

PHILOSOPHY

The Rizal Technological University believes in nurturing the creative potentials of Filipinos to excel in a dynamic world order and sustainable development along with a sense of moral responsibility and cultural patronage.

VISION

To prepare students to create their future in knowledge-driven and culturally diverse society.

MISSION

A prominent University recognized for its commitment to innovate programs in addressing society's challenges.

SERVICES AVAILABILITY SCHEDULE

All offices and transactions are available from Monday to Friday, 8:00am -5:00 pm

*For cashier's office, transaction is only up to 4:00pm, Monday to Friday

*For Graduate School, transaction is available Monday to Saturday, 8:00am – 5:00pm

Any inquiry about the given services or if there is a failure in the transaction, please proceed to our HELP DESK located at the ground floor of the Administration Building, Office of the VPSS and Planning Officer.

I. ACADEMIC SERVICES

A. Enrollment

Requirements:	
1. For Freshmen Undergraduate -	Form 138, Certificate of Good Moral Character, Photocopy of Birth Certificate (certified by NSO), Recent 2x2 picture (white background), long brown envelope
2. For Transferees -	Honorable Dismissal/ Transfer Credentials, Photocopy of Birth Certificate (certified by NSO), Recent 2x2 picture (white background), long brown envelope
3. For Graduate School Students -	Honorable Dismissal/ Transfer Credentials or Transcript of Records from previous school with notation: "Copy for the RTU Graduate School", Recent 2x2 picture (white background), long brown envelope

A.1. Undergraduate Program

Frontline Service	Fees	Forms	Procedure	Duration of the Process	Office/Personnel In Charge
1. Accepting of Incoming Freshmen	Php 300.00 for entrance examination	Application form from the Guidance Office	1. Inquire from the Guidance Office.	5 minutes	Guidance Office
		Entrance Examination Fee Slip	2. Secure/Comply Requirements for the entrance exam and get an entrance examination fee slip.	5 minutes	Guidance Office
			3. Pay the entrance examination fee.	10 minutes	Cashier's Office
		Interview Slip	4. Secure schedule and room assignment for the entrance exam.	5 minutes	Guidance Office
			5. Contact the GCC on the result of the exam.	3 to 5 days	Guidance Office
			6. If passed comply the following:	5 minutes	Guidance Office
	a. Get interview slip from the guidance office in line with your preferred course;	30 minutes to 1 hour	2 days	Department Heads	
	b. proceed to the Department Head for interview with your form 138;				
	c. attend the orientation about rules and regulation of the College and the University;				

		Pre – enrolment Form	<p>d. proceed to the Dean’s Office for approval;</p> <p>d. return to the Guidance Office for the priority number;</p> <p>e. seek advise of your Department Head on the subjects you will enroll; and</p> <p>f. start with the electronic enrolment procedures.</p> <p>Enrolment Procedure:</p> <p>1. Proceed in your respective login area (Computer Laboratory), login using you student number or password. For first time users, enter only your student number and leave the password blank; you will be asked to create one as soon as you log in.</p> <p>2. Once you login and see the main menu screen, click the “Enrollment / Registration” icon then select your preferred block (first come first serve basis), then click the LOAD SECTION button. Check your advised subjects carefully. Once everything is correct, click SAVE ALL FOR ADDITION button. Select your mode of payment then PRINT your registration form.</p> <p>3. Pay the EXACT ASSESSED AMOUNT in the cashier.</p> <p>4. Proceed to the Registrar for the “Officially Enrolled” stamp.</p>	<p>10 minutes</p> <p>10 minutes</p> <p>30 minutes</p> <p>4 to 5 hours</p> <p>2 minutes</p> <p>5 minutes</p> <p>2 hours</p> <p>5 minutes</p>	<p>Dean</p> <p>Guidance Office</p> <p>Department Heads</p> <p>CED, CAS, CBET, CEIT, IPE</p> <p>CED, CAS, CBET, CEIT, IPE</p> <p>Cashier’s Office</p> <p>Registrar’s Office</p>
END OF TRANSACTION					
2. Enrolment of Regular and Irregular	Php 300.00 for Entrance Examination	Pre – enrolment Form	1. Secure pre – enrolment form from the concern Department Head.	5 minutes	CED, CAS, CBET, CEIT.

