NSU VISION

By the year 2020, Naval State University is a globally competitive State University imbued with positive values and contributory to sustainable development and progress.

NSU MISSION

To generate world-class graduates adequately quipped with quality education, professional training and relevant skills in maritime education, engineering, arts and sciences and other health related programs, tourism, education, ICT, criminology, business and entrepreneurship, agriculture, fishery and forestry through instruction, research, extension and production services.

NSU GOALS

- Become the center of development in engineering, education, technology, agriculture, and graduate studies; and the center of excellence in maritime education.

- Maintain appropriate technologies, facilities, materials and equipment for effective acquisition of knowledge to produce mature technology researches and productive activities.

- Enhance competencies of graduates who can serve local, national, and international needs.

- Establish linkages with government and non-government institutions and agencies; and with national and international industries.

- Provide higher professional and technical instruction and trainings in industrial trade and technological education and professional courses such as medicine, commerce, pharmacy, and dentistry.

(The vision and mission statements of the University were approved pursuant to Section 21, Article 6 of the Strategic Performance Management System Manual approved per Board Resolution No. 42-12 adopted by the NSU-Board of Regents and circularized pursuant to Memorandum Circular No. 14, 2. 2012 issued by the University President. The PSMS Manual of the University has been approved by the Civil Service Commission- Regional Office No. VIII on October 16, 2012).
NSU Main Campus, Naval Biliran Province

INSTRUCTION

A. Graduate Education Programs

Doctor of Education (Ed.D.) major in:
- Elementary Education Management
- Secondary Education Management
- Higher Education Management

Doctor of Management (D.M.) major in:
- Human Resource Management
- Public Management

Master of Education (MED) major in:
- Administration and Supervision/Educational Management

Master of Arts in Elementary Education
Master of Arts in Industrial Education (MAIE)
Master of Arts in Teaching (MAT) major in:
- English
- Filipino
- Math
- Science
Master in Public Management (MPM)

B. Baccalaureate and Associate Degree Programs

Bachelor of Arts (AB) major in:
- Communication Arts
- Economics
Bachelor of Science in Civil Engineering (BSCE)
Bachelor of Science in Electrical Engineering (BSEE)
Bachelor of Science in Mechanical Engineering (BSME)
Bachelor of Science in Computer Engineering (BSCompE)
Bachelor of Science in Computer Science (BSCS)
Bachelor of Science in Information Management (BSIM)
Bachelor of Science in Hotel and Restaurant Management (BSHRM)
Bachelor of Science in Travel Management (BSTM)
Bachelor of Science in Industrial Technology (BSIT) with major field in:
- Ceramics Technology
- Automotive Technology
- Electronics Technology
- Machine Shop Technology
- Refrigeration & Air-conditioning
- Drafting Technology
- Garments Technology
- Food Technology
- Electricity
- Cosmetology
- Handicrafts
Bachelor in Elementary Education (BEED), specialization in:
- General Education
- Araling Panlipunan
- Values Education
- General Science
- Mathematics
- English
- MSEP & EPP
- Pre-Elementary
- Special Education
Bachelor in Secondary Education (BSed), major in:
- English
- Filipino
- Science
- Social Studies
- Math
- Physical Education
Bachelor of Science in Industrial Education (BSIE), major in:
- Technology and Home Economics
- Nautical Studies
Bachelor of Science in Criminology (BSCRIM)
Bachelor of Science in Business Administration (BSBA), major in:
- Finance and Entrepreneurial Marketing
Bachelor of Science in Nursing (BSN)
C. Basic Secondary Education

Laboratory High School Curriculum (500 students only)

D. Short-term Courses

Professional Teaching Certification Program
Enhancement Ladderized Program
Non-Formal Education (Summer)

E. UPTRAS Ladderized Courses (TESDA Accredited)

<table>
<thead>
<tr>
<th>PC Operations NC II</th>
<th>Programming NC II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plumbing NC II</td>
<td>Engine Seafaring NC II-A</td>
</tr>
<tr>
<td>Carpentry NC II</td>
<td>Deck Seafaring NC II-A</td>
</tr>
<tr>
<td>Masonry NCII</td>
<td>Dressmaking NCII</td>
</tr>
<tr>
<td>Building Wiring Installation NC II</td>
<td>Housekeeping NC II</td>
</tr>
<tr>
<td>Welding (SMAW) NC II</td>
<td>Tailoring NC II</td>
</tr>
<tr>
<td>Automotive Servicing NC II</td>
<td>Food &amp; Beverage Services NC II</td>
</tr>
<tr>
<td>RAC Servicing NC II</td>
<td>Baking/Pastry Production NC II</td>
</tr>
<tr>
<td>Computer Hardware Servicing NC II</td>
<td>Travel Services NC II</td>
</tr>
<tr>
<td>Front Office Services NC II</td>
<td>Bartending NC II</td>
</tr>
<tr>
<td>Caregiver NC II</td>
<td>Medical Transcription NC II</td>
</tr>
<tr>
<td>Security Services NC II</td>
<td></td>
</tr>
</tbody>
</table>

RESEARCH PROGRAMS

Science and Technology
Instructional Development

Socio-Economics and Livelihood
Institutional Mgt. & Development

EXTENSION EDUCATION PROGRAMS

Non-Formal Education

Media and Publication Services
Barangay Development Program  Special Projects
Human Ecology Program

Under the NFE Program, the following short-term vocational and other courses may be offered if enrolment reaches 15:

- Agri-Business
- Beauty Culture
- Fish Processing
- Welding
- Culinary Arts
- Drawing/Painting
- Commercial Cooking
- Dressmaking
- Driving
- Tailoring
- Computer Technology
- Sign Printing
- Charcoal Painting
- Ballet Dancing Lessons
- Baking
- Ceramics
- Radio Servicing
- Cosmetology
- Masonry
- Wood Turning
- Ballroom Dancing
- Silk Screen Process
- Cafeteria Management
- Handicrafts
- Wood Lamination
- Basic Waitering

NSU Biliran Campus, Biliran, Biliran Province

- Bachelor of Secondary Education
- Bachelor of Agricultural Technology
- Bachelor of Science in Agriculture
- Bachelor of Science in Forestry Tech.
INSTRUCTION

- Admission and Enrolment
- Application for Scholarship
- Adding/Dropping of Subjects
- Issuance of Certificate of Transfer
- Issuance of Certificate of Grades
- Issuance of Transcript of Records
- Issuance of Diploma
- Evaluation of Graduating Students
- TESDA Competency Assessment
- Application for Ladderized Education Program (LEP) Scholarship
- Issuance of Certificate of Training (Ladderized Education Program)
- Request for the Performance of NIT Dance Troupe, Drum and Bugle Corps, and NIT Brass Band
- Response to Inquiries on Curricular Offerings and Other Matters (phone-in)

EXTENSION

- Admission and Enrolment for Alternative Learning System (ALS)

PRODUCTION

- Rental of School Facilities and Equipment

ADMISSION AND ENROLMENT

Schedule of Availability of Service:

Monday to Friday
From 8:00 am to 12:00nn and from 1:00pm to 5:00 pm
Who May Avail of the Service:

New/Transferee Students
Continuing Students

What are the Requirements:

Three (3) copies of 2x2 ID pictures (print and sign your name at the back of each photo)
Original fourth year Report Card (Form 138)
Photocopy of NSO-certified of Live Birth (with the original verification purposes)
Certificate of Good Moral Character
Medical Certificate for the Health Clinic
ISHIHARA Vision and Audiometry Test Results (for maritime students)
Acknowledgement Slip from the Office of Student Affairs (for scholars)
Acknowledgement Slip from the NSTP Office
Certificate of Honorable Dismissal (for transferee)
Informative copy of passport and alien certificate of registration (for alien student)
Window envelope (long letter size with stamp posted on it)

Duration:

3-4 hours (if requirements are met)
5 hours (if there are lacking requirements)
How to Avail the Service:

<table>
<thead>
<tr>
<th>STEP 1</th>
<th>STEP 2</th>
<th>STEP 3</th>
<th>STEP 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFFICE of the DEAN</td>
<td>REGISTRAR OFFICE</td>
<td>CASHIER’S OFFICE</td>
<td>REGISTRAR’S OFFICE</td>
</tr>
<tr>
<td>Interview</td>
<td>Encoding of Name’s &amp; Student Number</td>
<td>Tuition Fee Downpayment</td>
<td>Submission of the ff.:</td>
</tr>
<tr>
<td>Present entrance credentials</td>
<td></td>
<td>Payment for ISHIHARA &amp; Audiometry (Maritime students only)</td>
<td>3 copies 2x2 ID picture with name at the back of each photo</td>
</tr>
<tr>
<td>Secure payment slip</td>
<td></td>
<td>Downpayment of School Uniform</td>
<td>Original 4th year report card (Form 138)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Xeroxed copy of Live Birth certificate with the original for verification</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Certificate of Good Moral Character</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Medical Certificate from the Health Clinic</td>
</tr>
<tr>
<td>CASHIER’S OFFICE</td>
<td>NSTP OFFICE</td>
<td>MEDICAL CLINIC</td>
<td>Certificate of Registration (for alien students)</td>
</tr>
<tr>
<td>Payment of entrance examination fee</td>
<td>Enrolment for:</td>
<td>Medical Examination</td>
<td>For Scholars only</td>
</tr>
<tr>
<td>Take entrance examination anytime within the prescribed enrolment period</td>
<td>CWTS</td>
<td>ISHIHARA &amp; Audiometry Examination (Maritime students only)</td>
<td></td>
</tr>
<tr>
<td>Secure enrolment slip</td>
<td>LTS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subject Listing &amp; Advising</td>
<td>MTS</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GUIDANCE OFFICE</td>
<td>OSA OFFICE</td>
<td>PHOTOGRAHPY &amp; ARTS CENTER</td>
<td></td>
</tr>
<tr>
<td>Entrance Exam</td>
<td>For Scholars only</td>
<td>2x2 ID picture &amp; School ID</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>IGP OFFICE</td>
<td>Encoding of Subjects</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(School Uniform Fitting)</td>
<td>Issuance of Official Certificate of Registration</td>
</tr>
</tbody>
</table>

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### FOR OLD STUDENTS

<table>
<thead>
<tr>
<th>STEP 1</th>
<th>STEP 2</th>
<th>STEP 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFFICE of the DEAN</td>
<td>CASHIER’S OFFICE</td>
<td>REGISTRAR’S OFFICE</td>
</tr>
</tbody>
</table>
| Enrolment Slip  
Subject Listing | Present Clearance  
Tuition Fee Downpayment | Present Medical Certificate  
Encoding of Subjects  
Issuance of Official Certificate of Registration |
| **OSA OFFICE**  
For scholars only | **MEDICAL CLINIC**  
Medical Examination | |
| **NSTP OFFICE**  
CWTS  
LTS  
MTS | **IGP OFFICE**  
*(Clearance of Student’s IGP obligations)* | |
APPLICATION FOR SCHOLARSHIP

Schedule of Availability of Service:

Monday to Friday from 8:00 am to 12:00nn and from 1:00pm to 5:00 pm

Who May Avail of the Service:

Pursuant to SEC. 16 of Republic Act No. 9718 and Rule VI of its Implementing Rules and Regulations the University shall provide a scholarship program and other affirmative action programs to assist poor but deserving students who qualify for admission to the University. Educational Act of 1982 also provides, among others, that “the Government shall provide financial assistance to financially disadvantaged and deserving students. Such assistance maybe in the form of state scholarships, grants-in-aid, assistance from the Educational Loan Fund, or subsidized tuition fee rates in the state colleges and universities.”

