

CEAT-OCS.1
Request of True Copy of Grades (Readmission/Extension and other purposes)

Office or Division:	CEAT-OCS			
Classification:	Simple			
Type of Transaction:	G2C - Government to Clients			
Who may avail:	CEAT-OCS			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Request Slip			OCS	
Official Receipt			Cashier's Office	
CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish Request Slip.		₱0.00	2 mins	Client
2. Submit Filled out Request Slip	2.1 Verifies student's status. 2.2 Checks True Copy of Grades number of pages. 2.3 Indicates amount to be paid in the request. 2.4 Returns slip to the client.	₱0.00	5 mins	Client Administrative Officer I Administrative Assistant II Administrative Aide VI Senior Office Assistant Junior Office Assistant
3. Pay at the UPLB cashier.	3.1 Receives payment. 3.2 Issues official receipt.	PhP 50 per page	3 mins	Client Cashier
4. Submit the receipt to the OCS	4.1 Accepts the Official Receipt. 4.2 Processes requested documents;(signed by the Student Records Evaluator and College Secretary then stamped with dry seal)	₱0.00	2 working days	Client Administrative Officer I Administrative Assistant II Administrative Aide VI Senior Office Assistant Junior Office Assistant Student Records Evaluator II College Secretary
5. Pick up the requested document	5.1 Issues requested documents	₱0.00	2 mins.	Client Administrative Assistant II Junior Office Assistant

TOTAL	PhP 50 per page	2 days & 12 mins	
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CEAT-OCS.2 Request for Certification (for different purposes i.e good moral certificate)

Office or Division:	CEAT-OCS			
Classification:	Complex			
Type of Transaction:	G2C - Government to Clients			
Who may avail:	UPLB Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Slip		OCS		
Official Receipt		Cashier's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish Request Slip.		₱0.00	2 mins	Client
2. Submit Filled out Request Slip	2.1 Verifies student's status. 2.3 Indicates amount to be paid in the request. 2.4 Return slip to the client.	₱0.00	5 mins	Client Administrative Assistant II
3. Pays fee at the UPLB cashier	3.1 Receives payment. 3.2 Issues official receipt.	PhP 50 per page	3 mins	Client Cashier
4. Submit the receipt to the OCS	4.1 Accepts the Official Receipt. 4.2 Prepares certification 4.3 Checks records;(countersigned by the Student Records Evaluator and signed by the College Secretary the stamped with dry seal)	₱0.00	4 working days	Client Administrative Assistant II Student Records Evaluator II College Secretary

5. Pick up the requested document	5.1 Issues requested documents	₱0.00	2 mins	Client Administrative Assistant II Junior Office Assistant
TOTAL		PhP 50 per page	4 working days & 12 mins	

CEAT-OCS.3 Copy of Removal/Completion Permit

Office or Division:	CEAT-OCS			
Classification:	Simple			
Type of Transaction:	G2C - Government to Clients			
Who may avail:	UPLB Students			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Removal/Completion Permit			OCS	
Official Receipt			Cashier's Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish Request Permit	1.1 Check subject for completion/removal 1.2 Issues Removal/Completion Permit	₱0.00	2 mins	Client Administrative Officer I Administrative Assistant II Administrative Aide VI Senior Office Assistant Junior Office Assistant
2. Secure the required signature of the concerned instructor	2.1 Instructor signs the Permit	₱0.00	1 day	Client Professor/Instructor
3. Pays fee at the UPLB cashier only for special removal/completion permits	3.1 Receives payment. 3.2 Issues official receipt.	PhP 30 per page	3 mins	Client Cashier

4. Return permit to the OCS together with the receipt of payment (if applicable)	4.1 Receives Removal/Completion permit 4.2 Checks and countersign the permit for signature of the College Secretary 4.4 Return the approved permit to student	₱0.00	1 day	Client Administrative Officer I Administrative Assistant II Administrative Aide VI Senior Office Assistant Junior Office Assistant College Secretary
5. The student will give the approved permit to Faculty in charge	5.1 Faculty in charge prepares grade sheet and submit to the OCS	₱0.00	5 working days	Client Instructor/Department
TOTAL		PhP 30 per page	7 days & 5 mins	

