

PHILIPPINE SCIENCE HIGH SCHOOL BICOL REGION CAMPUS

CITIZEN'S CHARTER

FRONTLINE SERVICES

APPLICATION FOR PSHS SYSTEM NATIONAL COMPETITIVE EXAMINATION

OFFICE OF THE REGISTRAR

WHO MAY AVAIL:

A graduating elementary pupil from a duly recognized school by the Department of Education, who meets the following criteria, is eligible to apply for the PSHS National ompetitive Examination (NCE). He/She must:

- Have a final grade of 85% or better in Science and Mathematics, evidenced by the student's report card.
- provide evidence that he/she belongs to the upper 10% of the batch if the student's grades in Science or Math are below 85% (certification from adviser or principal);
- be a Filipino citizen with no pending application as immigrant to any foreign country;
- not be more than 15 years of age by June 30, ____; (year of application)
- be in good health and fit to undergo rigorous academic program;
- be of good moral character; and
- not have taken the PSHS NCE previously.

CHECKLIST REQUIREMENTS:

- Fully accomplished Application Form in duplicate copies from PSHS Campuses, DOST Regional Offices, Provincial Science and Technology Offices, or may be downloaded in www.pshs.edu.ph
- Two (2) identical 1x1 ID pictures
- Non-refundable test fee
For private schools: Php 300
For public schools: Free
- Copy of Grade 5 report card (Grade 5 or 1 grading in Grade 6) and certification from principal or adviser that applicant belongs to the upper 10% of the current graduating class (if grades in Math or Science are below 85%)

PROCESS:

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON
1. Secure Application Forms	1. Issue application forms 2. Conduct short briefing and instruction	No fees	5 minutes	Admissions Officer
2. Present duly accomplished application forms with documentary requirements	3. Review and accept the application form and the required supporting documents	No fees	15 minutes	Admissions Officer
3. Pay admission stamps	4. Issue admission stamps	Private Schools, Php 300 Public Schools, Free	5 minutes	Cashier
4. Submit duly accomplished application forms with documentary requirements	5. Receive and sign application form. 6. Generate test permit with corresponding Examinee Number and Test Center	No fees	5 minutes	Admissions Officer
TOTAL		Private Schools, Php 300 Public Schools, Free	30 minutes	

SCHEDULE OF AVAILABILITY OF SERVICE:

Monday – Friday
8:00 AM – 5:00 PM

APPLICATION FOR PSHS SYSTEM LATERAL ADMISSION QUALIFYING EXAM (LAQE)

OFFICE OF THE REGISTRAR

WHO MAY AVAIL:

A student who has finished the necessary grade levels outside of the PSHS System may be allowed admission/entry to the PSHS provided a slot is available and he/she fulfills the following requirements:

- Must be a Filipino citizen with no pending application as immigrant in any foreign country;
- Must belong to the upper 5% of his/her class and/or have a grade of 85% and above (or its equivalent) in all subjects;
- Must have a character rating of at least VS (Very Satisfactory) or its equivalents; and
- Must pass the qualifying exam.

CHECKLIST REQUIREMENTS:

- Fully accomplished Application Form including certification from parents of no pending application for immigration in any foreign country (may be downloaded in www.pshs.edu.ph).
- Two (2) recent identical 1x1 ID pictures (External Photography studio).
- Non-refundable processing fee of Php 300
- Certification from the present school enrolled in, regarding academic grades and character rating from originating school.
- Photocopy of report card, with the original copy brought along for verification purposes from originating school.

PROCESS:

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON
1. Secure Application Forms	1. Issue application forms 2. Conduct short briefing and instruction	No fees	5 minutes	Campus Registrar
2. Submit the requirements (on or before the set deadline)	3. Review application form and the required supporting documents	No fees	15 minutes	Campus Registrar
3. Pay the non-refundable processing fee	4. Issue Official Receipt	Php. 300	5 minutes	Campus Cashier
4. Submit duly accomplished application forms with Official Receipt	5. Receive application form and other required supporting documents 6. Issue the Qualifying Examination Permit	No fees	5 minutes	Campus Registrar
TOTAL		Php 300	30 minutes	

SCHEDULE OF AVAILABILITY OF SERVICE:

Monday – Friday
8:00 AM – 5:00 PM

FRESHMEN ENROLLMENT

OFFICE OF THE REGISTRAR

WHO MAY AVAIL:

Principal and alternate qualifiers who are given official admission to the PSHS System.

