

Republic of the Philippines
BOHOL ISLAND STATE UNIVERSITY
(Formerly CVSCAFT System)

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CITIZEN’S CHARTER

VISION

A dynamic hub of socio-technological program offerings for the formation of competitive human resource by 2010 for Bohol and the world.

MISSION

To provide the clientele socio-technological expertise through innovative education.

REGISTRAR’S OFFICE

Name of Service: **1. Enrolment**

Schedule of availability of service:

Enrolment Period / 8:00 a.m. to 5:00 p.m. (No Noon Break)

Who may avail of the service:

All Freshmen, Transferees, Old/Returning Students

What are the requirements:

A. For First Year College Students:

1. Form 138-A
2. Certificate of Good Moral Character
3. Photo Copy of Birth Certificate
4. 2 Copies 2” x 2” I.D. colored picture
5. 1 Copy 1” x 1 I.D. colored picture
6. Medical Certificate
7. Chest X-Ray Result (if necessary)
8. Stool Exam. Result (for Food Tech./HM students only)
9. CBC Result (Optional)
10. ISHIHARA Test Result (if necessary)
11. Audiometry Test Result (if necessary)
12. HEP B. Test Result (if necessary)

B. For Transferees:

1. Certificate of transfer credentials
2. Transcript of Records (informative copy)
3. Item Nos. 2-12 of A

C. For Old/Returning Students

1. Accomplished student’s clearance
2. Rating Slip

HOW TO AVAIL THE SERVICE

Step	Applicant/Client	Service Provider	Duration of Activity (under normal Circumstances)	Person in Charge	Fees	Form
1.	Submit evaluation form issued by Student Affairs Office (SAO)	Receive evaluation form and issue registration form	5 mins.	Registrar’s Staff		RO Form 1
2.	Fill up registration form					RO Form 1
3.	Go through the enrolment process					
	a. Go to the EDP	Entry student’s data to permanent record		EDP In-charge		
	b. Proceed to the school clinic	Conduct Physical Examination and collect PTGEA and Medicare Fee (CVSCAFT only)		Medical Officer III and Public Health Nurse I		
	c. Proceed to Guidance Office	Give copies of Student’s Inventory Form and Student’s with Special Needs Form and let student fill up the form	20-30 mins.	Guidance Counsellor		Student’s Inventory Form
	d. Proceed to the Dean’s office	Dean assessed, approved and signed the enrolment form		Dept. Dean		
4.	Submit accomplished form	Evaluate/Validate accomplished form		Registrar’s Staff		RO Form 1
		Issue students copy of the enrolment form		Registrar’s Staff		RO Form 1
		Assess the number of pages to be paid to the cashier		Registrar’s Staff		RO Form 1
End of Transaction						

Name of Service: **2. PROCESSING OF TOR / DIPLOMA / CERTIFICATIONS / FORM 137-A**

Schedule of availability of service:

Monday to Friday / 8:00 a.m. to 5:00 p.m. (No Noon Break)

Who may avail of the service:

All students/graduates of CSCST

What are the requirements:

1. Student’s Clearance
2. Documentary Stamp (1 stamp per document)
3. Authorization Letter (if by proxy)
4. Colored 2” x 2” I.D. Picture (1 copy)

HOW TO AVAIL THE SERVICE

Step	Applicant/Client	Service Provider	Duration of Activity (under normal Circumstances)	Person in Charge	Fees	Form
1.	Get priority number	Give priority no.	1 min.	Registrar’s Staff		
2.	Submit the priority number and get the request form	Issue request form	1 min.	Registrar’s Staff		RO Form 13
3.	Fill up request form and submit together with student’s clearance	Receive accomplished form together with the student’s clearance	1 min.	Registrar’s Staff		R.O. Form 13 and R.O. Form 7
4 (A)	For Regular Programs, the counter clerk will turn over the request form to the retriever for retrieval of records.			Registrar’s Staff		
4 (B)	For Special Programs, the counter clerk give the accomplished form to the in charge for him to get the permanent record from the Department/College Dean the proceed to 6,7 & 8.	Retrieve the records	10-45 mins.			
5.		Assess the number of pages to be paid to the cashier	1 min.			
6.	Pay the corresponding fees to the cashier			Cashier	TOR: for Official Use P55/page TOR for Evaluation Purposes P30/page Certification P35 Diploma: P165	
7.	Submit O.R.	Issue claim slip of requested record/s	2 mins.	Registrar’s Staff		
8.	Present the claim slip on the scheduled date	Release the requested documents	10 mins.	Registrar’s Staff		
End of Transaction						

NOTATIONS:

For Special Programs, counting of 4-5 working days shall commence after complying step 5 (B)