What are the Requirements:

General Requirements for Renewal of Scholarship

1. no failing grades
2. grades must not below 2.5 in every subject (SK scholar)
3. accomplishment report (SK scholar)
4. resolution (Brgy.Scholar)
5. average grade of 1.0 to 1.3 (100% academic scholar)
6. average grade of 1.4 to 1.5 (75% academic scholar)
List of Specific Requirements for Application for Scholarships

**ACADEMIC SCHOLARSHIP**
*Financial assistance of 100% free tuition fees for students who graduated class valedictorian and 75% free tuition fees for those who graduated class salutatorian. An average grade of 1.0 to 1.3 is equivalent to 100% free tuition and 50% for an average grade of 1.4 to 1.5.*

1. must pass the college entrance examination
2. must have an average of 87 and up without a grade of below 85% per subject
3. certification from the school principal
4. certificate of good moral character
5. Form 137-A
6. 2x2 I.D. picture
7. Folder with paper fastener

**AN WARAY (Party List) SCHOLARSHIP**
*Financial assistance of ₱2,500.00 per student*

1. a Filipino citizen
2. belong to an upper 15% of the fourth year high school
3. 83% general rating average
4. not more than 21 years old
5. not a recipient of any other scholarship grant
6. application for from the office of An Waray Party List
7. DSWD Certificate of Indigency
8. Report Card (Form 138)
9. Rank certificate from school principal
10. Certificate of Live Birth
11. Certificate of Good Moral Character from school principal
12. Barangay clearance
13. Medical certificate from government physician
BARANGAY / SK SCHOLARSHIP
Financial assistance of 100% free tuition fees per student

1. Application letter
2. Passer of college entrance examination
3. Certificate of Live Birth
4. Parent’s marriage contract
5. Oath of office
   a. as barangay official
   b. as SK chairman
6. Certification from:
   a. Brgy. Chairman
   b. DILG
   c. Municipal Mayor
7. Certificate of Good Moral Character (new)
8. Form 137-A (new)
9. No grade of below 2.5 in any of the subjects.
10. I.D. 2”x2” with folder and fastener
11. Not more than 21 years old during the time of application

CHED-SSDP-CD / GAA SCHOLARSHIP
Financial assistance of P2,500.00 (tuition fee and other school fees) per student per semester. Applicants must submit application to the municipal school board coordinator for the grant. All requirements and qualifications of applicants shall be determined by the municipal representative. The school shall release records of the grantees to the CHED Regional Office for the release of financial assistance.

1. Certificate of good moral character
2. Certificate of grades
3. Study load
4. Official receipt (P1,000.00 down payment)
5. Assessment slip
6. Statement of billing for midterm examination
CULTURAL SCHOLARSHIP
Financial assistance of 100% free tuition fee and 50% free tuition fees upon the recommendation of the coordinator.

1. Passer of the audition by the committee
2. Endorsement Letter from the committee
3. have enough time for cultural activities
4. without failing grades
5. bio-data with 2"x2" I.D. pictures

DEPARTMENT OF SCIENCE AND TECHNOLOGY (DOST) SCHOLARSHIP

1. memorandum of agreement between the school and the agency
2. completion of requirements/disqualification by the DOST office
3. submission of papers to the SASO office.

LITERARY SCHOLARSHIP
Financial assistance of 100% free tuition fees, 75% free tuition fees, and 50% free tuition fees upon the recommendation by the adviser and approved by the college.

1. attendance of workshop seminar
2. passer of qualifying examination by the pillar committee
3. no failing grades
4. bio-data with 2"x2" I.D.

NIT STAFF SCHOLARSHIP
Financial assistance of 100% free tuition fees.

1. permanent status of appointment of NIT Staff
2. completion of a course in a college or its equivalent
3. bio-data with 2’x2” I.D. picture
NSTP-ROTC SCHOLARSHIP
Financial assistance of 100% free tuition fees, 75% free tuition fees, and 50% free tuition fees upon recommendation from commandant/representative and approved by the College President.

1. completion of AMOOC/BMOCC of midshipmen/women officer ship with certificate of training
2. bio-data with 2”x2” I.D. photo

P.D. 577 SCHOLARSHIPS
Financial assistance of 100% free tuition fees

1. application form
2. death certificate of father/mother who died in combat/engagement
3. P.D. 577 documents for check-up
4. Endorsement from the unit in charge of a parent previously assigned
5. unmarried applicant
6. bio-data with 2”x2” I.D.
7. 

