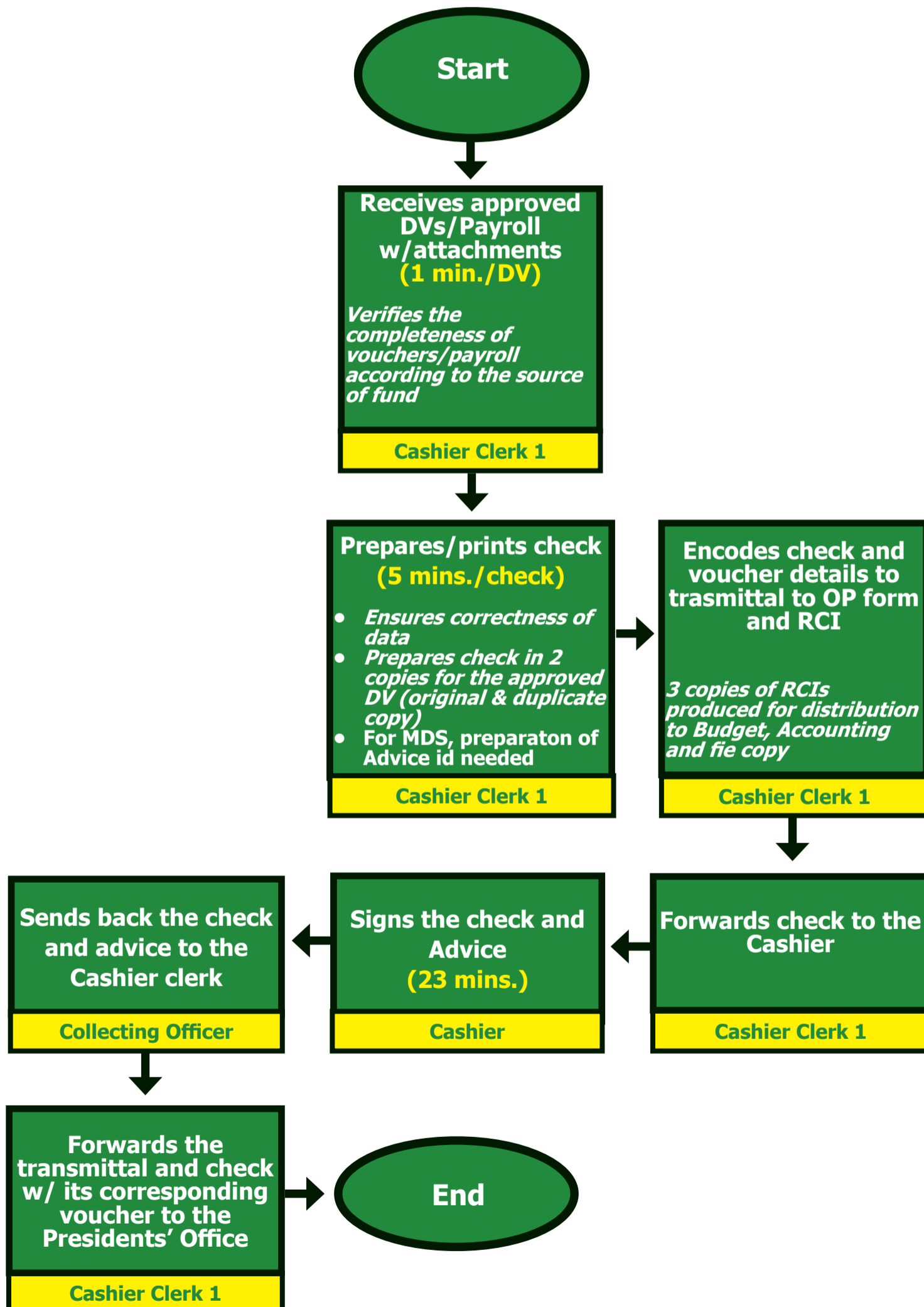
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CITIZEN'S CHARTER

CASHIERING OFFICE

DISBURSEMENT: PREPARATION OF CHECK





CITIZEN'S CHARTER

HUMAN RESOURCE MANAGEMENT OFFICE

2nd Flr. Left Wing, Admin. Bldg., SLSU-Lucban
Phone Nos.: (042) 540-4087 loc. 115/116
Email: slsu.hrmo@gmail.com

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.

OBJECTIVES

- » 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.

SERVICE UNITS/TRANSACTIONS

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

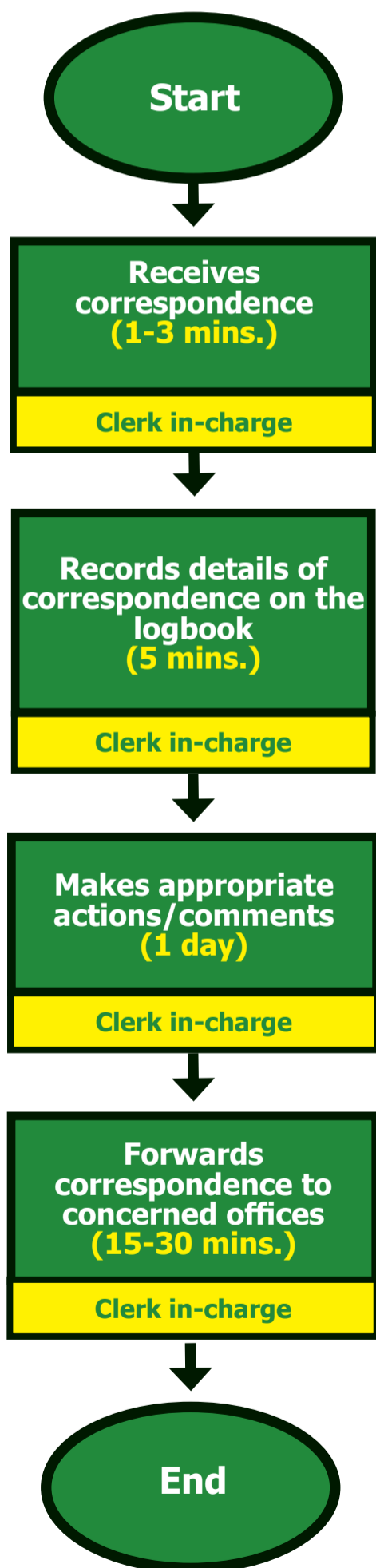
MARIDEL C. ZABELLA
Head, Human Resource Management Office



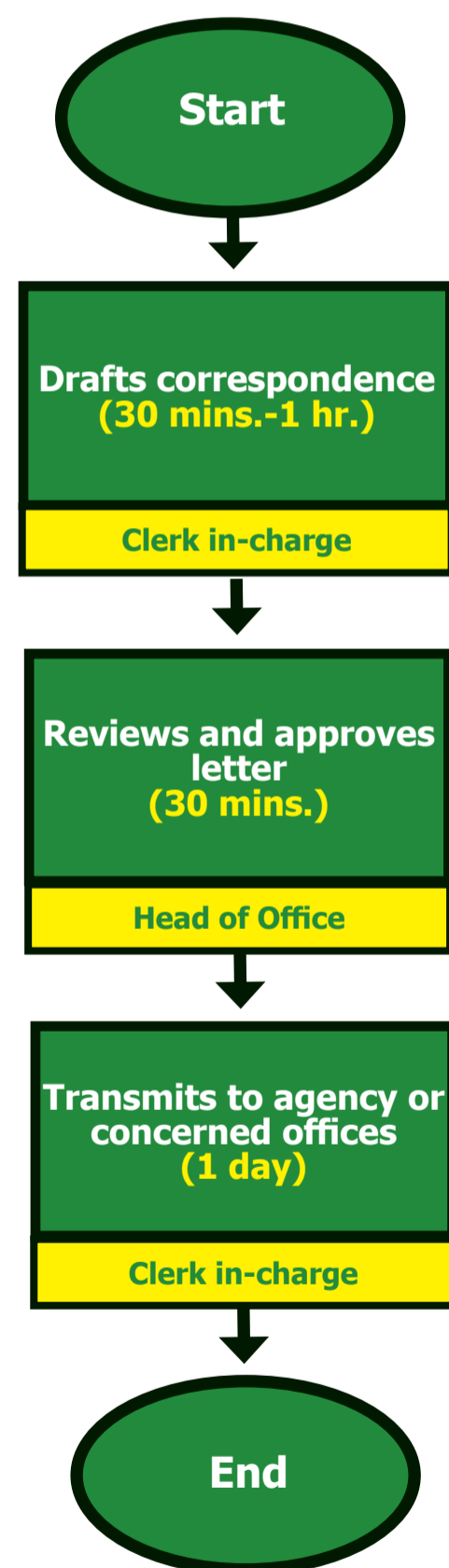
CITIZEN'S CHARTER

HUMAN RESOURCE MANAGEMENT OFFICE

HANDLING OF INCOMING CORRESPONDENCE



HANDLING OF OUTGOING CORRESPONDENCE



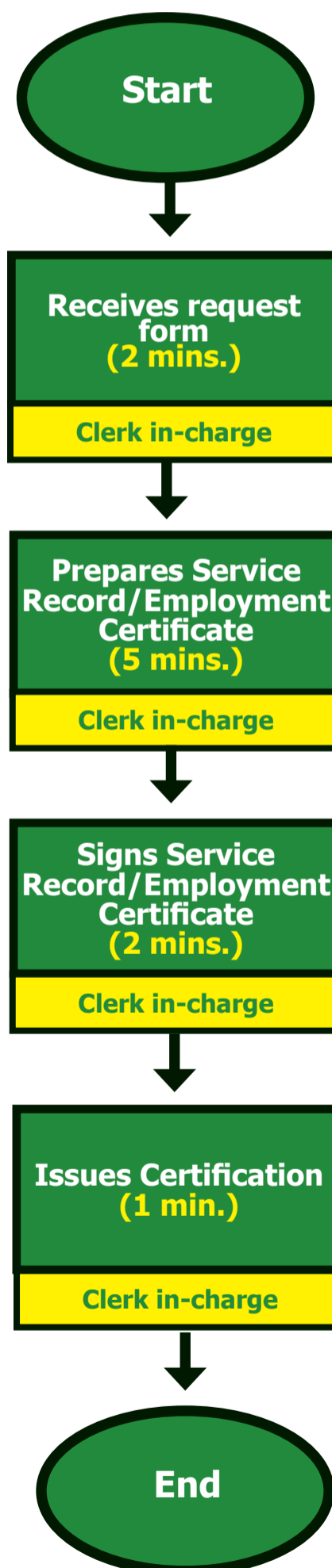
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CITIZEN'S CHARTER

HUMAN RESOURCE MANAGEMENT OFFICE

ISSUANCE OF SERVICE RECORD/HUMAN RESOURCE RELATED CERTIFICATION



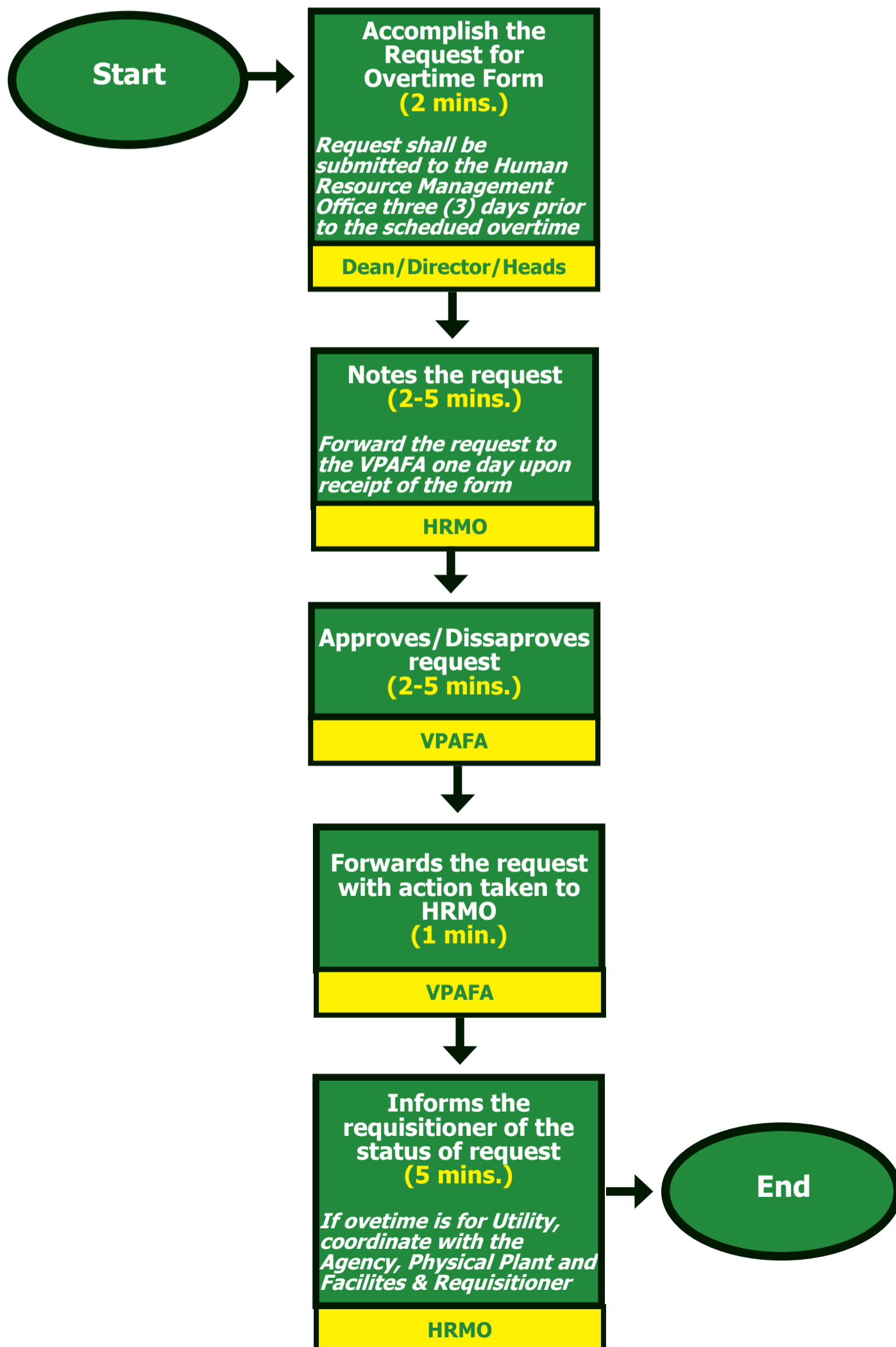
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CITIZEN'S CHARTER

HUMAN RESOURCE MANAGEMENT OFFICE

REQUEST FOR OVERTIME SERVICE

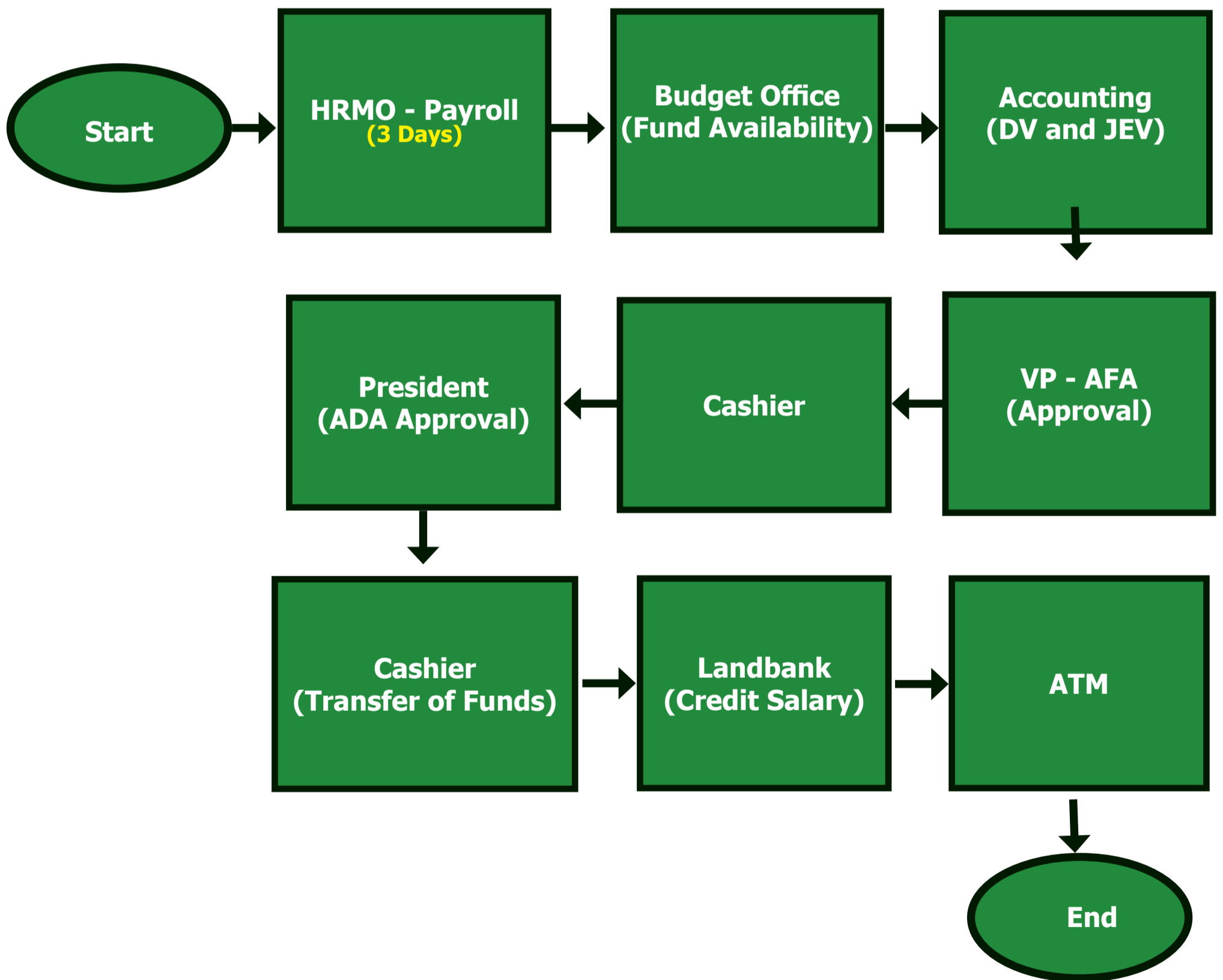




CITIZEN'S CHARTER

HUMAN RESOURCE MANAGEMENT OFFICE

PAYROLL PROCESS





CITIZEN'S CHARTER

SUPPLY AND PROPERTY OFFICE

Former Nakamura Kiddie Center SLSU-Lucban

Phone No.: (042) 540-7650

Email: ropalines@yahoo.com

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

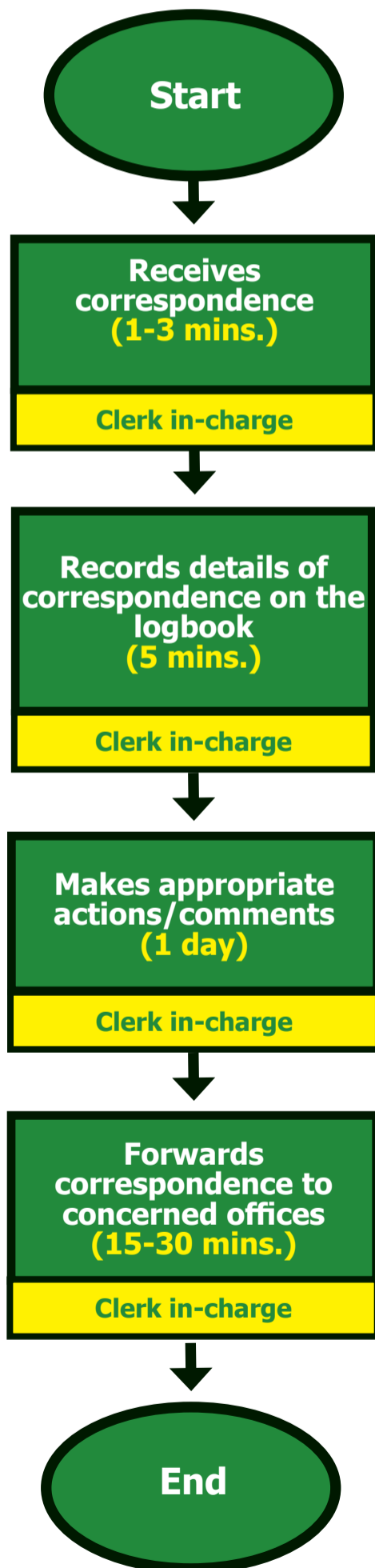
ROWENA O. PALINES
Head, Supply Office



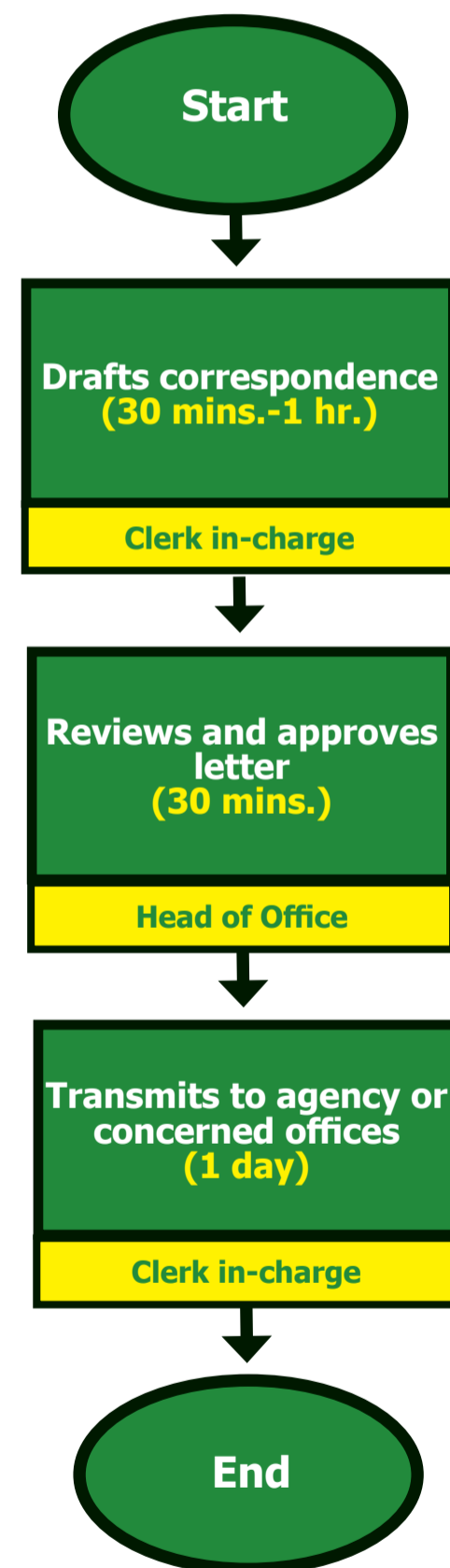
CITIZEN'S CHARTER

SUPPLY AND PROPERTY OFFICE

HANDLING OF INCOMING CORRESPONDENCE



HANDLING OF OUTGOING CORRESPONDENCE



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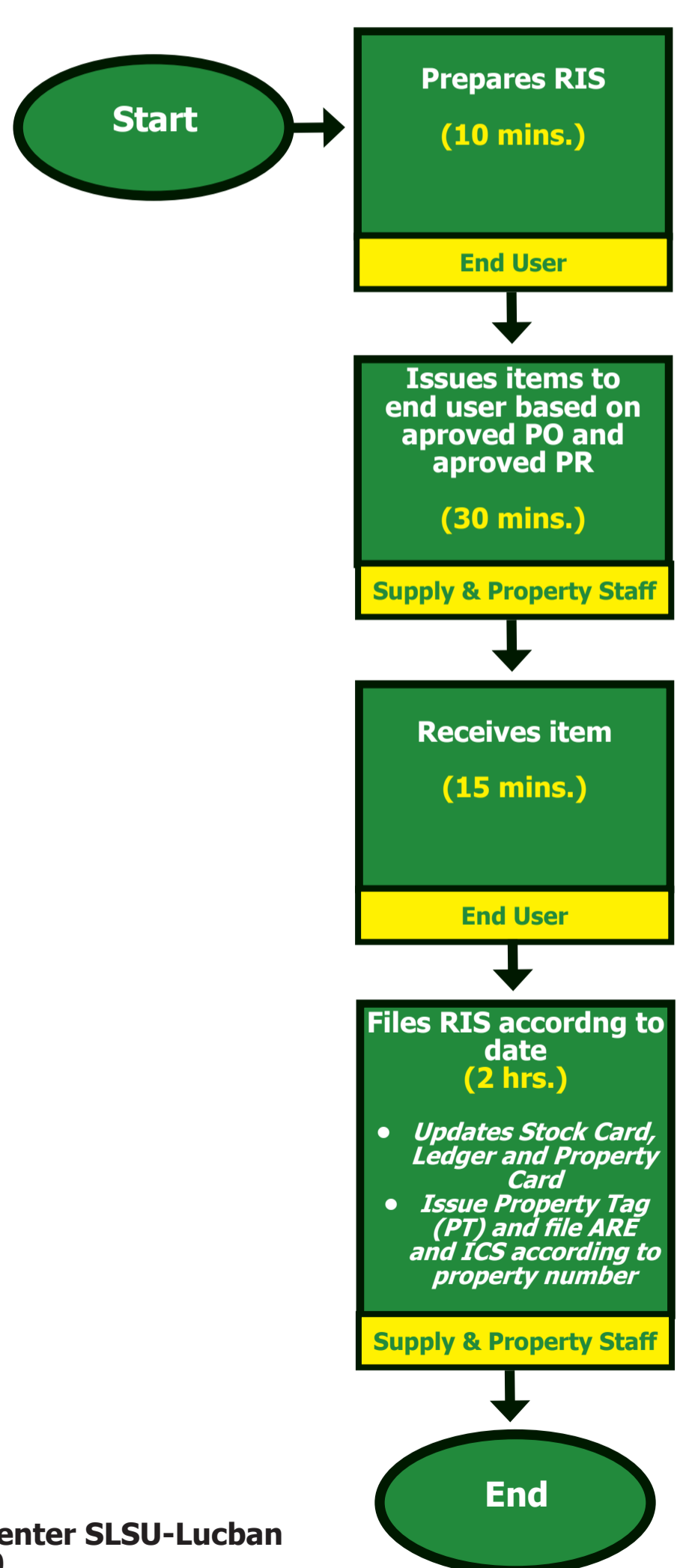
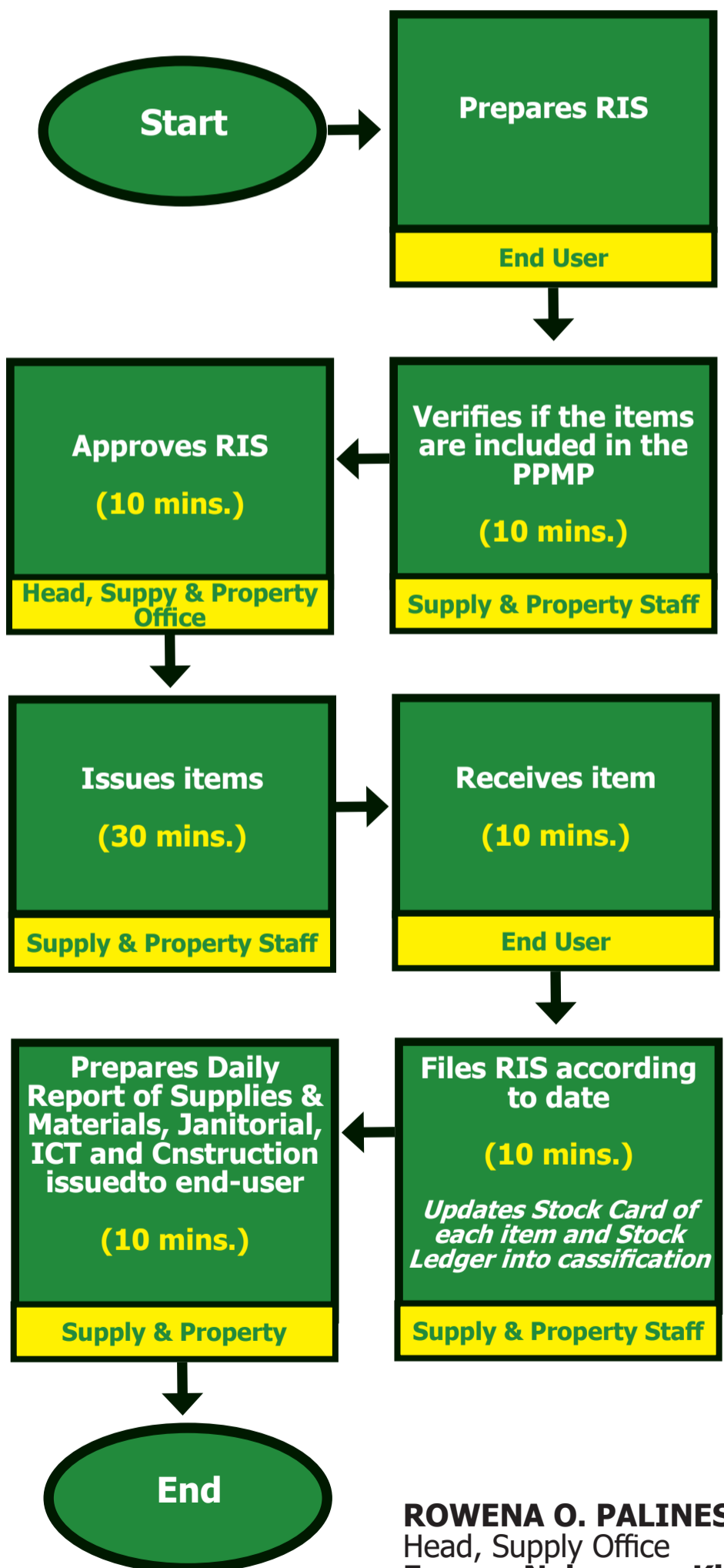


CITIZEN'S CHARTER

SUPPLY AND PROPERTY OFFICE

ISSUANCE OF COMMON USE SUPPLIES (FROM STOCKROOM)

ISSUANCE OF SUPPLIES AND EQUIPMENT BASED ON APPROVED PURCHASE ORDER



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 Former Nakamura Kiddie Center SLSU-Lucban
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 ropalines@yahoo.com



CITIZEN'S CHARTER

PROCUREMENT OFFICE

1st Flr. Hermano Pule Bldg., SLSU-Lucban
Phone Nos.: (042) 540-6519; 540-4087 loc. 148
Email: rossana.4481@gmail.com

INTRODUCTION

As a service unit of the University, the Procurement Office is overall in-charge in the acquisition of goods, services, works, equipment and new properties. Its utilization is based planning for the procurement of project requirements; selection of source; schedule of delivery and payment. The Project Procurement Management Plan (PPMP) enables extensive support to the resources requirements of the University by obtaining goods, infrastructures and services from suppliers, contractors and consultants. This strategy helps in the development of the requirements to be used in the consolidation of the Annual Plan (APP) of the University. Procurement management's objectives are also developed using the result analysis of the procurement function and capability.

OBJECTIVE

- » To understand and continually update on the laws, rules and regulations in order to provide a more efficient and economic acquisition of goods, services, works, equipment and new properties;
- » To design overall plan, implement and evaluate a system of acquisition, disbursement and liquidation of all materials, supplies, tools and equipment;
- » To check and validate requisition deliveries as to the validity and reliability of the documents and corresponding specifications.

SERVICE UNITS/TRANSACTIONS

- Purchase Request
- Canvass/Quotation
- Purchase Order
- Pick up/Delivery of goods/items

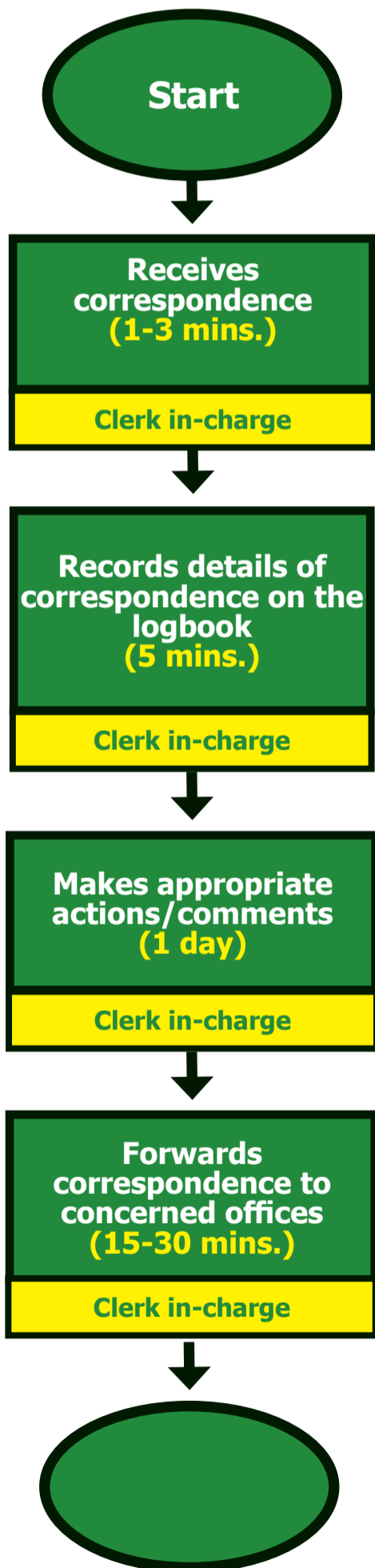
ENGR. MARIA ROSSANA DL. DE VELUZ
Head, Procurement Office



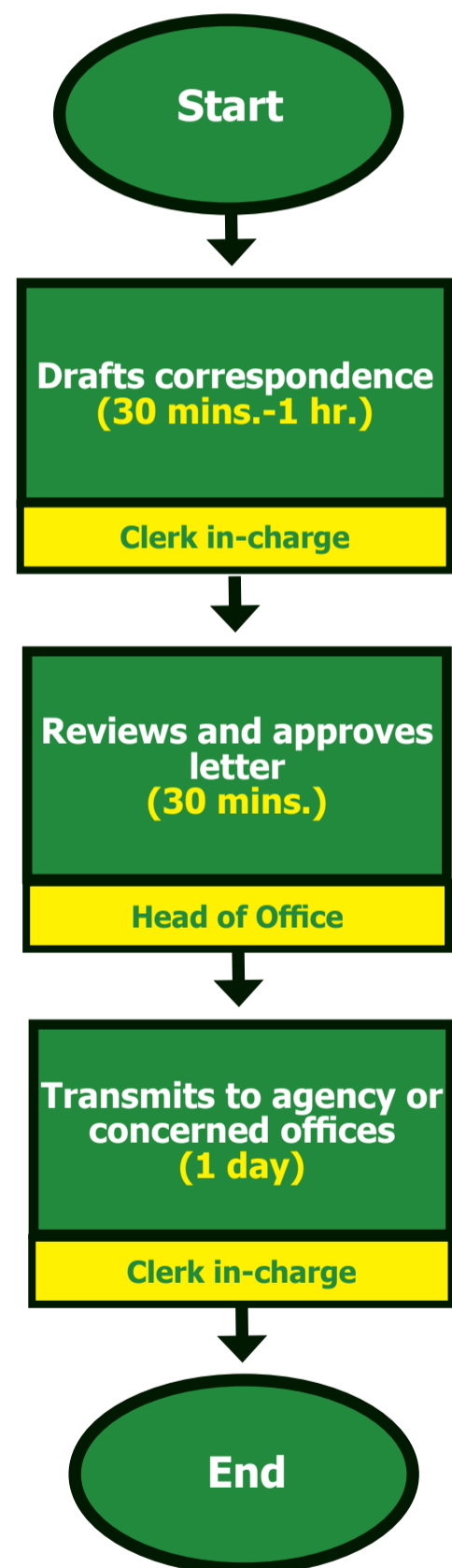
CITIZEN'S CHARTER

PROCUREMENT OFFICE

HANDLING OF INCOMING CORRESPONDENCE



HANDLING OF OUTGOING CORRESPONDENCE

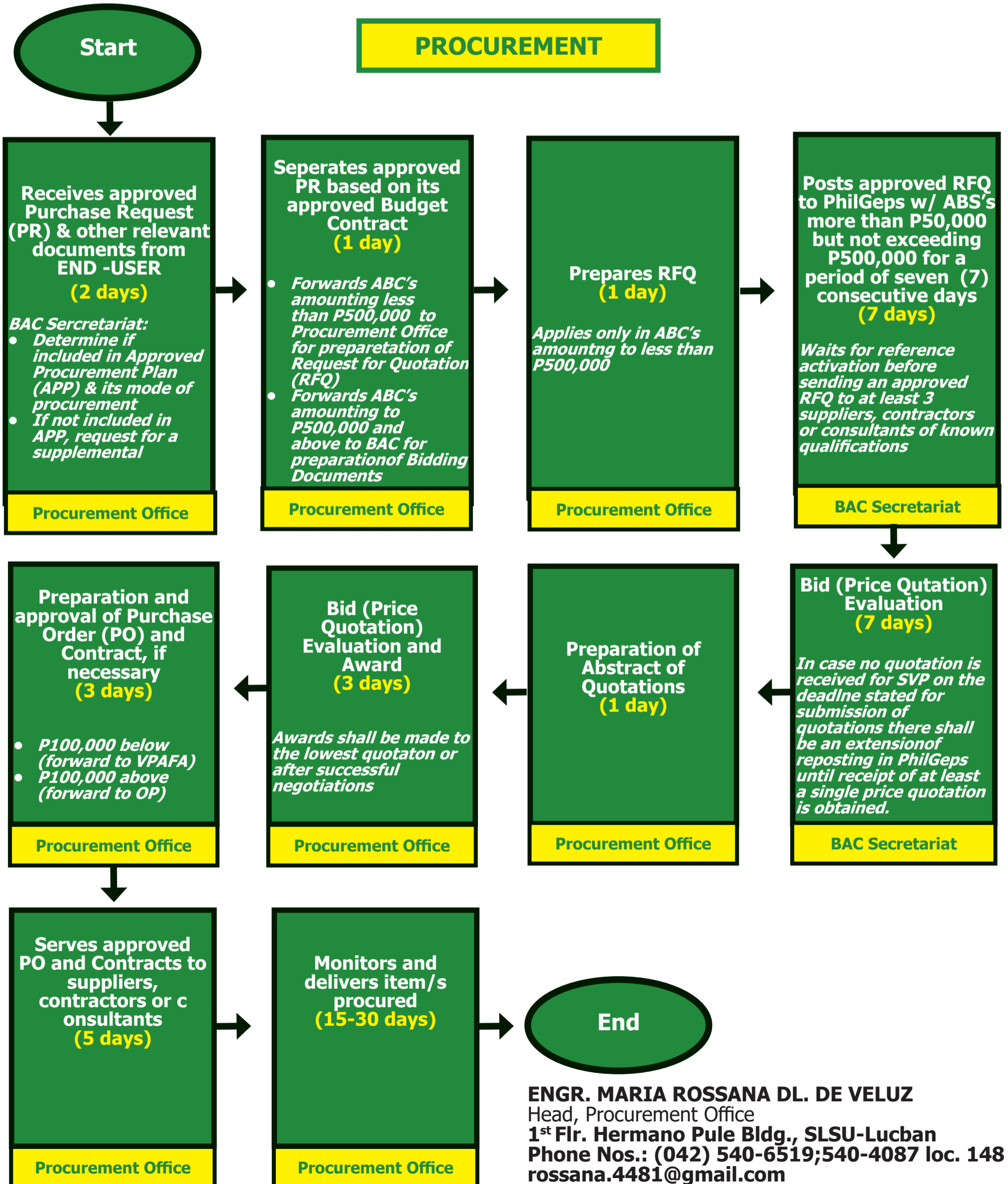


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1st Flr. Hermano Pule Bldg., SLSU-Lucban
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rossana.4481@gmail.com



CITIZEN'S CHARTER

PROCUREMENT OFFICE



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 Head, Procurement Office
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 rossana.4481@gmail.com



CITIZEN'S CHARTER

BUSINESS AFFAIRS OFFICE

2nd Flr., New CBA Bldg., SLSU-Lucban

Phone No.: 540-2597

Email: slsuhotel@gmail.com

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 stipulateAd 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