Students	Tuition and Miscellaneous Fees	Assessment Form	2. Seek advise of the Department Head on the subjects you will enroll and write it down in the pre – enrolment form and let it be signed.	20 minutes	IPE Department Heads CED, CAS, CBET, CEIT, IPE, Department Heads CED, CAS, CBET, CEIT, IPE Department Heads CED, CAS, CBET, CEIT, IPE
			4. In cases of irregular students who wish to enroll a subject taken from another major, let the Department Head of the particular major where the subject is taken approve it.	10 minutes	
			3. Proceed with the electronic enrolment procedures.	4 to 5 hours	
			Enrolment Procedure: <i>Follow the same steps on the given enrollment procedure.</i>	5 minutes	
END OF TRANSACTION					
3. Accepting of Returnees		Leave of Absence Form	1. Proceed to the Department Head concern and show the Request for Leave of Absence form accomplished on the last semester attended and let the Department Head evaluate the past scholastic records.	20 minutes	-Department Heads
		Application for Re – enrolment Form	2. Secure an Application of Re – enrolment Form/Clearance from the Department Head and let it be accomplished.	30 minutes	-Department Heads and the offices indicated in the form
		Pre – enrolment	3. Return to the Department Head concern for reorientation of new rules and regulations of the College and the University.	30 minutes	- Department Heads
			4. Secure a pre – enrolment form and seek advise of the Department Head on the subjects that you will enroll.	20 minutes	- Department Heads
		5. Proceed with the enrolment	4 to 5 hours	CED, CAS, CBET,	

	Tuition and Miscellaneous Fees	Assessment Form	procedures. Enrolment Procedure: <i>Follow the same steps on the given enrollment procedure.</i>	5 minutes	CEIT, IPE Cashier's Office Registrar's Office
END OF TRANSACTION					
4. Accepting and Enrolment of Transferees	Php 300.00 for entrance examination	Application form from the Guidance Office with Return Slip	1. Inquire from the Guidance Office and get the necessary forms with return slip. 2. Proceed to the Department Head concern for the evaluation of scholastic record and initial interview. 3. If qualified, let the return slip be signed by the Department Head concern and return back to the Guidance Office for the entrance examination. 4. Comply with the necessary requirements and get entrance examination fee slip for the entrance exam. 5. Pay the entrance exam fee in the cashier's office. 6. Secure the schedule and room assignment for the entrance exam. 7. Contact the GCC on the result of the exam. 8. If passed, comply the following: a. get interview slip from the guidance office in line with your preferred course; b. proceed to the Department Head for interview and for the orientation about rules and regulation of the College and the University; c. proceed to the Dean's Office for approval of admission;	5 minutes	Guidance Office
		Scholastic Record		5 minutes	Department Heads
		Entrance Examination Fee Slip		5 minutes	Guidance Office
				5 minutes	Guidance Office
		Interview Slip		10 minutes	Cashier's Office
				5 minutes	Guidance Office
				3 to 5 days	Guidance Office
				3 minutes	Guidance Office
	30 minutes to 1 hour	Department Heads			
	10 minutes	Dean Guidance Office			

		Pre – enrolment form	<p>d. return to the guidance office for the priority number;</p> <p>e. seek advise of your Department Head on the subjects you will enroll; and</p> <p>f. start with the enrolment procedures.</p>	<p>10 minutes</p> <p>30 minutes</p>	Department Heads
		Pre-enrolment form	<p>Enrolment Procedure:</p> <p>1. REGULAR and IRREGULAR Students</p> <p>For transferees evaluated as REGULAR students, proceed in your respective login area (CED Computer Laboratory), login using you student number or password. For first time users, enter only your student number and leave the password blank; you will be asked to create one as soon as you log in.</p> <p>For transferees evaluated as IRREGULAR students, refer to your respective Colleges for the schedules of the subjects. Write down the subjects' CLASS CODE and DESCRIPTION in the pre-enrolment and submit to the Department Head concern for the subjects you wish to enroll be approved.</p> <p>2. Once you login and see the main menu screen, click the “Enrollment / Registration” icon then select your preferred block (first come first serve basis), then click the LOAD SECTION button. Check your advised subjects carefully. Once everything is correct, click SAVE ALL FOR ADDITION button. Select</p>	4 to 5 hours	