CEAT-OCS.4 Request for Excuse Slip

Office or Division:	CEAT-OCS			
Classification:	Simple			
Type of Transaction:	G2C - Government to Clients			
Who may avail:	UPLB Students			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Excuse Slip Form			OCS	
Medical Certificate			UHS	
Death Certificate			Hospital or Municipal Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Supporting Documents (i.e Medical Certificate from UHS, Death Certificate, etc.)	1.1 Issues Excuse Slip Form	₱0.00	2 mins	Client Junior Office Assistant

2. Fill out the Excuse Slip for approval of the College Secretary	2.1 The Junior Office Assistant checks the accomplished excuse slip together with the medical certificate 2.2 The College Secretary signs the Excuse Slip	₱0.00	1 working day	Client Junior Office Assistant College Secretary
3. Present the excuse slip to the instructor/s concerned for signature	3.1 The Instructors signs the Excuse Slip	₱0.00		Client Instructors
4. Return the Excuse Slip to OCS	4.1 Receives Excuse Slip 4.2 Files the form to students' jacket	₱0.00		Client Junior Office Assistant
TOTAL		₱0.00	1 day & 2 mins	

CEAT-OCS.5 General Education Plan of Course Work

Office or Division:	CEAT-OCS			
Classification:	Simple			
Type of Transaction:	G2C - Government to Clients			
Who may avail:	UPLB Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
General Elective Plan of Course Work Form		OCS		
CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure form of General Elective Plan of Course Work	1.1 Issues General Elective Plan of Course Work	₱0.00	1 min	Client Administrative Officer I Administrative Assistant II
2. Fill out the General Elective Plan of Course Form		₱0.00		Client

3. Proceed to adviser and unit head for consultation, checking and recommendation of Plan of Course Work	3.1 The adviser and unit heads signs the form	₱0.00	2 working days	Client Adviser and Unit Head
4. Submit accomplished Form to OCS for verification/ Approval	4.1 Checks and verifies the entry 4.2 College Secretary signs the form 4.3 Recorded approved/changes in the UPLoad program 4.4 Files the original copy of General Elective Plan of Course Work in the student's jacket	₱0.00		Client Administrative Officer I Administrative Assistant II College Secretary
5. Pick-up the approved General Elective Plan of Course Work (Students Copy) at OCS	5.1 Issues the approved form to student	₱0.00		Client Administrative Officer I
TOTAL		₱0.00	2 days & 1 min	

CEAT-OCS.6 Revision of Approved Plan of Course Work

Office or Division:	CEAT-OCS			
Classification:	Simple			
Type of Transaction:	G2C - Government to Clients			
Who may avail:	UPLB Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Revision of GE Plan of Course Work Form		OCS		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure form of Major Plan of Course Work	1.1 Issues Change of Major/Cognate/Elective Form	₱0.00	1 min	Administrative Officer I Administrative Assistant II
2. Fill out the Form		₱0.00		Client

3. Seeks recommendation of Adviser, Division/Unit Head	3.1 The adviser and unit heads signs the form	₱0.00	2 days	Client Adviser/Unit Head
4. Submit the accomplished Form to OCS for Approval	4.1 Checks and verifies the entry 4.2 College Secretary signs the form 4.3 Recorded approved/changes in the UPLoad program 4.4 Files the original copy of General Elective Plan of Course Work in the student's jacket	₱0.00		Client Administrative Officer I Administrative Assistant II College Secretary
5. Pick-up the approved Change of Major/Cognate/Elective (Student's Copy) at OCS	5.1 Issues approved document	₱0.00		Client Junior Office Assistant
TOTAL		₱0.00	2 days & 1 min	

CEAT-OCS.7 Consent of Instructor (For Regular Subjects)

Office or Division:	CEAT-OCS			
Classification:	Simple			
Type of Transaction:	G2C - Government to Clients			
Who may avail:	UPLB Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Consent of Instructor Form		OCS		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure a copy of Consent of Instructor	1.1 Issues Consent of Instructor Form	₱0.00	1 min	Client Senior Office Assistant
2. Fill out the Form		₱0.00		Client
3. Obtain Signature of Instructor	3.1 The Instructor/s signs the form	₱0.00		Client Instructor

4. Submit signed Consent of Instructor Form to OCS	4.1 Checks and verifies subject with Consent of Instructor 4.2 Recorded approved Consent of Instructor in the UPLoad program 4.3 Files the Consent of Instructor in the student's jacket	₱0.00	1 day	Client Senior Office Assistant
5. Pick-up the approved copy to OCS	5.1 Issues the approved document			Client Senior Office Assistant
TOTAL		₱0.00	1 day & 1 min	