SLSU Hotel - Business Resource Center

Lease/Rental/Permit Services

- » Facilities (i.e. Gymnasium, Audio Visual Rooms, Open Field, Electricity and Water etc.)
- » Space Rentals (i.e. Photocopiers, Food Stalls and the like)
- » Dormitory Rentals
- » Training Centers
- » Others (i.e. 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

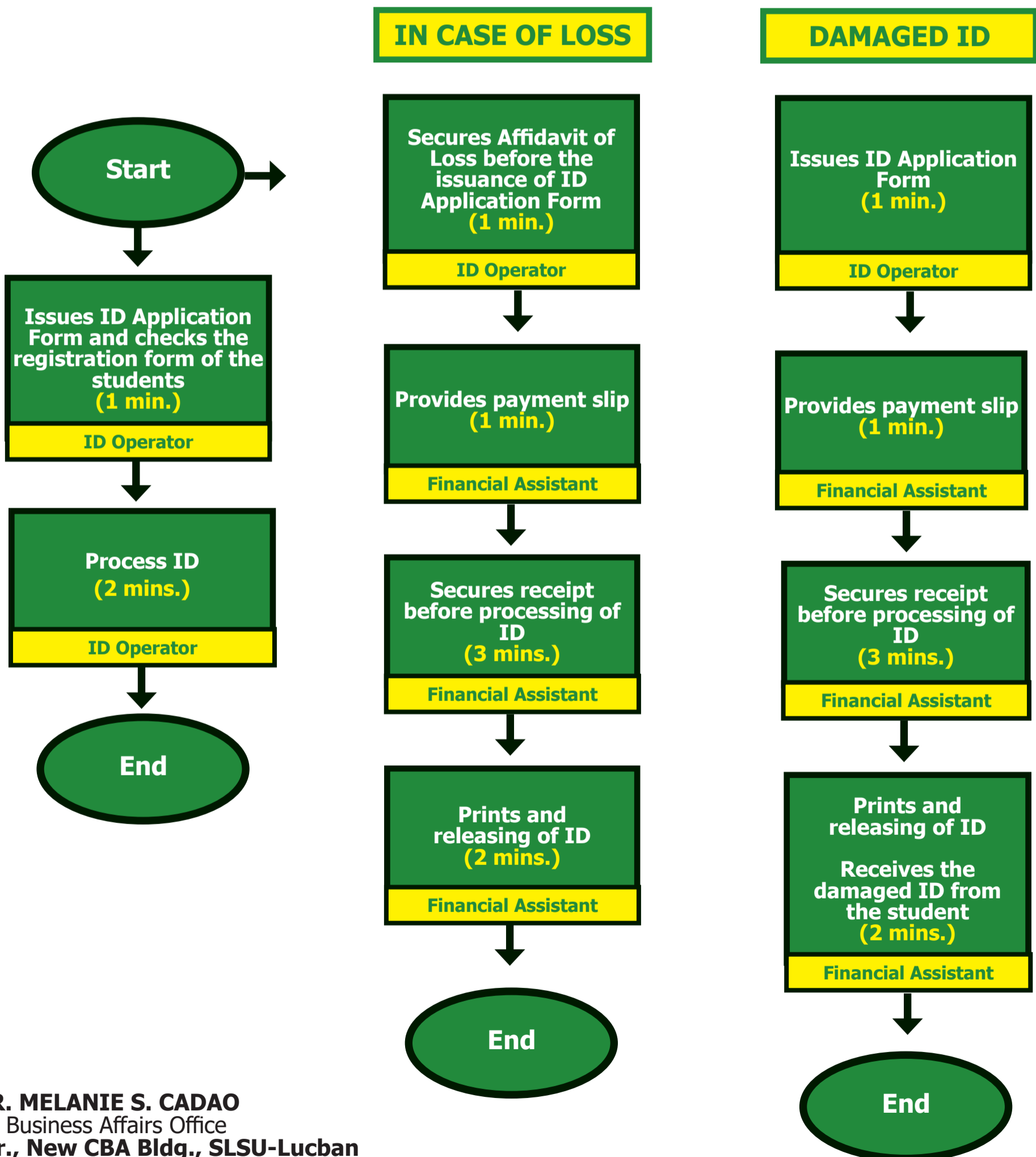
ENGR. MELANIE S. CADA0
Head, Business Affairs Office



CITIZEN'S CHARTER

BUSINESS AFFAIRS OFFICE

APPLICATION, PROCESSING AND ISSUANCE OF IDENTIFICATION CARD



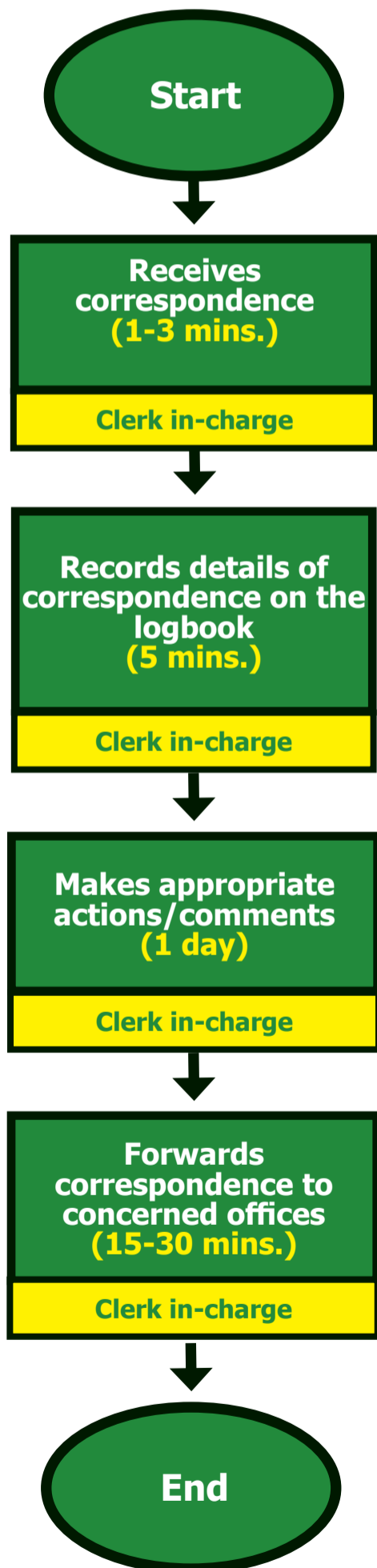
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Phone No.: 540-2597
slsuhotel@gmail.com



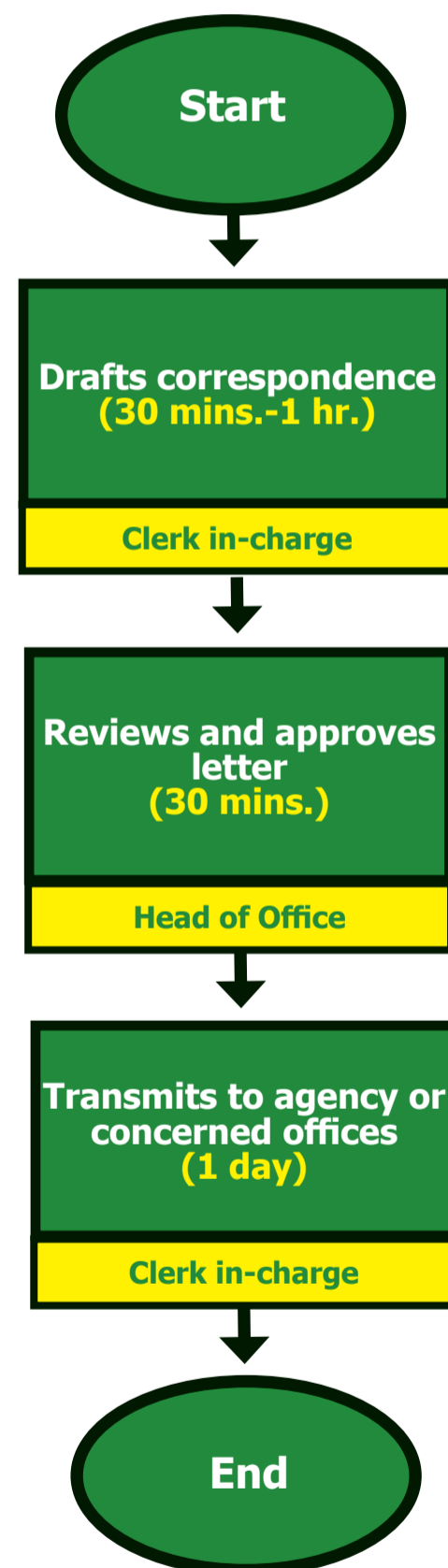
CITIZEN'S CHARTER

BUSINESS AFFAIRS OFFICE

HANDLING OF INCOMING CORRESPONDENCE



HANDLING OF OUTGOING CORRESPONDENCE

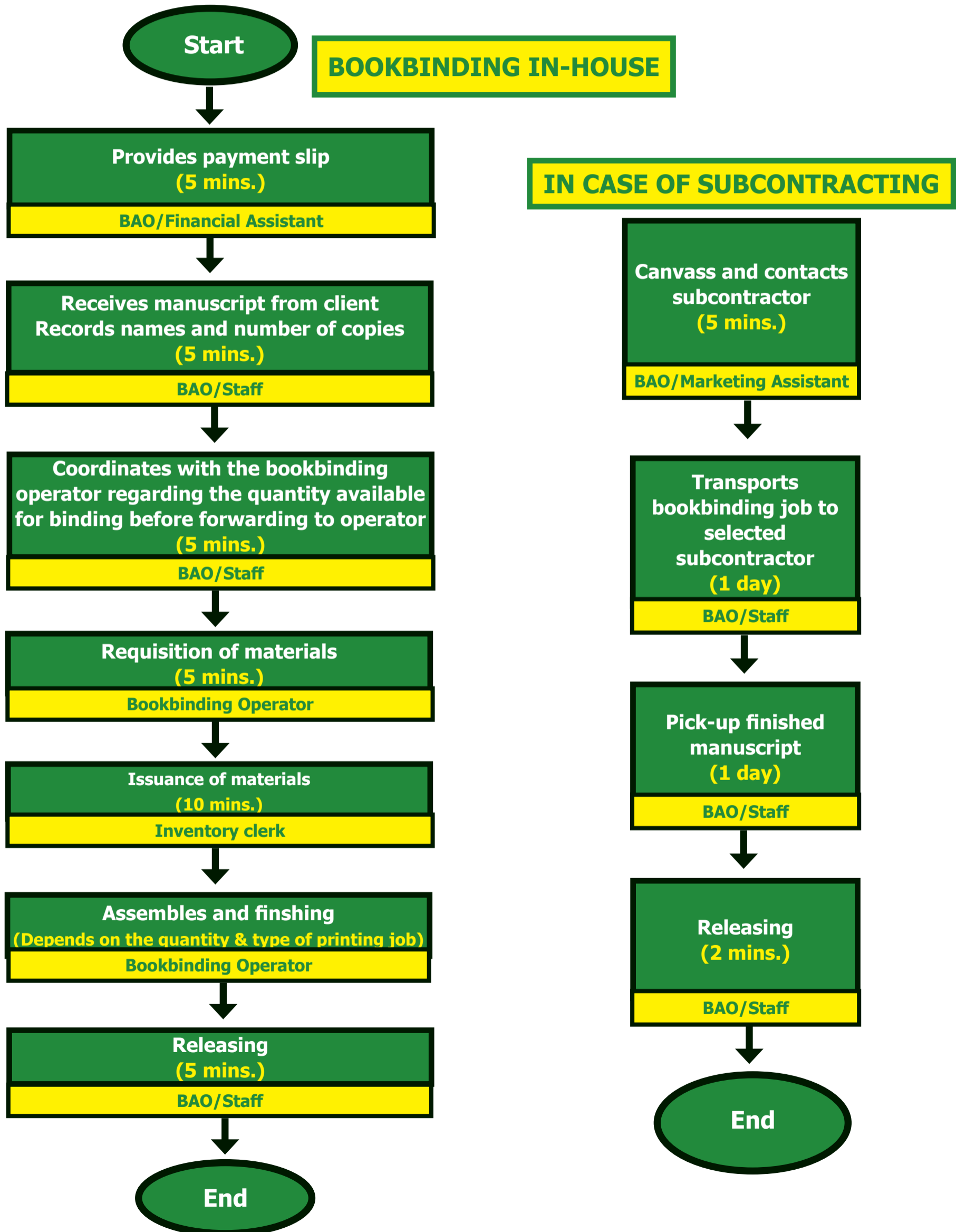


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slsuhotel@gmail.com



CITIZEN'S CHARTER

BUSINESS AFFAIRS OFFICE





CITIZEN'S CHARTER

UNIVERSITY HEALTH SERVICES

G/F New CBA Bldg., SLSU-Lucban
Phone No.: (042) 540-8637
Email: ma.ging_cuarto@yahoo.com

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

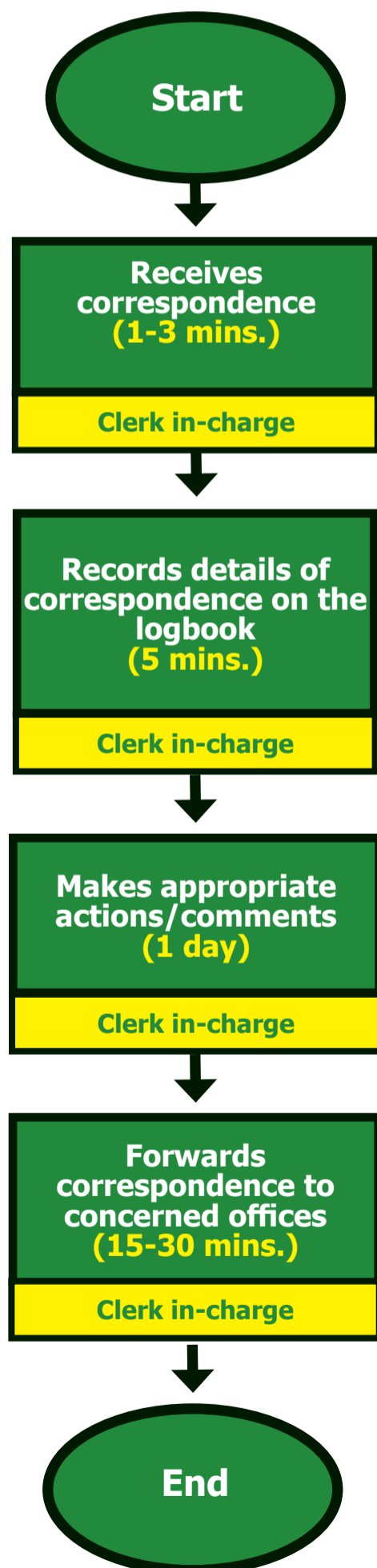
MA. GENEVIEVE L. CUARTO, M.D.
Head, University Health Services



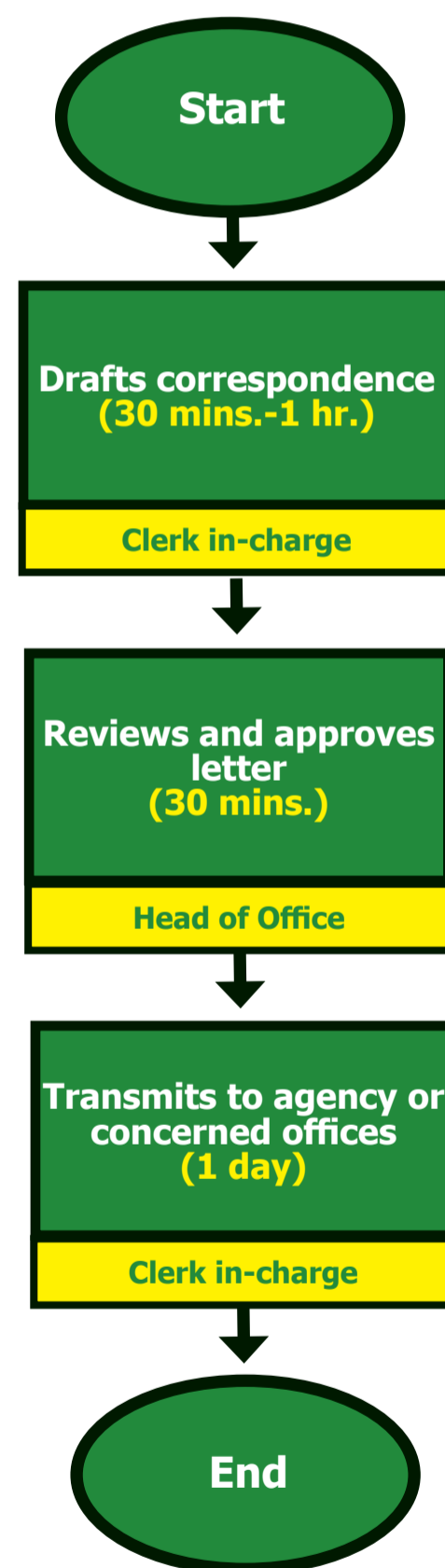
CITIZEN'S CHARTER

UNIVERSITY HEALTH SERVICES

HANDLING OF INCOMING CORRESPONDENCE



HANDLING OF OUTGOING CORRESPONDENCE



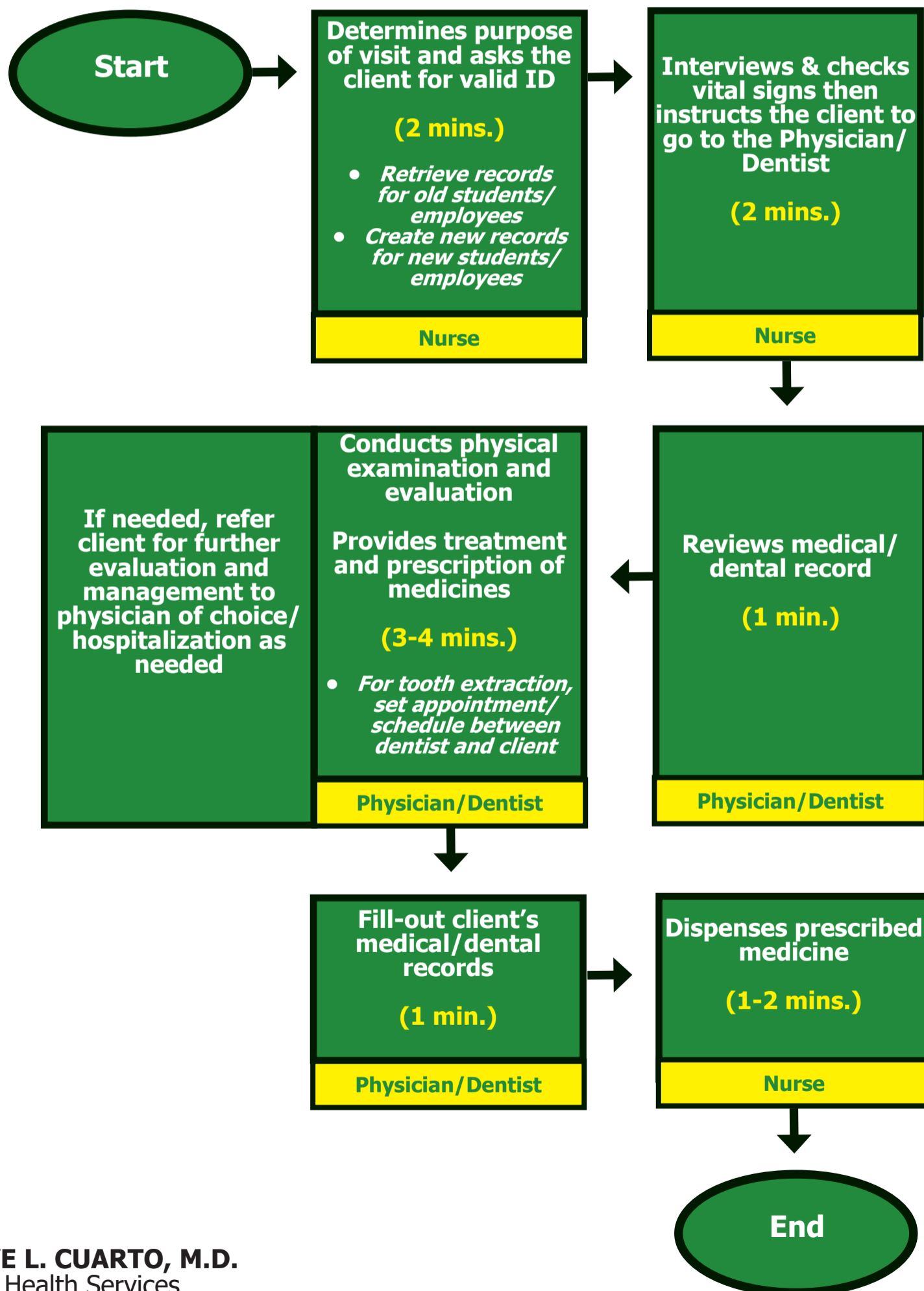
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CITIZEN'S CHARTER

UNIVERSITY HEALTH SERVICES

OUTPATIENT MEDICAL AND DENTAL CONSULTATION



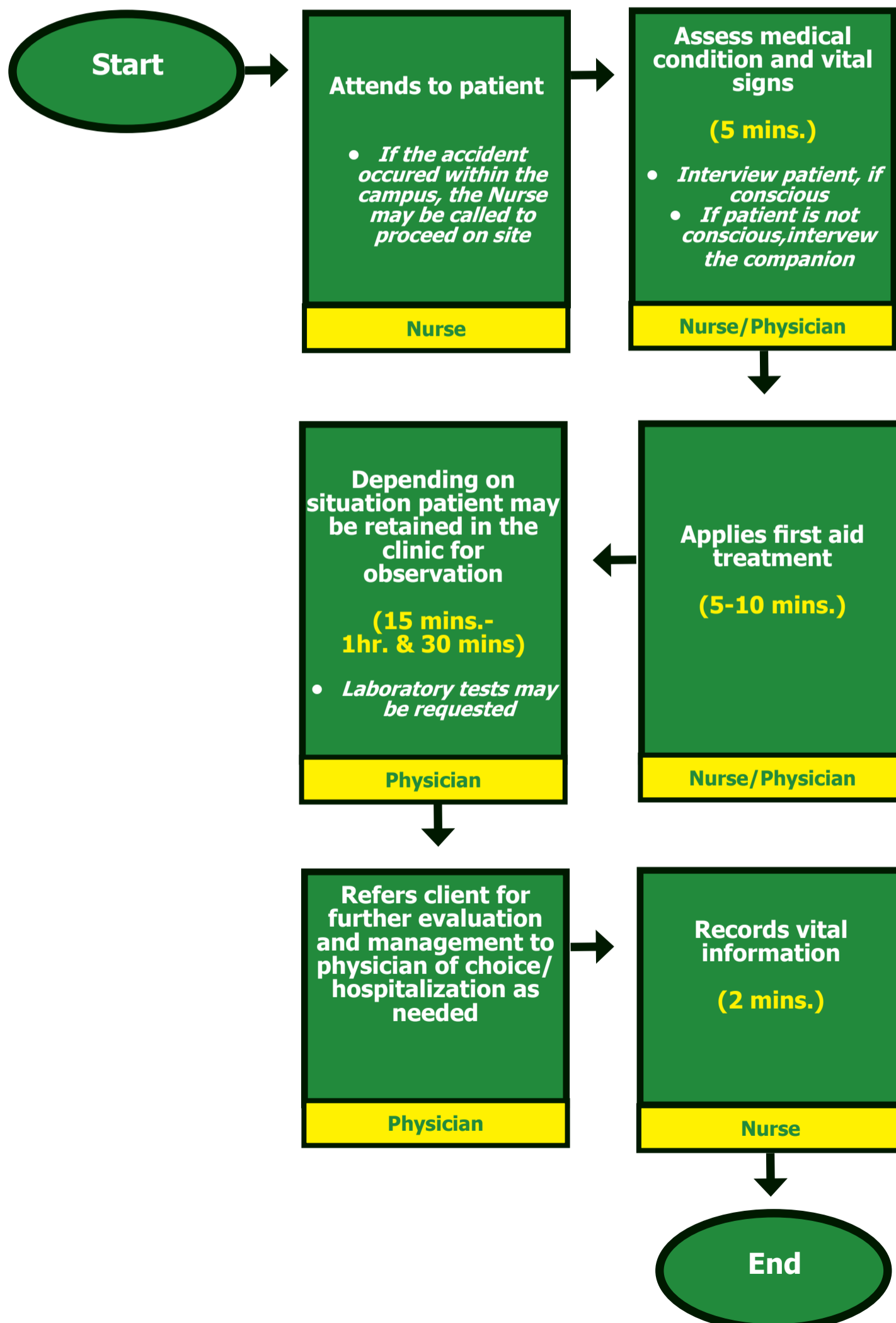
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CITIZEN'S CHARTER

UNIVERSITY HEALTH SERVICES

EMERGENCY MEDICAL TREATMENT AND ASSISTANCE





CITIZEN'S CHARTER

PHYSICAL PLANT AND FACILITIES

G/F Emilio S. Aguinaldo Bldg., SLSU-Lucban
Phone No.: (042) 540-4087 loc. 144
cora_abejo2002@yahoo.com

INTRODUCTION

The Physical Plant and Facilities Office provides a wide range of services to the SLSU community and is proud to ensure the Safe Operation, Maintenance and Development of the university.

OBJECTIVES

To serve the SLSU community by maintaining into two categories:

1. Overarching goals that encompass everything we do. These overarching goals center around safety and employee welfare.
2. Functional goals that keep us focused on fulfilling our mission state as described above

SERVICE UNITS/TRANSACTIONS

- » Building Services
- » Landscape and Ground Services
- » Electrical Services
- » Mechanical and Transportation Services
- » Janitorial Services

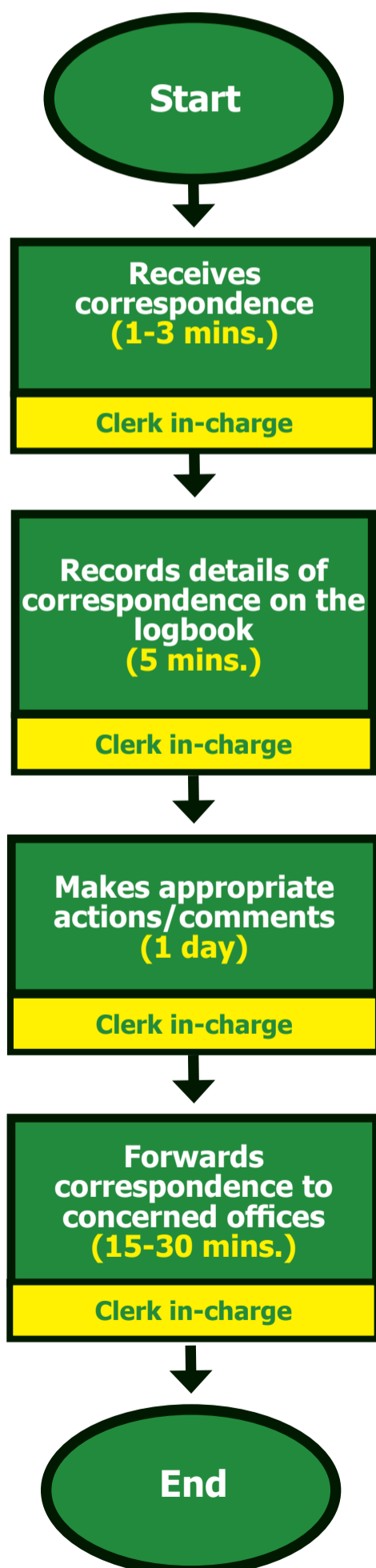
ENGR. MARIA CORAZON B. ABEJO
Head, Physical Plant and Facilities



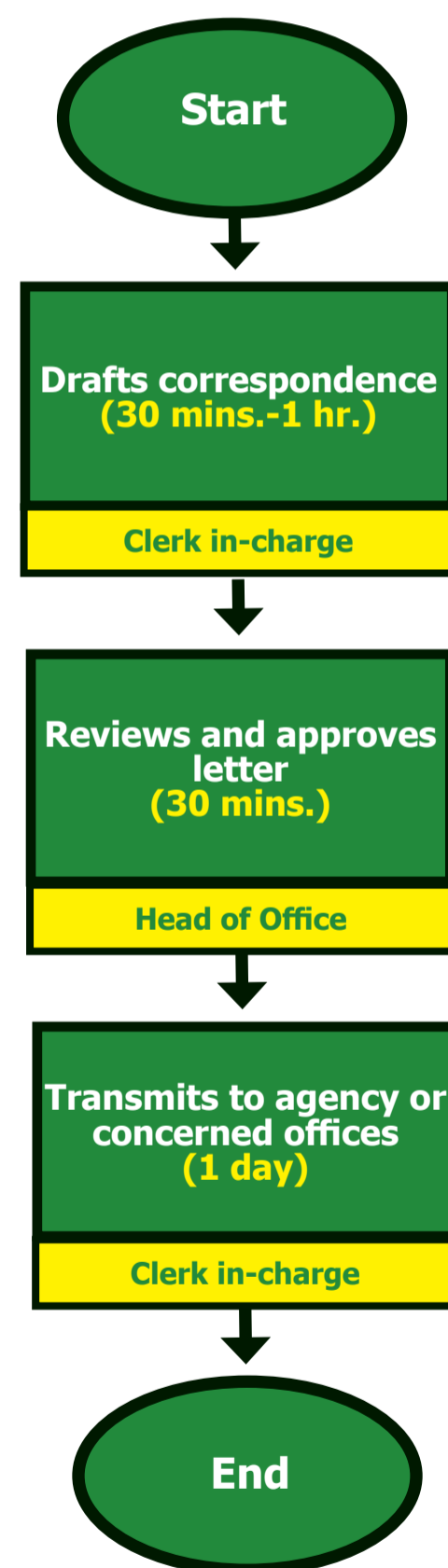
CITIZEN'S CHARTER

PHYSICAL PLANT AND FACILITIES

HANDLING OF INCOMING CORRESPONDENCE



HANDLING OF OUTGOING CORRESPONDENCE

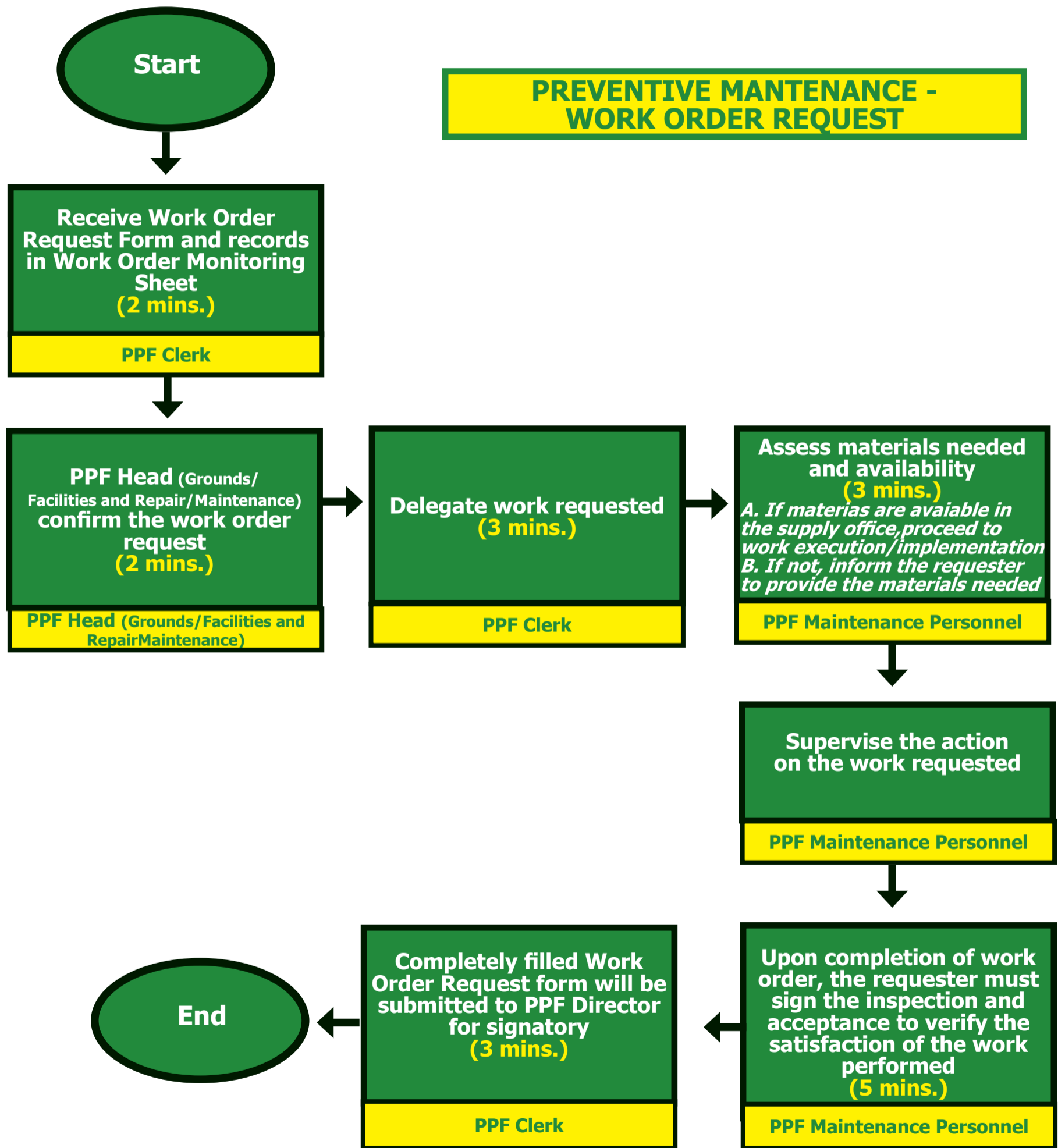


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CITIZEN'S CHARTER

PHYSICAL PLANT AND FACILITIES



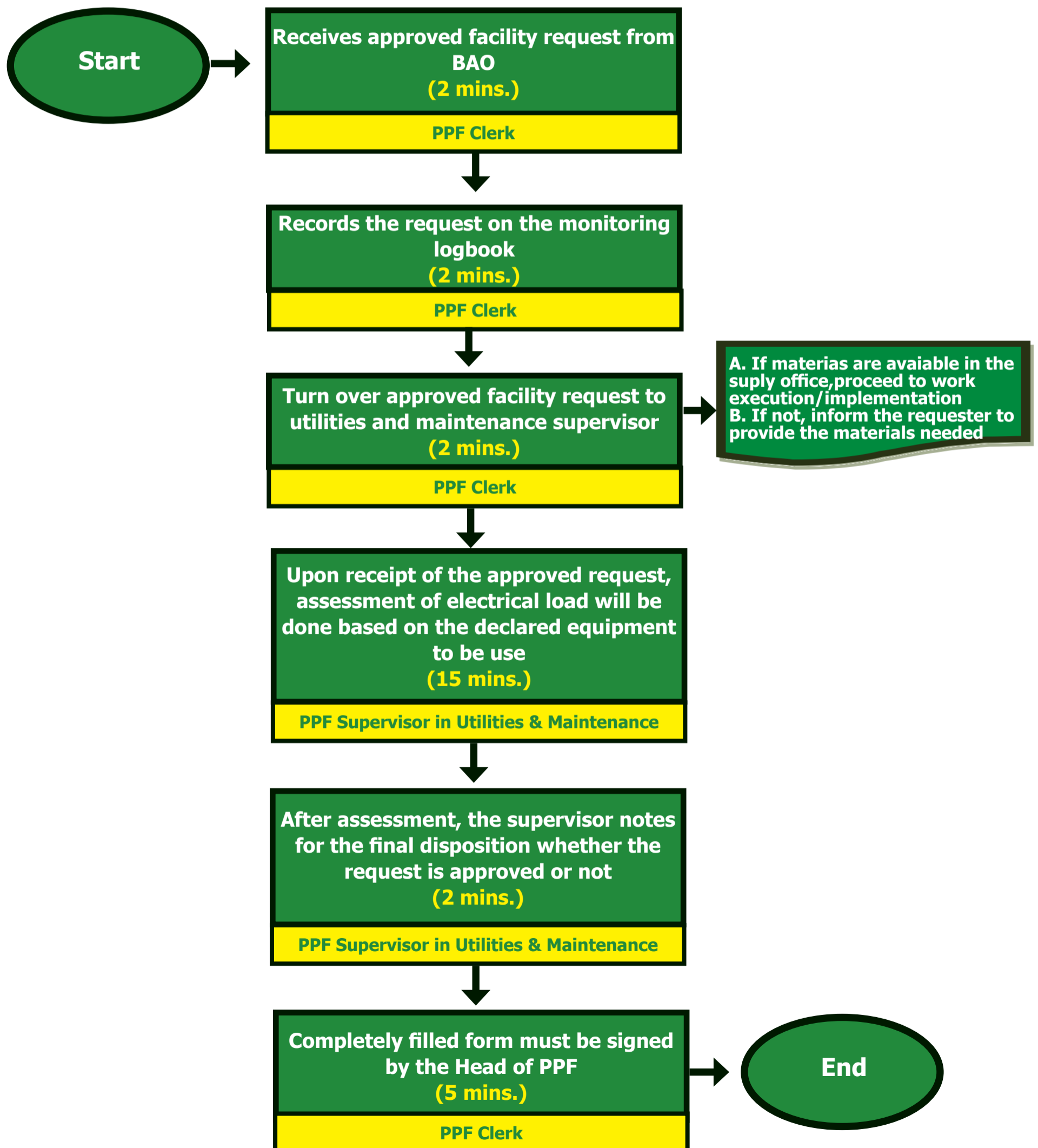
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CITIZEN'S CHARTER

PHYSICAL PLANT AND FACILITIES

REQUEST OF VENUE - FACILITY USE REQUEST





CITIZEN'S 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, RP, RGC, Rpm

Email: mlcadao@slsu.edu.ph

Phone Numbers:(042) 540-4087 loc. 122 or 108

3rd Flr. Right Wing, Admin. Bldg., SLSU-Lucban

DEANS

COLLEGE OF AGRICULTURE

DR. AMALIA E. ALMAZOL

Email: mall_almazol@yahoo.com

Phone Number:(042) 540-4653

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

COLLEGE OF ALLIED MEDICINE

DR. EVANGELINE B. MECIJA

Email: evangeline_mecija@yahoo.com

Phone Number: (042) 540-6638

G/F Left Wing, Melchora Aquino Bldg., SLSU-Lucban

COLLEGE OF ARTS AND SCIENCES

DR. MARI JANE A. LEE

Email: jongjanelee@yahoo.com.ph

Phone Number:(042) 540-4087 loc. 139

G/F Left Wing, Jose Rizal Bldg., SLSU-Lucban

COLLEGE OF BUSINESS ADMINISTRATION

DR. JOANNA PAULA A. ELLAGA

Email: joannaellaga@gmail.com

2nd Flr. Right Wing, New CBA Bldg., SLSU-Lucban

COLLEGE OF ENGINEERING COLLEGE OF INDUSTRIAL TECHNOLOGY

ENGR. EFREN D. VILLAYERDE

Email: edvillaverde@slsu.edu.ph

Phone Number:(042) 540-4271

(CEN) 3rd Flr., M.H. Del Pilar Bldg., SLSU-Lucban

(CIT) 2nd Flr. Left Wing, GAB Bldg., SLSU-Lucban

COLLEGE OF TEACHER EDUCATION

DR. NILO H. DATOR

Email: nilohdator@gmail.com

Phone Number: (042) 540-4087 loc. 137

2nd Flr. Right Wing, GAB Bldg., SLSU-Lucban

INSTITUTE OF HUMAN KINETICS

PROF. EMELITA N. CADA

Email: emelitacada@gmail.com

Phone Number: (042) 540-4087 loc. 136

G/F University Gymnasium, SLSU-Lucban

STUDENT SERVICES

ESPIRIDION G. CANINO

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Phone Number: (042) 540-4087 loc. 126

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Laboratory High School

PROF. LORENA S. SALES

Email: lorie_1201@yahoo.com

Phone Number: 540-7576

1st Flr., J. Luna Bldg., SLSU-Lucban

Instruction and Quality Assurance Office

DR. RICARYL CATHERINE P. CRUZ

Email: drrcp.cruz88@gmail.com

Phone Number: (042) 540-4087 loc. 155

2nd Flr. Left Wing, Admin.Bldg., SLSU-Lucban

University Library

DR. GILLIAN PORTIA P. DIMARANAN

Email: libraryslsu@gmail.com

Phone Number: 540-7468 ; (042) 540-4087 loc. 140

G/F University Library, SLSU Lucban

University Registrar

ENGR. REYNALDO M. IGNACIO

Email: rmignacio@slsu.edu.ph

Phone Number: 540-4763 ; (042) 540-4087 loc. 153

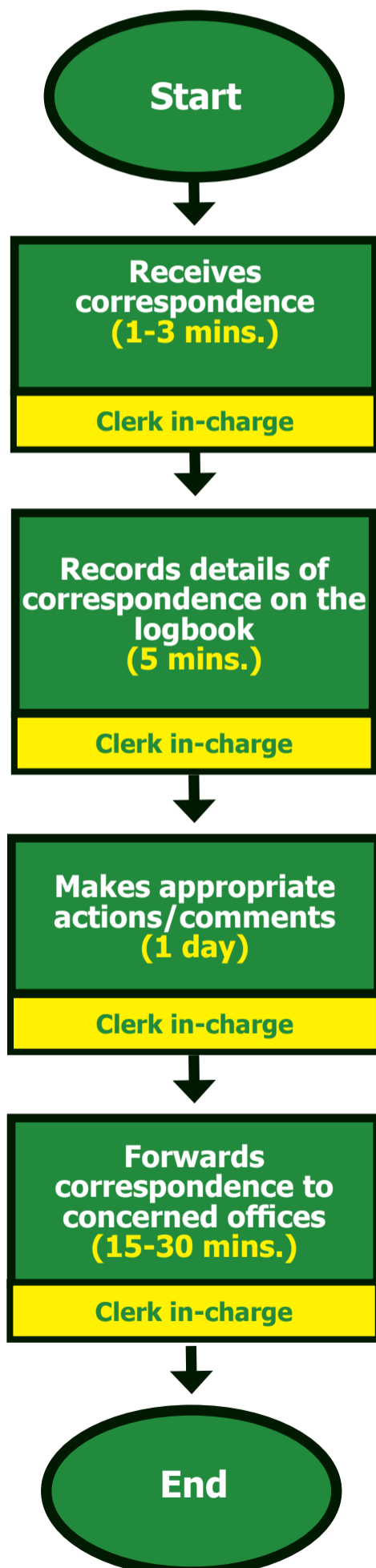
G/F Gomburza Bldg., SLSU-Lucban



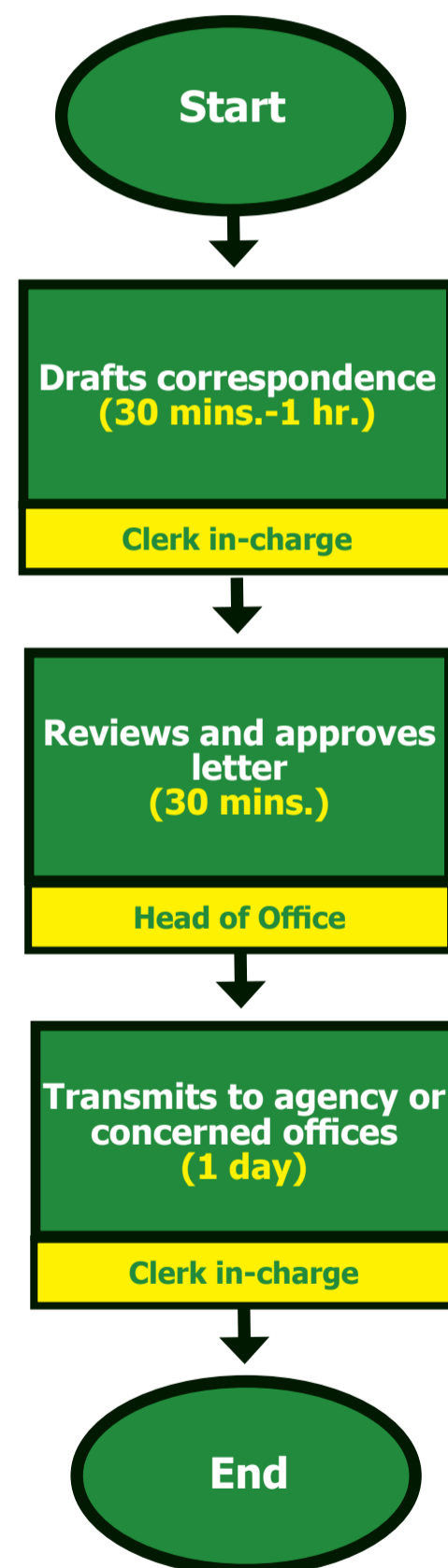
CITIZEN'S CHARTER

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

HANDLING OF INCOMING CORRESPONDENCE



HANDLING OF OUTGOING CORRESPONDENCE



DR. MARISSA C. ESPERAL, RP, RGC, Rpm
3rd Flr. Right Wing, Admin. Bldg., SLSU-Lucban
Phone Nos.:(042) 540-4087 loc. 122 or 108
mlcadao@slsu.edu.ph



CITIZEN'S CHARTER

INSTRUCTION AND QUALITY ASSURANCE OFFICE

2nd Flr. Right Wing, Admin. Bldg., SLSU-Lucban
Phone No.: (042) 540-4087 loc. 155
Email: drrcp.cruz88@gmail.com

INTRODUCTION

The Instruction and Quality Assurance Office serves the administration, faculty, employees and students, parents, and stakeholders by looking at institutional performance in terms of quality programs in the university.