	Tuition and Miscellaneous Fees	Assessment form Assessment form	your mode of payment then PRINT your registration form. 3. Pay the EXACT ASSESSED AMOUNT in the cashier. 4. Proceed to the Registrar for the "Officially Enrolled" stamp.	2 hours 5 minutes	Cashier's Office Registrar's Office
END OF TRANSACTION					

A.2. Graduate Program

Frontline Service	Fees	Forms	Procedure	Duration of the Process	Office/Personnel In Charge
1. Accepting of Incoming Students	Php 300.00 for entrance examination	Application form from the GS Guidance Office (GSGO)	1. Inquire from the GSGO.	5 minutes	GSGO
			2. Secure/Comply Requirements for the entrance exam and get an entrance examination fee slip.	5 minutes	GSGO
			3. Pay the entrance examination fee.	10 minutes	Cashier's Office
		Entrance Examination Fee Slip	4. Secure schedule and room assignment for the entrance exam.	5 minutes	GSGO
			5. Contact the GSGO on the result of the exam.	1 to 2 days	GSGO
			6. If passed comply the following:		
Interview Slip	a. Get interview slip from the GSGO office in line with your preferred course;	5 minutes	GSGO		
	b. proceed to the Program Chair /GS Dean for interview with your TOR and entrance exam result;	30 minutes to 1 hour	GS Program Chair/GS Dean		
	c. attend the orientation about rules	2-3 hrs.	GS Orientation		

			and regulation of the College and the University; d. proceed to the Dean’s Office for approval;	10 minutes	Committee GS Dean
		Pre – enrolment Form	d. proceed to the Registrar’s Office for the priority number;	10 minutes	GSGO
			e. seek advise of your Program Chair/ GS Staff on the subjects you will enroll; and	30 minutes	GS Program Chair/ GS Staff
			f. start with the electronic enrolment procedures.	30 mins. 1 hour	GS Office
			Enrolment Procedure:		
			1. Proceed in your respective login area (GS Enrolment Counter), login using your student number or password. For first time users, enter only your student number and leave the password blank; you will be asked to create one as soon as you log in.		
	Tuition and Miscellaneous Fees	Assessment Form	2. Once you login and see the main menu screen, click the “Enrolment / Registration” icon then select your preferred subject/ class code (first come first serve basis), then click the LOAD SECTION button. Check your advised subjects carefully. Once everything is correct, click SAVE ALL FOR ADDITION button. Select your mode of payment		

		Application for Re – enrolment Form	accomplished on the last semester attended and let the GS Secretary evaluate the past scholastic records. Subject for Dean’s final approval.		
			2. Secure an Application of Re – enrolment Form/Clearance from GS Office and let it be accomplished.	30 minutes	GS Office Staff
		Pre – enrolment Form	3. Return to the GS Secretary for reorientation of new rules and regulations of the College and the University.	30 minutes	GS Secretary
			4. Secure a pre – enrolment form and seek advise of the Program Chair/ GS Dean on the subjects that you will enroll.	20 minutes	Program Chair/ GS Dean
		Assessment Form	5. Proceed with the enrolment procedures.		
	Tuition and Miscellaneous Fees		Enrolment Procedure: <i>Follow the same steps on the given enrollment procedure.</i>	30 minutes to 1 hour	GS Enrolment Counter
END OF TRANSACTION					
4. Accepting and Enrolment of Transferees	Php 300.00 for entrance examination	Application Form from the GS Guidance Office with Return Slip	1. Inquire from the GS Guidance Office and get the necessary forms with return slip.	5 minutes	GS Guidance Office (RNDB, RM. 405)
		Scholastic Record	2. Proceed to the Program Chair/ GS Secretary for the evaluation of scholastic record and initial interview.	5 minutes	GS Program Chair/ GS Secretary

		Entrance Examination Fee Slip	3. If qualified, let the return slip be signed by the GS Program Chair/ GS Secretary and return to the GS Guidance Office for the entrance examination.	5 minutes	GS Guidance Office
			4. Comply with the necessary requirements and get entrance examination fee slip for the entrance exam.	5 minutes	GS Guidance Office
			5. Pay the entrance exam fee in the cashier's office.	10 minutes	Cashier's Office (ITB Ground Floor)
			6. Secure the schedule and room assignment for the entrance exam.	5 minutes	GS Guidance Office
		Interview Slip	7. Contact the GSGO on the result of the exam.	1 to 2 days	GS Guidance Office
			8. If the student passed the test, comply the following:	3 minutes	GS Guidance Office
			a. get interview slip from the GS guidance office in line with your preferred course;	30 minutes to 1 hour	GS Guidance Office
			b. proceed to the GS Program Chair/GS Secretary for interview and for the orientation about rules and regulation of the College and the University;	10 minutes	GS Program Chair/ GS Secretary
		Pre – enrolment form	c. proceed to the Dean's Office for approval of admission;	10 minutes	Dean's Office (RNDB 4 th Floor)
			d. Go to the Registrar's Office for the priority number;	30 minutes	Registrar's Office (MAB Ground Floor)