CEAT-OCS.8 Consent of Instructor (For Thesis/Practicum)

Office or Division:	CEAT-OCS			
Classification:	Simple			
Type of Transaction:	G2C - Government to Clients			
Who may avail:	UPLB Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Consent of Instructor Form		OCS		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure copies of Consent of Instructor	1.1 Issues Consent of Instructor Form	₱0.00	1 min	Client Senior Office Assistant
2. Fill out the Form		₱0.00	1 day	Client
3. Obtain Signature of Instructor	3.1 The Instructor/s signs the form	₱0.00		Client Instructor
4. Submit signed Consent of Instructor Form to OCS	4.1 Checks and verifies subject with Consent of Instructor 4.2 College Secretary approves the Consent of Instructor Form 4.3 Recorded approved Consent of Instructor in the UPLoad program 4.4 Files the Consent of Instructor in the student's jacket	₱0.00		Client Senior Office Assistant College Secretary

5. Pick-up the approved copy at OCS	5.1 Issues the approved document	₱0.00		Client Junior Office Assistant
TOTAL		₱0.00	1 day & 1 min	

CEAT-OCS.9 Application of Waiver of Pre-Requisite

Office or Division:	CEAT-OCS			
Classification:	Simple			
Type of Transaction:	G2C - Government to Clients			
Who may avail:	UPLB Students			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Waiver of Pre-Requisite Form			OCS	
True Copy of Grades			OCS	
Updated Flow Chart			OCS website	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure copy of Waiver of Pre-Requisite Form	1.1 Issues Waiver of Pre-requisite form	₱0.00	1 min	Client Administrative Assistant V Admin. Officer I
2. Fill out the Form		₱0.00		Client/Instructor/Department
3. Return the accomplished form to OCS for verification	3.1 Verifies the correctness of information in the form 3.2 College Secretary signs the application form	₱0.00	1 day	Client Administrative Assistant V Administrative Officer I College Secretary
4. Secure the recommendation of the Adviser/Faculty-in-charge/Unit Head	4.1 The adviser, faculty-in-charge & unit heads signs the form	₱0.00	1 day	Client Adviser/Faculty-in-charge/Unit Head

5. Return the accomplished form to OCS for approval/disapproval of the College Secretary	5.1 College Secretary evaluates, approves/disapproves the application for waiver 5.2 Releases signed form to student 5.3 Recorded approved/disapproved application in the UPLoad program 5.4 Tags approved waiver at SAIS 5.3 Files the original copy of Application for Waiver of Pre-requisite in the student's jacket	₱0.00	1 day	Client Administrative Assistant V Administrative Officer I College Secretary
6. Pick-up the approved copy at OCS	6.1 Issues the approved document	₱0.00		Client Administrative Assistant V Administrative Officer I
TOTAL		₱0.00	3 days & 1 min	

CEAT-OCS.10 Application for Overload

Office or Division:	CEAT-OCS			
Classification:	Simple			
Type of Transaction:	G2C - Government to Clients			
Who may avail:	UPLB Students			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Overload Permit			OCS	
Plan of Study			Student	
List of subject			OCS	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out the form of application for overload permit from the OCS website		₱0.00	1 min	Client

2. Seek the recommendation of the adviser	2.1 The adviser signs the form	₱0.00	1 day	Client Adviser
3. Submit the accomplished form with complete attachment (Approved Plan of Study)	3.1 Receives the application form and Plan of Study 3.2 Checks and verifies istudents academic standing 3.3 College Secretary interviews the student and act on the request for Overload 3.4 Recorded approved/disapproved application in the UPlod program 3.5 Tags in SAIS 3.6 Files the original copy of Oveload permit in the student's iacket	₱0.00	1 day	Client Junior Office Assistant College Secretary
6. Pick-up the form at OCS	6.1 Issues the approved document	₱0.00	1 min	Client Junior Office Assistant
TOTAL		₱0.00	2 days & 2 min	

CEAT-OCS.11 Application for Underload Permit

Office or Division:	CEAT-OCS			
Classification:	Simple			
Type of Transaction:	G2C - Government to Clients			
Who may avail:	UPLB Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Underload Permit		OCS		
List of Subject		Student		
Certification from Instructor		Instructor/Department		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