OBJECTIVES

The main function of the Instruction and Quality Assurance office are divided into two department objective. The Instruction Office which is responsible for curriculum review and revision, instructional materials and textbook being utilize by faculty and student of the university. On the other hand, the Quality Assurance Office looks into the cycle of planning, implementation, review and enhancement of programs and systems that give quality outcome in order to develop the university into mature institution.

SERVICE UNITS

A. Instruction

- » Curriculum Development (Planning , Implementation Monitoring and Evaluation)
- » Instruction Materials Development

B. Quality Assurance/Accreditation

B.1. Academic

- » Program Accreditation - Local - AACUP
- » Government Recognition/Certificate of Program Compliance
- » COD/COE Accreditation

B.2. Institutional

- » ISA Accreditation
- » ISO Accreditation

B.3. Non-Academic

- » Document processing for presentation, compliance review to evaluation, certification and approval

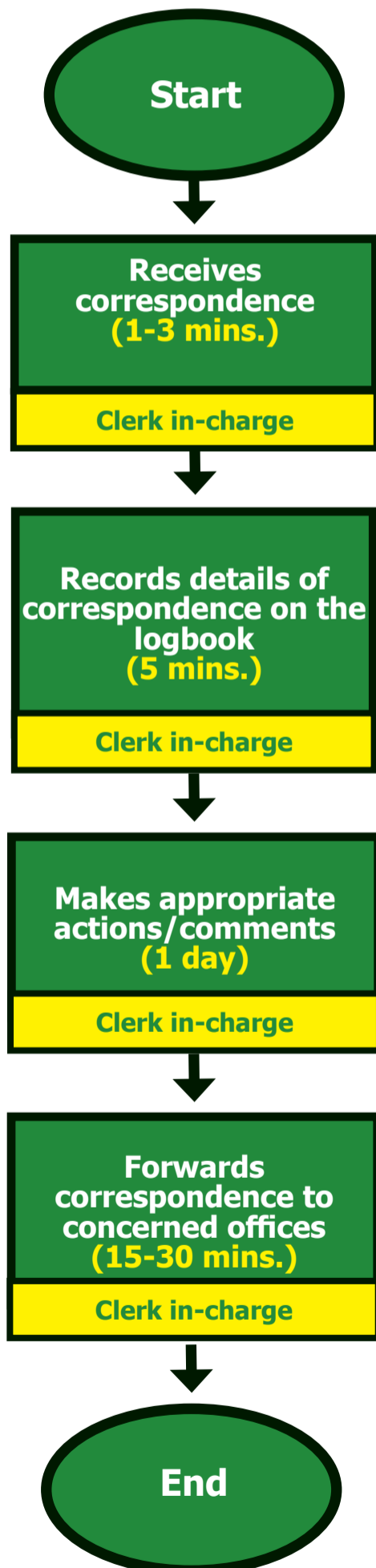
DR. RICARYL CATHERINE P. CRUZ
Director, Instruction & Quality Assurance



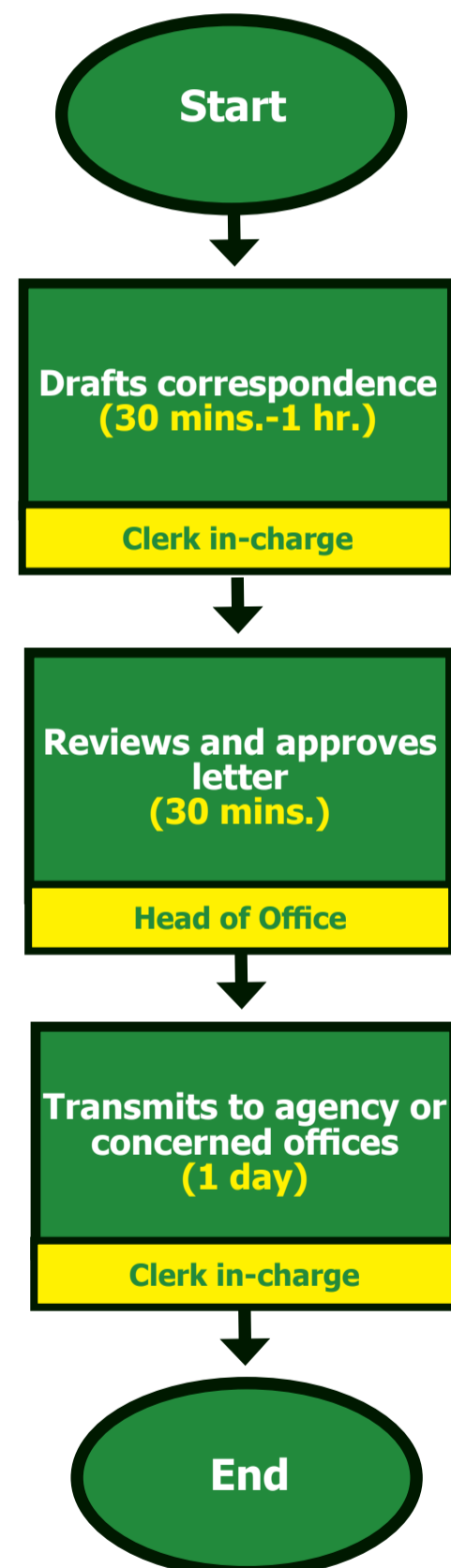
CITIZEN'S CHARTER

INSTRUCTION AND QUALITY ASSURANCE OFFICE

HANDLING OF INCOMING CORRESPONDENCE



HANDLING OF OUTGOING CORRESPONDENCE

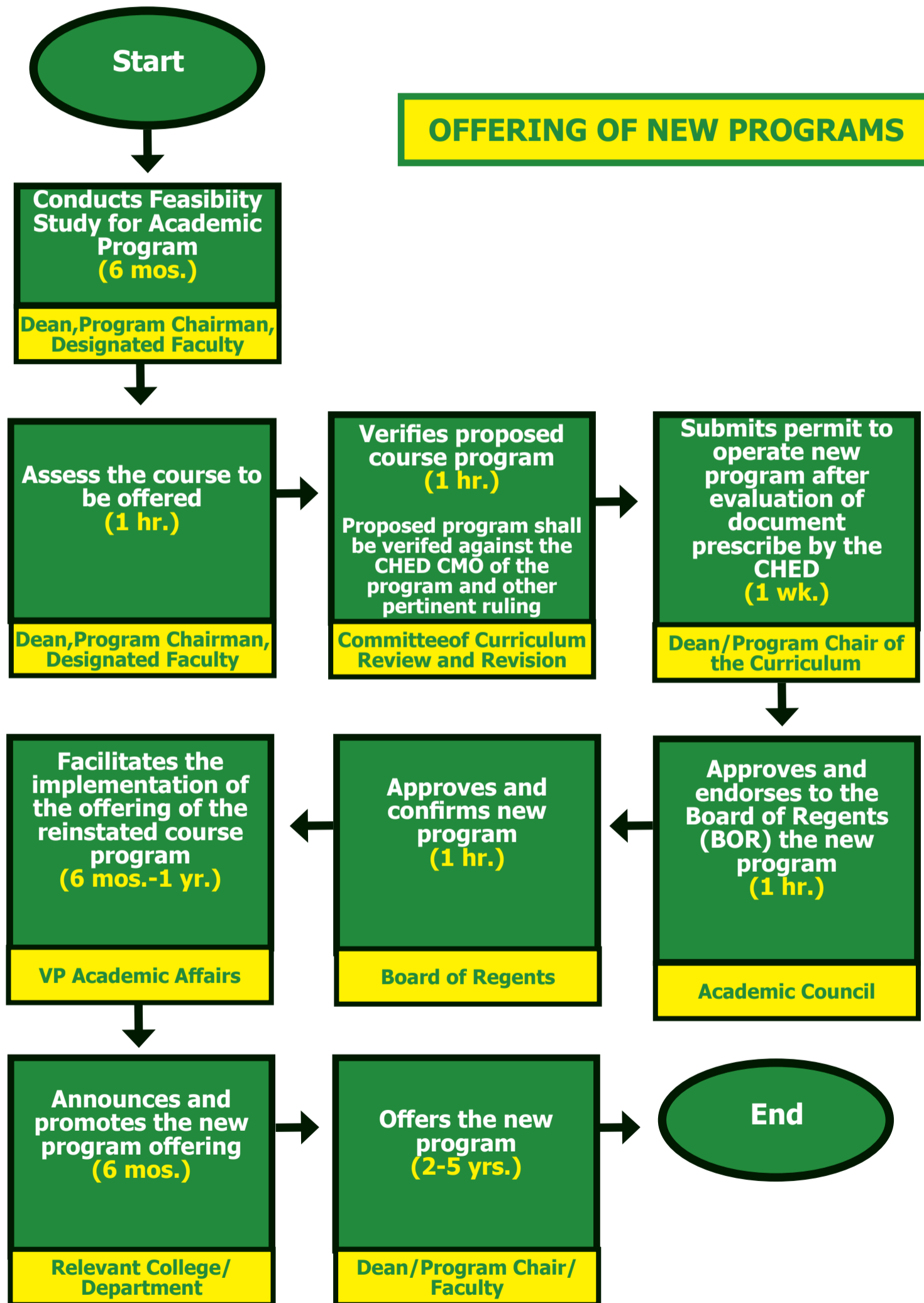


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CITIZEN'S CHARTER

INSTRUCTION AND QUALITY ASSURANCE OFFICE

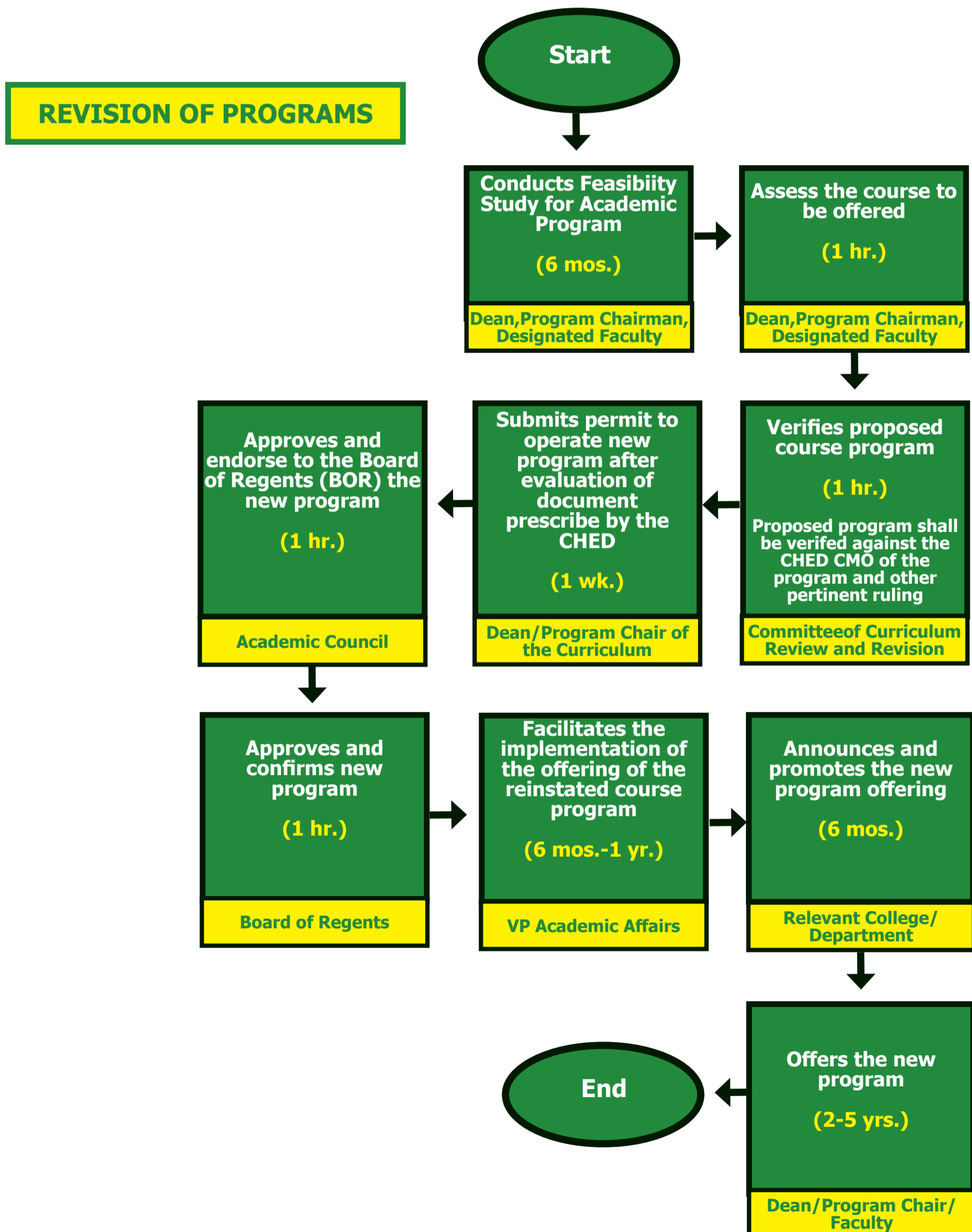


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CITIZEN'S CHARTER

INSTRUCTION AND QUALITY ASSURANCE OFFICE

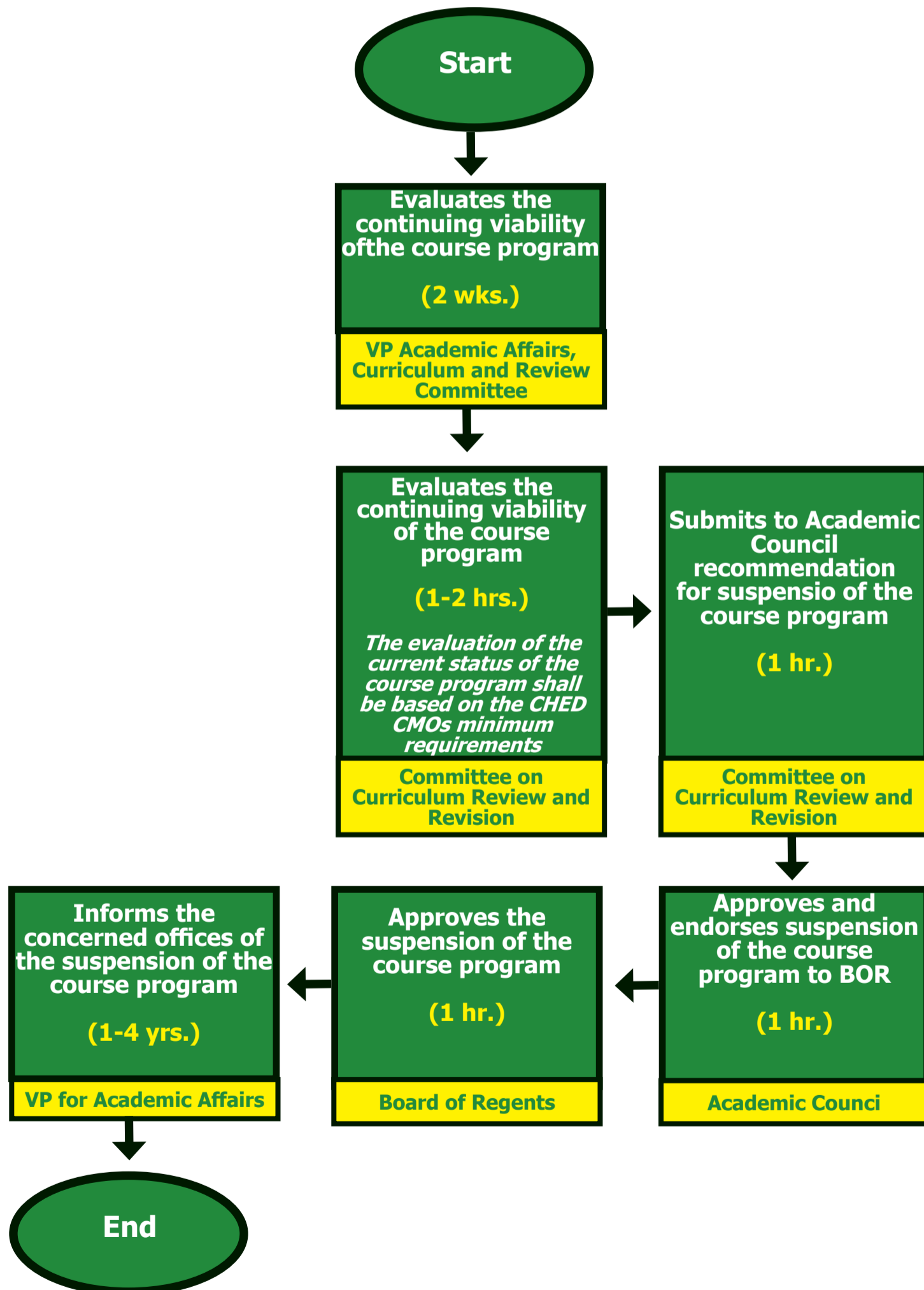




CITIZEN'S CHARTER

INSTRUCTION AND QUALITY ASSURANCE OFFICE

SUSPENSION OF PROGRAMS





CITIZEN'S CHARTER

OFFICE OF STUDENT AFFAIRS AND SERVICES

2nd Flr. Left Wing, New CBA Bldg., SLSU-Lucban
Phone Nos.: (042) 540-3775 ; 540-4087 loc. 152
Email: slsu_osa@yahoo.com

INTRODUCTION

The Office of Student Affairs and 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/TRANSACTIONS

Dean, Student Affairs and Services

- » 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 Aid and 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, Counseling and Testing Center

- » 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 Housing and Residential Services

Student Publication

Recreation, Sports and Cultural

EDSEL P. PAROAN

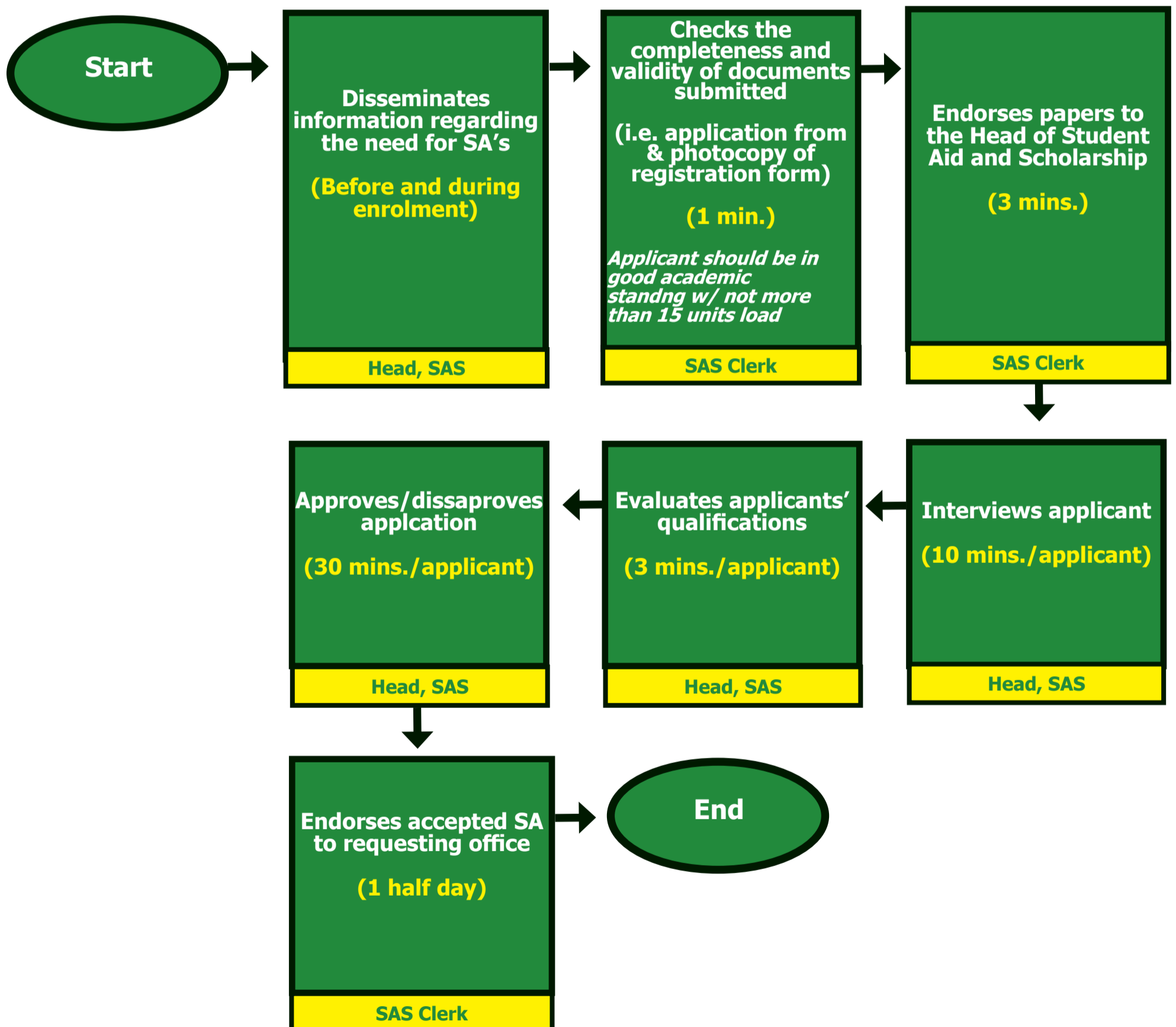
Dean, Student Affairs and Services



CITIZEN'S CHARTER

OFFICE OF STUDENT AFFAIRS AND SERVICES STUDENT AID AND SCHOLARSHIP UNIT

APPLICATION FOR STUDENT ASSISTANSHIP



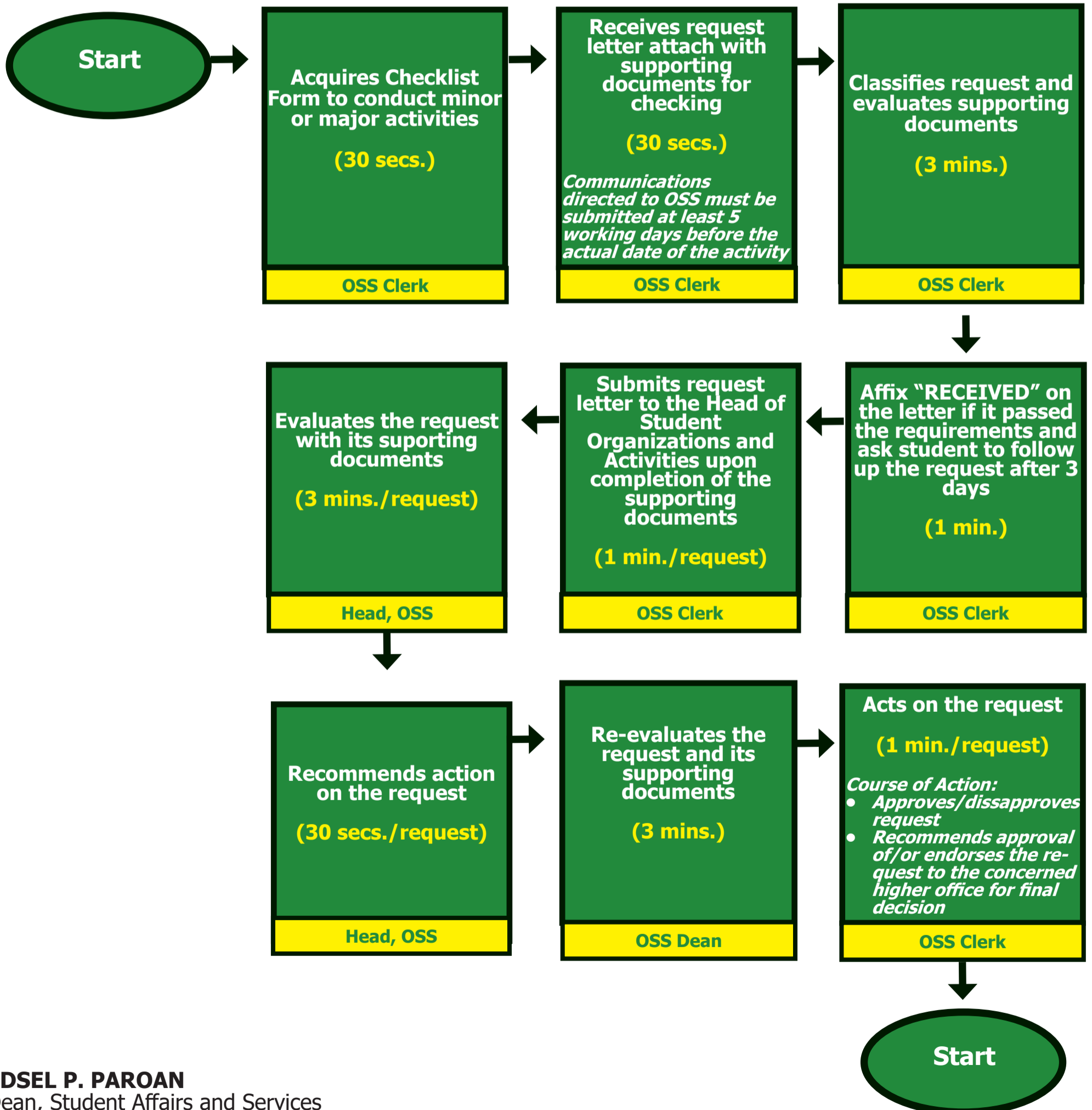
PROF. FIDES JOYCE LLEGADO
Head, Student Aid and Scholarship Unit
2nd Flr. Right Wing, New CBA Bldg., SLSU-Lucban
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slsu_osa@yahoo.com



CITIZEN'S CHARTER

OFFICE OF STUDENT AFFAIRS AND SERVICES STUDENT ORGANIZATION AND ACTIVITIES UNIT

REQUESTING PERMISSION TO CONDUCT AN ACTIVITY



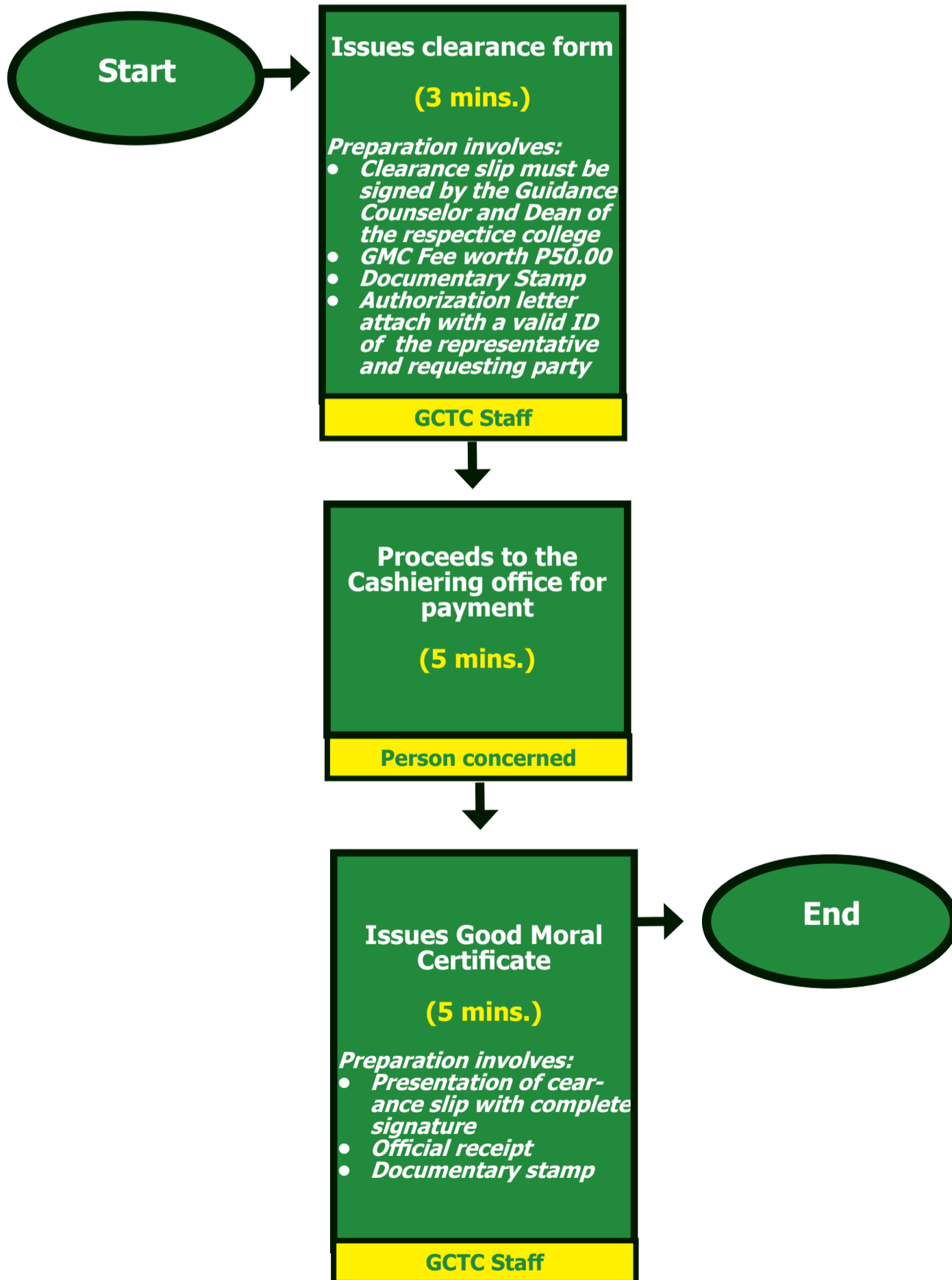
EDSEL P. PAROAN
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slsu_osa@yahoo.com



CITIZEN'S CHARTER

OFFICE OF STUDENT AFFAIRS AND SERVICES GUIDANCE, COUNSELING AND TESTING CENTER

ISSUANCE OF GOOD MORAL CERTIFICATE



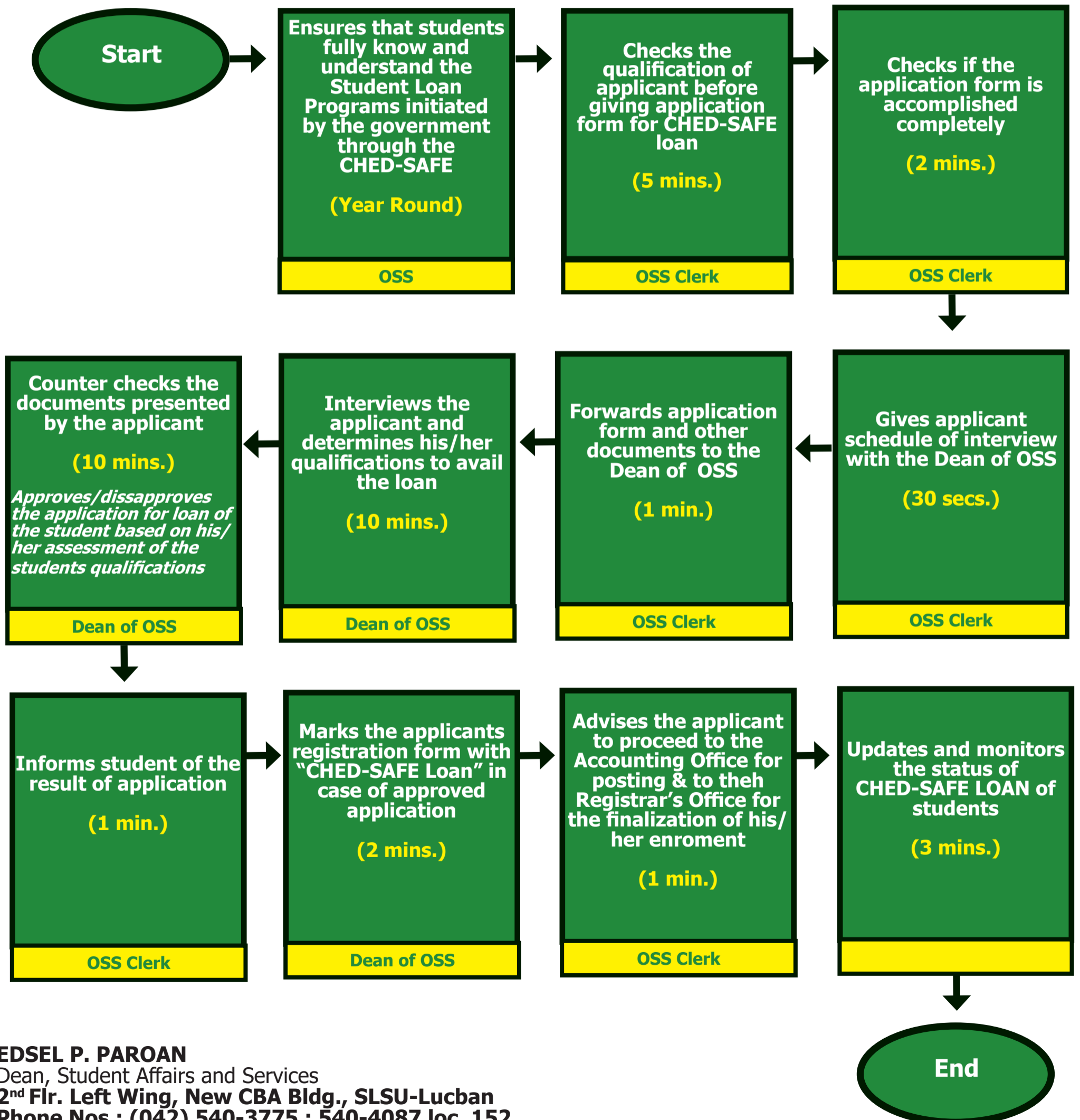
DR. HELENE D. DAYA, RGC
Head, Guidance, Counseling & Testing Center
2nd Flr. Left Wing, New CBA Bldg., SLSU-Lucban
Phone No.: (042) 540-3949
slsu_osa@yahoo.com