	Tuition and Miscellaneous Fees	<p>MA – P500.00/ unit P2,830.00</p> <p>PhD - P 600.00/ unit P 2,830.00</p>	<p>e. seek advise of the Program Chair/ Dean on the subjects you will enroll; and</p> <p>f. start with the enrolment procedures.</p> <p>Enrolment Procedure:</p> <p>1. REGULAR and IRREGULAR Students For transferees evaluated as REGULAR students, proceed in your respective login area (GS Enrolment Counter RNDB 4th Floor), login using you student number or password. For first time users, enter only your student number and leave the password blank; you will be asked to create one as soon as you log in.</p> <p>For transferees evaluated as IRREGULAR students (Probationary status), refer to subject offerings per Discipline for the schedules of the subjects. Write down the subjects' CLASS CODE and DESCRIPTION in the pre- enrolment and submit the subjects you wish to enroll to GS Office for approval.</p> <p>2. Once you login and see the main menu screen, click the “Enrolment / Registration” icon then select your preferred subject/ class code (first come first serve basis), then click the LOAD SECTION button. Check your advised subjects carefully. Once everything is correct, click SAVE ALL FOR ADDITION button. Select your mode of payment then PRINT your registration form.</p>	4 to 5 hours	Dean’s Office
--	-----------------------------------	--	---	--------------	---------------

		Assessment form	3. Pay the EXACT ASSESSED AMOUNT in the cashier.		Cashier's Office
		Assessment form	4. Proceed to the Registrar for the "Officially Enrolled" stamp.		Registrar's Office
END OF TRANSACTION					

B. Addressing Scholastic Deficiencies

Frontline Service	Fees	Forms	Procedure	Duration of the Process	Office/Personnel In Charge
Completion of Incomplete and Grade of 4.0	Php 100.00	Grade Slip	1. The respective department issues the grade slip.	5 minutes	Department Head's Office
		Grade Slip	2. Student who got a grade of 4.0 or Incomplete consults the faculty concerned for the necessary requirement/s to complete/pass the course.	10-15 minutes	Concerned faculty member
				5 minutes	Registrar's Office
		Completion form	3. The student gets a completion form from the Registrar's office.	less than 5 minutes	Office of the Dean
		Completion form	4. The student secures the signature of the Dean authorizing the faculty to administer the necessary requirement/s for completion.	less than 5 minutes	Cashier's Office
		Completion form		5 minutes	Concerned faculty member
	5. The student pays the completion fee	Less than 5 min.	Office of the Dean		
	6. Upon submission of the necessary requirements, the faculty concerned shall encode the grades of the students in the system	Less than 5 minutes	Registrar's Office		

		Completion form	7. The Dean of the SRAS shall make the final approval of the encoded grade in the system.	Less than 5 minutes	Registrar's Office
END OF TRANSACTION					

For recommendations, suggestions and complaints, contact the Dean/ Director/ Head concerned or the Vice President for Academic Affairs

II. STUDENT SERVICES

Requirements in Securing School Documents:

- When requesting school documents:
 1. Original and Photocopy of Clearance (duly signed by the respective offices)
 2. Original and Photocopy of Payment Receipt (of documents being requested)
 3. Original Receipt of Documentary Stamp (for those requesting for Transcript of Records and Honorable Dismissal/ Transfer Credentials)
 4. Affidavit of Loss (for second copy of Transcript of Records & Diploma)
- When claiming the requested school documents:
 1. School (RTU) ID (to be surrendered if student graduated or has applied for Honorable Dismissal)
 2. Affidavit of Loss (for lost ID)
 3. Alumni ID, Toga Return Slip and Graduation Fee (if graduated)
 4. Authorization letter and ID card of both student and the third party (if relative/ third party will be the one to pick-up the requested document/s)
 5. Form 137 or Transcript of Records (if transferee) with remarks: COPY FOR RIZAL TECHNOLOGICAL UNIVERSITY