CHECKLIST REQUIREMENTS:

- Enrolment Checklist
- Duly accomplished, signed and notarized Scholarship Agreement in 6 copies
- Six (6) pieces 2x2 ID pictures
- Documentary Stamp
- Medical laboratory test results
 - Chest X-ray
 - Urinalysis
 - Complete Blood Count (CBC)

PROCESS:

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON
1. Secure enrolment forms	1. Issue enrolment forms	No fees	12 minutes	Campus Registrar
2. Proceed to the following offices for submission of requirements/ interview:	2. Receive and review medical and dental results; 3. Receive and review documents; 4. Receive data sheet and conduct interview; 5. Conduct interview/ preaccommodation conference of dormers; 6. Conduct brief interview with parents/ guardian and sign scholarship contract	No fees	35 minutes 46 minutes 23 minutes 23 minutes	Nurse, Physician Campus Registrar Guidance Counsellor SSD Chief Campus Director
3. Property Office	7. Issue textbooks	No fees	46 minutes	Property Chief
4. Dormitory	8. Accommodation of dormers/ belling; accomplish forms; 9. sign contract 11. Take pictures 12. encode data	No fees	46 minutes	Dormitory Manager
5. ID Processing		No fees	46 minutes	Chairperson, ID Processing Committee
6. Food Service	13. Inquire 14. sign food service contract	No fees	46 minutes	Cooperative Manager
TOTAL		No fees	358 minutes or 5 hours and 58 minutes	

SCHEDULE OF AVAILABILITY OF SERVICE:
Monday – Friday
8:00 AM – 5:00 PM

PROCESSING OF REQUESTS FOR SCHOOL CREDENTIALS FOR ALUMNI

OFFICE OF THE REGISTRAR

WHO MAY AVAIL:

Alumni or their legal guardians, or parents, or authorized representative(s)

CHECKLIST REQUIREMENTS:

- Valid identification card of PSHS scholar/ alumni;
- Valid identification card of requester, if different from PSHS Scholar/ Alumni;
- Authorization letter, if applicable

PROCESS:

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON
1. Secure and accomplish request form for any of the following school credentials	n/a	No fees	n/a	n/a
a) Form 138, Transcript of Records, Reconstruction of Diploma, English Translation and similar other complex transaction/records	1. Approve Request	Fees below	5 Working Days	Campus Director / Student Services Division Chief
b) Authentication of School Record	2. Approve Request	Fees below	1 hour	
c) Certification of Good Moral Character	3. Approve Request	Fees below	2 Working Days	
d) Certification of Simple Records: vi. Grades vii. Graduation viii. Enrollment ix. Candidacy of Graduation x. Travel Clearance	4. Approve Request	No fees	1 Working Day	
2. Receive Order of Payment, if applicable	5. Issue Order of Payment (if Applicable)	No fees	5 Minutes	Accountant
3. Pay Certification Fee and Document Stamps	6. Receive Payment	Form 138 (Php 50.00) TOR (Php 150.00) Reconstruction of Diploma (Php 100.00) English Translation of Diploma (Php 100.00) Authentication of School Records (Php 20.00 per page)	5 Minutes	Campus Cashier
4. Submit Approved Request to the Registrar's Office and Guidance Office	7. Receive and process approved request; 8. Issue claim slip to client reflecting the processor's name and signature and date when document can be claimed 9. Log the application reflecting the reference number of the client/requ esting party	No fees	5 Minutes	Campus Registrar
5. Claim Requested Documents	10. Issue requested documents; 11. Ask client to acknowledge receipt of records 12. File the record	No fees	5 Minutes	
TOTAL		Php 20.00 to 150.00	1 hour 20 minutes to 5 Working Days	

SCHEDULE OF AVAILABILITY OF SERVICE:

Monday – Friday
8:00 AM – 5:00 PM



PHILIPPINES SCIENCE HIGH SCHOOL BICOL REGION CAMPUS

TAGANTONG, GOA, CAMARINES SUR
CONTACT NO.: (054)-8712280 UP TO 84
WEBSITE: WWW.BRC.PSHS.EDU.PH
EMAIL ADDRESS: OCD@BRC.PSHS.EDU.PH

ENGR. LORVI B. PAGOROGON, RPAE, MHWQ
CAMPUS DIRECTOR

MANDATE

To offer, on a free scholarship basis, a secondary course with special emphasis on subjects pertaining to the sciences with the end in view of preparing its students for a science career (Sec. 2, RA 3661).

VISION

We are a leading science high school in the Asia Pacific Region preparing our scholars to become globally competitive Filipino scientists equipped with 21st century skills and imbued with the core values of truth, excellence, and service to the nation.

MISSION

The Philippine Science High School, operating under one System of governance and management, provides scholarships to students with high aptitude in science and mathematics;

The PSHS offers an education that is humanistic in spirit, global in perspective and patriotic in orientation. It is based on a curriculum that emphasizes science and mathematics and the development of well-rounded individuals;

The PSHS prepares its students for careers in science and technology and contributes to nation building by helping the country attain a critical mass of professionals and leaders in S&T.

SERVICE PLEDGE

We, the officials and employees of the Philippine Science High School System, pledge and commit to deliver quality public service as promised in this Citizen's Charter.

- Specifically, we will:
- Serve with integrity;
 - Be prompt and timely in the provision of our services;
 - Display procedures, fees and charges;
 - Provide adequate and accurate information to the public and our clients;
 - Be consistent in applying rules;
 - Provide the public and our clients with feedback mechanism;
 - Be polite and courteous;
 - Demonstrate sensitivity, appropriate behavior and professionalism;
 - Wear proper uniform for identification;
 - Be available during office hours;
 - Respond to complaints;
 - Provide comfortable waiting area;
 - Treat everyone equally.