CITIZEN'S CHARTER

OFFICE OF STUDENT AFFAIRS AND SERVICES

PROCESSING OF STUDENT LOAN

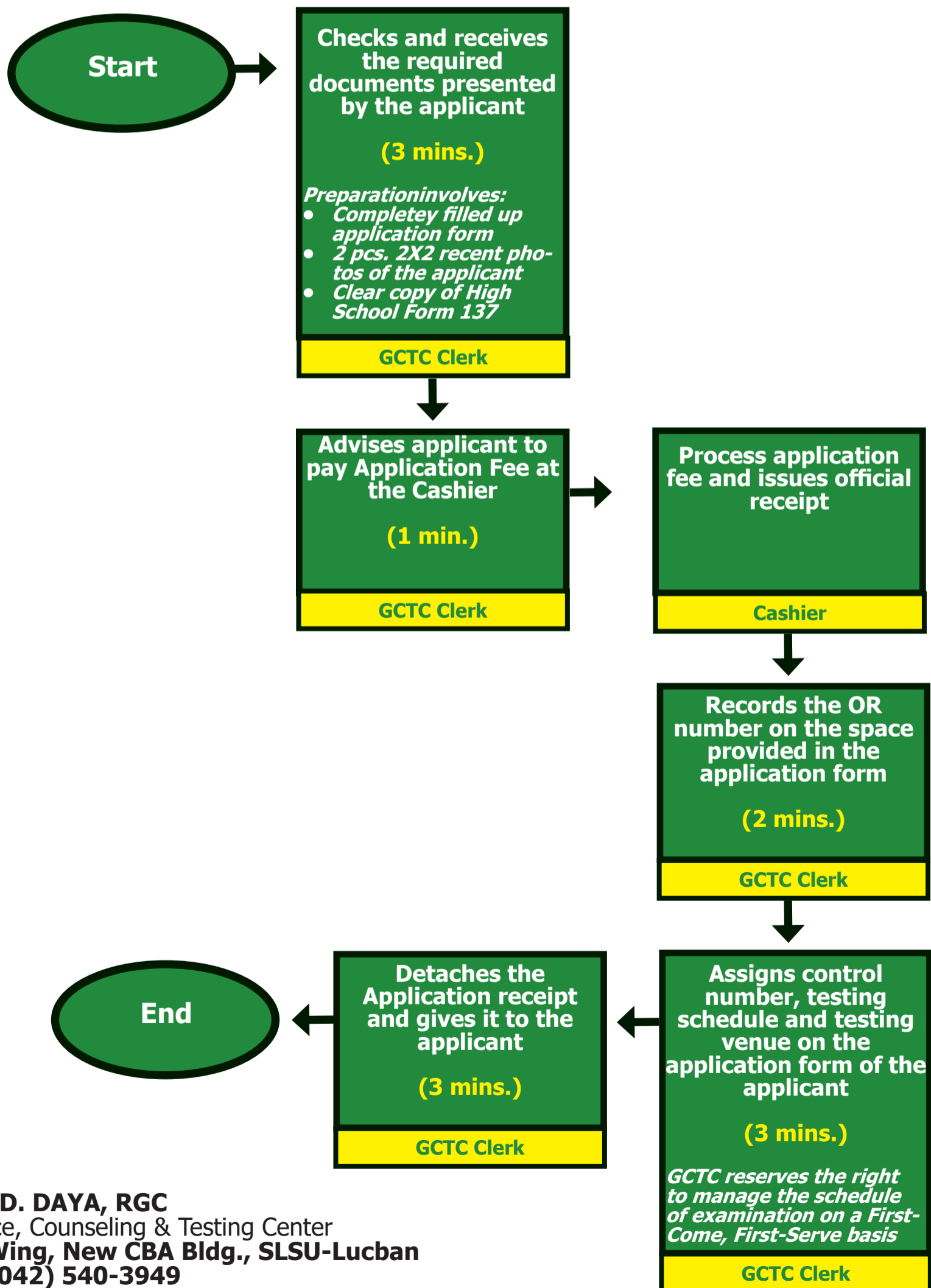




CITIZEN'S CHARTER

OFFICE OF STUDENT AFFAIRS AND SERVICES GUIDANCE, COUNSELING AND TESTING CENTER

ADMISSION PROCESS



DR. HELENE D. DAYA, RGC
Head, Guidance, Counseling & Testing Center
2nd Flr. Left Wing, New CBA Bldg., SLSU-Lucban
Phone No.: (042) 540-3949
slsu_osa@yahoo.com



CITIZEN'S CHARTER

UNIVERSITY LIBRARY

G/F University Library Bldg., SLSU-Lucban
Phone Nos.: (042) 540-7468 ; 540-4087 loc. 140
Email: libraryslsu@gmail.com

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 University's graduate and undergraduate programs in its instructional, research and information needs
- » To provide resources, facilities and services to the SLSU academic community as a means to achieve the University goals and objectives
- » To collect library materials in all formats and update all collections to meet the needs of the SLSU programs to support the various aspects of the university : Instruction, Research and Extension
- » To develop, enrich and maintain the library collection in terms of course offered and programs of the college
- » To provide current library materials and database that support the academic curriculum

SERVICE UNITS/TRANSACTIONS

- » E-Library Services: virtual class room, Wi-Fi, e-books, E-Journals, Internet.
- » Teaching Services
- » Readers Services - General Circulation, Periodical, Thesis
- » Referral Services
- » Current Awareness Services
- » Audio Visual Room - RPN Hall
- » Give permission to outside students and researches 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

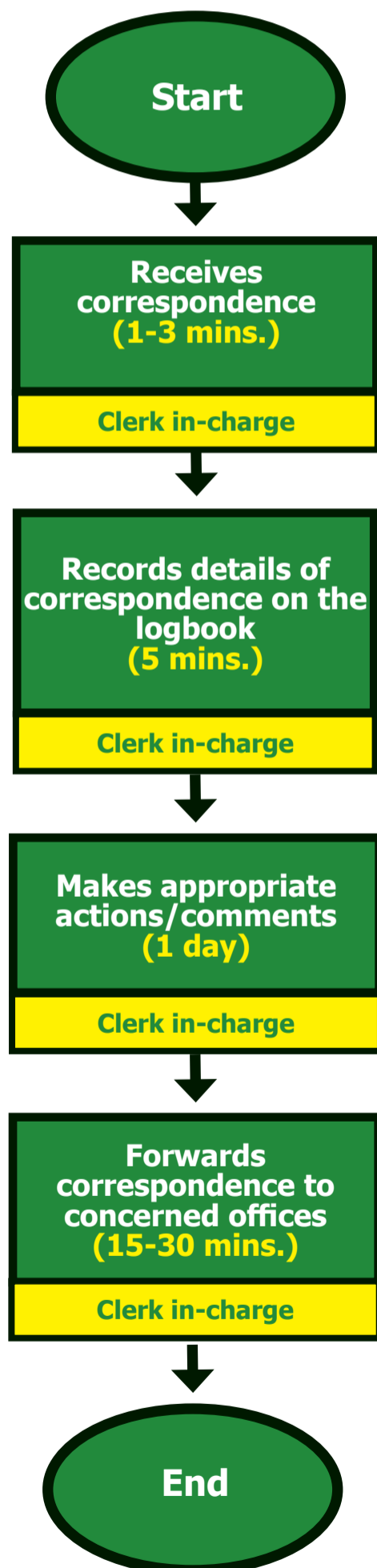
DR. GILLIAN PORTIA P. DIMARANAN
University Librarian



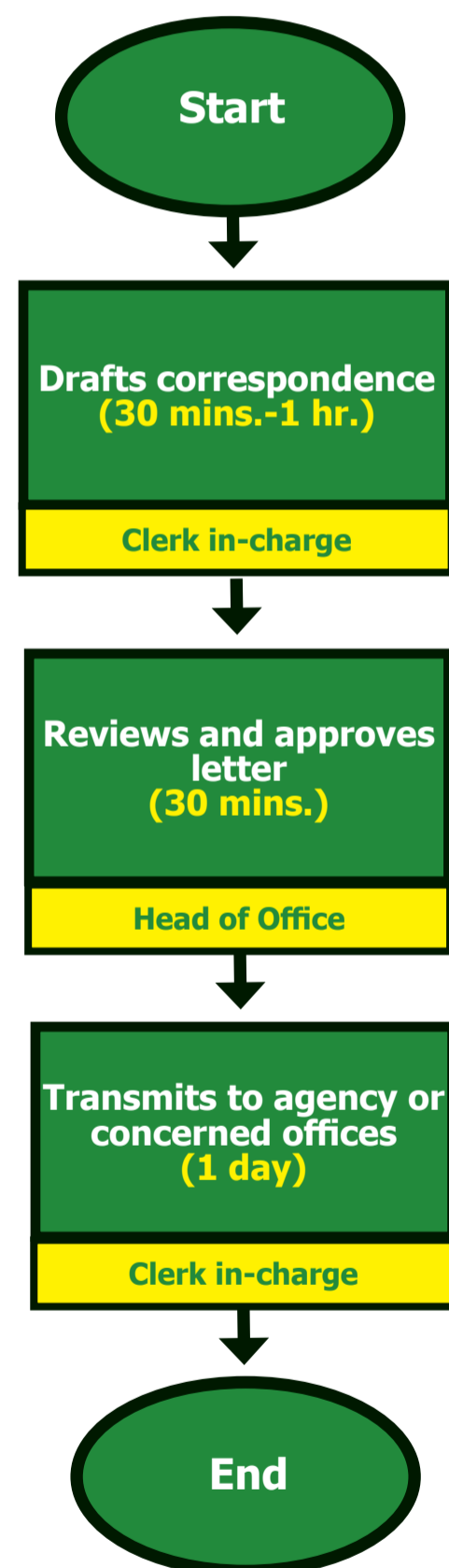
CITIZEN'S CHARTER

UNIVERSITY LIBRARY

HANDLING OF INCOMING CORRESPONDENCE



HANDLING OF OUTGOING CORRESPONDENCE

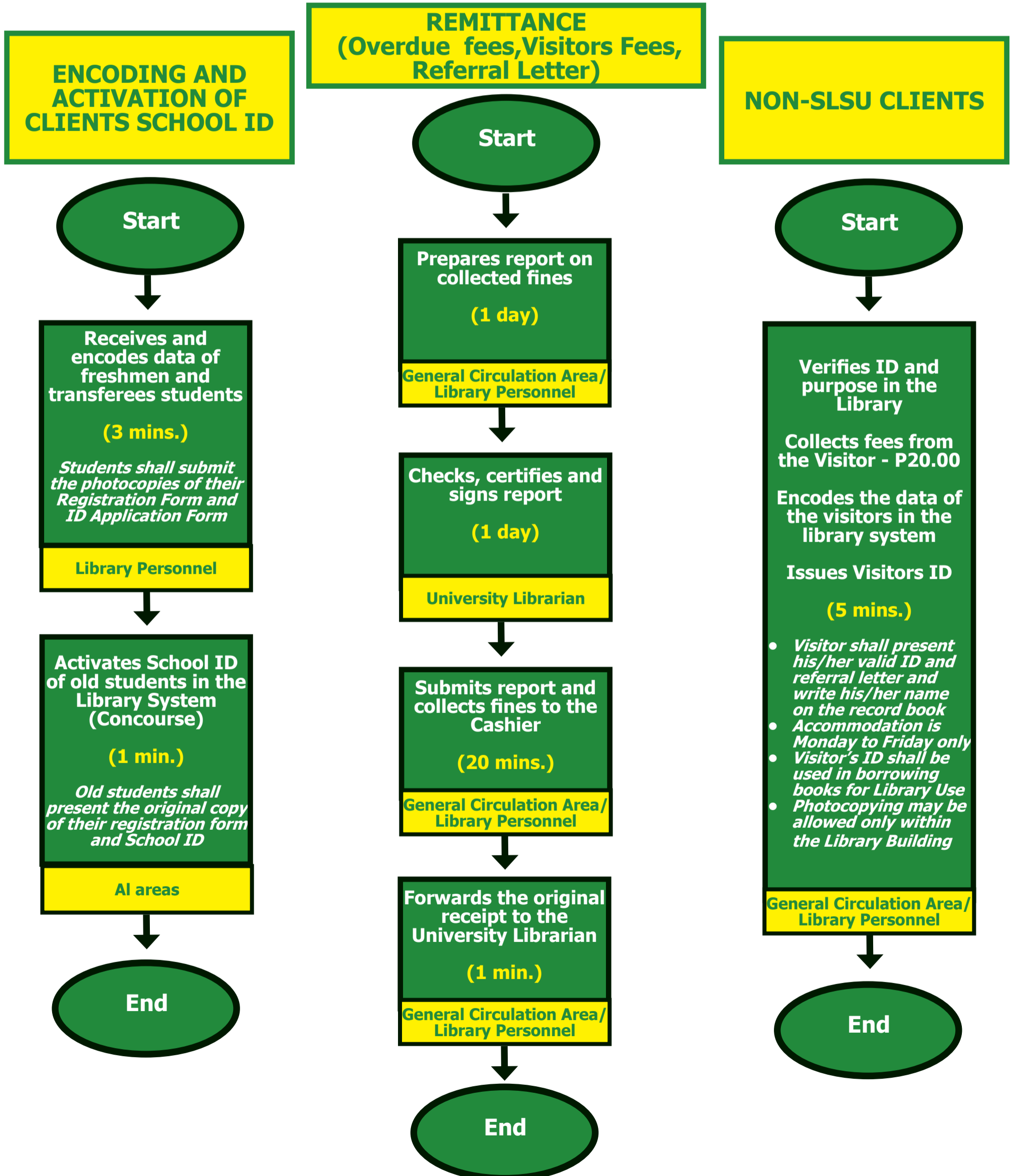


DR. GILLIAN PORTIA P. DIMARANAN
University Librarian
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Phone Nos.: (042) 540-7468 ; 540-4087 loc. 140
libraryslsu@gmail.com



CITIZEN'S CHARTER

UNIVERSITY LIBRARY

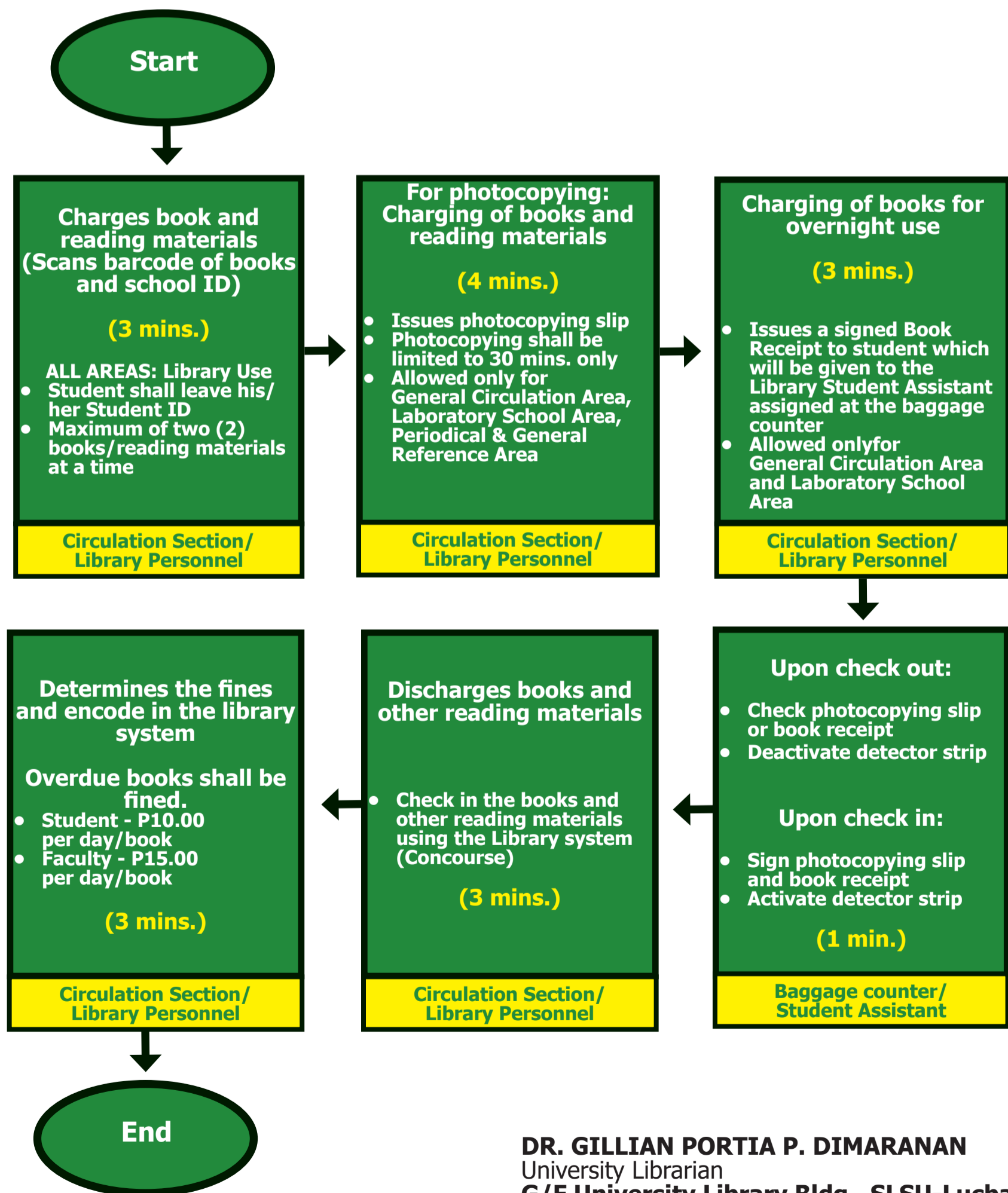




CITIZEN'S CHARTER

UNIVERSITY LIBRARY

LENDING OF BOOK(S) AND OTHER LIBRARY MATERIALS



DR. GILLIAN PORTIA P. DIMARANAN
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G/F University Library Bldg., SLSU-Lucban
Phone Nos.: (042) 540-7468 ; 540-4087 loc. 140
libraryslsu@gmail.com



CITIZEN'S CHARTER

OFFICE OF THE UNIVERSITY REGISTRAR

G/F Gomburza Bldg., SLSU-Lucban

Phone Nos.: (042) 540-4763 ; 540-4087 loc. 153

Email: rmignacio@slsu.edu.ph

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

- » 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/Registrations
- » Adding, Changing, Dropping of Subjects
- » Student Accounting for Graduation
- » Processing and Issuance of Transcript of Records and other student's credentials (i.e. various certificates, transfer credentials, CAV, etc...)
- » Evaluation of Student Records
- » Records Management
- » Curriculum Information Dissemination
- » Issuance of Various certifications
- » Issuance of Transfer Credentials

ENGR. REYNALDO M. IGNACIO
Head, University Registrar



CITIZEN'S CHARTER

OFFICE OF THE UNIVERSITY REGISTRAR

GUIDELINES ON THE 7/14/30 DAYS PROCESSING TIME OF REQUESTS AND EXPRESS LANE

PROCESSING TIME OF REQUESTS

PROCESSING TIME (UNWC)	COVERED TRANSACTIONS	CLAIM DATE COMPUTATION
7 DAYS	a. Authentication of documents (TOR, Official Registration Form, etc.) not more than 10 sets b. CAV c. Certifications (Enrolment, CAR, Graduation...) d. Copy for... TOR	i.e. date of request + 7 days e.g. date of request: 8 th day of the month claim date: 15 th day of the month
14 DAYS	a. Transfer credentials of student who had graduated b. Second copy of TOR and CWA c. Authentication of document/s (more than 10 sets)	i.e. date of request + 14 days e.g. date of request: 5 th day of the month claim date: 19 th day of the month
30 DAYS	a. Graduation credentials (i.e. TOR & Certificate of Graduation) b. CWA c. Second Copy of Diploma d. Multiple requests (i.e. requesting for several documents) e.g. PD 907 documents e. Evaluation/Accounting of student's academic standing f. Transfer credential of undergraduate student	i.e. date of request + 30 days e.g. date of request: 1 st day of the month claim date: 1 st day of the ff. month <i>*If request month has only 30 days then claim date is the same date of the following month, and if request month has 31 days then claim date is date request minus on of the following month e.g. date of request: January 25 claim date: February 24</i>

NOTE:

- If the "claim date" falls on a holiday then "claim date" shall be on the next working day following the holiday/s
- If the "claim date" falls on a Saturday/Sunday then "claim date" shall be on Monday following said Saturday & Sunday

EXPRESS LANE (FEE: Php 300)

PROCESSING TIME	COVERED TRANSACTIONS	REMARKS
Within the day	a. Authentication of documents (not more than 6 sets) b. Second Copy of TOR c. Certification of Enrolment d. Certification of Units Earned e. Transfer Credentials of student who had graduated	<ul style="list-style-type: none"> Filing of request done before 11 o'clock a.m. Releasing time between 4 o'clock & 5 o'clock p.m. The University Registrar is at the office
Within 7 days	a. Authentication of documents (more than 6 sets) b. First copy of an undergraduate TOR (i.e. have not graduated) c. Transfer Credentials of undergraduate student d. CARMA e. CWA of a student who had graduated	NOTE: OUR will only cater to a maximum of 12 requests/day



CITIZEN'S CHARTER

ENROLMENT PROCEDURE

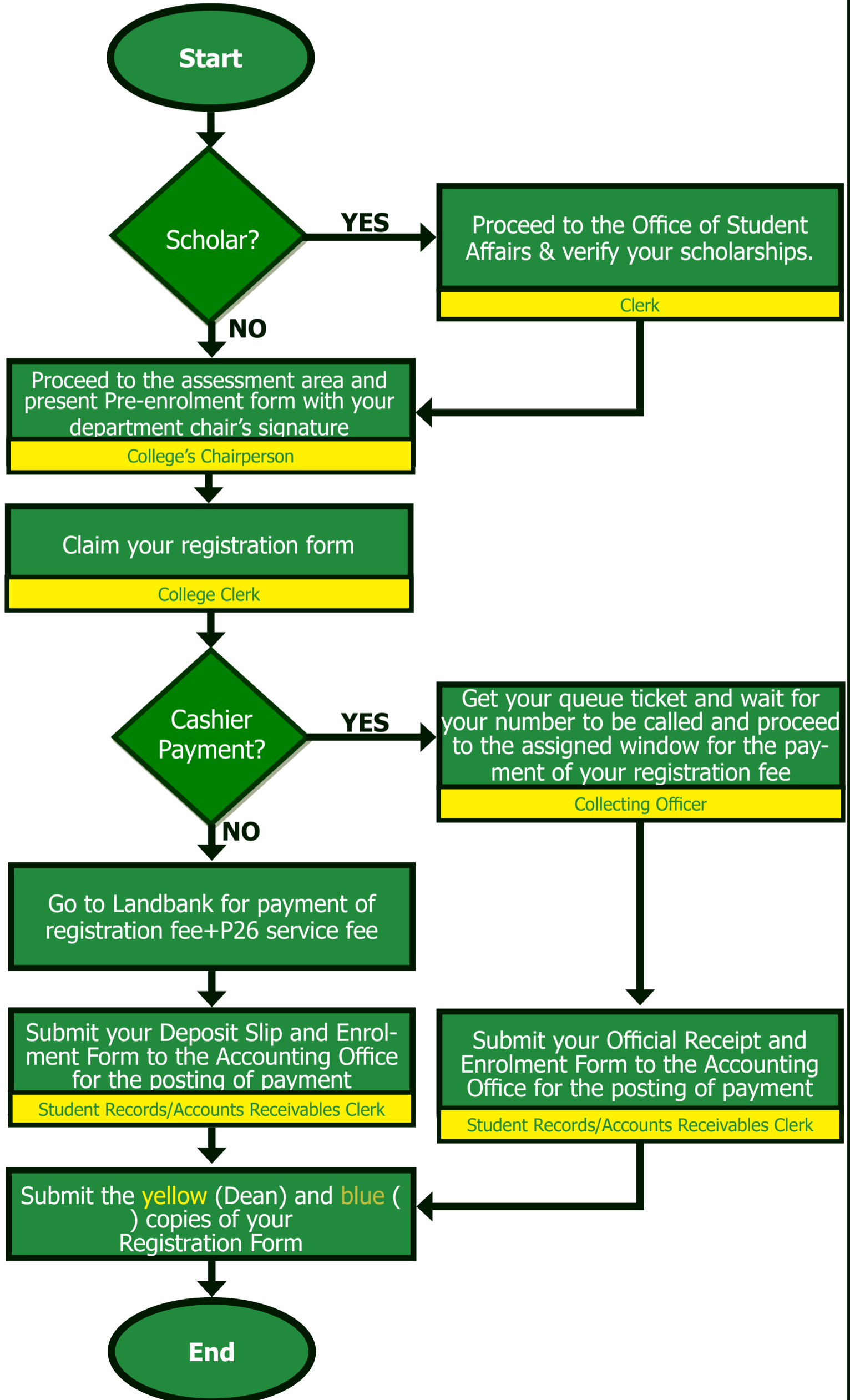
STUDENTS WITH BALANCES:

- 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.





CITIZEN'S CHARTER

OFFICE OF THE UNIVERSITY REGISTRAR

REQUEST FOR ISSUANCE OF TRANSCRIPT OF RECORDS (TOR)

Schedule of Availability of Service: Regular working days (Monday to Friday from 8:30 am to 4:30 pm)

Who can avail: Students or duly authorized representative

What are the requirements:

1. Duly accomplished request form
2. Duly signed clearance (if needed)
3. Receipt of Payment
4. Necessary number of documentary stamp/s
5. Authorization letter (if request is made thru a representative)
6. Original and photocopies of a valid ID of the student and representative

Duration: 14 days (UNWC)

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

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	Proceed to the OUR Window 1. Ask for forms.	Office of the University Registrar (OUR) - Receiving and Releasing System	2 min.	Registrar's Clerk		Request Form (RF) and Clearance Form (CF)
2	Accomplish RF completely & correctly					Request Form
3	Accomplish signing of clearance (if needed)	Respective College/ Office of Student Affairs and Services/Library/ Accounting Office	5 min. per office	Head of office or duly authorized personnel		Clearance Form
4	Pay fee	Cashier's Office	3 min.	Cashier's Clerk	Php 100 (First Two pages) Php 60 (additional page/ TOR)	Official Receipt (OR)
5	Submit duly accomplished forms and OR. Get claim stub	OUR	2 min.	Registrar's Clerk		RF, CF, OR and Claim Stub
6	Follow up status of request (optional)	OUR	2-3 min.	Registrar's Clerk		
7	Return to OUR on/ before Claim Date to claim TOR (present authorization letter & valid ID if representative)	OUR	9 min	Registrar's Clerk		Claim Stub & TOR
8	Acknowledge receipt of TOR	OUR	4 min	Registrar's Clerk		RF and Logbook



CITIZEN'S CHARTER

REQUEST FOR ISSUANCE OF CAV

Schedule of Availability of Service: Regular working days (Monday to Friday from 8:30 am to 4:30 pm)

Who can avail: Graduate and undergraduate students or duly authorized representative

What are the requirements:

1. Duly accomplished request form
2. Official receipt of payment
3. Original TOR and diploma for graduates / Original TOR (partial) for undergraduate students
4. Clear and clean photocopies of TOR and diploma (i.e. laser copies using at least a "Substance 20" paper
5. Necessary number of documentary stamps
6. Authorization letter (if request is made thru a representative)
7. Original and photocopies of a valid ID's of student and representative

Duration: 7 days (UNWC)

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

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	Ask for Request Form (RF)	Office of the University Registrar (OUR) - Window 1	1 min	Registrar's Clerk		Request Form (RF)
2	Accomplish RF correctly and completely					Request Form (RF)
3	Pay request fee	Cashier's Office	3 min	Cashier's Clerk	Php 200	Official Receipt (OR)
4	Submit RF, original & photocopies of TOR and diploma, OR and other requirements. Get claim stub	OUR	24 min	Registrar's Clerk		Request Form (RF), Official Receipt (OR) & Claim Stub
5	Present Claim Stub to claim CAV (present authorization letter & valid ID if representative)	OUR Window 1	6 min	Registrar's Clerk		Claim Stub, CAV
6	Acknowledge receipt of CAV	OUR	4 min	Registrar's Clerk		RF and Logbook



CITIZEN'S CHARTER

REQUEST FOR ISSUANCE OF GRADUATE'S CREDENTIALS

Schedule of Availability of Service: Regular working days (after the commencement exercises)

Who can avail: New graduates or their duly authorized representative

What are the requirements:

1. Duly accomplished request form
2. Duly signed clearance (if needed)
3. Receipt of payment for graduation fees & receipt for any additional fees
4. Certification of submission of bound thesis copies
5. Necessary number of documentary stamps
6. Other requirements not yet submitted to the OUR (e.g. F137, 2x2 pictures w/ nametag, NSO Birth Certificate, etc.)
7. Letter of explanation of non-attendance to commencement exercises duly noted by apparent and the College Dean
8. Student's University ID
9. Authorization Letter (if request is made thru a representative)
10. Original & photocopies of a valid ID of student (and representative)

Location of the Unit/Office: Office of the University Registrar, Respective College and Cashier's Office

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	Ask for Request Form (RF)	Office of the University Registrar (OUR) Window 1	2 min	Registrar's Clerk		Request Form (RF)
2	Accomplish RF completely & correctly					Request Form
3	Pay fee	Cashier's Office	3 min	Cashier's Clerk	Php 100 (First Two pages) Php 60 (additional page/ TOR) Php 100 (additional certification)	Official Receipt (OR)
4	Submit duly accomplished forms and OR. Get claim stub	OUR	24 min	Registrar's Clerk		RF, CF, OR and Claim Stub
5	Follow up status of request (optional)	OUR	2-3 min	Registrar's Clerk		
6	Return to OUR on/ before Claim Date to claim requested documents (present authorization letter & valid ID if representative)	OUR	9 min	Registrar's Clerk		Claim Stub & TOR
7	Acknowledge receipt of requested documents	OUR	4 min	Registrar's Clerk		RF and Logbook



CITIZEN'S CHARTER

REQUEST AND ISSUANCE OF CERTIFICATE OF WEIGHTED AVERAGE (CWA/CWA-HS)

Schedule of Availability of Service: Regular working days (Monday to Friday - 8:30 am to 4:30 pm)

Who can avail: Students or their duly authorized representative

What are the requirements:

1. Duly accomplished request form
2. Duly signed clearance (if needed)
3. Official Receipt
4. Necessary number of documentary stamps
5. Authorization Letter (if request is made thru a representative)

Duration: 14 days (UNWC)

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

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	Ask for Request Form (RF)	Office of the University Registrar (OUR) Window 1	2 min	Registrar's Clerk		Request Form (RF)
2	Accomplish RF completely & correctly					Request Form
3	Pay fee	Cashier's Office	3 min	Cashier's Clerk	Php 100	Official Receipt (OR)
4	Submit duly accomplished forms and OR. Get claim stub	OUR	24 min	Registrar's Clerk		RF, CF, OR and Claim Stub
5	Follow up status of request (optional)	OUR	2-3 min	Registrar's Clerk		
6	Return to OUR on/ before Claim Date to claim requested documents (present authorization letter & valid ID if representative)	OUR - Window 1	9 min	Registrar's Clerk		Claim Stub & CWA
7	Acknowledge receipt of requested documents	OUR	4 min	Registrar's Clerk		RF and Logbook



CITIZEN'S CHARTER

AUTHENTICATION OF DIPLOMA/TOR

Schedule of Availability of Service: Regular working days (Monday to Friday - 8:30 am to 4:30 pm)

Who can avail: Students or their duly authorized representative

What are the requirements:

1. Duly accomplished request form
2. Official Receipt
3. Necessary number of documentary stamps
4. Authorization Letter (if request is made thru a representative)
5. Original and photocopies of a valid ID's of student and representative
6. Clear and clean photocopies of document/s to be authenticated with the original copies

Duration: 7 days (UNWC) reckon with filing date

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

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	Ask for Request Form (RF)	Office of the University Registrar (OUR) Window 1	2 min	Registrar's Clerk		Request Form (RF)
2	Accomplish RF completely & correctly					Request Form
3	Pay fee	Cashier's Office	3 min	Cashier's Clerk	Php 50	Official Receipt (OR)
4	Submit duly accomplished forms and OR. Get claim stub	OUR	24 min	Registrar's Clerk		RF, CF, OR and Claim Stub
5	Follow up status of request (optional)	OUR	2-3 min	Registrar's Clerk		
6	Return to OUR on/ before Claim Date to claim requested documents (present authorization letter & valid ID if representative)	OUR - Window 1	9 min	Registrar's Clerk		Claim Stub & Authenticated documents
7	Acknowledge receipt of requested documents	OUR	4 min	Registrar's Clerk		RF and Logbook



CITIZEN'S CHARTER

REQUEST AND ISSUANCE OF VARIOUS CERTIFICATIONS (I.E. ENROLMENT, UNITS EARNED, CARMA)

Schedule of Availability of Service: Regular working days (Monday to Friday - 8:30 am to 4:30 pm)

Who can avail: Students or their duly authorized representative

What are the requirements:

1. Duly accomplished request form
2. Duly signed clearance (if needed)
3. Official Receipt
4. Necessary number of documentary stamps
5. Authorization Letter (if request is made thru a representative)
6. Original & photocopies of a valid ID's of student & representative
7. Photocopy of registration form last semester of attendance
8. Dean's certification of passing the comprehensive examinations for CARMA

Duration: 7 days (UNWC)

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

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	Ask for Request Form (RF) and Clearance Form (CF)	Office of the University Registrar (OUR) Window 1	2 min	Registrar's Clerk		Request Form (RF) and Clearance Form (CF)
2	Accomplish RF completely & correctly					Request Form
3	Pay fee	Cashier's Office	3 min	Cashier's Clerk	Php 100/ certification	Official Receipt (OR)
4	Submit duly accomplished forms and OR. Get claim stub	OUR	24 min	Registrar's Clerk		RF, CF, OR and Claim Stub
5	Follow up status of request (optional)	OUR	2-3 min	Registrar's Clerk		
6	Return to OUR on/ before Claim Date to claim requested certifications (present authorization letter & valid ID if representative)	OUR - Window 1	9 min	Registrar's Clerk		Claim Stub & Requested certifications
7	Acknowledge receipt of requested documents	OUR	4 min	Registrar's Clerk		RF and Logbook



CITIZEN'S CHARTER

REQUEST AND ISSUANCE OF STUDENT ACCOUNTING/EVALUATION PRIOR TO APPLICATION FOR GRADUATION

Schedule of Availability of Service: Regular working days (Monday to Friday - 8:30 am to 4:30 pm)

Who can avail: Prospective graduating students or their authorized representative

What are the requirements:

1. Duly accomplished request form
2. Official Receipt
3. Authorization Letter (if request is made thru a representative)
4. Original and photocopies of a valid ID's of student and representative
5. Course/program prospectus of curriculum

Duration: 30 days (UNWC)

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

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	Ask for Request Form (RF)	Office of the University Registrar (OUR) Window 1	2 min	Registrar's Clerk		Request Form (RF)
2	Accomplish RF completely & correctly					Request Form
3						
4	Pay fee	Cashier's Office	3 min	Cashier's Clerk	Php 100	Official Receipt (OR)
5	Submit duly accomplished forms and OR. Get claim stub	OUR	24 min	Registrar's Clerk		RF, CF, OR and Claim Stub
6	Return to OUR on/ before Claim Date to claim requested documents (present authorization letter & valid ID if representative)	OUR - Window 1	9 min	Registrar's Clerk		Claim Stub & Requested documents
7	Acknowledge receipt of requested documents	OUR	4 min	Registrar's Clerk		RF and Logbook



CITIZEN'S CHARTER



GRADUATE SCHOOL

G/F, Marcelo H. del Pilar Bldg., SLSU Lucban

Email address: graduateschool@slsu.edu.ph

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 and seminars.

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.