SUPREME STUDENT GOVERNMENT SCHOLARSHIP
Financial assistance of 100% free tuition fees and 50% tuition fees

1. result of canvass/oath of office
2. no Failing grades
3. good leadership standing
4. recommendation letter from SSG adviser/president
5. bio-data with 2”x2” I.D.
STUFAP (STUDENTS FUND PROGRAM)
Financial assistance of ₱4,000.00 per student per semester

1. 3rd and 4th year and graduating college students
2. Application to the DEAN of the college
3. validations of records to the registrar’s office
4. not a recipient of any scholarship grants at the office of the student affairs
5. approval of loan at the STUFAP chairman
6. loan agreement between the borrower and the school

SAFE LOAN

1. electric bill and water bill
2. enrolment slip with official receipt of down payment
3. certificate of grades
4. certificate of good moral character
5. community tax certificate
6. barangay clearance
7. certificate of indigence
8. 3 pieces 2”x2” ID pictures
9. Study load
10. Assessment slip
11. 3 pcs. Folders with fastener and brown envelope

Duration: 30 minutes to 1 hour
# How to Avail of the Service:

<table>
<thead>
<tr>
<th>Step</th>
<th>Applicant/Client</th>
<th>Service Provider</th>
<th>Duration of Activity (Under Normal Circumstances)</th>
<th>Persons in Charge</th>
<th>Fees</th>
<th>Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Inquire and verify for available slot</td>
<td>Check on availability of slots</td>
<td>5-10 minutes</td>
<td>SASO Staff/SASO Director</td>
<td>No fees</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Proceed to SASO for interview</td>
<td>Conduct interview</td>
<td>20-30 minutes</td>
<td>SASO Staff/SASO Director</td>
<td>No fees</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Ask for list of requirements</td>
<td>Give the list of requirements</td>
<td>10 minutes</td>
<td>SASO Staff/SASO Director</td>
<td>No fees</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Submit the requirements</td>
<td>Evaluate requirements submitted by the client/applicant</td>
<td>15-25 minutes</td>
<td>SASO Staff/SASO Director</td>
<td>No fees</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Fill out scholarship application form</td>
<td>Evaluate if the application form is completely filled out</td>
<td>20 minutes</td>
<td>SASO Staff/SASO Director</td>
<td>No fees</td>
<td>Scholarship Application Form</td>
</tr>
<tr>
<td>6</td>
<td>Submit the application form to SASO for approval</td>
<td>Signed and approved documents from SASO Director and University President</td>
<td>20 minutes</td>
<td>SASO Director/University President</td>
<td>No fees</td>
<td>All requirements</td>
</tr>
<tr>
<td>7</td>
<td>Submit the approved application form to the Registrar for final encoding</td>
<td>Receive and encode the documents</td>
<td>5 minutes</td>
<td>Registrar</td>
<td>No fees</td>
<td></td>
</tr>
</tbody>
</table>

END OF TRANSACTION
ADDING/DROPPING OF SUBJECTS

Schedule of Availability of Service:

Monday to Friday from 8:00 am to 12:00nn and from 1:00pm to 5:00 pm

Who May Avail of the Service: All students

What are the Requirements: None

Duration: 10 to 15 minutes

How to Avail of the Service:

<table>
<thead>
<tr>
<th>Step</th>
<th>Applicant/Client</th>
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<th>Duration of Activity (Under Normal Circumstances)</th>
<th>Persons in Charge</th>
<th>Fees</th>
<th>Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Secure changing/adding/dropping form from the Registrar’s Office</td>
<td>Issue the form to the requesting party</td>
<td>5 minutes</td>
<td>Registrar’s Staff</td>
<td>None</td>
<td>Changing/adding/dropping form</td>
</tr>
<tr>
<td>2</td>
<td>Proceed to the Dean for signing of the form</td>
<td>Sign the form</td>
<td>1 minute</td>
<td>Dean</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Proceed to the Cashier’s Office for payment</td>
<td>Accept payment and issue official receipt</td>
<td>5 minutes</td>
<td>Cashier Staff</td>
<td>P10.00 per subject</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Present the form with Official Receipt to the Registrar for processing</td>
<td>Change/add/drop the subject from the computer</td>
<td>10-15 minutes</td>
<td>Registrar’s Staff</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

END OF TRANSACTION
ISSUANCE OF CERTIFICATE OF TRANSFER

Schedule of Availability of Service:

Monday to Friday from 8:00 am to 12:00nn and from 1:00pm to 5:00 pm

Who May Avail of the Service: All students

What are the Requirements: Duly accomplished clearance

Duration: 10 to 20 minutes

How to Avail of the Service:

<table>
<thead>
<tr>
<th>Step</th>
<th>Applicant/Client</th>
<th>Service Provider</th>
<th>Duration of Activity (Under Normal Circumstances)</th>
<th>Persons in Charge</th>
<th>Fees</th>
<th>Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Submit the requirements and ask for the payment slip</td>
<td>Evaluate and check the requirements and issue payment slip</td>
<td>10 minutes</td>
<td>Registrar’s Staff</td>
<td></td>
<td>Payment Slip</td>
</tr>
<tr>
<td>2</td>
<td>Proceed to Cashier’s Office and present payment slip for the issuance of Official Receipt</td>
<td>Process Payment and issue Official Receipt</td>
<td>5 minutes</td>
<td>Cashier Staff</td>
<td>P150.00</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Present the Official Receipt</td>
<td>Print and release the requested document</td>
<td>30 to 40 minutes</td>
<td>Registrar’s Staff</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

END OF TRANSACTION
ISSUANCE OF CERTIFICATE OF GRADES

Schedule of Availability of Service:

Monday to Friday from 8:00 am to 12:00nn and from 1:00pm to 5:00 pm

Who May Avail of the Service: All students

What are the Requirements: Official Receipts (OR) from the Cashier’s Office

Duration: 5 minutes

How to Avail of the Service:

<table>
<thead>
<tr>
<th>Step</th>
<th>Applicant/Client</th>
<th>Service Provider</th>
<th>Duration of Activity (Under Normal Circumstances)</th>
<th>Persons in Charge</th>
<th>Fees</th>
<th>Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Secure payment slip from the Registrar’s Staff in-charge of a certain course</td>
<td>Issue payment slip to the requesting client</td>
<td>5-10 minutes</td>
<td>Registrar’s Staff</td>
<td></td>
<td>Payment Slip</td>
</tr>
<tr>
<td>2</td>
<td>Proceed to Cashier’s Office and present payment slip for the issuance of Official Receipt</td>
<td>Process Payment and issue Official Receipt</td>
<td>5 minutes</td>
<td>Cashier Staff</td>
<td>P50.00</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Present the Official Receipt</td>
<td>Print and release the Certificate of Grades</td>
<td>5-10 minutes</td>
<td>Registrar’s Staff</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

END OF TRANSACTION
ISSUANCE OF TRANSCRIPT OF RECORDS

Schedule of Availability of Service:

Monday to Friday
From 08:00am to 12:00nn and from 01:00pm to 05:00pm

Who May Avail of the Service:

All Students

What are the Requirements:

1. Duly accomplished clearance
2. Certificate of tree planting (for graduates)
3. Documentary stamp
4. Official Receipt

Duration:

30 minutes to 1 hour
### How to avail of the Service:

<table>
<thead>
<tr>
<th>Step</th>
<th>Applicant/Client</th>
<th>Service Provider</th>
<th>Duration of Activity (Under Normal Circumstances)</th>
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<th>Fees</th>
<th>Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Submit the requirements for securing transcript of records and ask for payment slip</td>
<td>Evaluate and check the requirements and issue payment slip</td>
<td>10 minutes</td>
<td>Registrar’s Staff</td>
<td></td>
<td>Payment Slip</td>
</tr>
<tr>
<td>2</td>
<td>Proceed to Cashier’s Office and present payment slip for the issuance of Official Receipt</td>
<td>Process payment and issue Official Receipt</td>
<td>5 minutes</td>
<td>Cashier’s Staff</td>
<td>P80.00/page</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Present the official receipt together with long ordinary mailing envelope and Certificate of Tree Planting</td>
<td>Print and release the official Transcript of Records</td>
<td>30 min. to 1 hour</td>
<td>Registrar’s Staff</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

END OF TRANSACTION
ISSUANCE OF DIPLOMA

Schedule of Availability of Service: Monday to Friday (from 08:00am to 12:00nn and from 01:00pm to 05:00pm)

Who may Avail of the Services: All students who graduated in their respective fields

What are the Requirements:

1. Duly accomplished clearance
2. Certificate of tree planting
3. Documentary stamp
4. Official Receipt

Duration: 30 minutes

How to Avail of the Service:

<table>
<thead>
<tr>
<th>Step</th>
<th>Applicant/Client</th>
<th>Service Provider</th>
<th>Duration of Activity (Under Normal Circumstances)</th>
<th>Persons in Charge</th>
<th>Fees</th>
<th>Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Submit the requirements for securing transcript of records and ask for payment slip</td>
<td>Evaluate and check the requirements and issue payment slip</td>
<td>10 minutes</td>
<td>Registrar’s Staff</td>
<td>Payment Slip</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Proceed to Cashier’s Office and present payment slip for the issuance of Official Receipt</td>
<td>Process payment and issue Official Receipt</td>
<td>5 minutes</td>
<td>Cashier’s Staff</td>
<td>P200.00 (for re-issuance)</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Present the official receipt together with long ordinary mailing envelope and Certificate of Tree Planting</td>
<td>Print and release the official Transcript of Records</td>
<td>30 min. to 1 hour</td>
<td>Registrar’s Staff</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

END OF TRANSACTION
EVALUATION OF GRADUATING STUDENTS

Schedule of Availability of Service: Monday to Friday (from 08:00am to 12:00nn and from 01:00pm to 05:00pm)

Who may Avail of the Services: All graduating and irregular students

What are the Requirements: Certificate of grades or Transcript of Records from other school

Duration: 30 minutes to 1 hour

How to Avail of the Service:

<table>
<thead>
<tr>
<th>Step</th>
<th>Applicant/Client</th>
<th>Service Provider</th>
<th>Duration of Activity (Under Normal Circumstances)</th>
<th>Persons in Charge</th>
<th>Fees</th>
<th>Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Present certificate of grades/Transcript of records to the Registrar’s staff</td>
<td>Evaluate the record and recommend for approval for College Registrar</td>
<td>10 to 15 minutes</td>
<td>Registrar’s Staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Present the record to the Registrar for approval</td>
<td>Approved the application form</td>
<td>5 minutes</td>
<td>Registrar’s Staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Submit the approved documents for safekeeping</td>
<td>Keep the application form to their individual envelopes</td>
<td>5 to 10 minutes</td>
<td>Registrar’s Staff</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

END OF TRANSACTION
TESDA COMPETENCY ASSESSMENT

Schedule of Availability of Service: Monday to Friday (from 08:00am to 12:00nn and from 01:00pm to 05:00pm)

Who may Avail of the Services:
- LEP students who graduated a TVET Course(s)/Area of Occupation
- Any interested individual who wishes to undergo a Competency Assessment

What are the Requirements:
1. Duly filled out application form
2. 3 pieces I.D. picture
   a) white background
   b) passport size
   c) attire with collar
3. Photocopy of Certificate of Live birth

Duration:
5 minutes each session without delay
30 minutes each session with delay
How to Avail of the Service:

<table>
<thead>
<tr>
<th>Step</th>
<th>Applicant/Client</th>
<th>Service Provider</th>
<th>Duration of Activity (Under normal Circumstances)</th>
<th>Person in Charge</th>
<th>Fees</th>
<th>Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Fill out form, Attach all requirements and submit to ARS Office for processing</td>
<td>Receive and check if the application form is completely filled-up by the applicant, and all the requirements are attached. Inform the client/applicant on the schedule of assessment and give admission slip</td>
<td>3 minutes</td>
<td>ARS Staff</td>
<td>TESDA Assessment Form (Form AC-17/0108)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Present Admission Slip to the ARS staff during schedule of assessment</td>
<td>Verify the authenticity of the admission slip and the person who shall take the test. Record the assessment number. Advise the client to proceed to the assigned area/room for assessment.</td>
<td>2 minutes</td>
<td>ARS Staff TESDA Representative</td>
<td>Admission Form (ADF-AC 06/0208)</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Take the competency assessment at the designated workshop.</td>
<td>Assists the TESDA representative monitor the assessment activities.</td>
<td>4 hours</td>
<td>TESDA Competency Based Assessor TESDA Representative Workshop Manager Assessment Venue Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Step</td>
<td>Applicant/Client</td>
<td>Service Provider</td>
<td>Duration of Activity (Under normal Circumstances)</td>
<td>Person in Charge</td>
<td>Fees</td>
<td>Form</td>
</tr>
<tr>
<td>------</td>
<td>------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------</td>
<td>---------------------------------------------------</td>
<td>----------------------------------------------------------------------------------</td>
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<td>--------------</td>
</tr>
<tr>
<td>4</td>
<td>Fill out and sign the Assessment Instrument and Rating Sheet</td>
<td>Check if the Assessment Instrument and Rating sheet are completely filled out and signed by the client.</td>
<td>3 minutes</td>
<td>TESDA Competency Based Assessor TESDA Representative Assessment Venue Manager</td>
<td></td>
<td>CAI D-06/0206</td>
</tr>
<tr>
<td>5</td>
<td>Accomplish Competency Assessment Result Summary (CARS)</td>
<td>Check if the CARS is completely filled out and signed. Advise the client to report 1 week after the assessment to claim their assessment result and certificate.</td>
<td>1 minute</td>
<td>TESDA Competency Based Assessor TESDA Representative Assessment Venue Manager</td>
<td></td>
<td>FORM AC 24/0108</td>
</tr>
</tbody>
</table>

END OF TRANSACTION
APPLICATION FOR LADDERIZED EDUCATION PROGRAM (LEP) SCHOLARSHIP

Schedule of Availability of Service: Monday to Friday (from 08:00am to 12:00nn and from 01:00pm to 05:00pm)

Who may Avail of the Services: LEP students

What are the Requirements:

1. Application form
2. 2 pcs 1x1 ID Picture
3. 2 pcs 2x2 ID Picture
4. Photocopy of Study load of the current semester
5. Certificate of Residency

Duration: 3 minutes

<table>
<thead>
<tr>
<th>Step</th>
<th>Applicant/Client</th>
<th>Service Provider</th>
<th>Duration of Activity (Under normal Circumstances)</th>
<th>Person in Charge</th>
<th>Fees</th>
<th>Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Accomplish the application form</td>
<td>Receive and check if the application form is completely filled out and all the requirements are attached.</td>
<td>3 minutes 1 day</td>
<td>ARS Staff</td>
<td></td>
<td>Application Form</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>*ARS Office publish the final list of TESDA Scholars.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Attend LEP Scholars Orientation</td>
<td>Conduct orientation to LEP scholars</td>
<td>1 hour</td>
<td>TESDA Personnel</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Receive the Certificate of Scholarship</td>
<td>Award and distribute the Certificate of Scholarship &amp; Training Coupon to the LEP Scholars</td>
<td></td>
<td>ARS Staff</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Page 29 of 37
<table>
<thead>
<tr>
<th>Step</th>
<th>Applicant/Client</th>
<th>Service Provider</th>
<th>Duration of Activity (Under normal Circumstances)</th>
<th>Person in Charge</th>
<th>Fees</th>
<th>Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Fill up the Training Coupon and submit to ARS Office</td>
<td>Collect and check if the training coupon is completely filled up and signed by the client.</td>
<td>3 minutes</td>
<td>ARS Staff</td>
<td>Training</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Apply for a mandatory Competency Assessment before the final examination.</td>
<td>Inform the assessee of the assessment schedule. Prepare the list of assessee for every area of competency. Advise the assessee to report on time on the schedule of assessment.</td>
<td>3 minutes</td>
<td>ARS Staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Report to the Assessment Venue on the schedule of Assessment</td>
<td>Assist the TESDA representative monitor the assessment activities.</td>
<td>4 hours</td>
<td>TESDA Competency Based Assessor TESDA Representative Workshop Manager Assessment Venue Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Claim scholarship grant at the Cashier’s Office one week after the assessment. He/she must present his/her scholarship certificate.</td>
<td>Disbursing Officer release the corresponding amount to the scholar.</td>
<td>2 minutes</td>
<td>Disbursing Officer</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**END OF TRANSACTION**
ISSUANCE OF CERTIFICATE OF TRAINING (LADDERIZED EDUCATION PROGRAM)

Schedule of Availability of Service: Monday to Friday (from 08:00am to 12:00nn and 01:00pm to 05:00pm)

What are the Requirements:

1. Request Form
2. Certification Fee Official Receipt
3. Study Load

Duration:
30 minutes without delay
1 day with delay

<table>
<thead>
<tr>
<th>Step</th>
<th>Applicant/Client</th>
<th>Service Provider</th>
<th>Duration of Activity (Under normal Circumstances)</th>
<th>Person in Charge</th>
<th>Fees</th>
<th>Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Accomplish Request Form</td>
<td>Receive and check if the request form is completely filled up. Advise the client to pay a Certification Fee at the Cashier’s Office.</td>
<td>3 minutes</td>
<td>ARS Staff</td>
<td></td>
<td>NSU-ARS Request Form (RF-061008)</td>
</tr>
<tr>
<td>2</td>
<td>Pay the Certification Fee to the Cashier</td>
<td>Print the Certificate of Training and have it signed by the Authorities concerned</td>
<td>30 minutes</td>
<td>Cashier ARS Staff College President</td>
<td>P100.00</td>
<td>O.R.</td>
</tr>
<tr>
<td>3</td>
<td>Present O.R. to the ARS staff</td>
<td>Record the O.R. number, and release the requested document.</td>
<td>2 minutes</td>
<td>ARS Staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Sign the Logbook</td>
<td>Check if the client completely signed the logbook.</td>
<td>1 minutes</td>
<td>ARS Staff</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

END OF TRANSACTION
REQUEST FOR THE PERFORMANCE OF NSU DANCE TROUPE, DRUM AND BUGLE CORPS, AND BRASS BAND

Schedule of Availability of Service: Monday to Friday (from 08:00am to 12:00nn and from 01:00pm to 05:00pm)

Who May Avail of the Service: General public

What are the Requirements: approved letter request and Official Receipt

Duration: 10-15 minutes

How to Avail of the Service:

<table>
<thead>
<tr>
<th>Step</th>
<th>Applicant/Client</th>
<th>Service Provider</th>
<th>Duration of Activity (Under normal Circumstances)</th>
<th>Person in Charge</th>
<th>Fees</th>
<th>Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Submit letter request to the President for approval</td>
<td>Accept and approved letter request</td>
<td>10 minutes</td>
<td>College President</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Submit approved letter request to the Office of Cultural Affairs</td>
<td>Received, record and file the approved communication</td>
<td>3 minutes</td>
<td>Cultural Affairs Office Staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Arrange the schedule, fees, and fill out form of the performance to the Chair of Cultural Affairs</td>
<td>Check if the form is completely fill out and request client to pay the fee to the Cashier’s Office.</td>
<td>3 minutes</td>
<td>Cultural Affairs Office Staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Proceed to the Cashier for payment</td>
<td>Process payment and issue O.R.</td>
<td>5 minutes</td>
<td>Cashier’s Staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Submit the O.R. to the Cultural Office</td>
<td>Accept O.R. and inform client the schedule of presentation</td>
<td></td>
<td>Cultural Affairs Office Staff</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

END OF TRANSACTION
RESPONSE TO INQUIRES ON CURRICULAR OFFERINGS AND OTHER MATTERS (Phone-In)

**Schedule of Availability of Service:** Monday to Friday (from 08:00am to 12:00nn and from 01:00pm to 05:00pm)

**Who May Avail of the Service:** General public

**What are the Requirements:** none

**Duration:** 10 minutes to 1 hour

**How to Avail of the Service:**

<table>
<thead>
<tr>
<th>Step</th>
<th>Applicant/Client</th>
<th>Service Provider</th>
<th>Duration of Activity (Under normal Circumstances)</th>
<th>Person in Charge</th>
<th>Fees</th>
<th>Form</th>
</tr>
</thead>
</table>
| 1    | Request for assistance via phone | Get personal data of client and details of request  
Reply to simple queries  
OR  
Refer to concerned offices/department if request entails further study. Research or coordination | 5 minutes  
5-20  
30 minutes – 1 hr | None | NSU Request Form |

**END OF TRANSACTION**
ADMISSION AND ENROLMENT FOR ALTERNATIVE LEARNING SYSTEM (ALS)
(Skills Training, Capability Building, ICT-Related Courses, Backstopping on Entrepreneurial Projects, and Lecture/Demo on Livelihood Technical)

**Schedule of Availability of Service:** Monday to Friday (from 08:00am to 12:00nn and from 01:00pm to 05:00pm)
Saturdays & Sundays (upon appointment)

**Who May Avail of the Service:** OSY, unemployed adults, housewives, professionals, and students

**What are the Requirements:** ESO application form and registration fee

**Duration:** 10-15 minutes

**How to Avail of the Service:**

<table>
<thead>
<tr>
<th>Step</th>
<th>Applicant/Client</th>
<th>Service Provider</th>
<th>Duration of Activity (Under normal Circumstances)</th>
<th>Person in Charge</th>
<th>Fees</th>
<th>Form</th>
</tr>
</thead>
</table>
| 1    | Fill out application form | Evaluate if application form is completely filled out  
If enrollees reaches more than 10, inform client the schedule of classes | 5 minutes | ESO staff | P 1,000.00 | |
| 2    | Proceed to the Registrar’s Office and present enrolment form | Evaluate enrolment form and encode subject | 5 minutes | Registrar’s Staff | | |
| 3    | Proceed to the Cashier’s Officer for payment | Process payment and issue Official receipt | 5 minutes | Cashier’s Staff | | |
| 4    | Present enrolment form together with the O.R. | Evaluate application form and record official receipt in the logbook | 5 minutes | ESO staff | | |

END OF TRANSACTION
RENTAL OF SCHOOL FACILITIES AND EQUIPMENT

Schedule of Availability of Service: Monday to Friday (from 08:00am to 12:00nn and from 01:00pm to 05:00pm)

Who May Avail of the Service: General Public

What are the Requirements: Request form and Official Receipt

Duration: 10-15 minutes

How to Avail of the Service:

<table>
<thead>
<tr>
<th>Step</th>
<th>Applicant/Client</th>
<th>Service Provider</th>
<th>Duration of Activity (Under normal Circumstances)</th>
<th>Person in Charge</th>
<th>Fees</th>
<th>Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Fill out request form and ask for payment slip</td>
<td>Check if the request form is completely filled out. Issue payment slip. Request client to pay the fee to the cashier.</td>
<td>3 minutes</td>
<td>IGP Staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Pay to the cashier</td>
<td>Process payment and issue O.R.</td>
<td>5 minutes</td>
<td>Cashier’s Staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Submit the request form with the O.R. to IGP Office</td>
<td>Accept the form and O.R. and take note the date on the logbook (for reservations)/issue supplies/equipment</td>
<td>3 minutes</td>
<td>IGP Staff</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

END OF TRANSACTION
## RENTAL SERVICES

<table>
<thead>
<tr>
<th>SPECIFICATION</th>
<th>RATE</th>
<th>SPECIFICATION</th>
<th>RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sound system (disco/parties)</td>
<td>1,500.00</td>
<td>Airconditioned room (per head)</td>
<td>300.00/day</td>
</tr>
<tr>
<td>Add-on per microphone</td>
<td>50.00</td>
<td>Airconditioned room (3 persons)</td>
<td>600.00/day</td>
</tr>
<tr>
<td>Lightings, dancing lights, spotlights</td>
<td>1,000.00</td>
<td>Airconditioned room (4-6 person)</td>
<td>800.00/day</td>
</tr>
<tr>
<td>Sound system for concerts/beauty pageant</td>
<td>3,000.00</td>
<td>Ordinary room (per head)</td>
<td>200.00/day</td>
</tr>
<tr>
<td>Sound system for seminars/conferences/forums</td>
<td>1,000.00</td>
<td>Ordinary room (3 persons)</td>
<td>400.00/day</td>
</tr>
<tr>
<td>Karaoke</td>
<td>50.00</td>
<td>Ordinary room (4-6 person)</td>
<td>600.00/day</td>
</tr>
<tr>
<td>Plastic table</td>
<td>20.00</td>
<td>Backdrop (stage) maximum of 20 letters, additional of 3.00/letter</td>
<td>200.00</td>
</tr>
<tr>
<td>Plastic chairs</td>
<td>5.00</td>
<td>Video editing (transfer to CD) w/o CD</td>
<td>50.00</td>
</tr>
<tr>
<td>Drum set</td>
<td>2,000.00</td>
<td>With video clips and text (700MB minimum)</td>
<td>300.00</td>
</tr>
<tr>
<td>LCD high lumens</td>
<td>500.00/hr</td>
<td>Movie (700MB minimum)</td>
<td>30.00</td>
</tr>
<tr>
<td>LCD low lumens</td>
<td>400.00/hr</td>
<td>CD to CD (without CD)</td>
<td>30.00</td>
</tr>
<tr>
<td>Computer (desk top)</td>
<td>50.00/hr</td>
<td>Video cam with operator</td>
<td>500.00</td>
</tr>
<tr>
<td>Computer (lap top)</td>
<td>200.00/hr</td>
<td>Computer repair (excluding parts)</td>
<td>5,000.00</td>
</tr>
<tr>
<td>Overhead projector</td>
<td>300.00</td>
<td>Electronic Scoring System</td>
<td>5,000.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 server, 3 stations</td>
<td>8,330.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 server, 5 stations</td>
<td>11,652.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 server, 7 stations</td>
<td>16,660.00</td>
</tr>
<tr>
<td>TV/VCD/DVD</td>
<td>300.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Prices are subject to change without prior notice*

## SERVICES

<table>
<thead>
<tr>
<th>SERVICES</th>
<th>RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Whole day (08:00 am-05:00pm)</td>
</tr>
<tr>
<td>Hostel Function Room</td>
<td>2,500.00</td>
</tr>
<tr>
<td>Hostel Dining Room</td>
<td>1,500.00</td>
</tr>
<tr>
<td>Gymnasium</td>
<td>2,000.00</td>
</tr>
<tr>
<td>IT &amp; Multi-media Center</td>
<td>2,000.00</td>
</tr>
<tr>
<td>Audio Visual Room</td>
<td>1,000.00</td>
</tr>
<tr>
<td></td>
<td>1,500.00</td>
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<tr>
<td></td>
<td>1,500.00</td>
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<tr>
<td></td>
<td>2,500.00</td>
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<tr>
<td></td>
<td>800.00</td>
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<td></td>
<td>800.00</td>
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<tr>
<td></td>
<td>2,500.00</td>
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<td>1,000.00</td>
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<td>1,000.00</td>
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<td>2,500.00</td>
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<td>500.00</td>
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<tr>
<td></td>
<td>500.00</td>
</tr>
</tbody>
</table>
Other Services (fees to be determined upon assessment)

1. Electrical appliance repair
2. Radio and television servicing/repair
3. Electric fan rewinding
4. Motor rewinding
5. Refrigeration repair/charging
6. Steel and metal crafts

APPROVED/ADOPTED: November ______, 2012

We hereby certify that this Revised Citizen’s Charter of the Naval State University has been approved or adopted by the Board of Regents per Resolution No. 42-12.

Certified Correct:              Recommending for Attestation:  ATTESTED:

Board Secretary, NSU-Board of Regents   University President III               Commissioner, Commission on Higher Education
Vice Chair, NSU- Board of Regents       Chair, NSU- Board of Regents          Chair & Presiding Officer, NSU- Board of Regents

APPROVED BY THE AUTHORITY OF THE CIVIL SERVICE COMMISSION:

ATTY. MARILYN E. TALDO
Director III
Regional Director, Civil Service Commission
Regional Office No. VIII

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Date

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