

# AKLAN STATE UNIVERSITY CITIZEN'S CHARTER

## Committee Members

Dr. Cecile O. Legaspi

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Dr. Ma. Gemma Rasco

Prof. Pedgilyn R. Rasco

Prof. Donna V. Bautista

Prof. Elaine P. Dela Cruz

Prof. Ma. Ester Excelsis D. Jaymalin

Prof. Robert II P. Rala

Ms. Carolyn E. Flores

## APPLICATION FOR TITLE AND OUTLINE DEFENSE

Service Time: As scheduled in the Approved University Academic Calendar  
 Clients: Graduate Students who passed the Comprehensive Examination  
 Requirements: Comprehensive Examination Result  
 Duration: 4 hours and 45 minutes  
 Procedures:

STEP	STUDENT APPLICATION	SERVICE PROVIDER	DURATION OF THE ACTIVITY (Under Normal Circumstances)	PERSON RESPONSIBLE	FORM/S	FEE
1	Applies for Title and Outline Defense	Issues application form for Thesis/ Dissertation Title and Outline Defense and provides list of experts based on their specialization in specific discipline	10 minutes	Dean	Application form for Thesis/ Dissertation Title, Outline Defense	
2	Fills up application form, with selected members of advisory committee		30	Student		
3	Submits application with selected members of advisory committee for approval of the Dean	Screens the selected members of advisory committee based on specialization	1 hour	Dean		
4	Requests schedule for Title and Outline Defense	Checks availability of advisory committee members and issues memorandum on the schedule of presentation	1 day	Dean		
END OF TRANSACTION						

## APPLICATION FOR PRE-ORAL DEFENSE

Service Time: As scheduled in the Approved University Academic Calendar

Clients: Graduate Students who passed Title and Outline Defense

Requirements: Passed Title and Outline Defense

Duration: 35 minutes

Procedures:

STEP	STUDENT APPLICATION	SERVICE PROVIDER	DURATION OF THE ACTIVITY (Under Normal Circumstances)	PERSON RESPONSIBLE	FORM/S	FEE
1	Applies for Pre-Oral Defense	Issues application form for Pre-Oral Defense	5 minutes	Dean	Application for Pre-Oral Defense	
2	Fills up and submits application form for approval of the Dean	Checks availability of panel members, approves application form and issues memorandum to panel members on the schedule of presentation	30 minutes	Dean and Student		
END OF TRANSACTION						

## APPLICATION FOR FINAL ORAL DEFENSE

Service Time: As scheduled in the Approved University Academic Calendar

Clients: Graduate Students who passed Pre-Oral Defense

Requirements: Passed Pre-Oral Defense

Duration: 35 minutes

Procedures:

STEP	STUDENT APPLICATION	SERVICE PROVIDER	DURATION OF THE ACTIVITY (Under Normal Circumstances)	PERSON RESPONSIBLE	FORM/S	FEE
1	Applies for Final Defense	Issues application form for Final Defense	5 minutes	Dean	Application for Final Defense	
2	Fills up and submits application form for approval of the Dean	Checks availability of panel members, approves application form and issues memorandum to panel members on the schedule of presentation	30 minutes	Dean and Student		
END OF TRANSACTION						

## ISSUANCE OF FINAL EXAMINATION PERMIT

**Service Time:** Monday-Friday  
 8:00 AM-5:00 PM  
**Clients:** Bonafide Students  
**Requirements:** Approved Clearance  
**Duration:** 7 minutes  
**Procedures:**

STEP	STUDENT APPLICATION	SERVICE PROVIDER	DURATION OF THE ACTIVITY (Under Normal Circumstances)	PERSON RESPONSIBLE	FORM/S	FEE
1	Submits approved clearance to the Dean or Authorized Representative	Accepts and validates student's clearance Issues examination permit	5 minutes	Dean / Authorized representative	Approved Clearance Form	
2	Receives examination permit		2 minutes	Dean's Authorized representative	Examination Permit	
END OF TRANSACTION						

## RELEASE OF CLASS CARDS WITH GRADES TO THE STUDENTS\*

Service Time: Monday-Friday  
8:00 AM-5:00 PM  
Clients: Bonafide Students  
Requirements:  
Duration: 20 minutes  
Procedures:

STEP	STUDENT APPLICATION	SERVICE PROVIDER	DURATION OF THE ACTIVITY (Under Normal Circumstances)	PERSON RESPONSIBLE	FORM/S	FEE
1	Gets class cards with grades from the Dean's Office	Releases the class cards with grades	20 minutes	Dean's Authorized representative	Class Cards	
END OF TRANSACTION						

\*Grades will be ready at least 10 working days after Final Examination

## SIGNING OF CLEARANCE

Service Time: Monday-Friday  
8:00 AM-5:00 PM

Clients: Bonafide Students

Requirements:

Duration: 30 minutes

Procedures:

STEP	STUDENT APPLICATION	SERVICE PROVIDER	DURATION OF THE ACTIVITY (Under Normal Circumstances)	PERSON RESPONSIBLE	FORM/S	FEE
1	Get two copies of Clearance Form from the Dean's Office	Provides Clearance Form	3 minutes	Dean's Authorized representative	Clearance Form	
2	Presents clearance to the Director/Coordinator of Student Affairs or his/her Authorized Representative	Checks accountabilities and signs clearance	7 minutes	Student Affairs Coordinator/Authorized Representative	Clearance	
3	Proceed to the Library and present the clearance	Checks the name of students for borrowed books (if checked, sign the clearance)	5 minutes	Librarian/Authorized Representative	Clearance	
4	Presents clearance to the Accountant or his/her Authorized Representative	Checks the accountabilities (and sign the clearance if cleared)	5 minutes	Accountant/Authorized Representative	Clearance	
5	Proceeds to the Cashier's Office and seeks signature *Pays for balance accounts	Checks for accountabilities Sign clearance *Receives payment and issue official receipt	5 minutes	Cashier/Authorized Representative	Clearance	
6	Presents clearance to the Dean or his/her Authorized Representative	Validates the signatures, approves the clearance and returns one copy to the student	5 minutes	Dean/Authorized Representative	Clearance	
END OF TRANSACTION						

## VALIDATION OF SUBJECTS

Service Time: Monday-Friday  
8:00 AM-5:00 PM

Clients: Shifters and Transferee Students

Requirements:

1. Assessment Form from the Dean
2. Official Description of Subjects
3. Certificate of Grades

Duration: 20 minutes

Procedures:

STEP	STUDENT APPLICATION	SERVICE PROVIDER	DURATION OF THE ACTIVITY (Under Normal Circumstances)	PERSON RESPONSIBLE	FORM/S	FEE
1	Secures Validation Form from the Registrar's Office	Issues Validation Form	5 minutes	Registrar's Office Personnel	Validation Permit Form	
2	Fills up Validation Form					
3	Submits Validation Form to the Dean	Checks the Validation Form and assigns subject teacher to validate	15 minutes	Dean	Validation Form	
END OF TRANSACTION						



## VALIDATION OF SUBJECTS

Service Time: Monday-Friday  
8:00 AM-5:00 PM

Clients: Shifters and Transferee Students

Requirements:

1. Assessment Form from the Dean
2. Official Description of Subjects

Duration: 1 hour and 50 minutes

Procedures:

STEP	STUDENT APPLICATION	SERVICE PROVIDER	DURATION OF THE ACTIVITY (Under Normal Circumstances)	PERSON RESPONSIBLE	FORM/S	FEE
4	Goes to the subject teacher for validation	Determines the subject for validation	15 minutes	Subject Professor		
5	Pays Validation Fee	Receives payment and issues official receipts	5 minutes	Cashier		Php50/subject
6	Takes the examination	Administers the examination (oral/written)	1 hour	Subject Professor		
7	Secures signature of the subject professor	Signs the validation form	5 minutes	Subject Professor		
8	Presents the validation form to the dept/program chair and dean	Signs the validation form	15 minutes	Dept/Program Chair and Dean		
9	Submits the approved validation form to the Registrar	Receives the validation form and records the validated subjects	10 minutes	Registrar's Authorized Representative		
END OF TRANSACTION						

## REQUEST FOR CROSS REGISTRATION TO OTHER SCHOOLS

Service Time: During the Enrolment Period  
8:00 AM-5:00 PM

Clients: Bonafide Graduating Students

Requirements:

Duration: 25 minutes

Procedures:

STEP	STUDENT APPLICATION	SERVICE PROVIDER	DURATION OF THE ACTIVITY (Under Normal Circumstances)	PERSON RESPONSIBLE	FORM/S	FEE
1	Fills out and submit request form for subject evaluation and cross registration to the Dean	Evaluate subjects and recommends cross register	10 minutes	Dean/Unit Head	Cross Registration Request Form	
2	Receives the approved request form		5 minutes	Dean and student	Cross Registration Request Form	
3	Submits the approved request form to the Registrar's Office	Receives the Request form and issues cross-enrolment form	10 minutes	Registrar's Authorized Representative		
END OF TRANSACTION						

## SHIFTING OF COURSE

Service Time: 8:00 AM-5:00 PM

Clients: Bonafide Students

Requirements:

Duration: 20 minutes

Procedures:

STEP	STUDENT APPLICATION	SERVICE PROVIDER	DURATION OF THE ACTIVITY (Under Normal Circumstances)	PERSON RESPONSIBLE	FORM/S	FEE
1	Submits letter request with attached documents to the Dean	Evaluates documents and endorse letter request	10 minutes	Dean		
2	Secures a copy of the endorsement from the Dean of the school of origin	Issues endorsement	5 minutes	Dean		
3	Submits copy of the endorsement to the Dean of the school he intends to "shift"	Evaluates and approves/denies	5 minutes	Dean		
4	Attaches copy of approve endorsement to the Enrolment Form and follow the procedure of admission (registration)					
END OF TRANSACTION						

## ISSUANCE OF CERTIFICATION OF THE USE OF ENGLISH LANGUAGE AS A MEDIUM OF INSTRUCTION

Service Time: 8:00 AM-5:00 PM

Clients: Students and Former Students

Requirements: Proof of Identity/Transcript of Records/Diploma/Authorization Letter

Duration: 26 minutes

Procedures:

STEP	STUDENT APPLICATION	SERVICE PROVIDER	DURATION OF THE ACTIVITY (Under Normal Circumstances)	PERSON RESPONSIBLE	FORM/S	FEE
1	Fills out request form	Issues request form	3 minutes	Dean	Request Form	
2	Pays certification fee	Accepts payment and issues official receipt	10 minutes	Cashier's Office	Official Receipt	Php 30/page
3	Submits request form and Official Receipt	Accepts and processes request	10 minutes	Dean		
4	Receives certification	Issues certification	3 minutes	Dean	Certification	
END OF TRANSACTION						