RICARYL CATHERINE P. CRUZ, Ed.D.
Dean, Graduate School



CITIZEN'S 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

2nd Flr. Right Wing, New CBA Bldg. SLSU-Lucban

Master of Arts in Applied Linguistics

DR. MARI JANE A. LEE

Dean, College of Arts and Sciences

E-mail: jongjanelee@yahoo.com

Phone No.: 540-3961 ; (042) 540-4087 loc. 139

1st Flr. Left Wing, Jose Rizal Bldg. SLSU-Lucban

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. NILO H. DATOR

Dean, College of Teacher Education

Email: nilohdator@gmail.com

Phone Nos.: 540-7677 ; (042) 540-4087 loc. 138

2nd Flr Gat Andres Bonifacio Bldg., SLSU-Lucban

Master of Arts in Nursing major in Medical Surgical
Nursing

DR. EVANGELINE B. MECIJA

Dean, College of Allied Medicine

Email: evangeline_mecija@yahoo.com

Phone Nos.: 540-6638 ; (042) 540-4087 loc.145

G/F Melchora Aquino Bldg. SLSU-Lucban

Master of Science in Environmental Science

Master in Forestry

DR. AMALIA A. ALMAZOL

Dean, College of Agriculture

E-mail: mall_almazol@yahoo.com

Phone No.: 540-4653

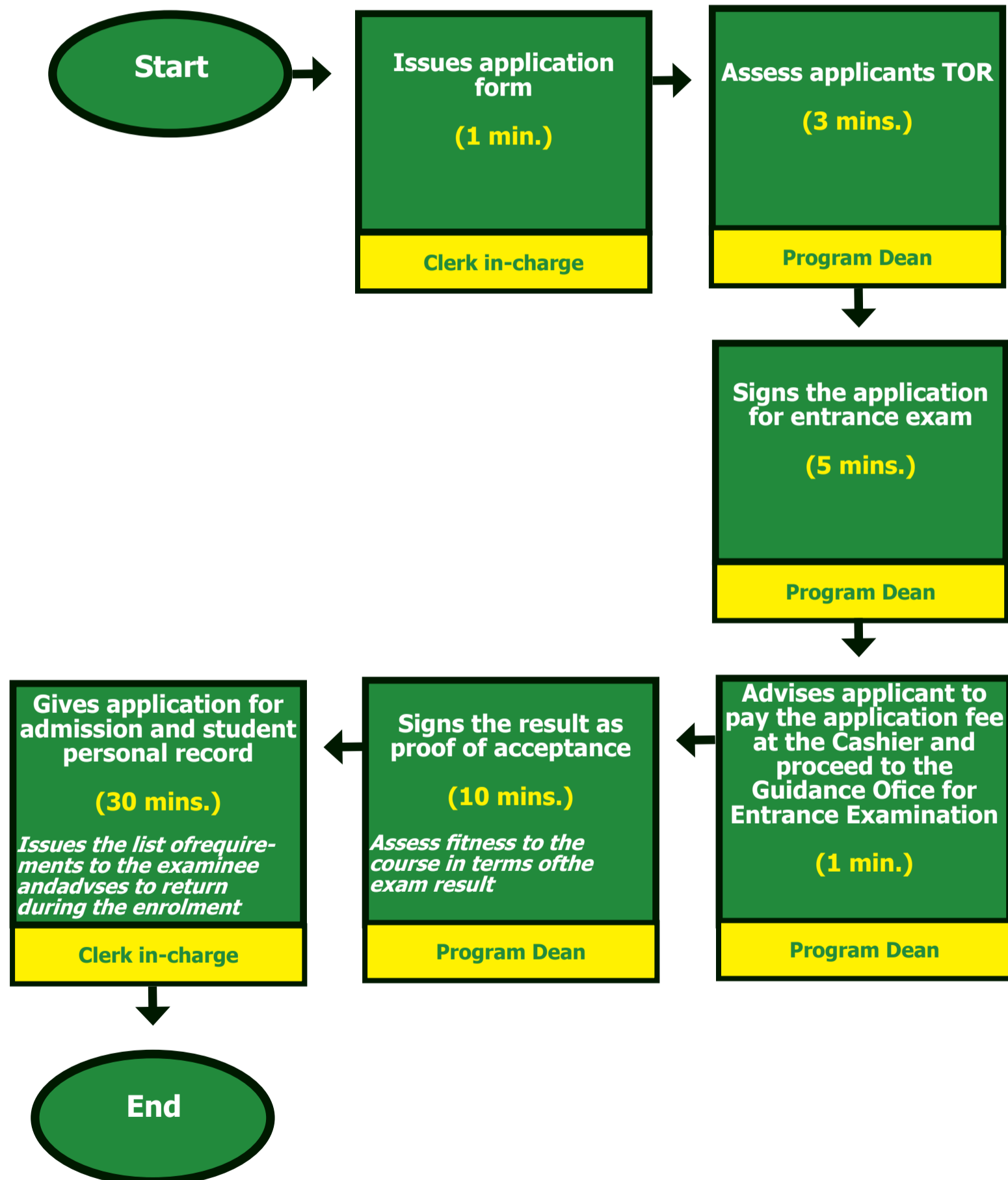
SLSU-Ayuti, Brgy. Ayuti Lucban, Quezon



CITIZEN'S CHARTER

GRADUATE SCHOOL

CONFIRMATION AND ADMISSION OF STUDENTS





CITIZEN'S CHARTER



COLLEGE OF AGRICULTURE

2nd Flr. Agriculture Bldg., Brgy. Ayuti, SLSU-lucban

Phone No.: (042) 540-4653

Email: mail_almazol@yahoo.com

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 of Science in Agriculture
- Bachelor in Agricultural Technology
- Bachelor of Science in Environmental Science
- Bachelor of Science in Forestry

DR. AMALIA E. ALMAZOL

Dean, College of Agriculture

PROF. JUANITA T. SAN JOSE

OIC - Program Chair, Agriculture

PROF. FRANCISCO N. BELTRAN

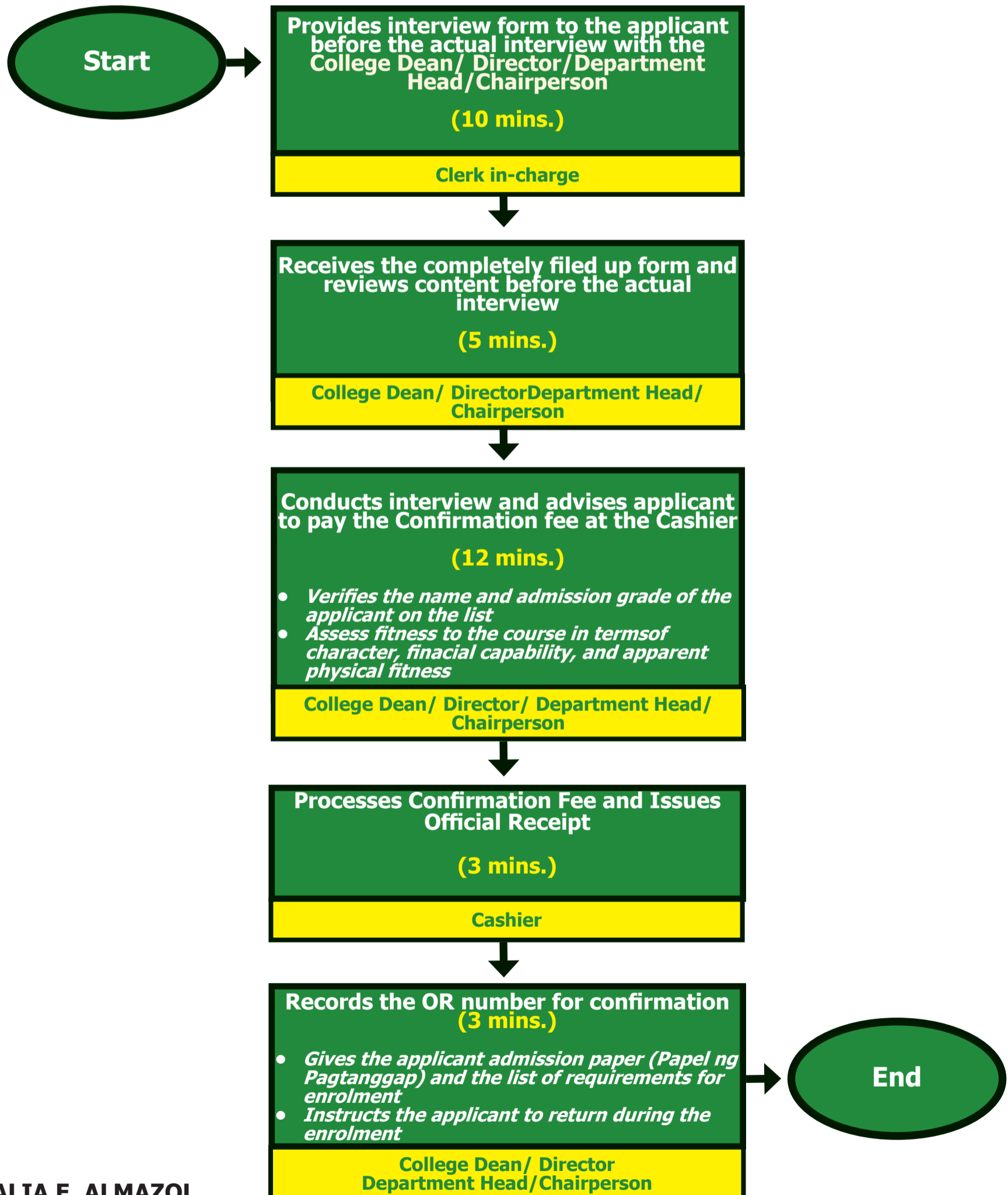
OIC - Program Chair, Forestry and Environmental Science



CITIZEN'S CHARTER

COLLEGE OF AGRICULTURE

CONFIRMATION AND ADMISSION OF STUDENTS



DR. AMALIA E. ALMAZOL
Dean, College of Agriculture
2nd Flr. Agriculture Bldg., Brgy. Ayuti, SLSU-Lucban
Phone No.: (042) 540-4653
mall_almazol@yahoo.com



CITIZEN'S CHARTER



COLLEGE OF ALLIED MEDICINE

G/F Left Wing, Melchora Aquino Bldg., SLSU-Lucban

Phone No.: (042) 540-6638

Email: evangeline_mecija@yahoo.com

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 CAM community in producing quality graduates. There are challenges surpassed by the pillars of CAM prior to attaining CAM'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
- Diploma in Midwifery

DR. EVANGELINE B. MECIJA
Dean, College of Allied Medicine

DR. SANDRA D. ELMA
OIC - Program Chair, Midwifery

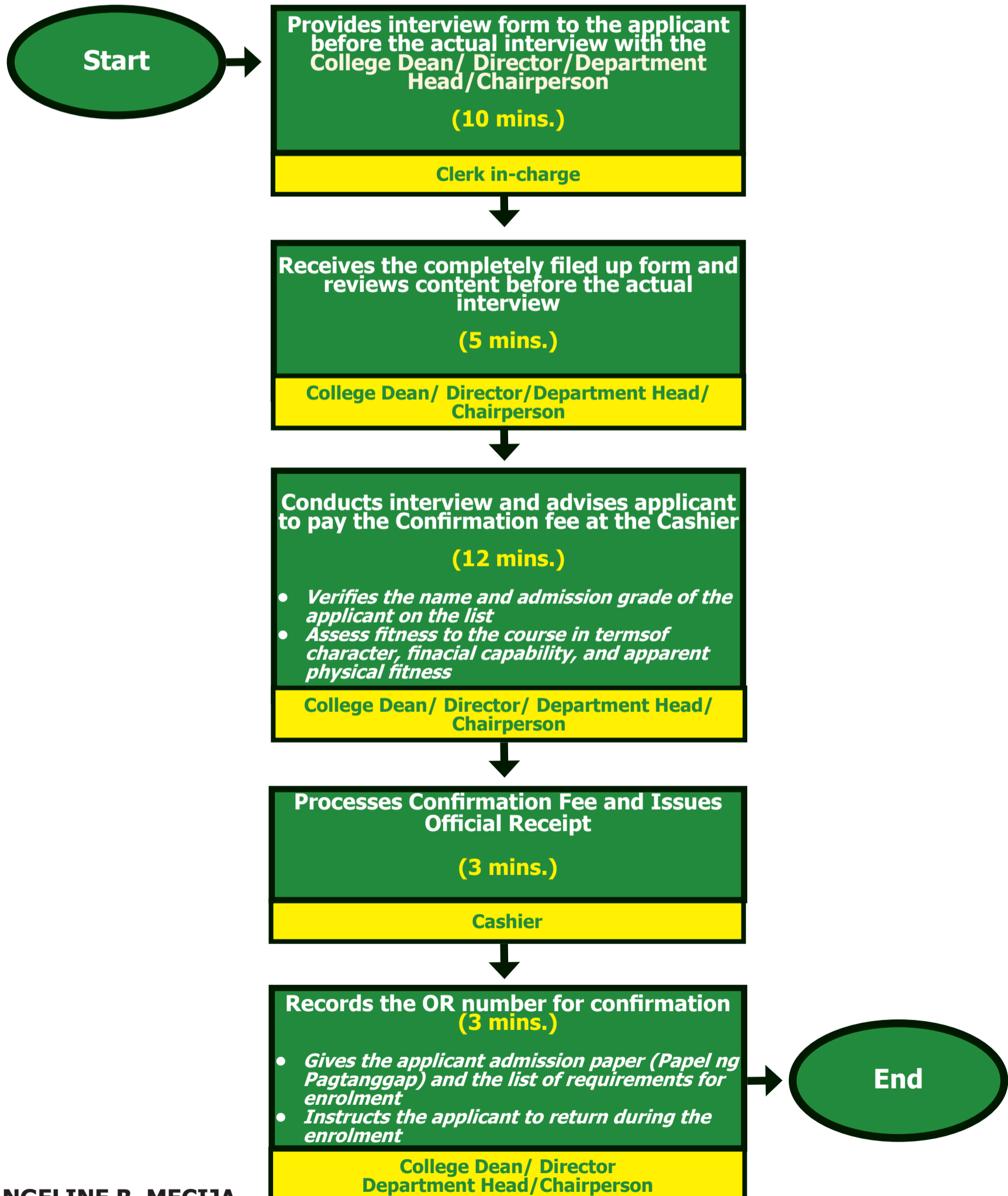
DR. DULCE RAÑESES
OIC - Program Chair, Nursing



CITIZEN'S CHARTER

COLLEGE OF ALLIED MEDICINE

CONFIRMATION AND ADMISSION OF STUDENTS



DR. EVANGELINE B. MECIJA
Dean, College of Allied Medicine
G/F Left Wing, Melchora Aquino Bldg., SLSU-Lucban
Phone No.: (042) 540-6638
evangeline_mecija@yahoo.com



CITIZEN'S CHARTER



COLLEGE OF ARTS AND SCIENCES

G/F Left Wing, Jose Rizal Bldg., SLSU-Lucban

Phone No.: (042) 540-4087 loc. 139

E-mail: jongjanelee@yahoo.com

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 five different programs, each achieves its own goals to help attain the vision of SLSU.

OBJECTIVES

- ◇ Provide holistic development of students by making them understand and appreciate ways of knowing the self, environment, society and the world.
- ◇ Give students opportunities to become mature and responsible persons with the values embodied in the University's mission statement evident in their innovative and active response to the socio-cultural, psychological and political challenges of the times.
- ◇ Enhance students' appreciation of the arts and sciences to develop in them the passion for research and discovery of new knowledge in the service of the Filipino people, its ASEAN counterpart, and the international community.
- ◇ Produce young professionals who are skilled and competent for jobs that involve training, testing, and research, and become professional practitioners in psychology and related disciplines.
- ◇ Produce effective mass media and communication professionals, and practitioners in allied fields who are capable of providing quality services to the community, the nation, and the rapidly changing world.
- ◇ Provide a wide variety of introductory and advanced courses that will introduce students to the ways in which historians recreate the past, and to build skills in historical analysis, writing and research.
- ◇ Provide students with knowledge, skills and attitude that will enable them to think critically and logically, convey mathematical concepts and solutions to real-world problem through research, exhibit positive attitude and values toward the discipline, and environment, and have an appropriate set of professional skills to ensure a productive career
- ◇ Train students to become equipped and competent in the field of biology and related disciplines
- ◇ Provide students with advanced knowledge and skills in finding and solving language-related issues and problems in society

PROGRAMS

- Bachelor of Arts in History
- Bachelor of Arts in Psychology
- Bachelor of Science in Mathematics
- Bachelor of Arts in Communication
- Bachelor of Science in Biology

DR. MARI JANE A. LEE
Dean, College of Arts and Sciences

PROF. JUDEIMAR A. UNGRIANO
Department Head Social Sciences
Program Chair, History

DR. MA. ELNA R. COSEJO
Program Chair, Psychology

PROF. JOSEPHINE A. CAMSON
Program Chair, Mathematics

PROF. BRIAN D. VILLAVERDE
Program Chair, Communication

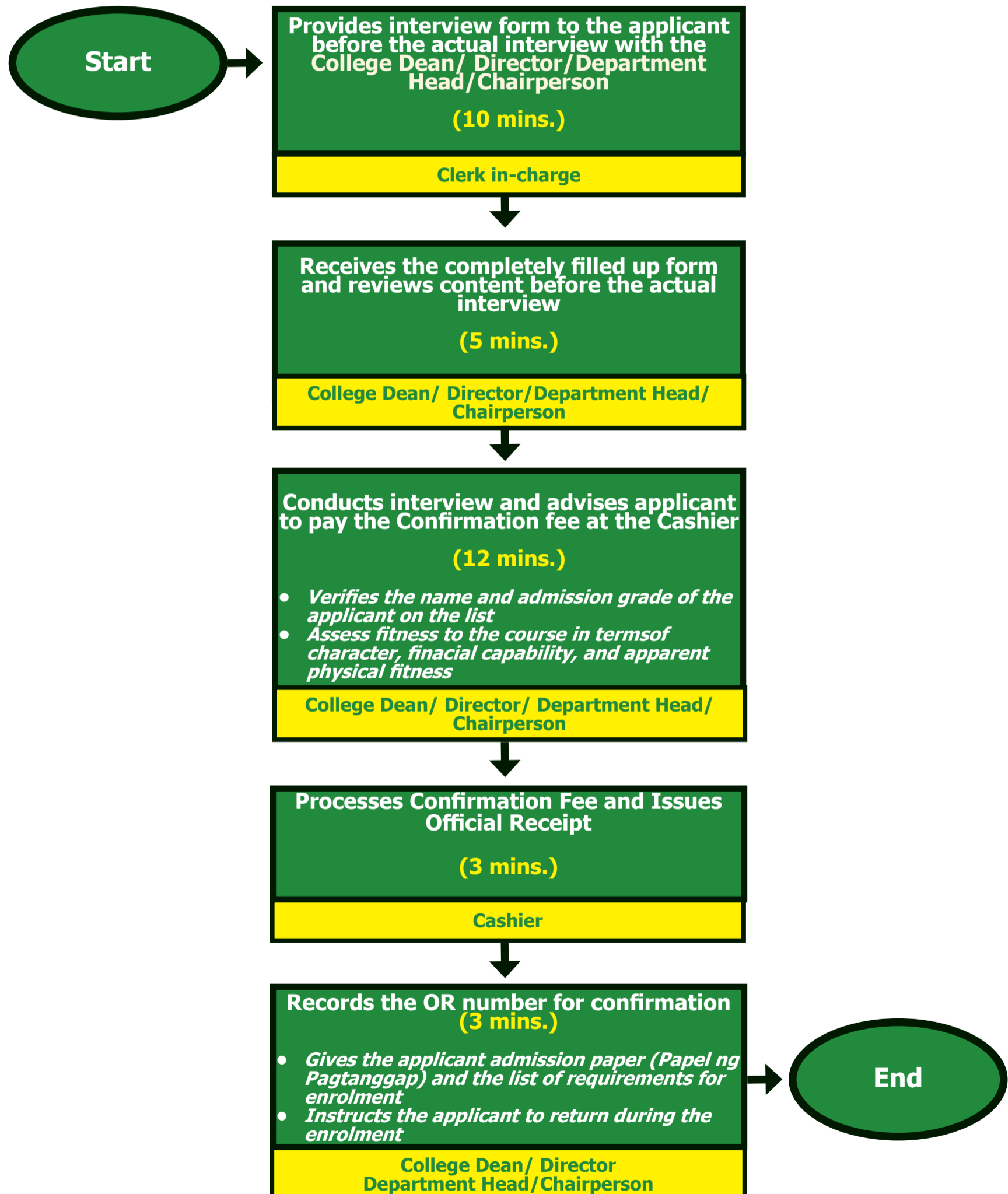
PROF. KATHLEEN O. PORNOBI
Program Chair, Biology



CITIZEN'S CHARTER

COLLEGE OF ARTS AND SCIENCES

CONFIRMATION AND ADMISSION OF STUDENTS



DR. MARI JANE A. LEE
Dean, College of Arts and Sciences
G/F Left Wing, Jose Rizal Bldg., SLSU-Lucban
Phone No.: (042) 540-4087 loc. 139
jongjanelee@yahoo.com



CITIZEN'S CHARTER



COLLEGE OF BUSINESS ADMINISTRATION

2nd Flr. Right Wing, New CBA Bldg., SLSU-Lucban

Email: joannaellaga@gmail.com

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 as 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.



CITIZEN'S CHARTER



COLLEGE OF BUSINESS ADMINISTRATION

2nd Flr. Right Wing, New CBA Bldg., SLSU-Lucban

Email: joannaellaga@gmail.com

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

- Bachelor of Science in Accountancy
- BSBA Financial Management
- BSBA Human Resource Development Management
- BSBA Marketing Management
- Bachelor of Science in Hotel and Restaurant Management
- Bachelor in Public Administration

DR. JOANNA PAULA ELLAGA

Dean, College of Business Administration

MARIBETH B. VILLON, CPA, MBA

Program Chair, Accountancy

DR. CHONA V. CAYABAT

Program Chair, Business Administration

PROF. CLAIRE ANN M. YAO

Program Chair, Hotel & Restaurant Management

DR. ERIBERTO A. CASIÑO

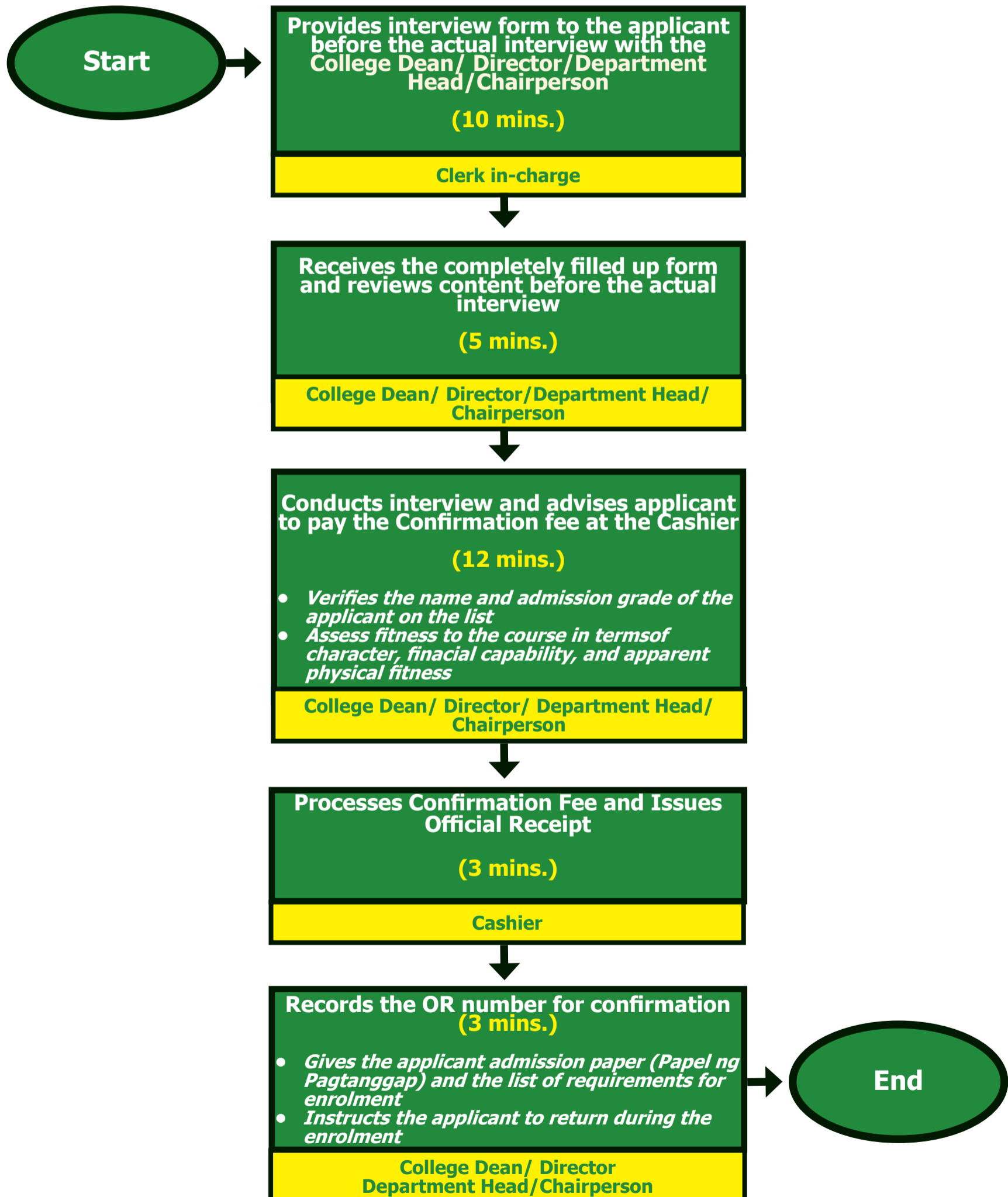
Program Chair, Public Administration



CITIZEN'S CHARTER

COLLEGE OF BUSINESS ADMINISTRATION

CONFIRMATION AND ADMISSION OF STUDENTS





CITIZEN'S CHARTER



COLLEGE OF ENGINEERING

3rd Flr. Marcelo H. Del Pilar Bldg., SLSU-Lucban

Phone No.: (042) 540-4271

Email: edvillaverde@slsu.edu.ph

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 enrolment, 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

- Bachelor of Science in Civil Engineering
- Bachelor of Science in Computer Engineering
- Bachelor of Science in Electrical Engineering
- Bachelor of Science in Electronics Engineering
- Bachelor of Science in Industrial Engineering
- Bachelor of Science in Mechanical Engineering

ENGR. EFREN D. VILLAVERDE
Dean, College of Engineering

ENGR. DELIA EVANGELISTA
Program Chair, Civil Engineering

DR. RENATO MAALIW
Program Chair, Computer Engineering

ENGR. JOHN V. ELLA
Program Chair, Electrical Engineering

ENGR. CRESENCIA RAIT
Program Chair, Industrial Engineering

ENGR. JOHN E. TAN
Program Chair, Mechanical Engineering

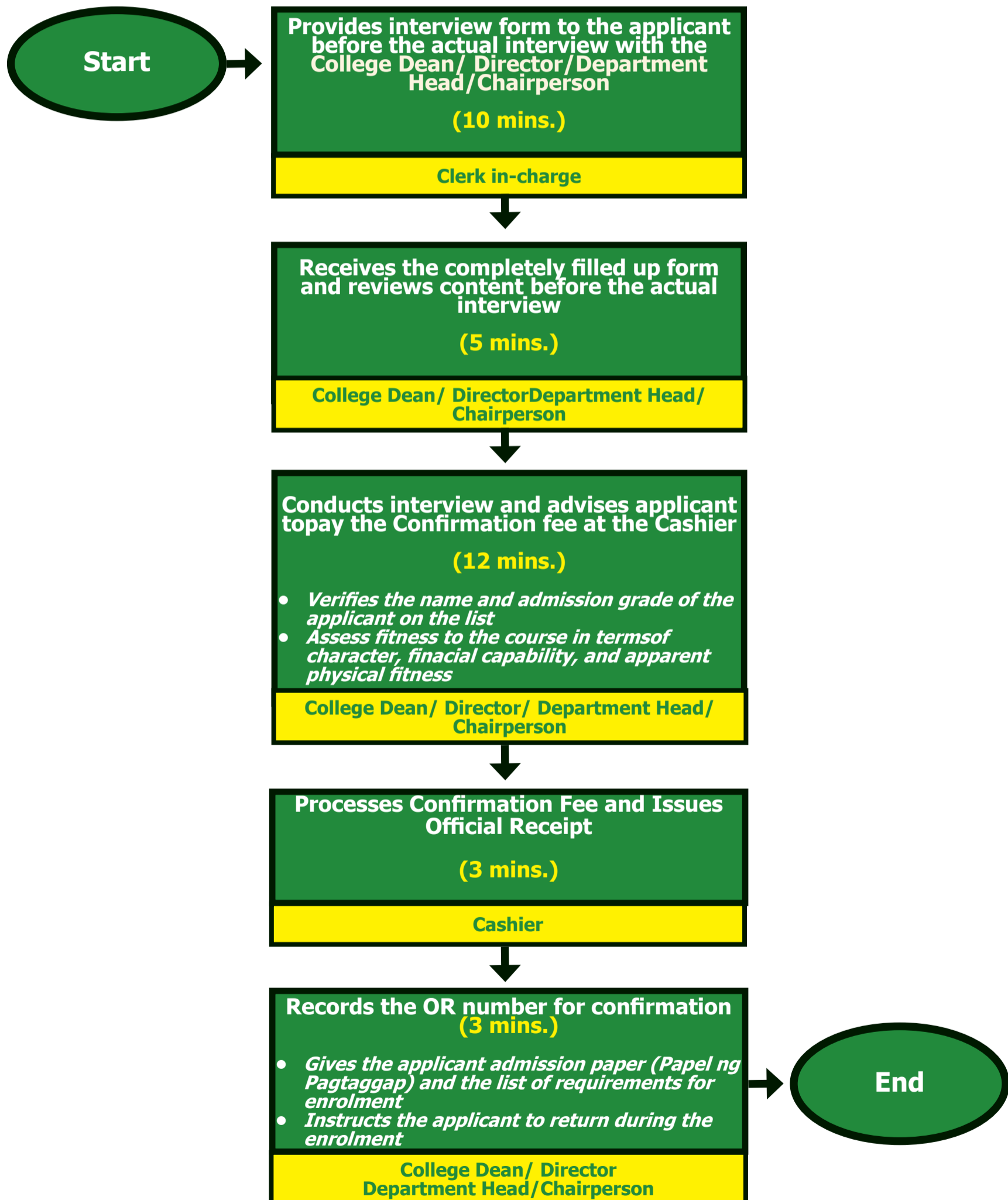
ENGR. MAURINE PANERGO
Program Chair, Electronics Engineering



CITIZEN'S CHARTER

COLLEGE OF ENGINEERING

CONFIRMATION AND ADMISSION OF STUDENTS



ENGR. EFREN D. VILLAVERDE

Dean, College of Engineering

3rd Flr. Marcelo H. Del Pilar Bldg., SLSU-Lucban Quezon

Phone No.: (042) 540-4271

edvillaverde@slsu.edu.ph



CITIZEN'S CHARTER



COLLEGE OF INDUSTRIAL TECHNOLOGY

2nd Flr. Left Wing, Gusaling Andres Bonifacio, SLSU-Lucban

Phone No.: (042) 540-4087 loc. 133

Email: edvillaverde@slsu.edu.ph

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 offers Bachelor of Science in Industrial Technology 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

- **BSIT Automotive Technology**
- **BSIT Computer Technology**
- **BSIT Electrical Technology**
- **BSIT Electronics Technology**
- **BSIT Food Technology**
- **BSIT Mechanical Technology**
- **BSIT Industrial Design Technology**

ENGR. EFREN D. VILLAVERDE
Dean, College of Industrial Technology

PROF. ANGELITO L. MANGUBAT
Program Chair,
Automotive Technology
Mechanical Technology
Food Technology
Industrial Design Technology

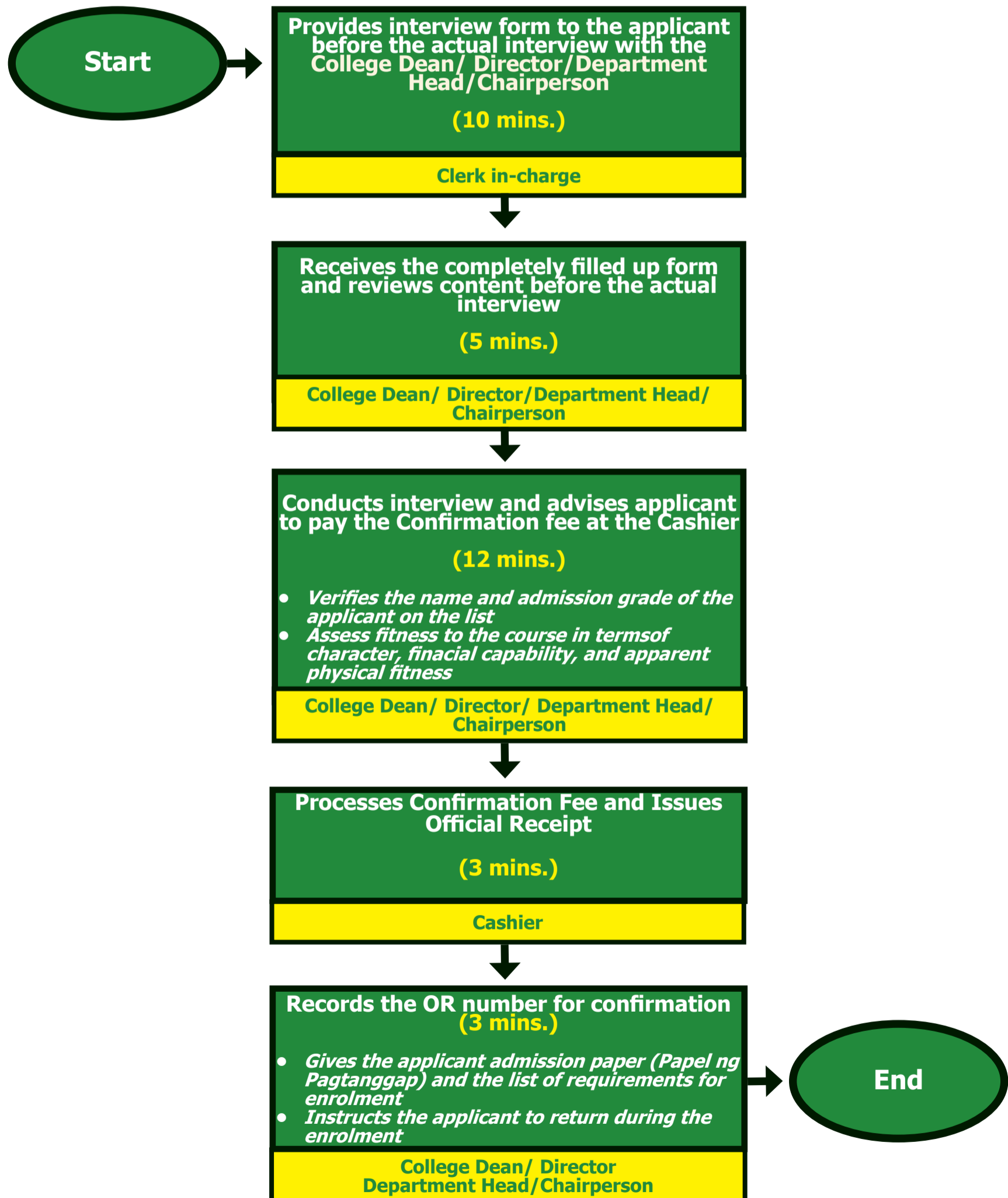
PROF. DEVIE S. BELLO
Program Chair,
Electrical Technology
Electronics Technology
Computer Technology



CITIZEN'S CHARTER

COLLEGE OF INDUSTRIAL TECHNOLOGY

CONFIRMATION AND ADMISSION OF STUDENTS



ENGR. EFREN D. VILLAVERDE
Dean, College of Industrial Technology
2nd Flr. Gusaling Andres Bonifacio, SLSU-Lucban
Phone No.: (042) 540-4087 loc. 133
edvillaverde@slsu.edu.ph



CITIZEN'S CHARTER



COLLEGE OF TEACHER EDUCATION

2nd Flr., Gusaling Andres Bonifacio, SLSU-Lucban

Phone No.: (042) 540-4087 loc. 137

Email: nilohdator@gmail.com

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 years, 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

DR. NILO H. DATOR

Dean, College of Teacher Education

DR. AILEEN V. ELARCO

Program Chair, Elementary Education

DR. ARSENIA A ABUEL

Program Chair, Secondary Education

Bachelor of Elementary Education with specialization in:

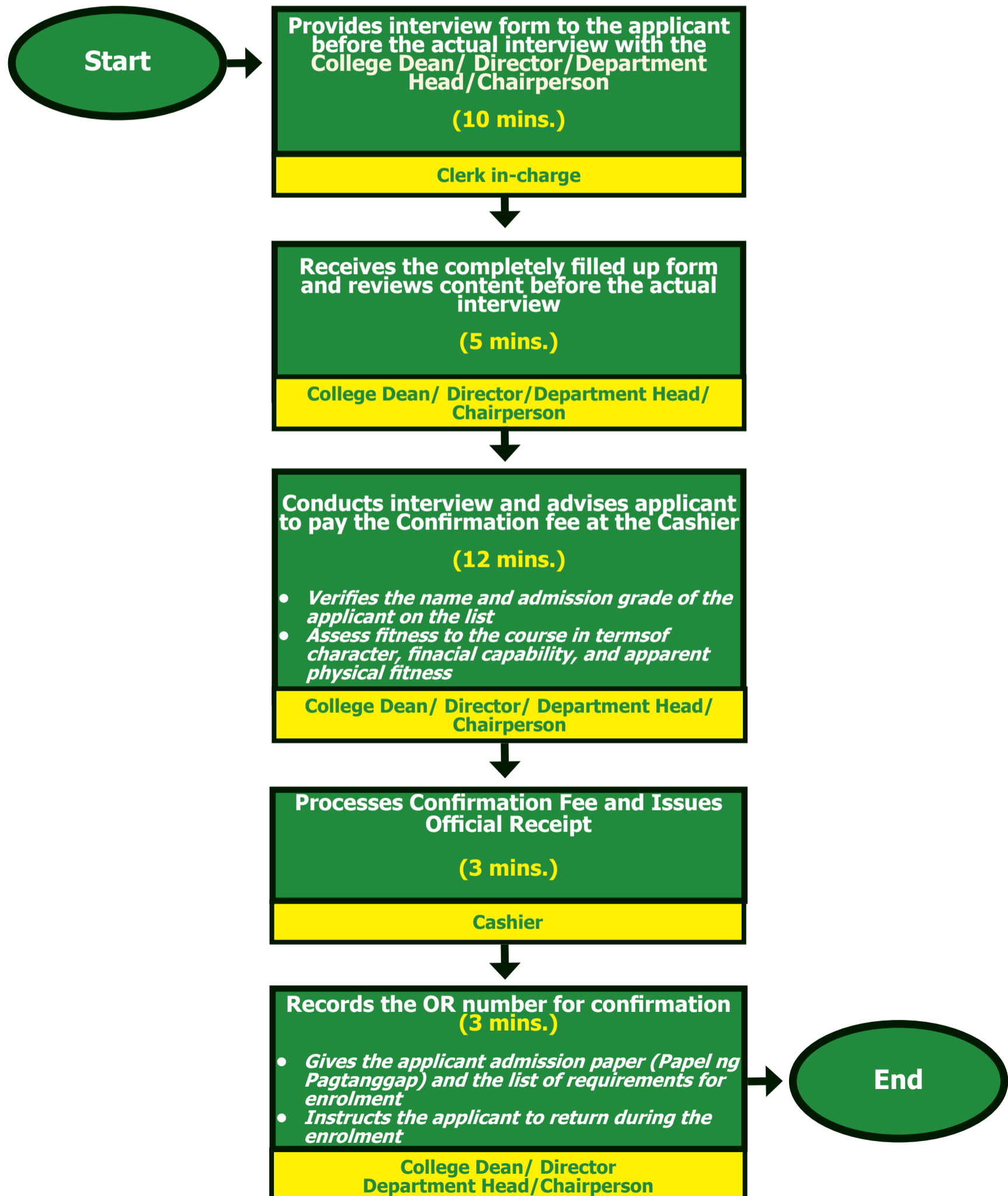
- Pre-School Education
- General Education
- Special Education



CITIZEN'S CHARTER

COLLEGE OF TEACHER EDUCATION

CONFIRMATION AND ADMISSION OF STUDENTS



DR. NILO H. DATOR
Dean, College of Teacher Education
2nd Flr., Gusaling Andres Bonifacio, SLSU-Lucban
Phone No.: (042) 540-4087 loc. 137
nilohdator@gmail.com



CITIZEN'S CHARTER

INSTITUTE OF HUMAN KINETICS

G/F University Gymnasium, SLSU-Lucban

Phone No.: (042) 540-4087 loc. 136

Email: emelitacada@gmail.com

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
(Sports and Wellness Management)

PROF. EMELITA N. CADA
Head, Institute of Human Kinetics

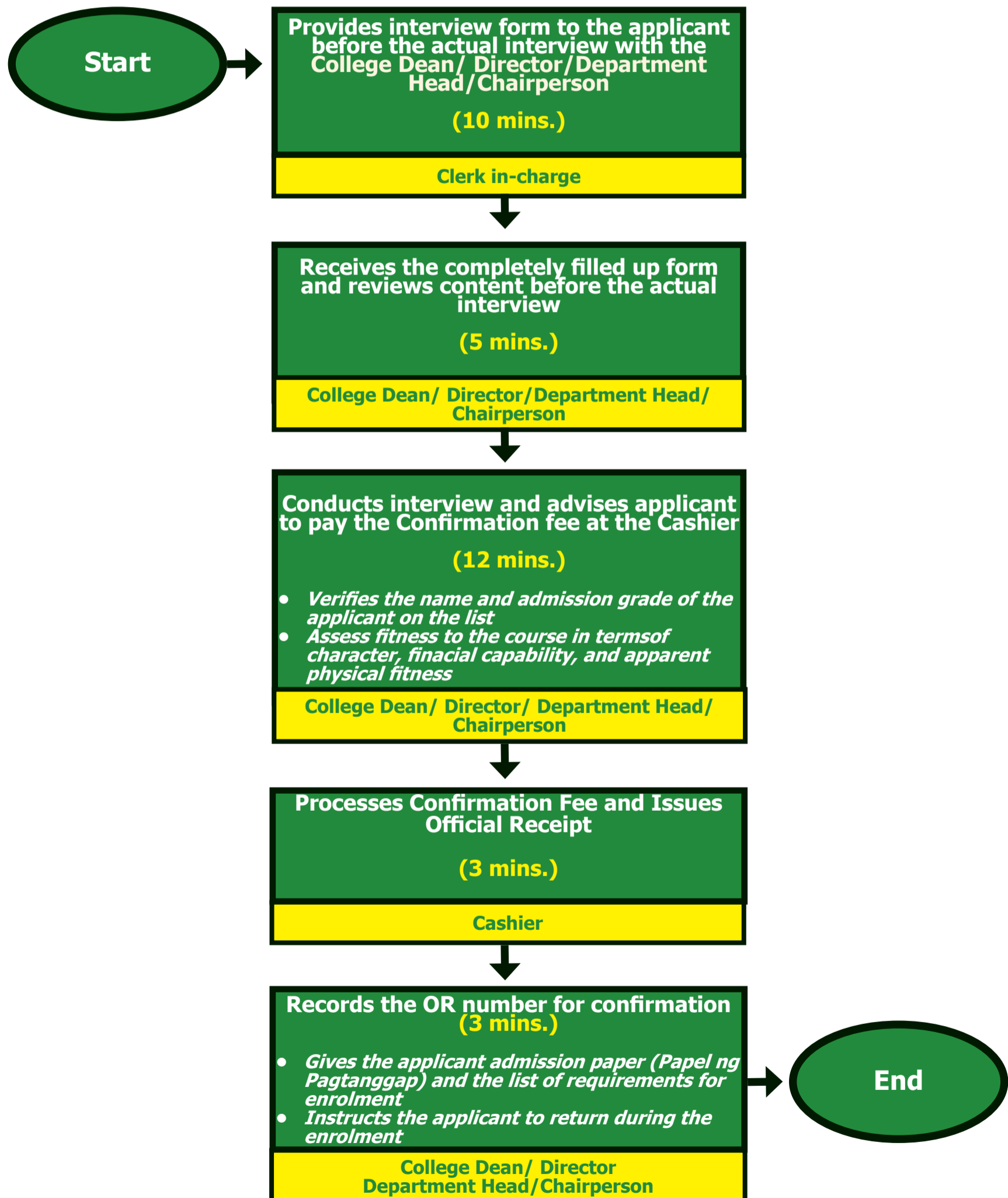
FELIX O. BENTAYEN, JR.
Chairman, General Physical Education



CITIZEN'S CHARTER

INSTITUTE OF HUMAN KINETICS

CONFIRMATION AND ADMISSION OF STUDENTS



PROF. EMELITA N. CADA
Head, Institute of Human Kinetics
G/F University Gymnasium, SLSU-Lucban
Phone No.: (042) 540-4087 loc. 136
Email: emelitacada@gmail.com



CITIZEN'S CHARTER



LUCENA CAMPUS

Brgy. Red-V, Lucena City Quezon
Phone Nos.: (042) 373-0710/660-8924
Email: ericvilla5275@yahoo.com

INTRODUCTION

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.