Download the form at OCS website		₱0.00	1 day	Client
2. Submit accomplished underload permit with complete attachments: Plan of study, Certification from the Faculty-in-charge and Updated student monitoring flowchart)	1.1 Receives the application form 1.2 Checks and verifies if the students academic standing 1.3 College Secretary interviews the student and acted on the request for Underload 1.4 For approve request OCS staff issues underload permit to student 1.5 Records the approved/disapproved application in the UPLOAD program	₱0.00	1 day	Client Admin Asst. V College Secretary
3. Pick-up the approved/disapproved copy at OCS	3.1 Issues the document	₱0.00	1 min	Client Junior Office Assistant
TOTAL		₱0.00	2 days & 1 min	

CEAT-OCS.12 Application for Substitution of Course(s)

Office or Division:	CEAT-OCS			
Classification:	Complex			
Type of Transaction:	G2C - Government to Clients			
Who may avail:	UPLB Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Official Transcript of Records (Transferees)		OCS/OUR of current unit		
True Copy of Grades (Cross-Registrant)		OCS of current unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure form of Substitution at OCS website		₱0.00	1 min	Client
2. Fill out the Form		₱0.00	30 mins	Client

3. Seek recommendation of Adviser, Division/Unit Head	The Adviser & Unit heads signs the form	₱0.00	2 days	Client Adviser/Unit Head
4. Submit the accomplished Form to OCS	4.1 Checks and verifies the entry 4.2 College Secretary signs the form 4.3 Recorded approved/changes in the UPLoad program 4.4 Files the original copy of substitution in the student's jacket	₱0.00	2 days	Client Administrative Assistant V Administrative Officer I Administrative Assistant II College Secretary
5. Pick-up the copy of approved substitution form at OCS	5.1 Issues the approved document	₱0.00		Client Junior Office Assistant
TOTAL		₱0.00	4 days & 31 mins	

CEAT-OCS.13

Clearance

Office or Division:	CEAT-OCS			
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to Clients			
Who may avail:	UPLB Students			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
College Clearance Form			OCS	
University Clearance			OSA Website	
CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secures College Clearance form at OCS website		₱0.00	1 min	Client
2. Fill out the Form		₱0.00	3 mins	Client

3. Secures the required signatures that signifies that the student had no accountability from various units	The unit heads signs the clearance	₱0.00	4 days	Client Unit heads
4. Submit the accomplished clearance form to OCS for approval of the College Secretary	4.1 Checks and verifies the signatures 4.2 Student Records Evaluator checks and countersigns 4.3 College Secretary signs the form 4.4 Recorded approved in the UPLoad program 4.5 Files the approved college clearance in the student's jacket	₱0.00	2 days	Client Administrative Aide VI Administrative Officer I Student Records Evaluator II College Secretary
5. For University Clearance, forwarded College Clearance to OUR for approval	5.1 Approves the clearance application online	₱0.00	1 day	Administrative Aide VI
TOTAL		₱0.00	7 days & 4 mins	

CEAT-OCS.14 Removal of Absence Without Leave Status

Office or Division:	CEAT-OCS			
Classification:	Simple			
Type of Transaction:	G2C - Government to Clients			
Who may avail:	UPLB Students			
Checklist of Requirements		WHERE TO SECURE		
Certificate of Returnee		OCS		
CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secures certificate of returnee	1.1 Issues the certification	₱0.00	1 min	Client Administrative Assistant II

2. Fill out the Form		₱0.00	1 day	Client
3. Pays AWOL FEE	3.1 The Cashier issues the official receipt	₱225.00		Cashier
4. Submit the fill out form together with the Official Receipts for approval of the College Secretary	4.1 Checks and verifies the subject(s) to be enroll by the student 4.2 College Secretary approves/disapproves the request 4.3 Recorded approved in the UPLoad program 4.4 Release the student in SAIS 4.5 Files the approved certification of returnee	₱0.00	1day	Client Administrative Assistant II College Secretary
5. Pick-up the approved certification at OCS	5.1 Issues the approved document	₱0.00		Client Junior Office Assistant
TOTAL		₱225.00	2 days & 1 min	