A. SRAS

Frontline Service	Fees	Forms	Procedure	Duration of the Process	Office/Personnel In Charge
Releasing of: 1. Transcript Of Records	P150.00 for 3 pages of TOR, an additional P50 for succeeding page.	SRAS REQUEST FORM	Fill up SRAS Request Form Secure clearance from the following offices: Accounting Office	2 mins 2 mins	REGISTRAR'S OFFICE (Student Assistant of respective College) Gr/F MAB Building ACCOUNTING OFFICE (Mrs. AdoracionLedesma) 2/F, Admin.

			Department of Student Affairs College Laboratory	2 mins 2mins	Building DEPARTMENT OF STUDENT AFFAIRS (Prof Cyrus Tuazon) 3/F, Admin Building College Laboratory- In- Charge CAS (2 ND Floor MAB) / CED (5 TH Floor MAB) / CBET (2 ND Floor OB) / CEIT (2 ND Floor ITC) CON (3RD Floor OB)
END OF TRANSACTION					
2. Certificate Of Graduation	P25.00	SRAS REQUEST FORM	Same procedure in requesting TOR	2 days	
3. DIPLOMA W/ HOLDER	P150.00	SRAS REQUEST FORM	Same procedure in requesting TOR	15 days	
4. True Copy of Grades	P50.00	SRAS REQUEST FORM	Same procedure in requesting TOR	15 days	
5. Honorable Dismissal	P25.00	SRAS REQUEST FORM	Same procedure in requesting TOR. Except for the last step. (5 working days)	2 days	
6. Other Certificates	P25.00	SRAS REQUEST FORM	Same procedure in requesting HD.	5 days	

B. SCHOLARSHIP OFFICE

Frontline Service	Fees	Forms	Procedure	Duration of the Process	Office/Personnel In Charge
1. Processing of Inquiry and New Scholarship Application.		1. Pooling Form	1. Fill up Pooling Form.	3mins	Student Assistant Ms. Beverly Ballore & Ms. Sherry Mae Barce / ITB 301.
			2. Submission of requirements Acknowledgement receipt.	5days	Coordinator Mr. William Fortuna and Student Assistant
			3. Assessment or Evaluation.	15mins	
			4. Interview and Approval.	15mins	Ms. Beverly Ballore & Ms. Sherry Mae Barce / ITB 301. Coordinator Mr. William Fortuna / ITB 301. Head Prof. Amadeo C. Lanuza Jr. / ITB 301.
END OF TRANSACTION					
2. Processing of renewal of scholarship grant		1. Renewal form	1. Fill up the Renewal Form and attached the corresponding requirements. 2. Submission of requirements Acknowledgement receipt.	3mins 5days	Student Assistant Ms. Beverly Ballore & Ms. Sherry Mae Barce / ITB 301. Coordinator Mr. William Fortuna

			3. Approval of renewal of scholarship grant by the sponsor.	5days	and Student Assistant Ms. Beverly Ballore & Ms. Sherry Mae Barce / ITB 301.
			4. Approval of the renewal form by the head of the SO.	15mins	Coordinator Mr. William Fortuna and Student Assistant Ms. Beverly Ballore & Ms. Sherry Mae Barce / ITB 301. Head Prof. Amadeo C. Lanuza Jr. / ITB 301.
END OF TRANSACTION					
3. Processing of enrollment of student scholar.		1. For the requirement forms of new scholar	1. Inspection and review documents.	5mins	Coordinator Mr. William Fortuna and Student Assistant Ms. Beverly Ballore & Ms. Sherry Mae Barce / ITB 301.
			2. Submission of requirements Acknowledgement receipt.	5mins	Coordinator Mr. William Fortuna and Student Assistant Ms. Beverly Ballore & Ms. Sherry Mae Barce / ITB 301.
			3. Assessment or Evaluation.	3mins	Coordinator Mr. William Fortuna and Student Assistant Ms. Beverly Ballore & Ms. Sherry Mae Barce / ITB 301.