PROGRAMS

- Bachelor in Industrial Technology
 - Computer Technology
- BTTE-Automotive Technology
- BTTE-Civil Technology
- BTTE-Electrical Technology
- BTTE-Electronics Technology
- BTTE-Food & Service Mgmt.
- BTTE-Mechanical Technology
- Diploma in Industrial Technology
 - Automotive Technology
 - Civil Technology
 - Mechanical Technology

- Electrical Technology
- Electronics Technology
- Food Technology

- Electrical Technology

DR. FREDERICK T. VILLA

Director, SLSU Lucena Campus

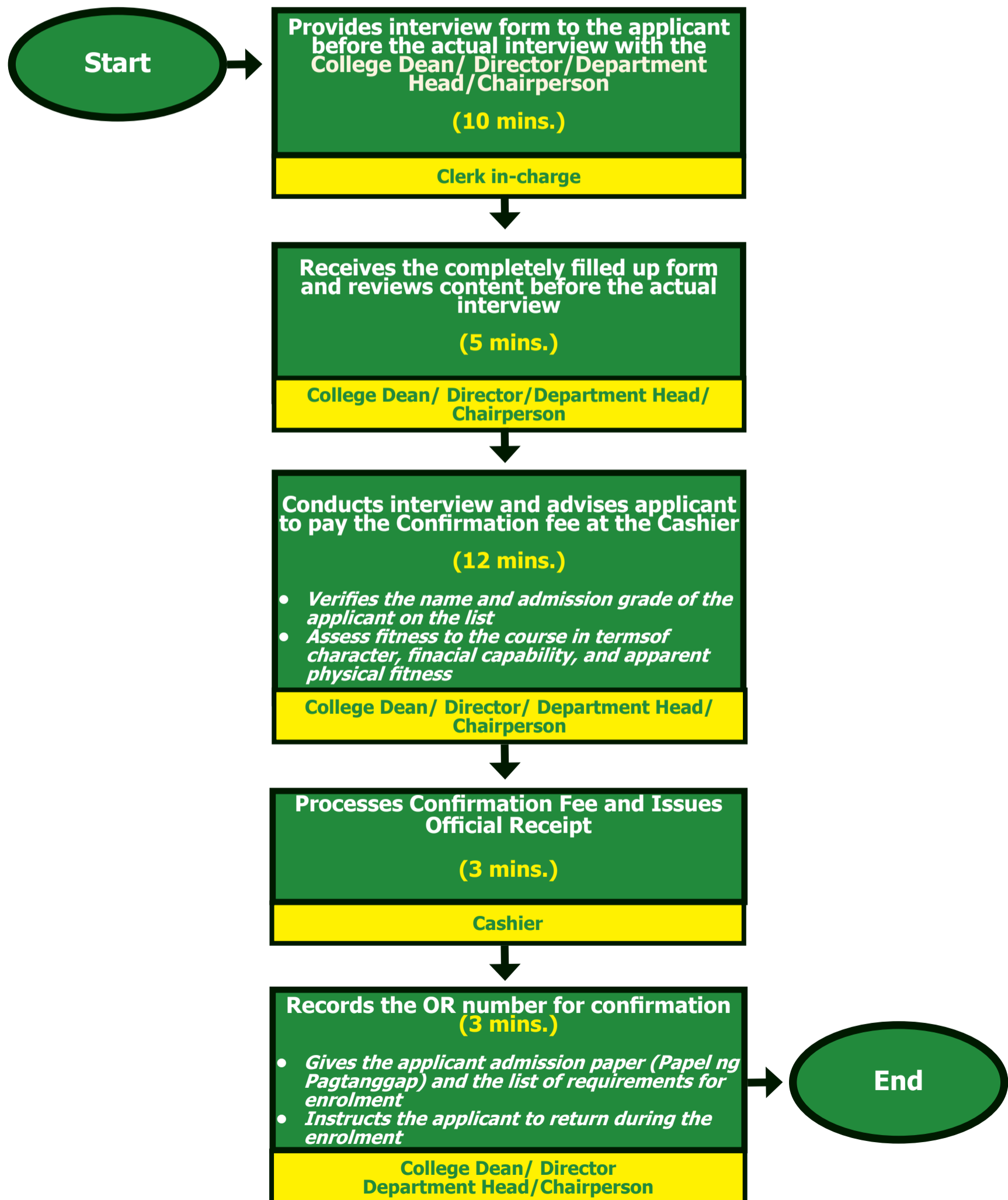
Email: erickvilla5275@yahoo.com



CITIZEN'S CHARTER

LUCENA CAMPUS

CONFIRMATION AND ADMISSION OF STUDENTS





CITIZEN'S CHARTER



TIAONG CAMPUS

Kilometer 101, Brgy. Lagalag, Tiaong Quezon, 4325
Phone No.: (042) 545-6243
Email : jnrrio_25@yahoo.com

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
- Bachelor in Agricultural Technology
- Basic Engineering Course

ENRICO S. SAJUL

Director, SLSU Tiaong Campus
Email: essajul@slsu.edu.ph

FERDINAND L. RELLOSOSA

Program Chair, Education

SALVO O. SALVACION

Program Chair, Agriculture

JULIUS PERIE I. MAGCAWAS

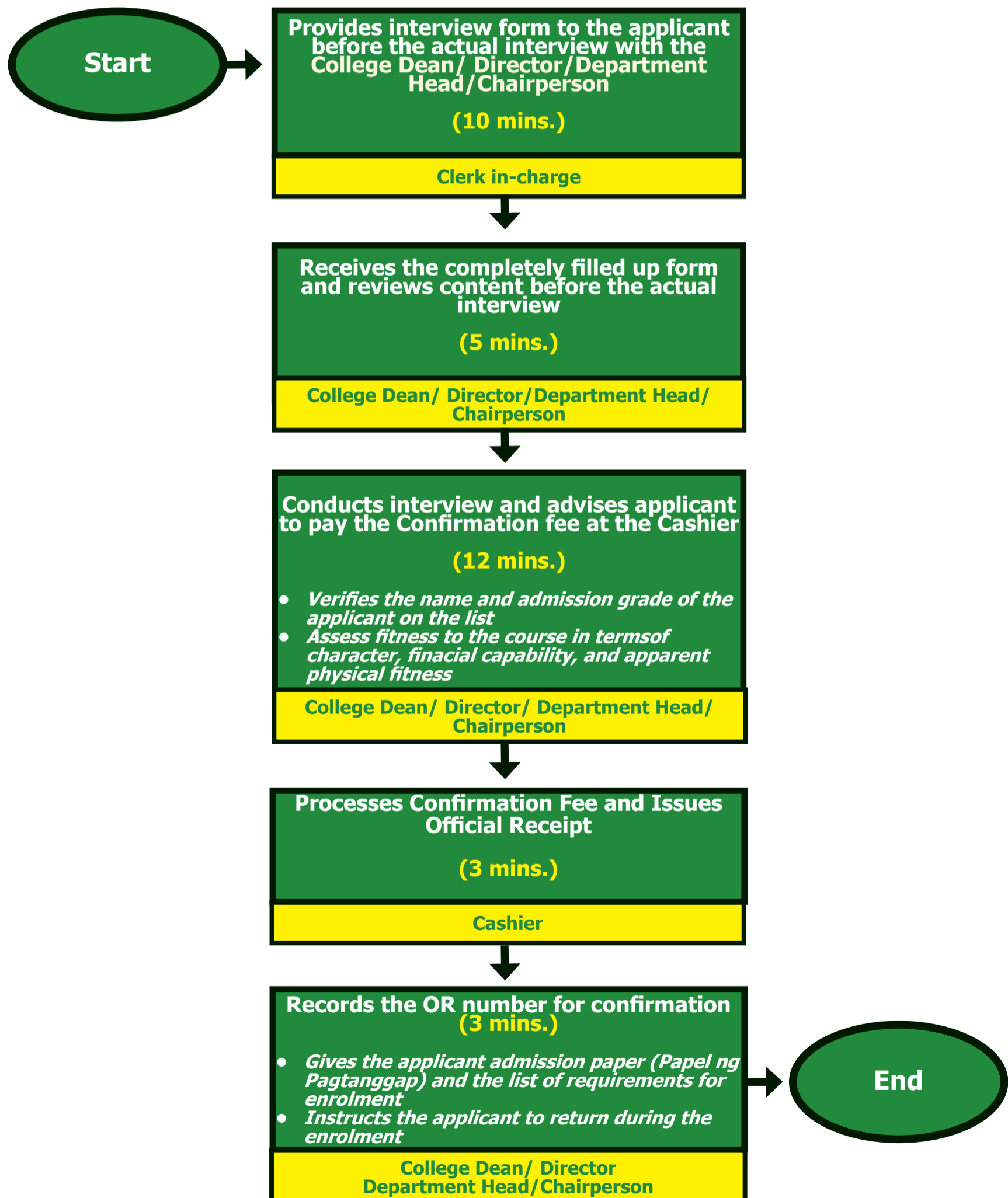
Program Chair, Technology
and Engineering



CITIZEN'S CHARTER

TIAONG CAMPUS

CONFIRMATION AND ADMISSION OF STUDENTS





CITIZEN'S CHARTER



POLILLO CAMPUS

Brgy. Sibulan, Polillo Quezon, 4339

Phone No.: (042) 314-8143

Email: violeto_cornacion@yahoo.com

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. Lamun 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
Certificate in Automotive Technology
Certificate in Electrical Technology

DR. VIOLETO N. CORONACION

Director, SLSU Polillo Campus

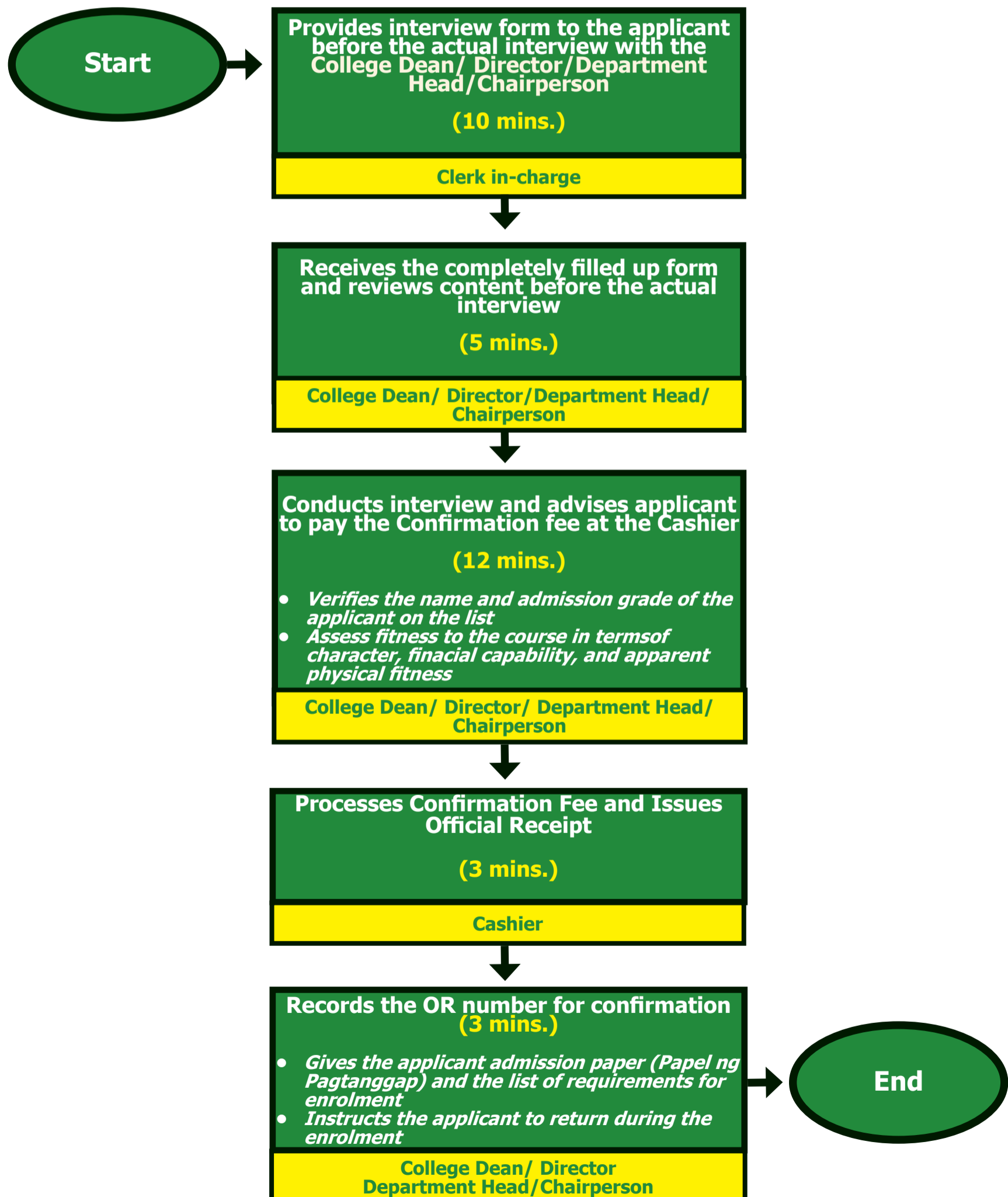
Email: violeto_cornacion@yahoo.com



CITIZEN'S CHARTER

POLILLO CAMPUS

CONFIRMATION AND ADMISSION OF STUDENTS





CITIZEN'S CHARTER



GUMACA CAMPUS

Barangay Tabing Dagat, Gumaca, Quezon 4307

Phone No. (042) 312-7813

Email: jimsonoliveros12@yahoo.com

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 Science in Accountancy
BSED Mathematics
DIT-Computer Technology
DIT-Mechanical Technology

JIMSON F. OLIVEROS

Director, SLSU Gumaca Campus
Email: jimsonoliveros12@yahoo.com

KRISH BERNADETTE P. PALAY

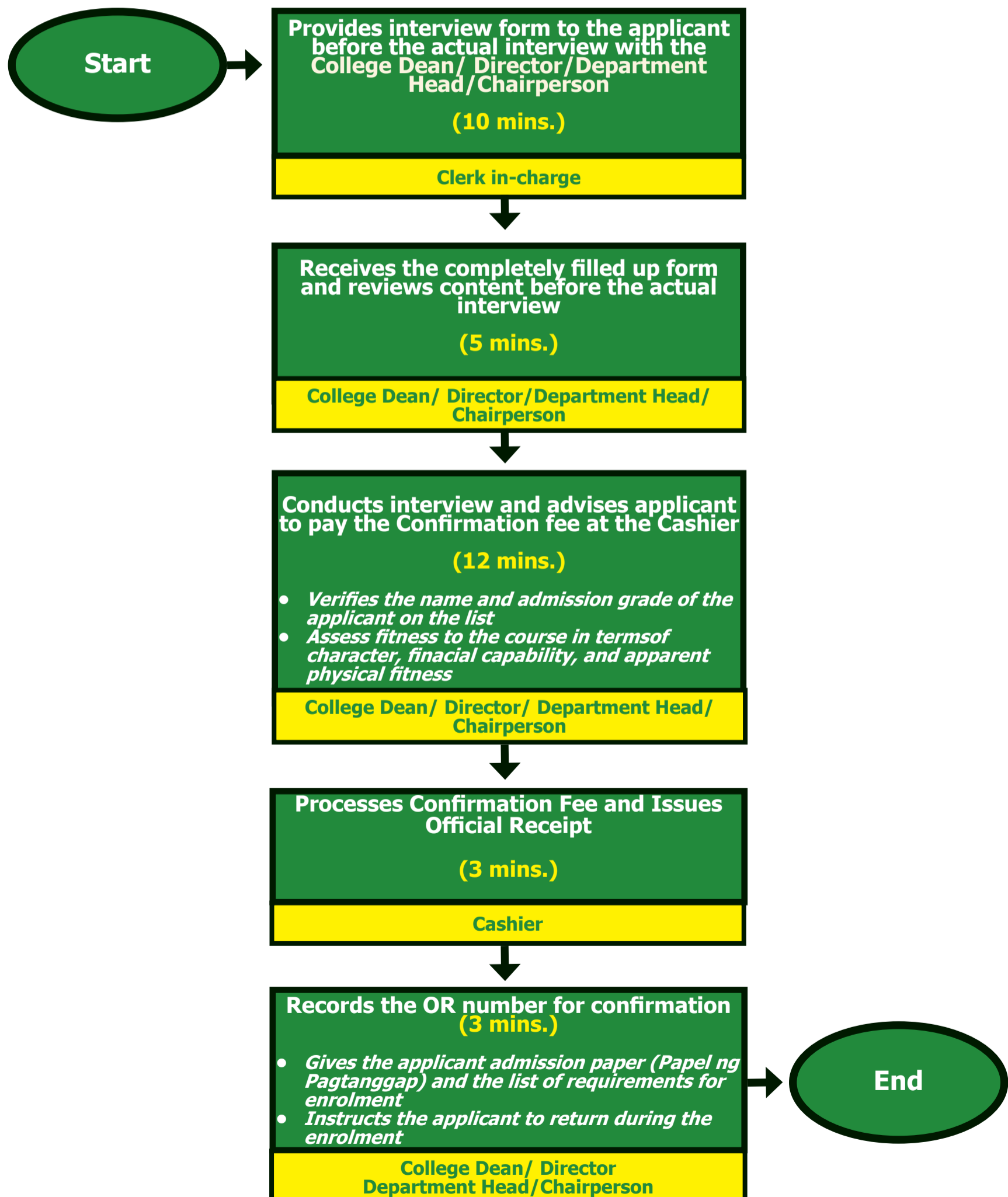
Program Chair



CITIZEN'S CHARTER

GUMACA CAMPUS

CONFIRMATION AND ADMISSION OF STUDENTS





CITIZEN'S CHARTER

VICE PRESIDENT FOR RESEARCH, EXTENSION, PRODUCTION AND DEVELOPMENT

The Research, Extension, Production and Development (PREPD) 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

DR. GONDELINA A. RADOVAN

Email: garadovan@slsu.edu.ph

Phone Number: (042) 540-4087 loc. 107

3rd Flr. Right Wing, Admin. Bldg., SLSU-Lucban

DIRECTORS

RESEARCH

EDITHA E. DE JESUS

Phone Number: (042) 540-8506

2nd Flr., PREPD Center, Digitel Bldg., SLSU-Lucban

PRODUCTION

LOURDES A. QUEVADA

Email: engr.lour@yahoo.com

Phone Number: (042) 540-8506

2nd Flr., PREPD Center, Digitel Bldg.,
SLSU-Lucban

EXTENSION

FELINO J. GUTIERREZ, Jr.

Email: extensionservices@slsu.edu.ph

Phone Number: (042) 540-8506

1st Flr., PREPD Center, Digitel Bldg., SLSU-Lucban

PROGRAM/PROJECT PLANNING & ADMINISTRATIVE SERVICES

REY M. JOLONGBAYAN

Phone Number: (042) 540-8506

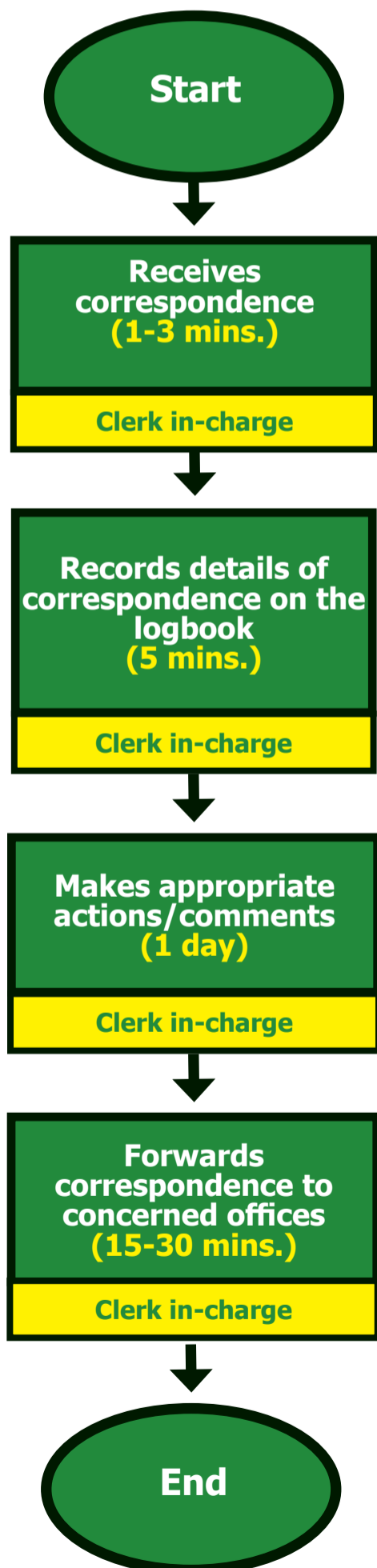
2nd Flr., PREPD Center, Digitel Bldg., SLSU-Lucban



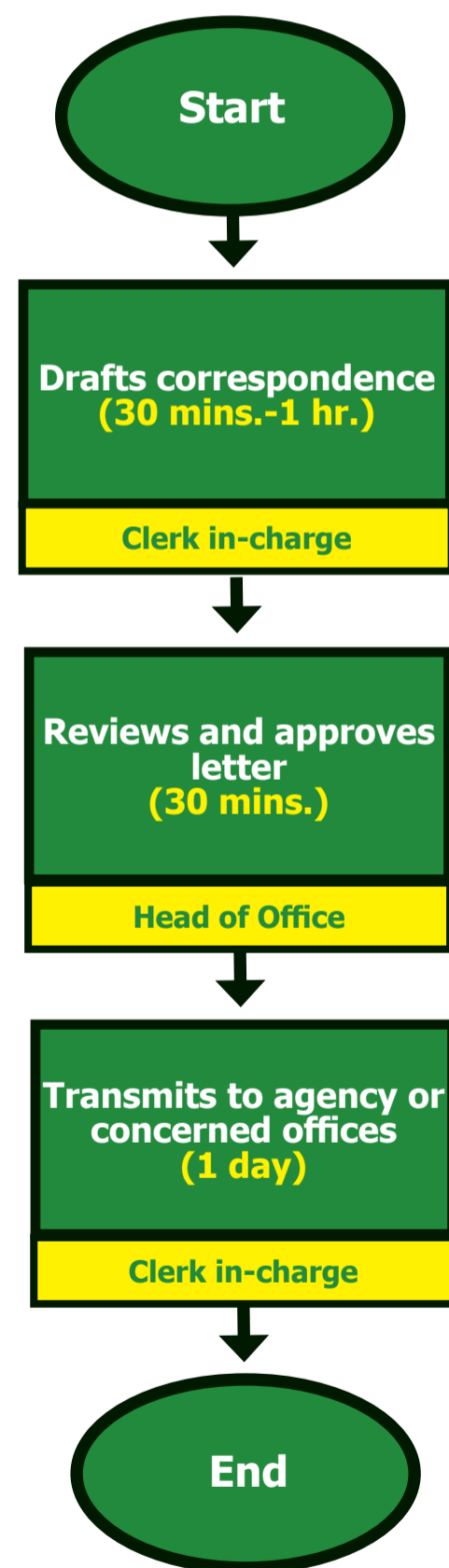
CITIZEN'S CHARTER

VICE PRESIDENT FOR RESEARCH, EXTENSION, PRODUCTION AND DEVELOPMENT

HANDLING OF INCOMING CORRESPONDENCE



HANDLING OF OUTGOING CORRESPONDENCE



DR. GONDELINA A. RADOVAN
Vice President, Research, Extension, Production and Development
3rd Flr. Right Wing, Admin. Bldg., SLSU-Lucban
Phone Number: (042) 540-4087 loc. 107
garadovan@slsu.edu.ph



CITIZEN'S CHARTER

OFFICE OF THE EXTENSION SERVICES

**Research, Extension and Production Center
SLSU, Brgy. Kulapi, Lucban Quezon
Phone No. (042) 540-8506
Email: extensionservices@slsu.edu.ph**

INTRODUCTION

Extension Services is the arm of the University which focuses on various areas of development through seminars, workshops, trainings, outreach and promotion and commercialization of technology. Its mission revolves in assisting community, enhancing capability and uplifting life quality.

OBJECTIVES

The Office of the Extension Services aims to assist the community in developing their full potentials toward acquiring capability and self-reliance to uplift quality of life. As mandated in Republic Act 9395, the university shall undertake research and extension services and provide progressive leadership in its areas of specialization.

SERVICE UNITS/ SERVICE TRANSACTIONS

1. Program Development, Information and Resource Generation Unit
2. Technology Transfer and Community Development Unit
3. Monitoring, Evaluation and Impact Assessment Unit
4. Community Trainings/Seminars
5. Extension Services

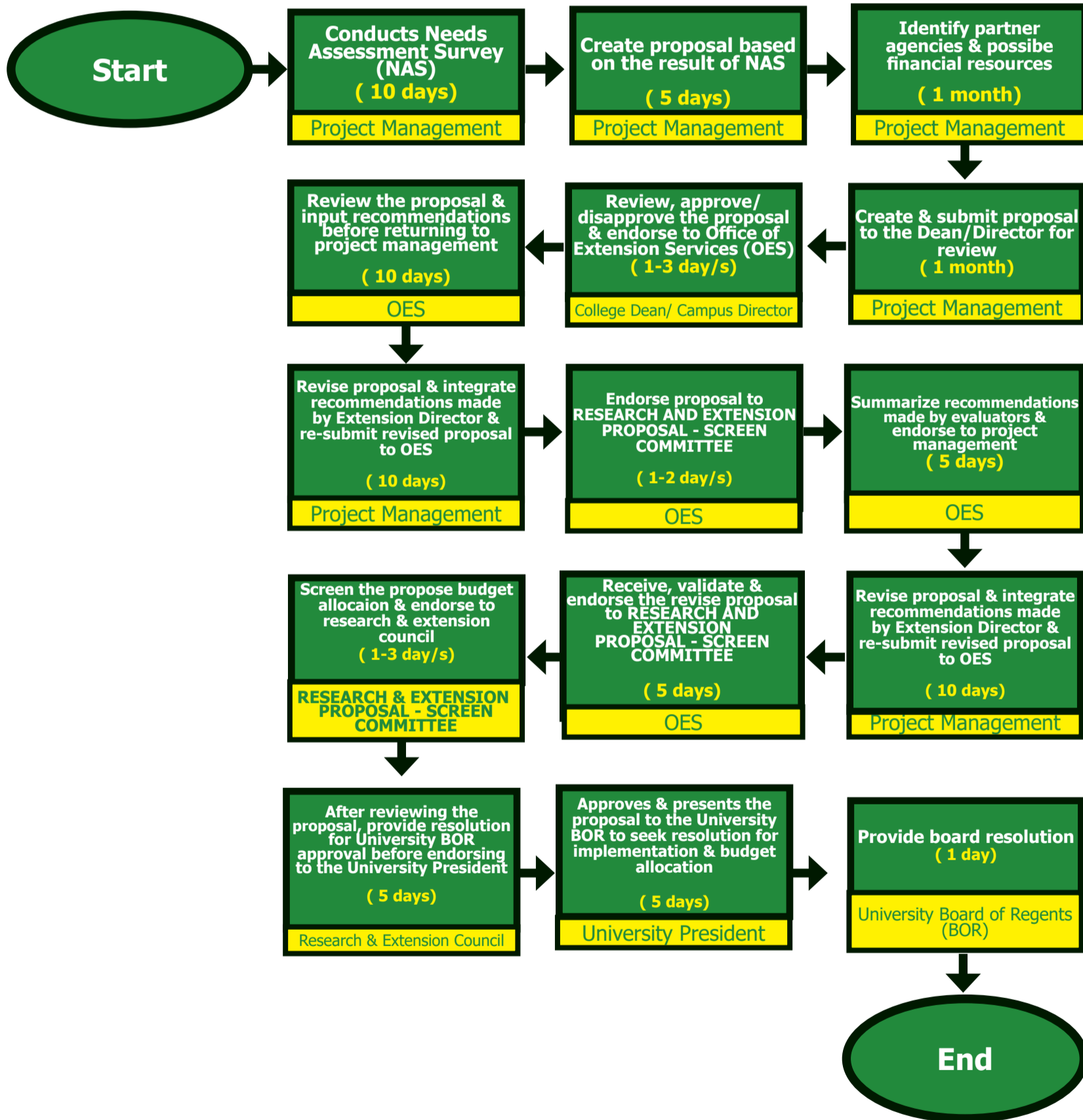
For. FELINO J. GUTIERREZ, Jr.
Head Extension Services



CITIZEN'S CHARTER

OFFICE OF THE EXTENSION SERVICES

PROCESSING OF EXTENSION PROGRAM/ PROJECT PROPOSALS

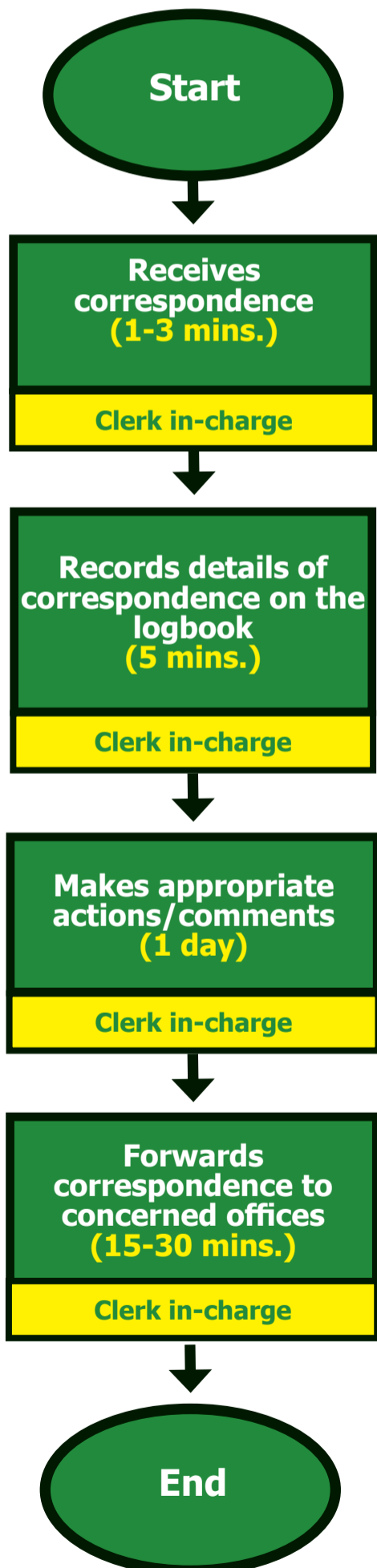




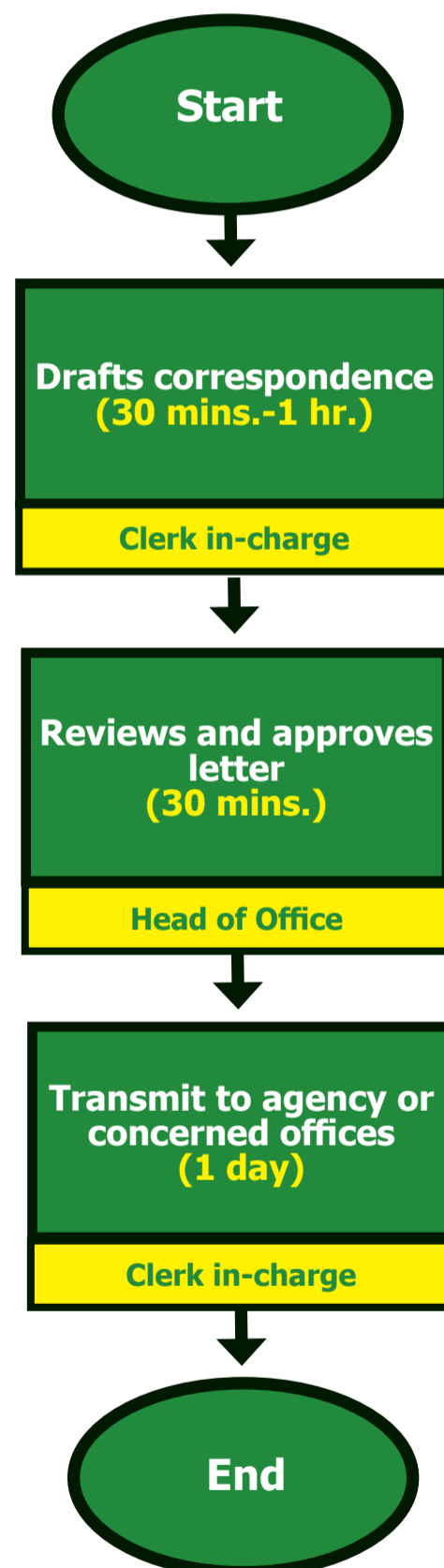
CITIZEN'S CHARTER

OFFICE OF THE EXTENSION SERVICES

HANDLING OF INCOMING CORRESPONDENCE



HANDLING OF OUTGOING CORRESPONDENCE





CITIZEN'S CHARTER

PROGRAM/PROJECT PLANNING AND ADMINISTRATIVE SERVICES

Research, Extension and Production Center

Phone No.: (042) 540-8506

Email: ppas@slsu.edu.ph

INTRODUCTION

The Office of the Program/Project Planning and Administrative Services is the frontline service unit of the Office of the Vice President for Planning, Research, Extension, Production and Development. Its main function is to enhance the service delivery capacity of the Research, Extension and Production by optimizing resource utilization and minimizing the burden of administrative hindrances while maintaining adherence to universally accepted principles and the rule of law.

PPAS also manages the University's Intellectual properties - a mission critical function which represents potential contributions to economic development.

OBJECTIVES

SERVICE UNITS/TRANSACTIONS

- » Pre-screening of proposals and support for paper presentations for the Office of the Research, Extension and Production Services
- » Planning and administrative support for ORS, OES and OPS (Periodic)
- » Project Monitoring and Evaluation (Periodic)
- » Application for ISSN/ISBN facilitation
- » Management of Intellectual Properties
 - Patent application
 - Utility model
 - Copyright
 - Trademarks

REY M. JOLONGBAYAN

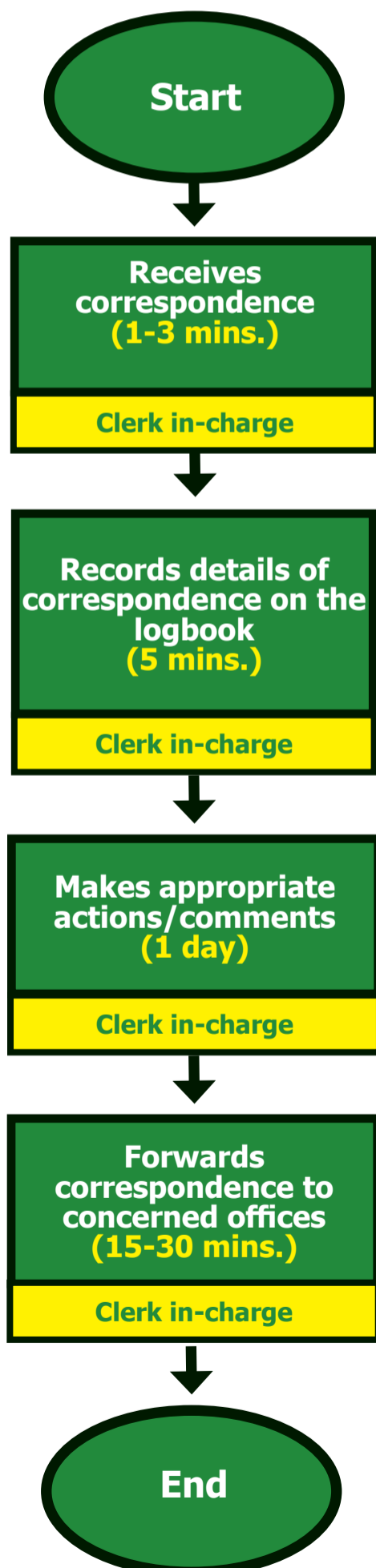
Director, Program/Project Planning &
Administrative Support



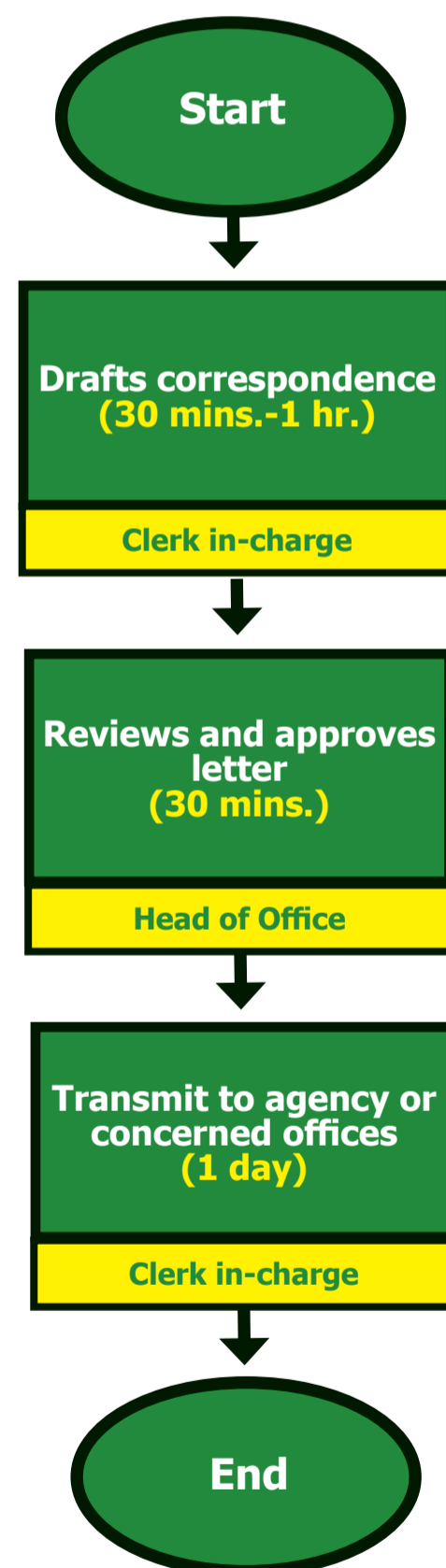
CITIZEN'S CHARTER

PROGRAM/PROJECT PLANNING AND ADMINISTRATIVE SERVICES

HANDLING OF INCOMING CORRESPONDENCE



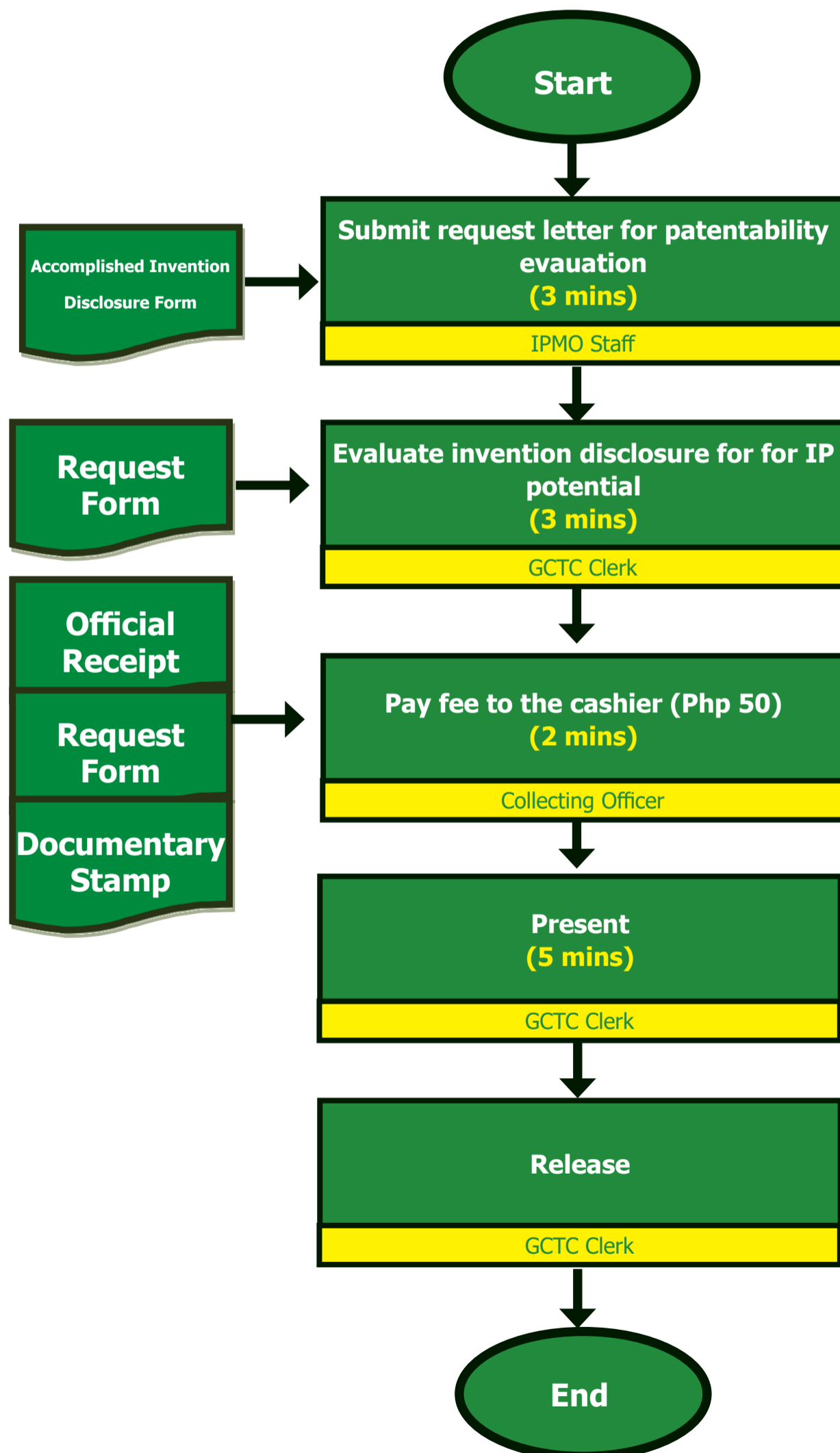
HANDLING OF OUTGOING CORRESPONDENCE





CITIZEN'S CHARTER

PROGRAM/PROJECT PLANNING AND ADMINISTRATIVE SERVICES





CITIZEN'S CHARTER

INTERNAL AUDIT SERVICES

2nd Flr. Admin. Bldg. SLSU-Lucban
Phone No.: (042) 540-4087 loc. 147
Email: info@slsu.edu.ph

INTRODUCTION

The SLSU Internal Audit Services has the responsibility to ensure compliance with all rules, regulations, policies, and statutes pertaining to the University's physical and financial assets. In addition, the Internal Audit Services provides an independent, objective assurance and consulting activity designed to add value and improve the University operations. Most importantly, the Internal Audit Services helps the University accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, governance process and its environmental advocacy.