NON-FRONTLINE SERVICES

PROCESSING OF REQUESTS FOR PERSONNEL DOCUMENTS

HUMAN RESOURCE OFFICE

WHO MAY AVAIL:

PSHS Incumbent Employees

CHECKLIST REQUIREMENTS:

NONE

PROCESS:

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON
1. Secure form from the HRM Office and fill out 1 copy thereof	1. Issue Form	No fees	5 Minutes	HRM Administrative Aide
2. Secure approval/ clearance of the concerned Division Chief	2. Review and recommend the approval or disapproval of the request	No fees	15 Minutes	Concerned Division Chief of Requesting Personnel
3. Submit the duly accomplished and recommended request form to the Office of the Campus Director (OCD)	3. Receive the duly accomplished and form	No fees	10 Minutes	OCD Secretary
4. Wait for the action of the Campus Director on the request	4. Review 5. Approve or disapprove the request	No fees	1 working day	Campus Director
5. Retrieve approved or disapproved request form from the Office of the Campus Director	6. Release the approved/ disapproved request form	No fees	5 Minutes	OCD Secretary
6. Submit the approved request to the HRM Office	7. Receive the approved form 8. Record it in the logbook	No fees	10 Minutes	HRM Administrative Aide
7. Wait for the processing of the requested documents	9. Prepare the requested documents	No fees	1 working day	HRM Officer
8. Claim the requested documents from the HRM Office and sign in the releasing logbook	10. Release the requested documents 11. Require acknowledgement of receipt in the releasing logbook	No fees	5 Minutes	HRM Administrative Aide
TOTAL		No fees	2 working days and 50 minutes	

SCHEDULE OF AVAILABILITY OF SERVICE:

Monday – Friday
8:00 AM – 5:00 PM

REQUEST FOR AVAILMENT OF USE SCHOOL FACILITIES

SUPPLY OFFICE

WHO MAY AVAIL:

PSHS Scholars, PSHS Personnel

CHECKLIST REQUIREMENTS:

Letter of Request Addressed to Campus Director from client or requesting party.

PROCESS:

CHECKLIST REQUIREMENTS		WHERE TO SECURE		
1. Letter of Request Addressed to Campus Director		From client/requesting party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON
1. Submit letter request	1. Act on Request	No fees	1 Working Day	Campus Director
If approved, a notification from PSHS Campus Director will be received by requester. He/she shall proceed to the following steps below. If denied, requester will be notified accordingly				
2. Secure form for the use of facilities	2. Issue Form	No fees	5 Minutes	Supply Officer
3. Submit duly accomplished form	3. Review form	No fees	10 Minutes	Supply Officer
4. Receive approved reservation	4. Check 5. Book Reservation	No fees	10 – 30 Minutes	Supply Officer
TOTAL		No fees	40 Minutes to 1 Hour upon approval of Campus Director	

SCHEDULE OF AVAILABILITY OF SERVICE:

Monday – Friday
8:00 AM – 5:00 PM

PROCESSING OF REQUESTS FOR SCHOOL CREDENTIALS (STUDENTS FOR THE CURRENT SCHOOL YEAR)

OFFICE OF THE REGISTRAR

WHO MAY AVAIL:

PSHS students or their legal guardians, or parents, or authorized representative(s)

CHECKLIST REQUIREMENTS:

- Valid identification card of PSHS scholar or alumni;
- Valid identification card of requester, if different from PSHS Scholar/ Alumni;
- Authorization letter, if applicable

PROCESS:

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON
1. Secure and accomplish request form for any of the following school credentials	n/a	No fees	n/a	n/a
a) Form 138, Transcript of Records, Reconstruction of Diploma, English Translation and similar other complex transaction/records	1. Approve Request	Fees below	5 Working Days	Campus Director / Student Services Division Chief
b) Authentication of School Record	2. Approve Request	Fees below	1 hour	
c) Certification of Good Moral Character	3. Approve Request	Fees below	2 Working Days	
d) Certification of Simple Records: vi. Grades vii. Graduation viii. Enrollment ix. Candidacy of Graduation x. Travel Clearance	4. Approve Request	No fees	1 Working Day	
2. Receive Order of Payment, if applicable	5. Issue Order of Payment (if Applicable)	No fees	5 Minutes	Accountant
3. Pay Certification Fee and Document Stamps	6. Receive Payment	Form 138 (Php 50.00) TOR (Php 150.00) Reconstruction of Diploma (Php 100.00) English Translation of Diploma (Php 100.00) Authentication of School Records (Php 20.00 per page)	5 Minutes	Campus Cashier
4. Submit Approved Request to the Registrar's Office and Guidance Office	7. Receive and process approved request; 8. Issue claim slip to client reflecting the processor's name and signature and date when document can be claimed 9. Log the application reflecting the reference number of the client/requ esting party	No fees	5 Minutes	Campus Registrar
5. Claim Requested Documents	10. Issue requested documents; 11. Ask client to acknowledge receipt of records 12. File the record	No fees	5 Minutes	
TOTAL		Php 20.00 to 150.00	1 hour 20 minutes to 5 Working Days	

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