			4. Encoding.	2mins	Ballore& Ms. Sherry Mae Barce / ITB 301.
			5. Approval.	2mins	Coordinator Mr. William Fortuna /ITB301.
			6. Assessment at the Accounting Office.	5mins	Head Prof. Amadeo C. Lanuza Jr. / ITB 301.
			7. For partial scholarship grantees, payment of the remaining balance at the Cashier's Office.	15mins	Head Prof. Amadeo C. Lanuza Jr. / ITB 301. Accounting Staff Ms. Dory Ledesma 2/F, Admin Building.
		2. For the requirement forms of old scholar	1. Fill up the Renewal Form and attached the corresponding requirements.	5mins	Cashier's Office
			2. Submission of requirements Acknowledgement receipt.		
			3. Assessment or Evaluation.	5mins	Student Assistant Ms. Beverly Ballore& Ms. Sherry Mae Barce / ITB 301.
			4. Encoding.	5mins	Coordinator Mr. William Fortuna and Student Assistant
			5. Approval.	2mins	

			6. Assessment at the Accounting Office.	2mins	Ms. Beverly Ballore & Ms. Sherry Mae Barce / ITB 301.
			7. For partial scholarship grantees, payment of the remaining balance at the Cashier's Office.	5mins	Coordinator Mr. William Fortuna / ITB 301.
				15mins	Head Prof. Amadeo C. Lanuza Jr. / ITB 301.
					Accounting Staff Ms. Dory Ledesma 2/F, Admin Building.
					Cashier's Office / Admin Bldg. Ground Floor across the clinic.
END OF TRANSACTION					
3. Processing of refund of excess funds of student scholars.		1. Refund requirements	1. Attached the corresponding requirements.	5mins	Student Assistant Ms. Beverly Ballore & Ms. Sherry Mae Barce / ITB 301.
			2. Submission of requirements Acknowledgement receipt.	2mins	Coordinator Mr. William Fortuna and Student Assistant Ms. Beverly Ballore & Ms. Sherry
			3. Approval.		

			4. Secure refund requirements from the Accounting office.	2mins 2mins	Mae Barce / ITB 301. Head Prof. Amadeo C. Lanuza Jr. / ITB 301. Accounting Staff Ms. Dory Ledesma 2/F, Admin Building.
END OF TRANSACTION					

C. DSA

Frontline Service	Fees	Forms	Procedure	Duration of the Process	Office/Personnel In Charge
-------------------	------	-------	-----------	-------------------------	----------------------------

1. Processing of Good Moral Certificate	P25.00 for a single page of GMC	Clearance	1. Proceed to Registrar's Office and Fill up Clearance form	2-5 mins	SRAS staff, Ground Floor MAB
			2. Secure clearance form from the following offices:		
			a. Library	2 mins	Library Staff
			b. DSA Office	2 mins	Student Assistant/ Staff
			c. College Lab	2 mins	College Lab in-charge
			d. Dean	2 mins	College Dean
3. Proceed to cashier's office and settle the amount due	2 mins	Cashier personnel			
4. Present the copy of receipt to DSA office for stamping	2 mins	Student Assistant/ DSA staff			
5. Wait for 2 working days for the copy of GMC	2 days				
6. To claim, present the copy of the receipt stamped with Received at the DSA office	2 mins	Student Assistant/ DSA staff			
END OF TRANSACTION					
2. Processing of Insurance Claim		Insurance Form	1. To request for Insurance form, proceed to DSA	5 mins	DSA Staff
			2. Fill up Insurance form and submit necessary requirements	2 mins	

			<p>3. DSA submits requirements to Insurance company</p> <p>4. 10 to 15 days processing period</p> <p>5. Insurance company issues check, DSA shall indorse the same to Accounting office ,from Accounting office to Cashier's Office</p> <p>6. Claim the check at Cashier's office</p>	<p>within 2 days from receipt of documents 10-15 days</p> <p>5 mins</p>	<p>DSA Staff</p> <p>Insurance Company</p> <p>Accounting office staff and Cashier office staff</p> <p>Cashier office staff</p>
END OF TRANSACTION					