OBJECTIVES

The SLSU Internal Audit Services strives to continually add value and migrate risk through evaluation of the University's operations including environmental awareness. It is a valued resource for financial, operational and control activities.

SERVICE UNITS/TRANSACTIONS

- » Develop, document, implement, test and maintain a comprehensive internal audit plan and system of internal controls to help provide assurance applicable laws, regulations and University policies and procedures are complied with judiciously;
- » Examine financial transactions for accuracy and compliance with institutional policies and applicable laws and regulations;
- » Evaluate financial and operational procedure to assure adequate internal controls are present;
- » Identify, assess and evaluate the University's risk areas, make appropriate recommendations for improved internal controls and accounting procedures and research and adopt industry best practices where appropriate;
- » Work with the president and senior leadership of the University to identify key business risks, assess does risks and establish risk management procedures and practices based on industry best practices;
- » Identify best practices emerging within the higher education industry which can assist the University in producing accurate and reliable financial reporting informaton;
- » Oversee the administration of the University's whistle blower and timely preparation of the UNiversity's Local Tax Returns;
- » Advise the University's senior management (ADCO) on policy and procedure;
- » Provide expert knowledge with respect to maintaining the University's control system and prepares necessary reports for the office of the University President;
- » Complete other projects and perform other duties as assigned by the University President

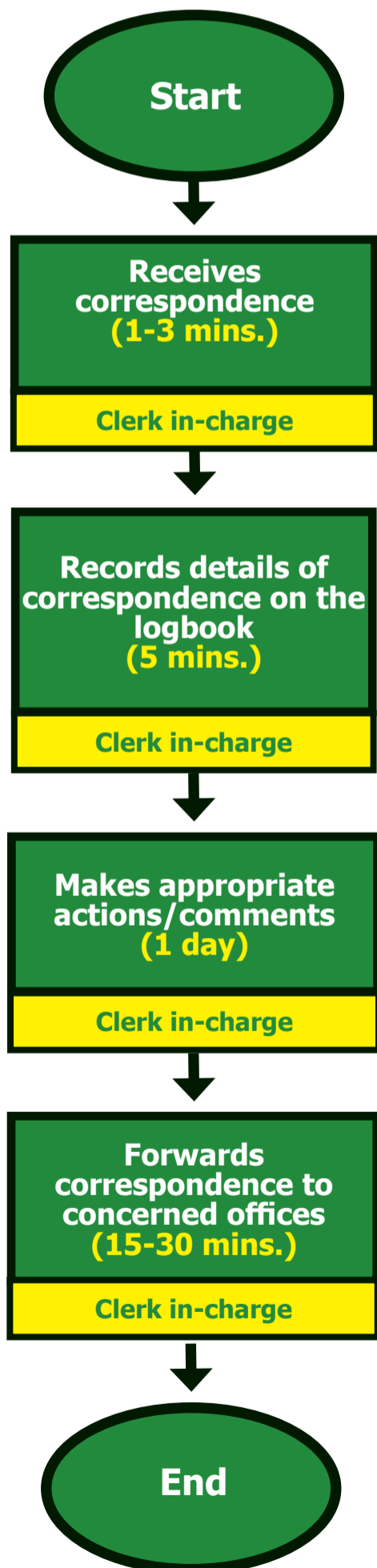
MARITESS O. VILLA
OIC-Internal Audit Services



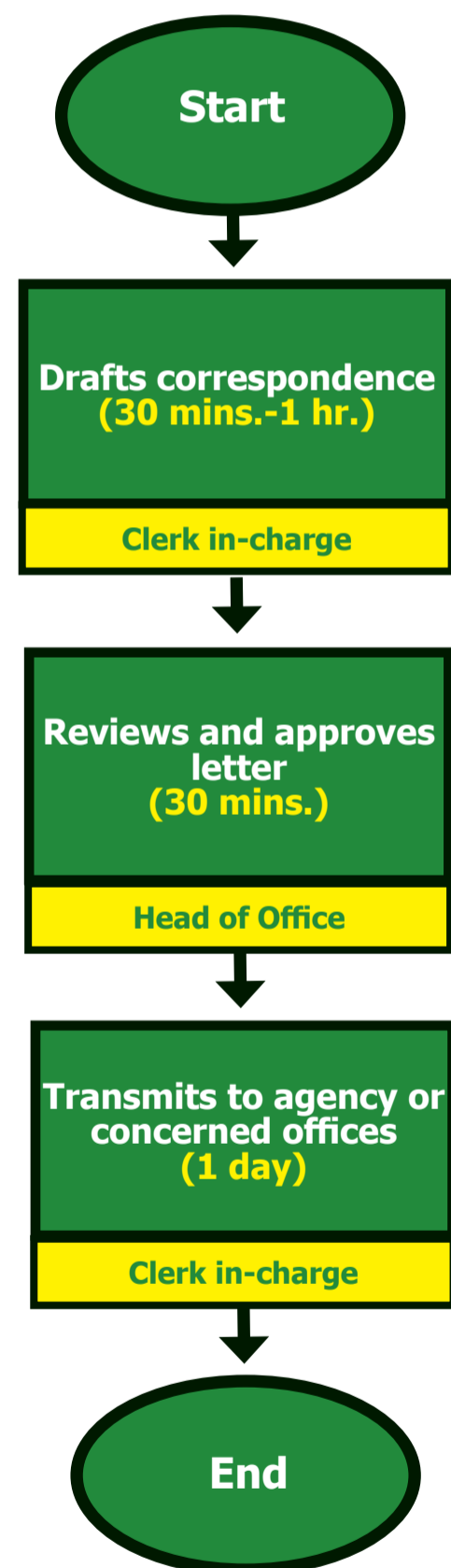
CITIZEN'S CHARTER

INTERNAL AUDIT SERVICES

HANDLING OF INCOMING CORRESPONDENCE



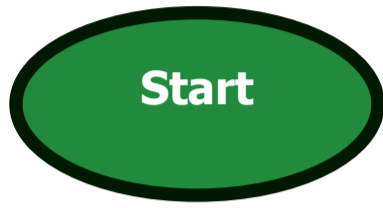
HANDLING OF OUTGOING CORRESPONDENCE





CITIZEN'S CHARTER

INTERNAL AUDIT SERVICES



Plans and schedules audit

1. *Develop Internal Audit Plan and seek approval to the University President*
2. *Develop the Audit Methodology specific to the type of Audit/Review*

IAS Director/Staff

**INTERNAL AUDIT PROCESSES
(1-4 months)**

Prepares to conduct Internal Audit

1. *Inform Dean/Head of Department/Director of the process to audit*
2. *Arrange time to conduct audit*
3. *Send out preparation checklist*

IAS Director/Staff

Conducts auditing

IAS Director/Staff

Makes report on Audits

- Finalize audit report including:
1. *Audit findings/Observation*
 2. *Recommendations/suggested corrective action and comments of auditees*

IAS Director/Staff

Follow up

1. *Monitor non-conformance and/or progress of proposed action/response.*
2. *Follow up significant findings*
3. *Verify the effectiveness of action taken*
4. *Check if the recommendation effectively solved the audit findings/observation*

IAS Director/Staff

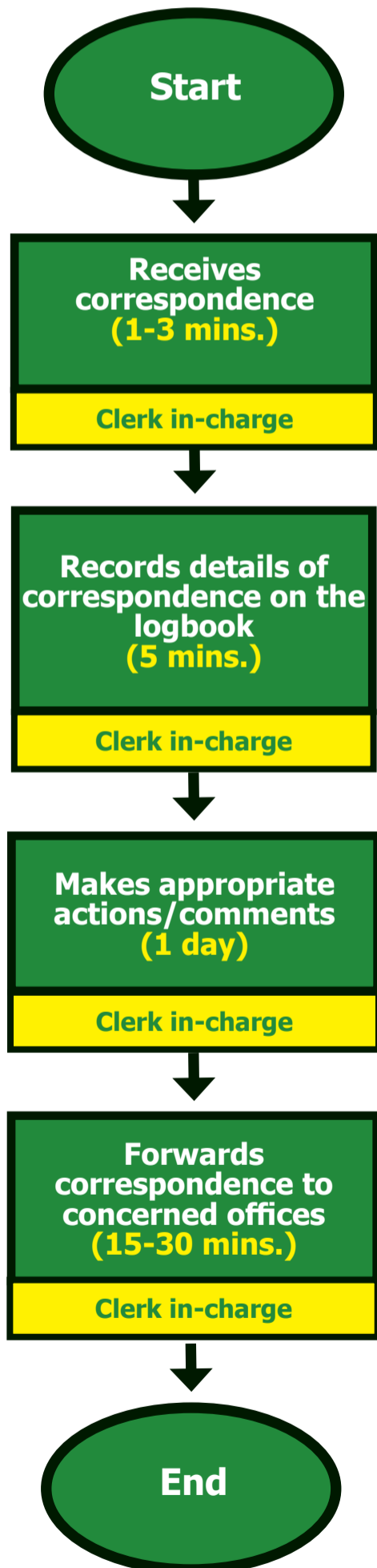




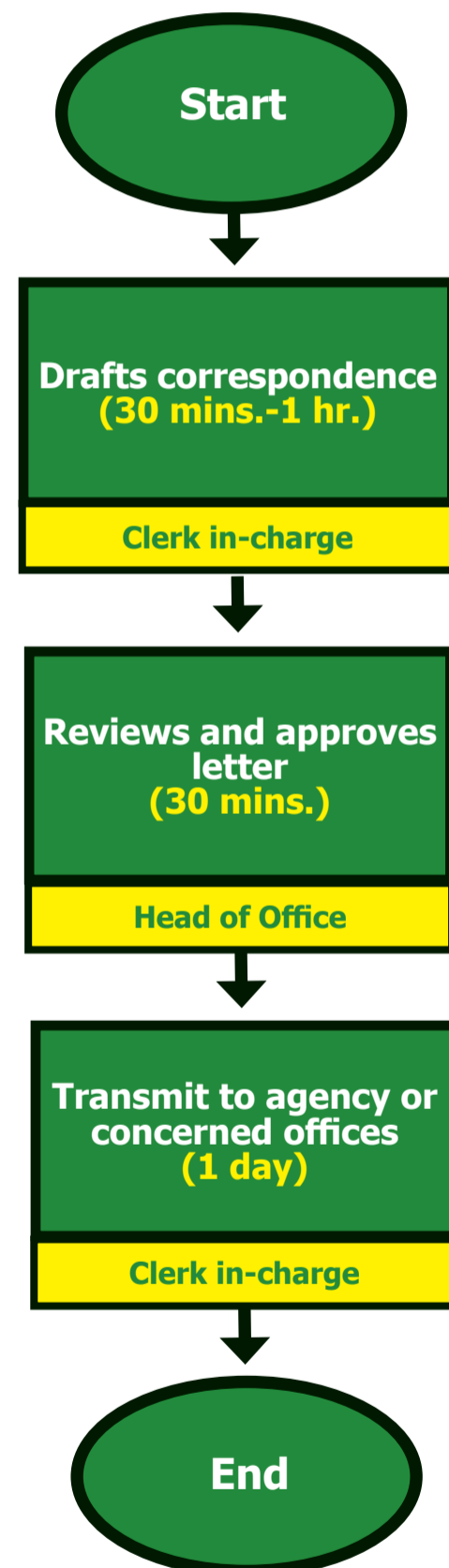
CITIZEN'S CHARTER

NATIONAL SERVICE TRAINING PROGRAM

HANDLING OF INCOMING CORRESPONDENCE



HANDLING OF OUTGOING CORRESPONDENCE

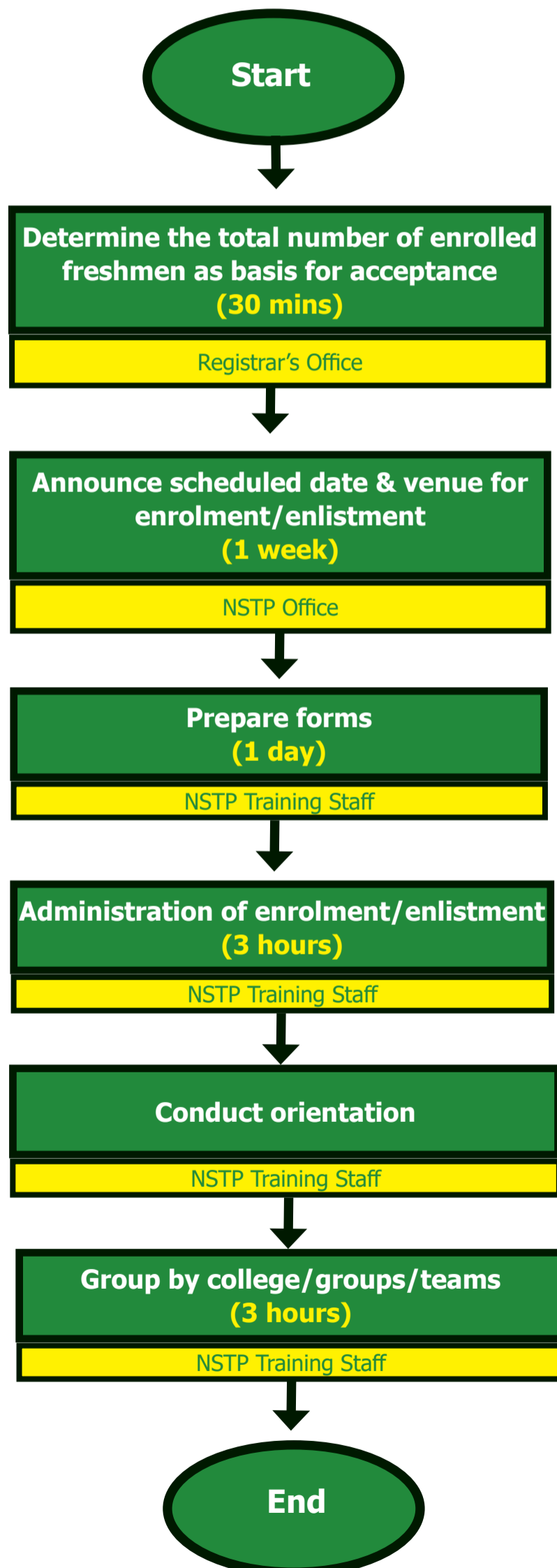




CITIZEN'S CHARTER

NATIONAL SERVICE TRAINING PROGRAM

NSTP ENROLMENT PROCEDURE

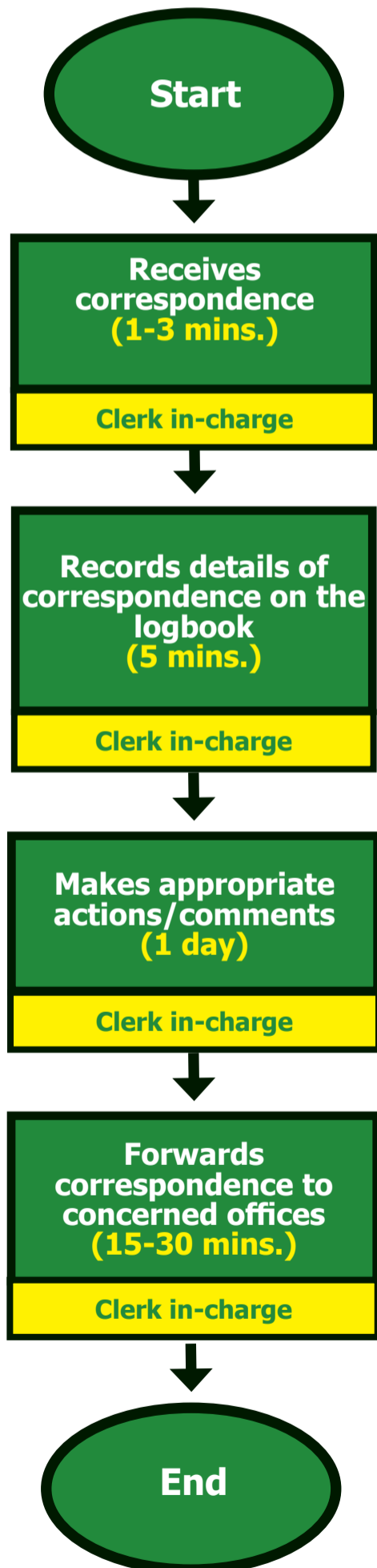




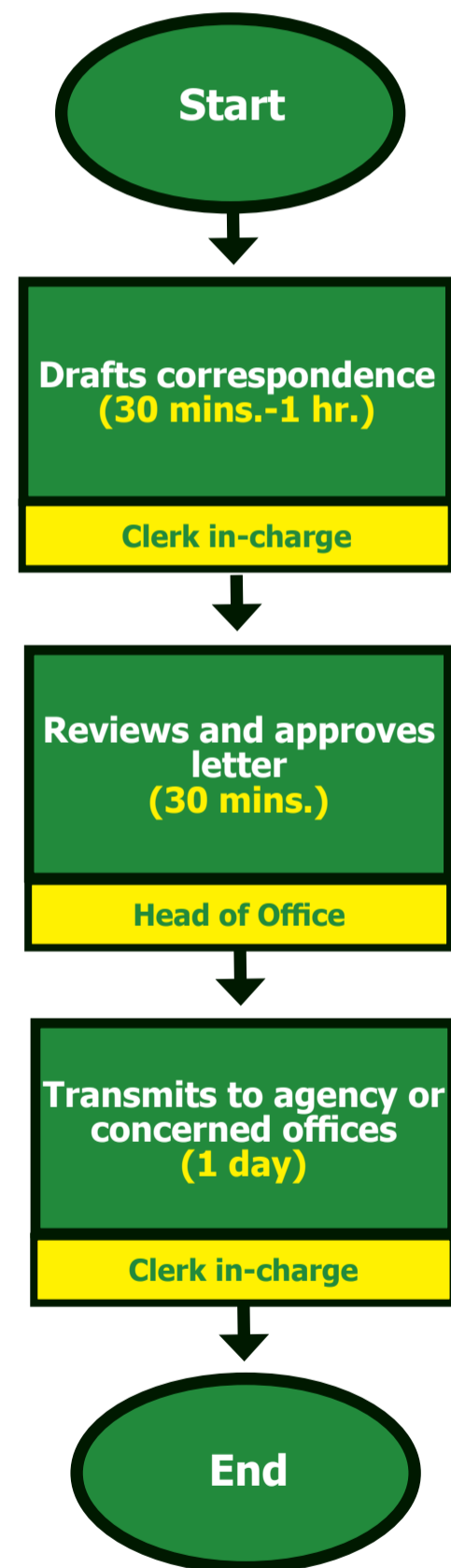
CITIZEN'S CHARTER

OFFICE OF THE PRESIDENT

HANDLING OF INCOMING CORRESPONDENCE



HANDLING OF OUTGOING CORRESPONDENCE



DR. MILO O. PLACINO
University President
4th Flr. Admin. Bldg. SLSU-Lucban
Phone Number: (042) 540-4087 loc. 156
Email: mmplacino@yahoo.com



CITIZEN'S CHARTER

PLANNING AND DEVELOPMENT OFFICE

G/F Emilio Aguinaldo Bldg.
Phone No.: (042) 540-4087 loc. 131
Email: moses.slsupdo@gmail.com

INTRODUCTION

The Planning and Development office

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/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

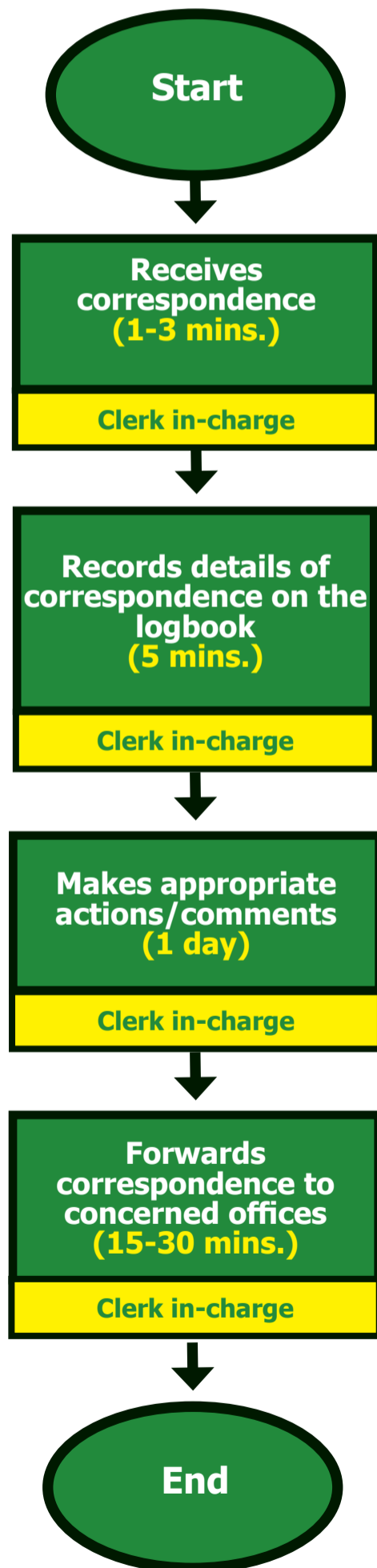
SHERRLYN U. MAGDAME
Head, Accounting Office



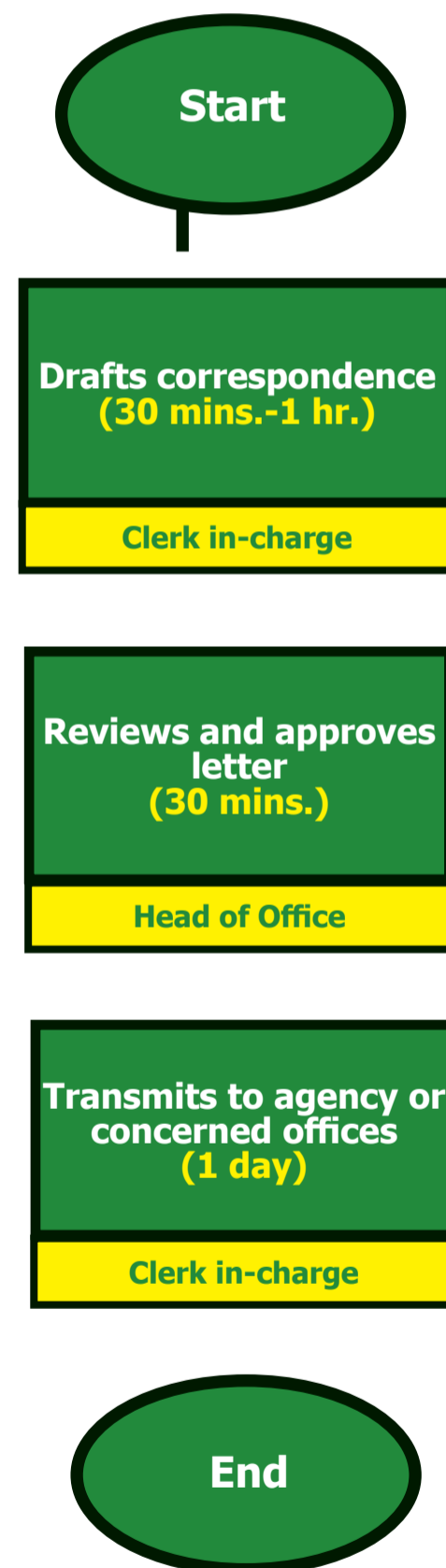
CITIZEN'S CHARTER

PLANNING AND DEVELOPMENT OFFICE

HANDLING OF INCOMING CORRESPONDENCE



HANDLING OF OUTGOING CORRESPONDENCE



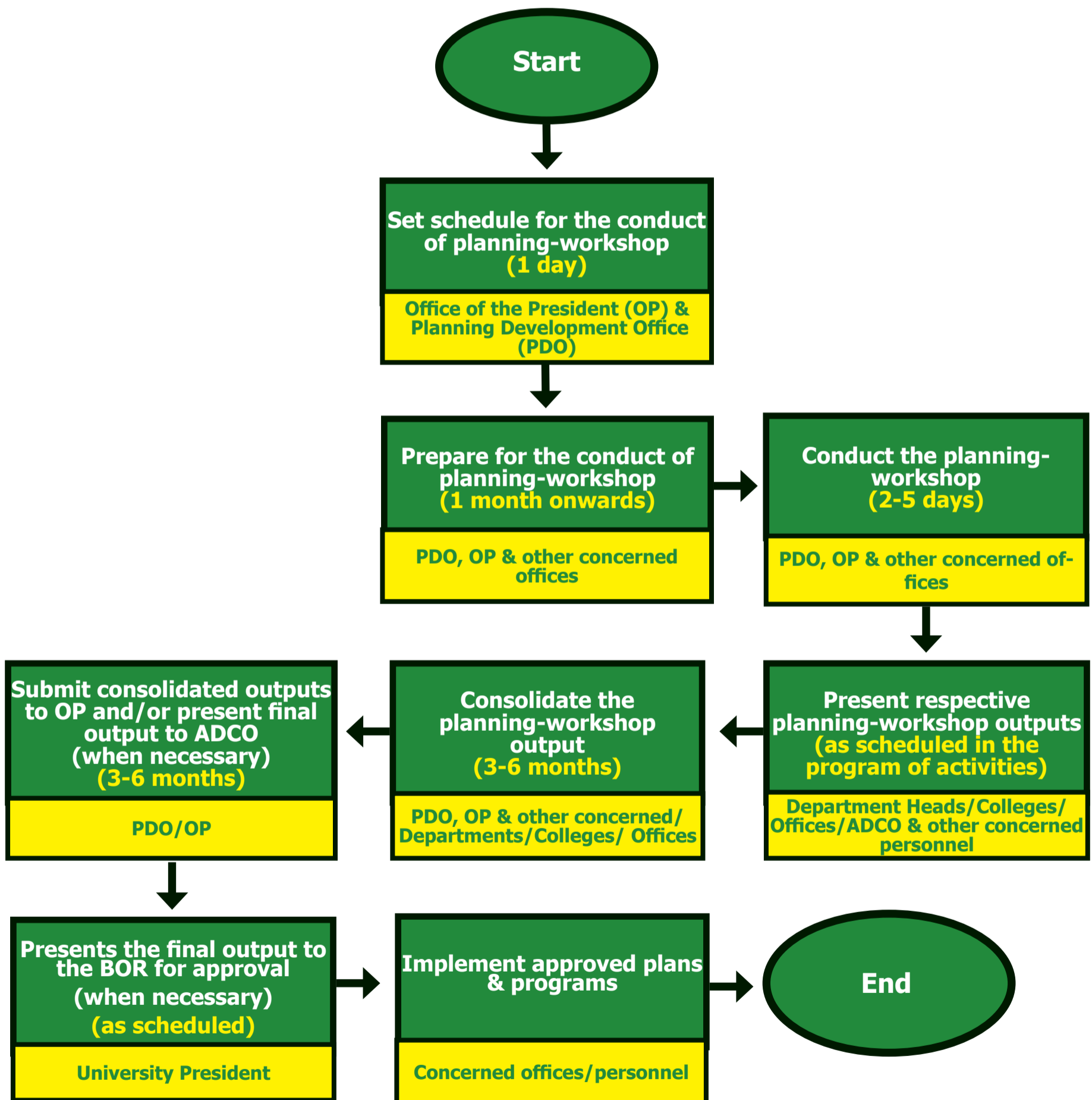
MOSES T. MACALINAO
Head, Planning and Development Office
1st Flr. Emilio Aguinaldo Bldg. SLSU-Lucban
Phone Number: (042) 540-4087 loc.131
Email: mosesmacalinao@yahoo.com.ph



CITIZEN'S CHARTER

PLANNING AND DEVELOPMENT OFFICE

PLANNING, REVIEW AND IMPLEMENTATION OF PLANS AND PROGRAMS



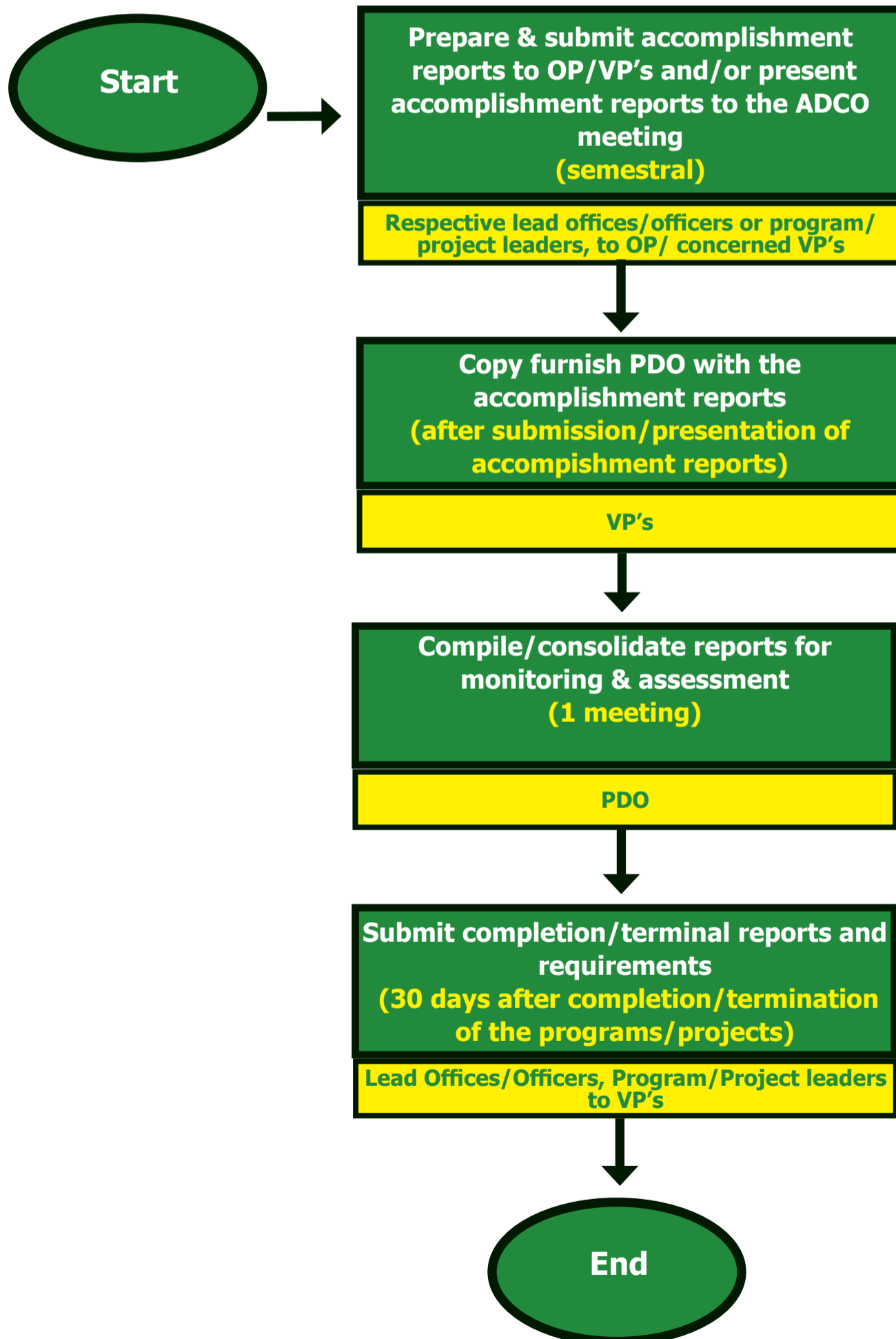
MOSES T. MACALINAO
Head, Planning and Development Office
1st Flr. Emilio Aguinaldo Bldg. SLSU-Lucban
Phone Number: (042) 540-4087 loc.131
Email: mosesmacalinao@yahoo.com.ph



CITIZEN'S CHARTER

PLANNING AND DEVELOPMENT OFFICE

MONITORING, EVALUATION & ASSESSMENT OF PLANS AND PROGRAMS

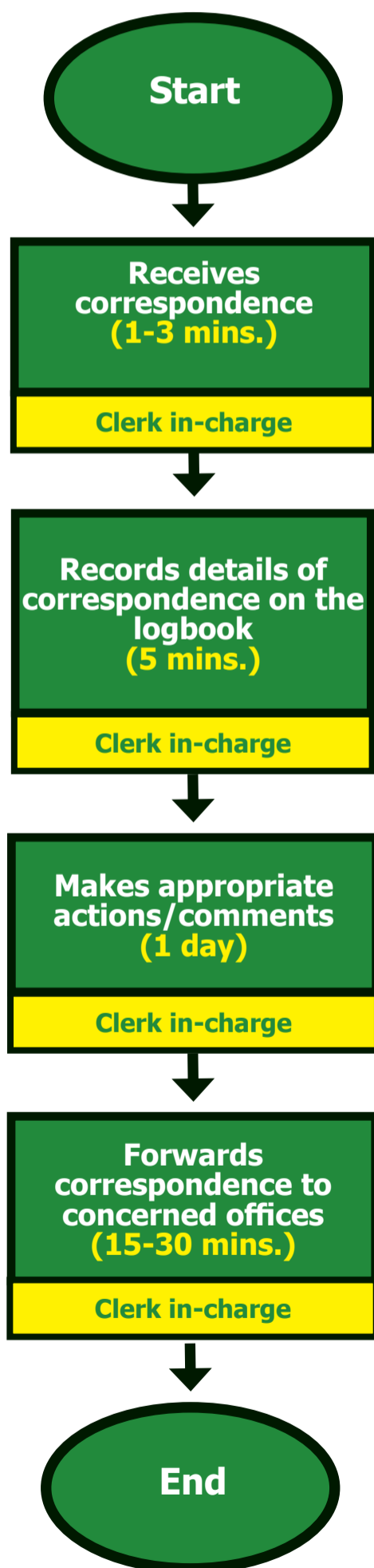




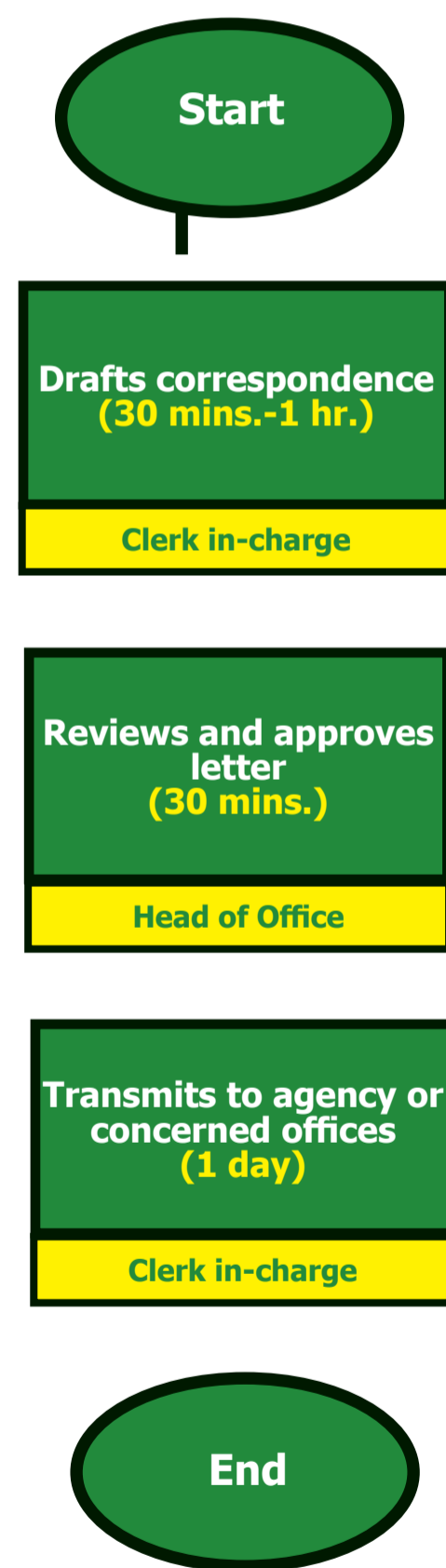
CITIZEN'S CHARTER

UNIVERSITY AND BOARD SECRETARY

HANDLING OF INCOMING CORRESPONDENCE



HANDLING OF OUTGOING CORRESPONDENCE



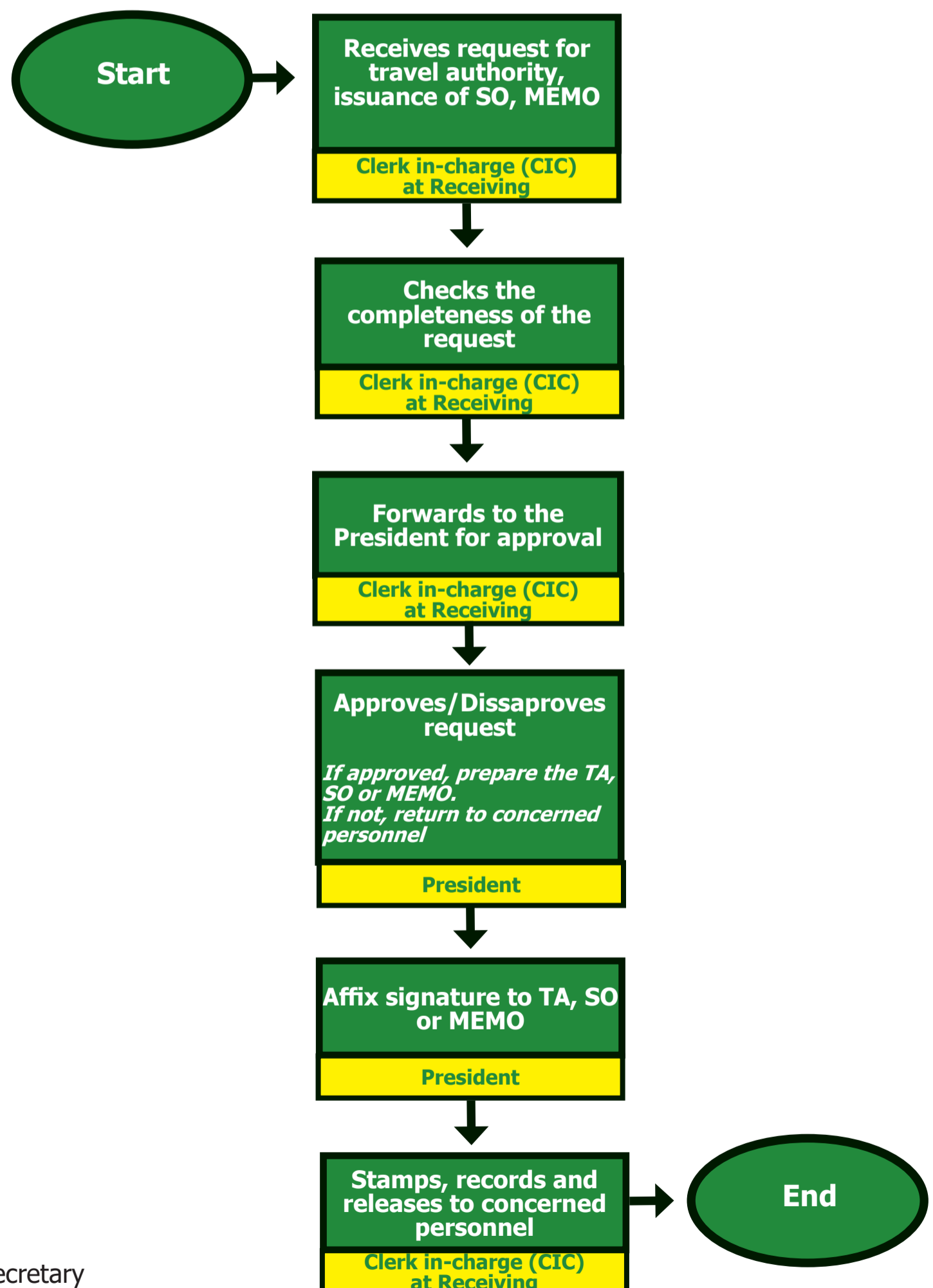
AURORA L. SUMAGUE
Head, University and Board Secretary
3rd Flr. Left Wing, Admin. Bldg., SLSU-Lucban
Phone Number: (042) 540-4087 loc. 102
ausumague@yahoo.com



