

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

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|--|--|---|--|--|
| <b>Main Campus</b><br>C.P.G. Avenue, Tagbilaran City<br>6300 Philippines<br>Tel. No.: (6338) 501-7516<br>9238 Telefax: (6338) 411-3289 | <b>Bilar Campus</b><br>Zamora, Bilar, Bohol<br>6317 Philippines<br>Tel No.: (6338) 535-9003<br>(6338) 535-9023 | <b>Candijay Campus</b><br>6312 Philippines<br>Telefax: (6338) 526-0118<br><b>Balilihan Campus</b><br>(038) – 401-0797 | <b>Calape Campus</b><br>Calape, Bohol<br>6328 Philippines<br>Tel No.: (6338): 507-9185<br>Telefax: (6338) 507-9017 | <b>Clarin Campus</b><br>Pob. Clarin, Bohol<br>330 Philippines<br>Tel No.: (6338): 509-9238<br>Telefax: (6338) 509-9061 |
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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.

**STUDENT’S AFFAIRS OFFICE**

Name of Service: **1. Entrance Examination**

**Schedule of availability of service:**  
Admission Period Monday to Friday  
8:00 a.m. to 5:00 p.m. (No Noon Break)

**Who may avail of the service:**  
An applicant who must:  
\*be an elementary graduate  
\*be a secondary school graduate and college transferees

**What are the requirements:**  
1. Report Card and Certificate of Good Moral Character (Photocopy Only)  
2. Transfer credentials (Photocopy only)  
3. Long Size (Brown Envelope) 18” x 10”  
4. 2 Copies 2” x 2” recent colored I.D. picture

HOW TO AVAIL THE SERVICE:

| Step                      | Applicant/Client   | Service Provider  | Duration of Activity (under normal Circumstances) | Person in Charge   | Fees  | Form   |
|---------------------------|--|---|---|--------------------|---|--|
| 1.                        | Direct student to proceed to Student Affairs Office (SAO), Present Secondary report card and certificate of good moral character and | Check the Report Card and issue application form if qualified to the course applied   | 3 mins.   | Dean, SAO Staff    | none  | SS Form 1                                      |
| 2.                        | Fill up and submit accomplished application form   | Check if the application form is properly accomplished<br>Advise the applicant to pay to the cashier the testing fee                          | 3 mins.   | Dean, SAO Staff    | none  | SS Form 1                                      |
| 3.                        | Pay to the cashier   |   | 5 mins.   | Cashier            | Testing Fee<br>Php 125.00<br>TCC; P 90.00<br>other campuses |  |
| 4.                        | Go back to the SAO and present the OR with the processed application form  | Instruct the applicant to go to the Guidance Office and take the entrance examination   | 5 mins.   | Dean, SAO Staff    | none  |  |
| 5.                        | Go to the Guidance Office and take the entrance examination  | Record OR number, distribute examination test booklets and answer sheets, administer test and announce the releasing of test results schedule | 3 hrs.  | Guidance Counselor | none  | SATT, OLMAT, CFIT, and other Standardized Test |
| 6.                        | Go back to the SAO   | Inform the student applicant of the interview schedule  | 1 min.  | Dean, SAO Staff    | none  |  |
| <b>End of Transaction</b> |  |   |   |                    |   |  |

Name of Service: **2. Interview of Qualified Applicants**

**Schedule of availability of service:**  
Admission Period Monday to Friday  
8:00 a.m. to 5:00 p.m. (No Noon Break)

**Who may avail of the service:**  
\*be an elementary school graduate  
\*be a secondary school graduate and college transferees

**What are the requirements:**  
Entrance Test Result and documents submitted during registration

HOW TO AVAIL THE SERVICE:

| Step                      | Applicant/Client   | Service Provider  | Duration of Activity (under normal Circumstances) | Person in Charge               | Fees | Form      |
|---------------------------|--|---|---|--------------------------------|------|-----------|
| 1.                        | Get Entrance Test Result at the Guidance Office  | Feedbacking of Entrance Test Results  | 10 mins.  | Guidance Counselor             |      |           |
| 2.                        | Get student applicant’s evaluation form from SAO   | Give copy of the evaluation to the applicant and make clarification if necessary  | 3 mins.   | Dean, SAO Staff                |      | SS Form 1 |
| 3.                        | Fill up and submit accomplished evaluation form  | Check if the evaluation form is properly accomplished<br>Instruct the applicant to go to the interview committee                                      | 5 mins.   | Dean, SAO Staff                |      | SS Form 1 |
| 4.                        | Be interviewed   | Interview the applicant   | 20 mins.  | Department Interview Committee |      | SS Form 1 |
| 5.                        | Go back to the SAO and submit the evaluation form with rating and signature of the interview personnel | Accept evaluation form from the applicant;<br><br>Inform the applicant of the scheduled posting of results;<br>Compute results (letter/gsa/interview) | 10 mins.  | Dean, SAO Staff                |      | SS Form 1 |
| <b>End of Transaction</b> |  |   |   |                                |      |           |