D. GCC

Frontline Service	Fees	Forms	Procedure	Duration of the Process	Office/Personnel In Charge
<p>1. Counseling Service</p> <p>Referred by department head/ teacher</p> <p>Walk-in</p>		Referral form	<p>1. The dept. head/ teacher may refer student/s for counseling</p> <p>2. Guidance Counselor assess the student(<i>interview session</i>)</p> <p>3. The Counselor may give psychological test to referred client/ student/s for diagnosis</p> <p>4. Counseling sessions be determined by the counselee and the counselor</p> <p>5. After session/s, the counselor may opt to call the parents/ guardians of the client.</p> <p>6. Counselor may give feedback to</p>	<p>The duration of sessions would solely depend on the need and type of problems of the clientele.</p>	Guidance Counselor (Registered)

			<p>different colleges/ dept. heads re: promotion of their respective course offerings to prospective freshmen applicants.</p> <p>3. Request for transportation if career guidance done outside the campus.</p>		<p>GCC personnel Student Assistants Dept. Heads</p> <p>Mr. Reynaldo Egina Head transport office Basement MAB</p>
END OF TRANSACTION					

E. LIBRARY

Frontline Service	Fees	Forms	Procedure	Duration of the Process	Office/Personnel In Charge
Issuance of Referral Letter	No fees	Referral letter request form	Present validated library card <ul style="list-style-type: none"> Validate Library card if not validated If no Library card, applied for one at the MIC then have it validated 	Less than a minute	Student
			Fill-up referral letter request form	Less than a minute	Student
			Encoding of referral letter	2 minutes	Library Staff/ Student Assistant
		Referral letter	Referral letter approved by the adviser/professor	5 minutes, depending on the availability of the professor/adviser	Concerned professor/adviser of the research. (conducted by the students)
		Referral letter duly signed by the director and/or librarian in charge	Less than a minute	Library staff and/or Student Assistant	
		One duplicate copy for the library serves	Less than a	Library staff and/or	

			as receiving copy (signed by students with indicated date received)	minute	Student Assistant
END OF TRANSACTION					

F. MEDICAL CLINIC

Frontline Service	Fees	Forms	Procedure	Duration of the Process	Office/Personnel In Charge
1. Medical Consultation		Index Card- Medical Record	1. Pull out Index Card from Medical Records Section	1-3 min.	Nurse
			2. Taking of Vital Signs	3-5 min.	Nurse
			3. Evaluation & Assessment of Medical Problem	10-20 min.	Physician
			4. Dispense first dose of medicine as per Physician's order		
			a. tablet or capsule	1 min	Nurse
			b. injection	3-5 min	Nurse
END OF TRANSACTION					
2. Issuance of Medical Certificate		Index Card-Medical Record Health Record for COE (From COE Department)	1. Pull out Medical File 2. Blood Pressure Determination 3. Assessment, Examination & Signing of Health Record	1-3 min. 3 min. 5-10 min.	Nurse Nurse Physician
END OF TRANSACTION					
3. Physical Exam for Clearance- Pre-requisite for Enrollment		Index Card- Medical Record	1. Completion of Medical Record-taking of vital signs, BP, Height & Weight	3-5 min.	Nurse
			2. Assessment & Examination of Physical Findings	5-10 min.	Physician
			3. Submission of Record	1-2 min.	Nurse
END OF TRANSACTION					

4. Other Procedures		Index Card-Medical Record	1. Dressing of Wounds 2. Suturing of Wounds 3. Incision & Drainage 4. Removal of Foreign Body (Eye or Ear) 5. Removal of Sutures 6. Referral to other Medical Specialists	10-15 min 25-30 min. 15-20 min. 5-10 min. 5 min. 5 min	Nurse Physician/Nurse Physician/Nurse Physician/Nurse Nurse Physician
END OF TRANSACTION					
5. Radiological Services - Chest X-ray	P150.00	X-ray Form X-ray Envelope	1. Present Registration Form/ Receipt 2. Log- in Data 3. Make Marker 4. Place Marker in the Film 5. Position Patient for X-ray 6. Develop X-ray 7. Prepare X-ray for Reading 8. Reading of X-ray 9. Fill-up X-ray Result 10. Release X-ray Result	1 min 2 min 2 min 2 min 3-5 min 5-15 min 5 min 15-30 min 5-10 min 2 min	Rad Tech. Rad. Tech. Rad. Tech. Rad. Tech Rad. Tech. Rad. Tech. Rad. Tech Radiologist Rad. Tech. Nurse/Rad. Tech.
END OF TRANSACTION					

For recommendations, suggestions and complaints, contact the Dean/ Director/ Head concerned or the Vice President for Student Services