CITIZEN'S CHARTER

UNIVERSITY AND BOARD SECRETARY

ISSUANCE OF TRAVEL AUTHORITY, MEMORANDUM, SPECIAL ORDER
(2 days)



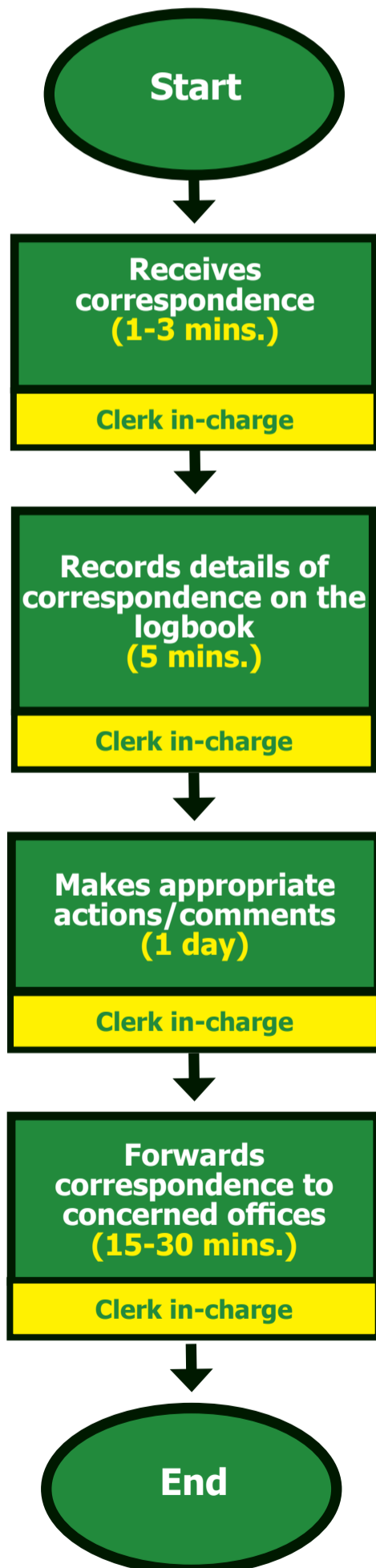
AURORA L. SUMAGUE
Head, University and Board Secretary
3rd Flr. Left Wing, Admin. Bldg., SLSU-Lucban
Phone Number: (042) 540-4087 loc. 102
ausumague@yahoo.com



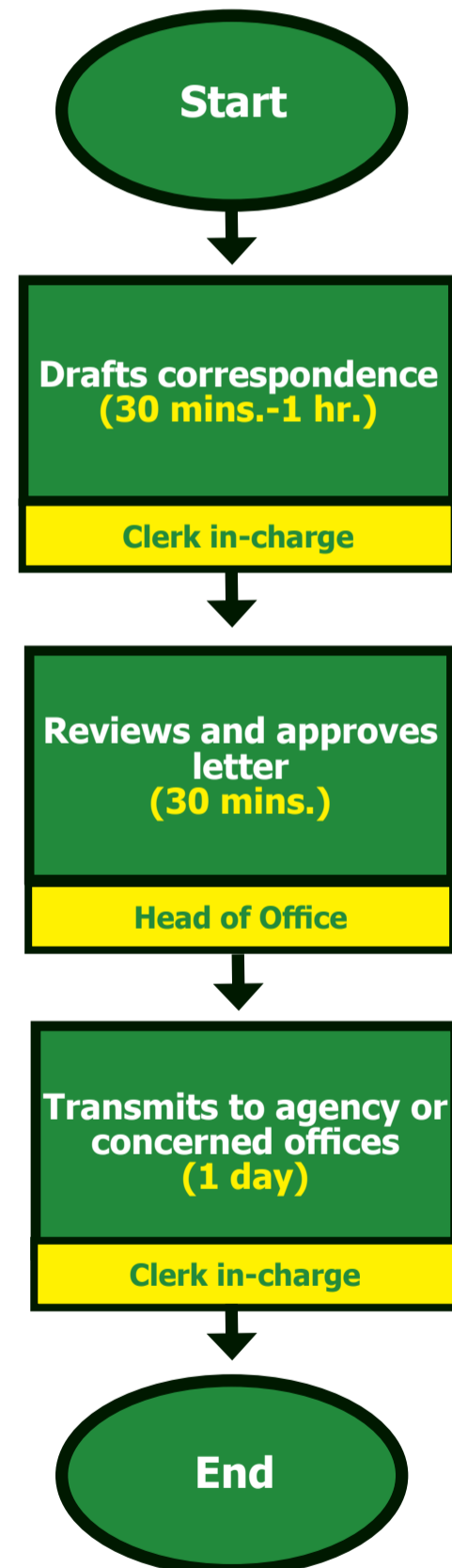
CITIZEN'S CHARTER

MANAGEMENT INFORMATION SYSTEM

HANDLING OF INCOMING CORRESPONDENCE



HANDLING OF OUTGOING CORRESPONDENCE

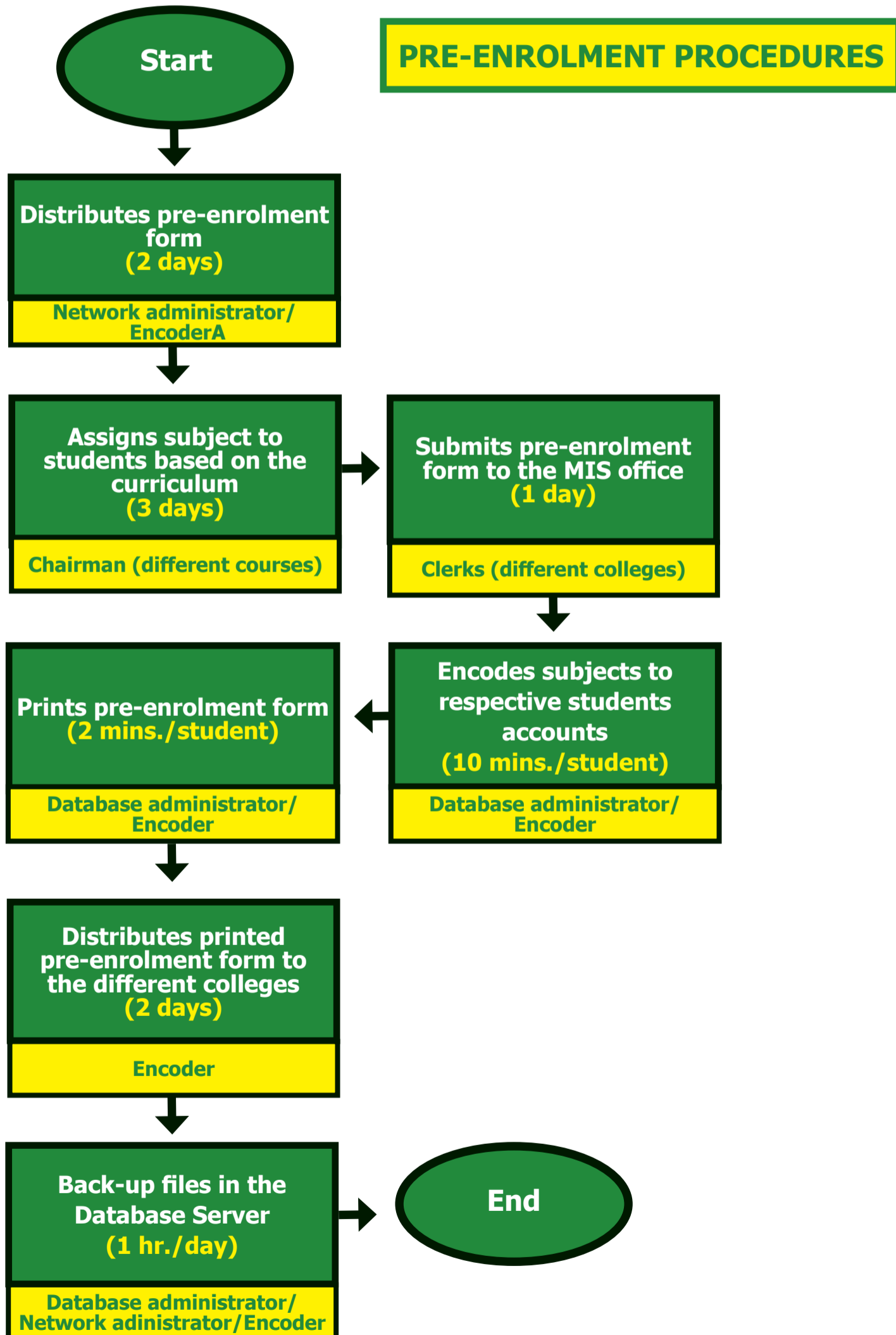


MARIEBETH P. SEÑO
Head, Management Information System
1st Flr. Emilio Aguinaldo Bldg., SLSU-Lucban
mpseno@slsu.edu.ph



CITIZEN'S CHARTER

MANAGEMENT INFORMATION SYSTEM



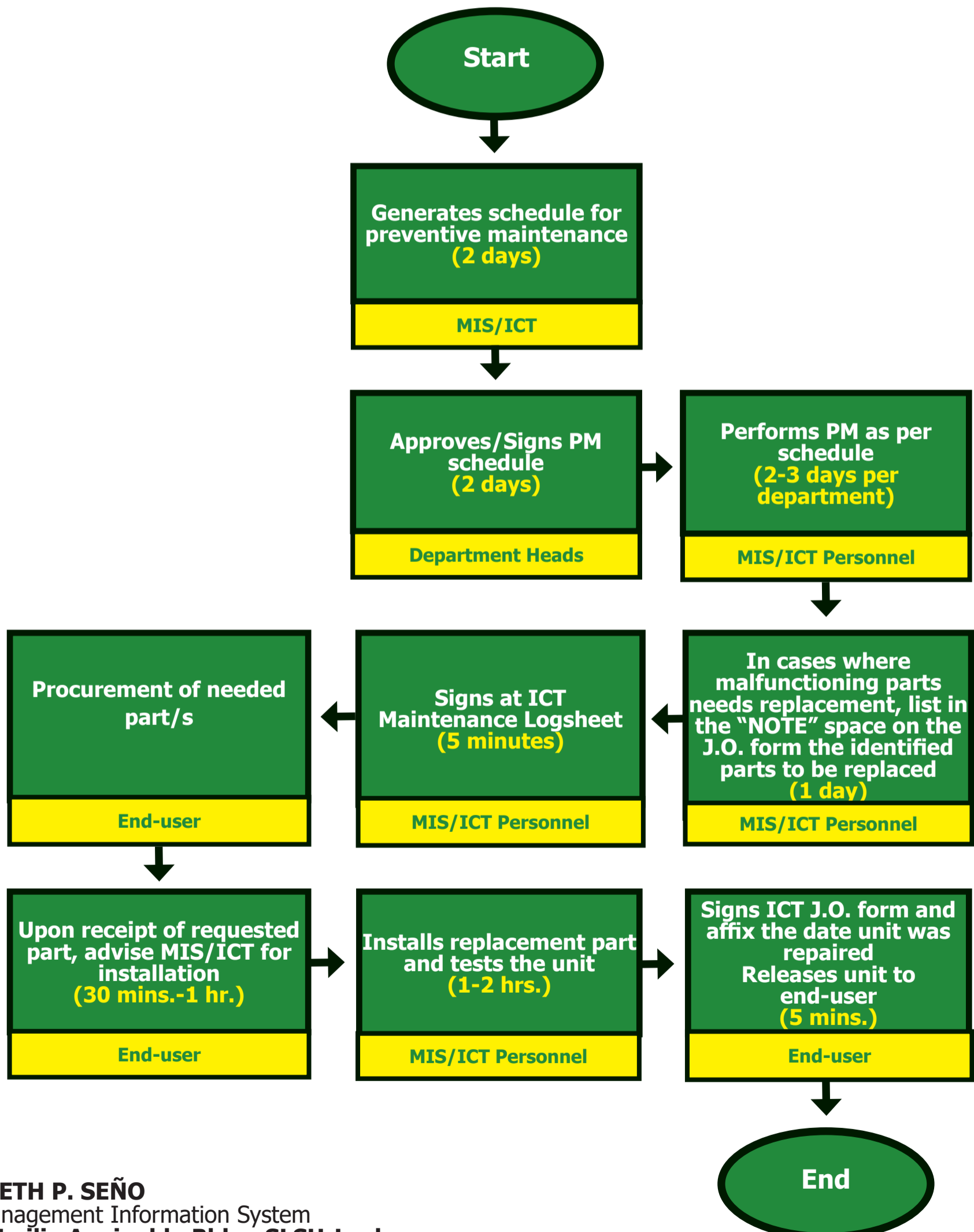
MARIBETH P. SEÑO
Head, Management Information System
1st Flr., Emilio Aguinaldo Bldg. SLSU-Lucban
mpseno@slsu.edu.ph



CITIZEN'S CHARTER

MANAGEMENT INFORMATION SYSTEM

PREVENTIVE MAINTENANCE (PM) INTER-OFFICE ICT EQUIPMENT





CITIZEN'S CHARTER

OFFICE OF RESEARCH SERVICES

Research, Extension and Production Center

Phone Nos.: (042) 540- 8506

Email:

INTRODUCTION

The research office serves the administration, colleges, satellite campuses, faculty and students thru implementation of policies, rules and regulations, programs, projects and activities pertaining to research works. The office also assist in planning, managing and evaluating the operation of research services, formulate an integrated R and D agenda. It also helps to identify, review and analyze the submitted research proposals, assist the various colleges in the conduct of research and development, coordinate, integrate and analyze research findings for publication and establish linkages with high performing research institutions.

OBJECTIVES

The Research Services Office shall provide meaningful institutional research and development agenda in the field of instruction, research extension and production.

SERVICE UNITS/TRANSACTIONS

- » Research units of all Colleges and all Satellite Campuses
- » Student researches
- » Institutional researches
- » Call for research proposal
- » In-house review
- » Writeshop
- » Inter-collegiate Research Conference

EDITHA DE JESUS

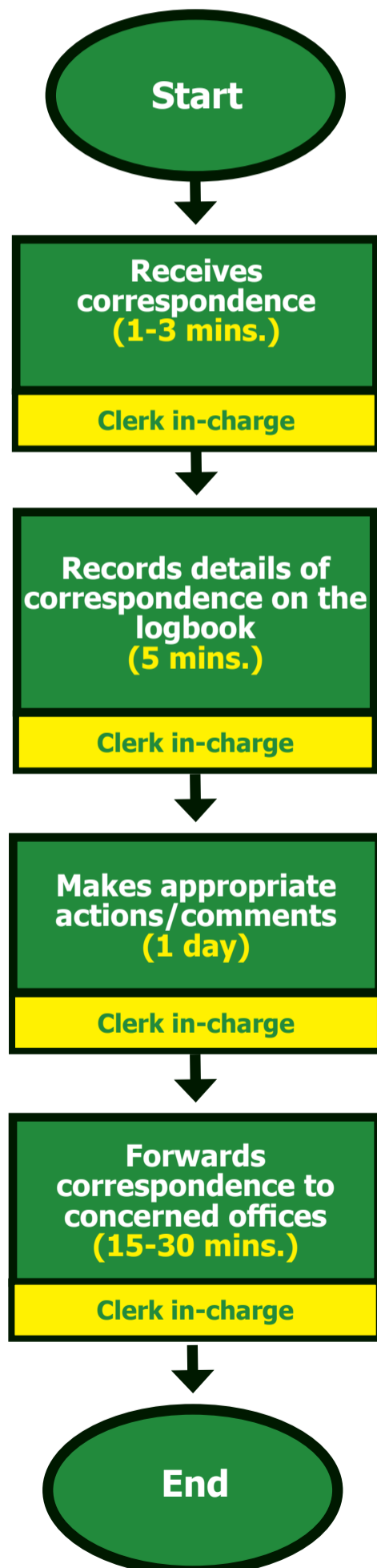
Head, Research Services



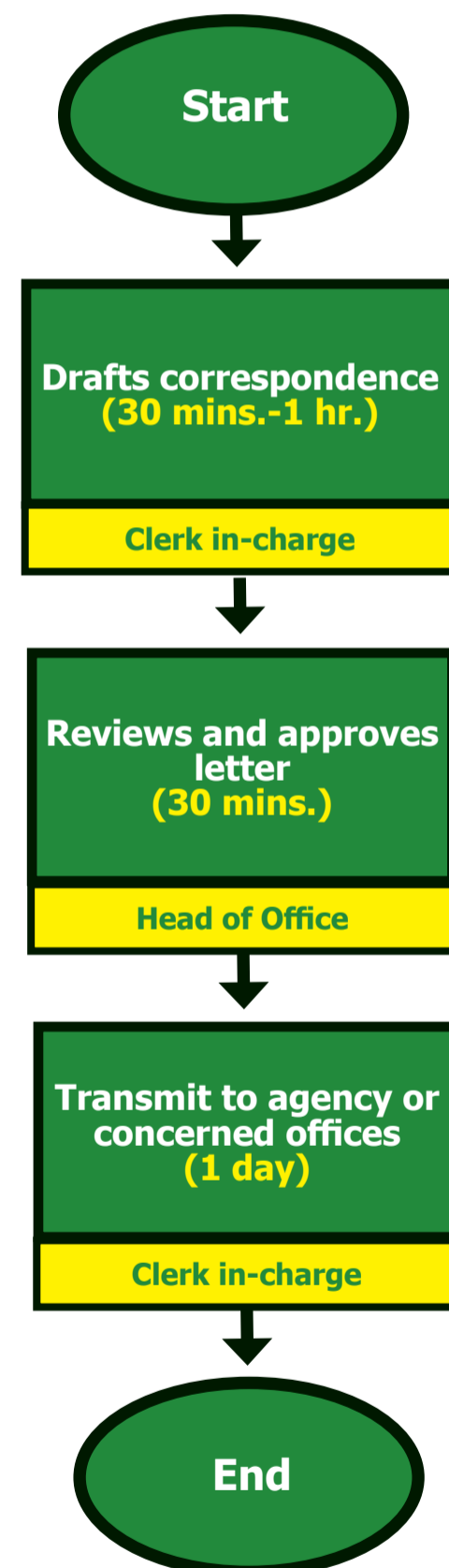
CITIZEN'S CHARTER

OFFICE OF RESEARCH SERVICES

HANDLING OF INCOMING CORRESPONDENCE



HANDLING OF OUTGOING CORRESPONDENCE

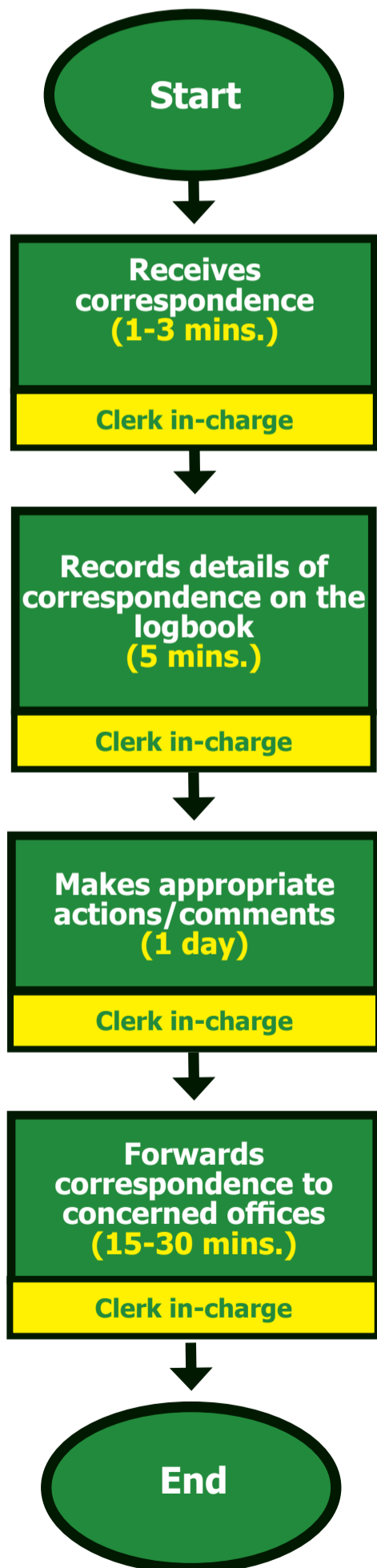




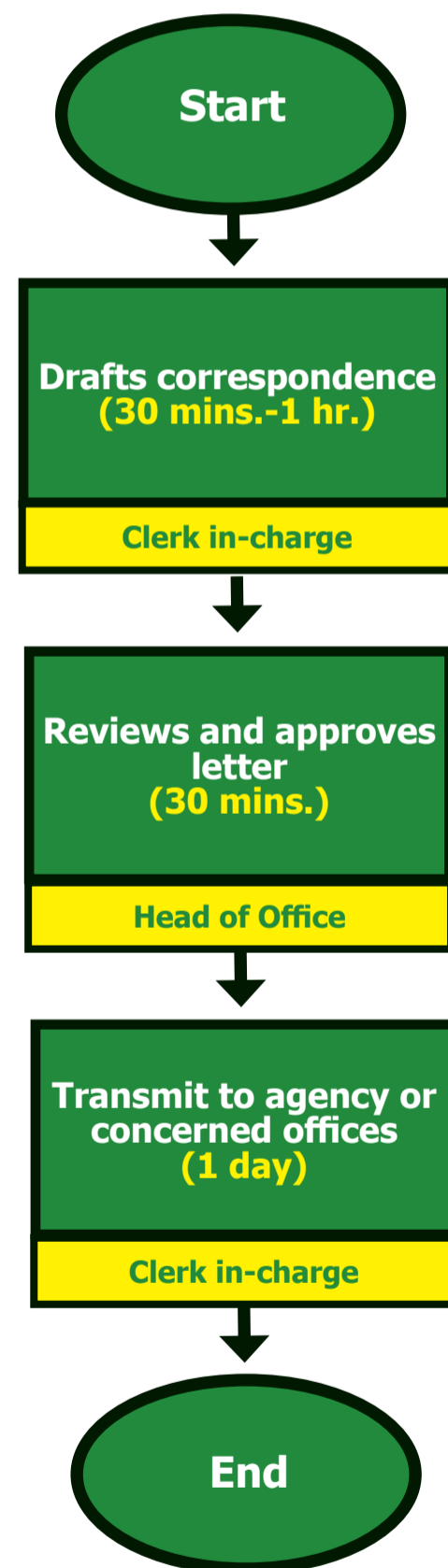
CITIZEN'S CHARTER

OFFICE OF EXTENSION SERVICES

HANDLING OF INCOMING CORRESPONDENCE



HANDLING OF OUTGOING CORRESPONDENCE

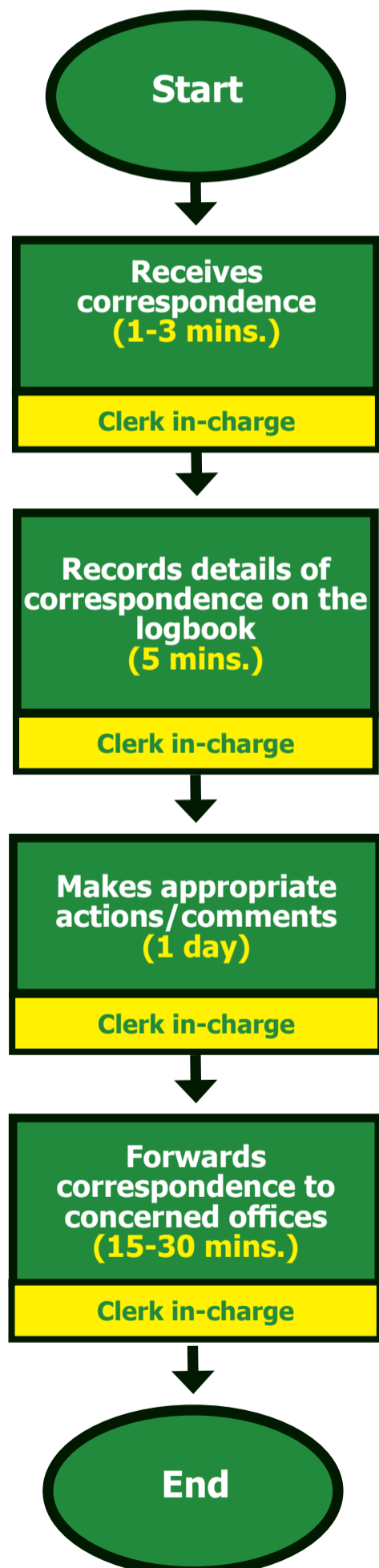




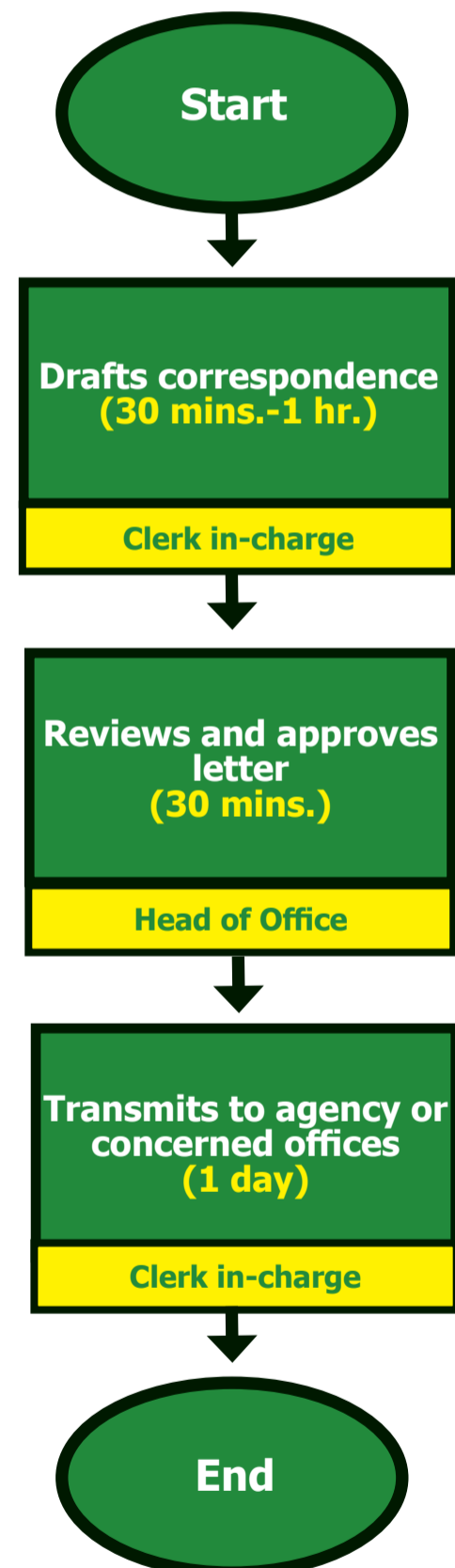
CITIZEN'S CHARTER

OFFICE OF PRODUCTION SERVICES

HANDLING OF INCOMING CORRESPONDENCE



HANDLING OF OUTGOING CORRESPONDENCE

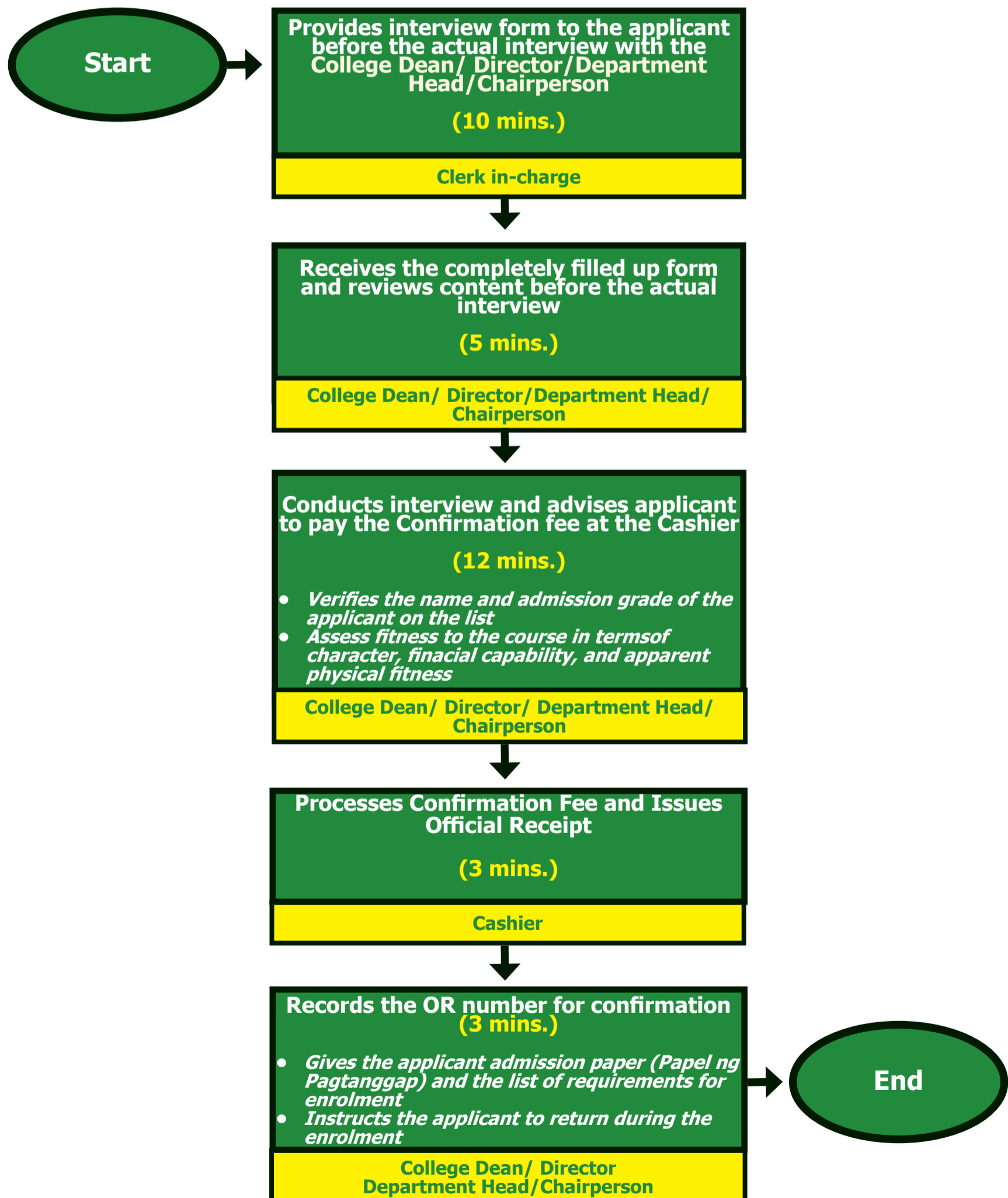




CITIZEN'S CHARTER

ALABAT CAMPUS

CONFIRMATION AND ADMISSION OF STUDENTS

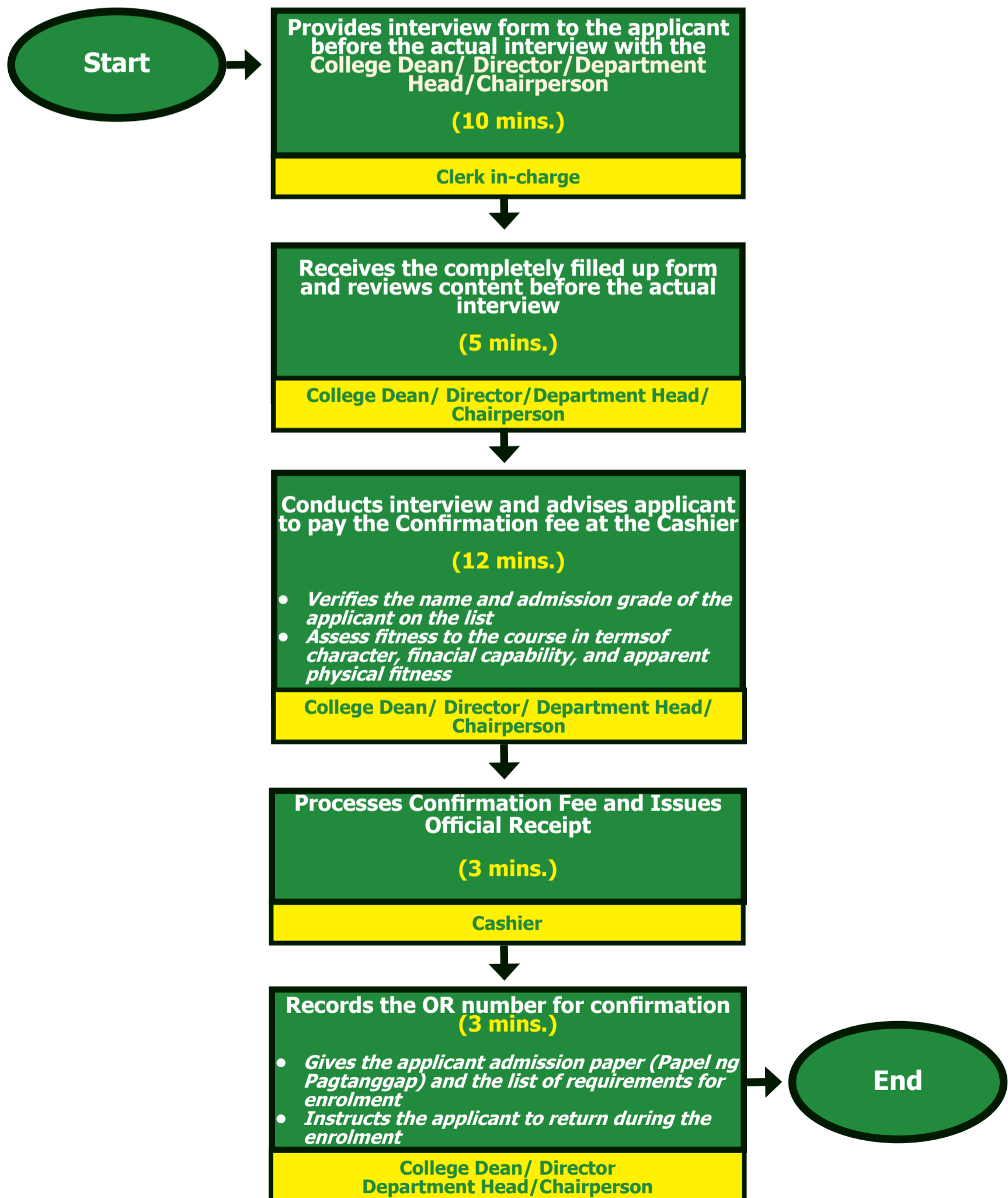




CITIZEN'S CHARTER

CATANAUAN CAMPUS

CONFIRMATION AND ADMISSION OF STUDENTS

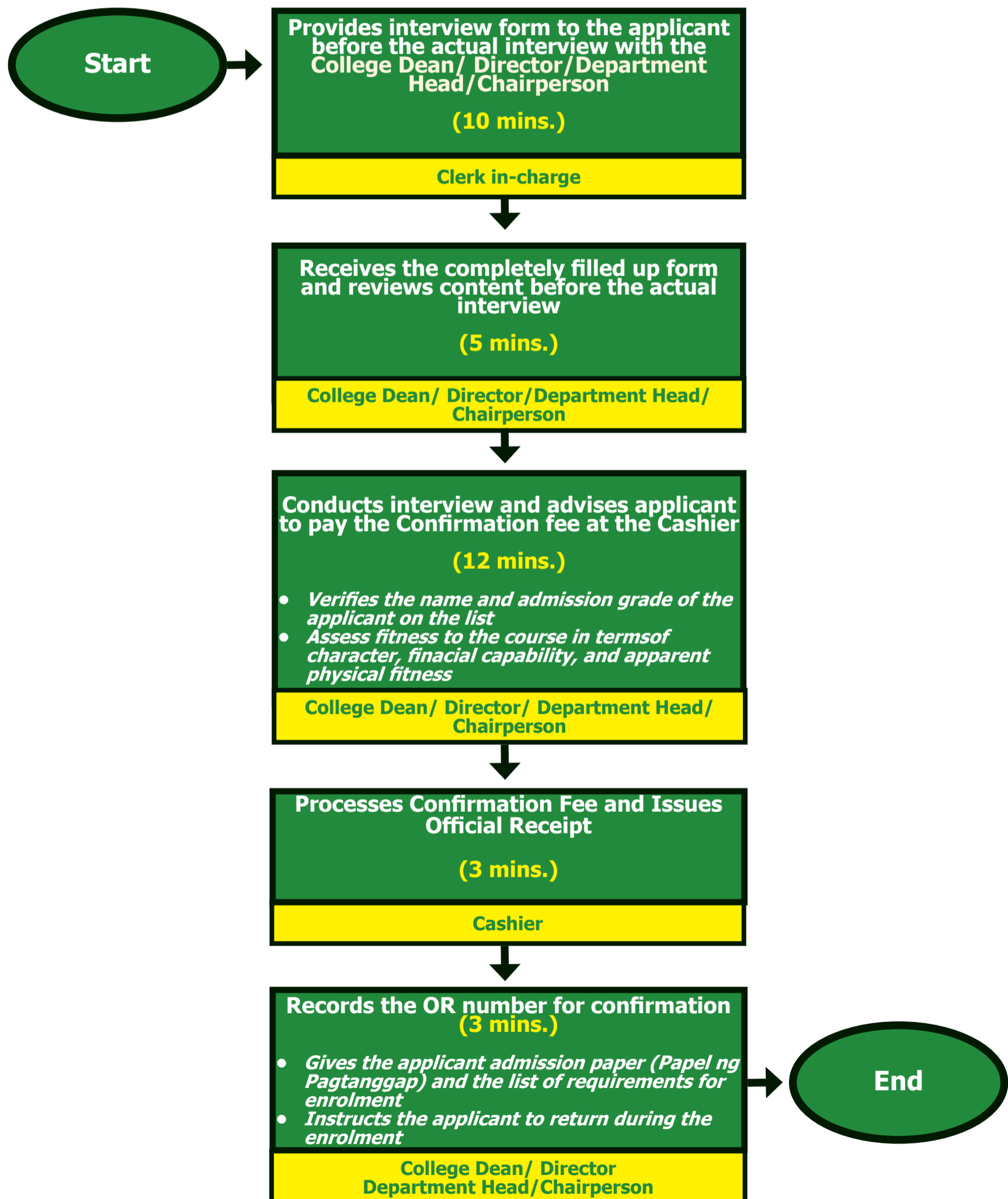




CITIZEN'S CHARTER

INFANTA CAMPUS

CONFIRMATION AND ADMISSION OF STUDENTS





CITIZEN'S CHARTER

INFANTA CAMPUS

CONFIRMATION AND ADMISSION OF STUDENTS