CEAT-OCS.15

Request for Honorable Dismissal/Shift Out/Transfer Out

Office or Division:	CEAT-OCS			
Classification:	Complex			
Type of Transaction:	G2C - Government to Clients			
Who may avail:	UPLB Students			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter			Client	
CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Submits letter of request signed by the student and parent	1.1 Receives the letter 1.2 Checks status of the student in the UPLOAD program 1.3 Prepares TCG 1.4 Give to student the letter with attachment for recommendation of adviser and unit head	₱0.00	10 mins	Client Administrative Aide VI College Secretary
2. Seek the recommendation of the adviser and unit head	2.1 The adviser and unit head signs the document		2 days	Client Adviser Unit head
3. Return the accomplished document for action of the College Secretary	3.1 The College Secretary interviews the student and approves/disapproves the request 3.2 Give to student a copy of signed letter 3.3 Recorded the action of the College Secretary in the UPLOAD program 3.4 Files the document to students' jacket.	₱0.00	2 days	Client College Secretary Administrative Aide VI
TOTAL		₱0.00	4 days & 10 mins	

CEAT-OCS.16 Application for Leave of Absence

Office or Division:	CEAT-OCS			
Classification:	Complex			
Type of Transaction:	G2C - Government to Clients			
Who may avail:	UPLB Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter for LOA		Client		
LOA Form		OCS		
Official Receipt		Cashier		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Submits a letter of request with parents' consent/signature	1.1 Indicates student's academic status in the letter 1.2 The College Secretary interviews the student then approves/disapproves the request letter 1.3 Issues Leave of Absence Form	₱0.00	1 day	Administrative Assistant II College Secretary
2. Fills out the form (Leave of Absence) and secure the signatures of adviser, faculty in charge and unit heads of various offices for clearance of accountabilities	2.1 The adviser, faculty-in-charge and unit heads signs the form	₱0.00	5 days	Client Faculty-in-Charge Unit heads
3. Pays LOA fee at the Cashier's Office	3.1 The Cashier issues official receipt			Client Cashier
4. Return the accomplished form to OCS for approval/disapproval of the College Secretary	4.1 Checks the completeness of signatures in the form and payment for LOA receipt 4.2 The College Secretary approves/disapproves the form 4.3 Request the student to give the email addresses of the instructors in the enrolled subjects 4.4 Give the approved a copy to student 4.5 Recorded in the UPLOAD program 4.6 Tags in SAIS 4.7 Files the approved LOA form in the students' jacket	₱150.00	1 day	Client Administrative Assistant II Administrative Assistant V College Secretary Client
5. Pick-up approved document	5.1 Issues the approved document			Client Junior Office Assistant
TOTAL		₱150.00	7 days	

CEAT-OCS.17 Application for Readmission/Extension of Residence

Office or Division:	CEAT-OCS			
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to Clients			
Who may avail:	UPLB Students			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Readmission/Extension of Residency Form			OCS	
Evaluation Sheet			OCS	
Summary of Academic Performance			OCS	
True Copy of Grades			OCS	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Requests True Copy of Grades & Summary of Academic Performance	1.1 Checks the student's academic status 1.2 Issues payment slip	₱0.00	5 mins	Client Administrative Assistant II
2. Pays fee for true copy of grades	2.1 Receives payment and issues Official Receipt	Php 50.00/page	1 day	Client Cashier
3. Submits official Receipts and all necessary documents for readmission/extension of residency to OCS	3.1 Receives Official Receipts and all documents 3.2 Prepares True Copy of Grades, Summary of Academic Performance & Evaluation Sheet 3.3 Prepares the readmission/extension form and attaches all the necessary documents 3.4 Evaluates records and checked remaining units and completeness of the documents 3.5 College Secretary's signs the documents	₱0.00	1 day	Client Administrative Assistant II Student Records Evaluator II College Secretary

4. Picks up the documents for readmission/extension	5.1 Issues documents 5.2 Give instructions to students on what to do next	₱0.00	2 mins	Client Administrative Assistant II
6. Seeks recommendation of adviser and department chair	6.1 Approves/Disapproves the application	₱0.00	1 day	Client Adviser & Department Chair
7. Submits all documents to OSA	7.1 Evaluates and processes the documents 7.2 Forwards students readmission/extension documents to OCS	₱0.00	2 days	Client OSA
8. Reports for interview/evaluation at OCS	8.1 The College Secretary interviews the student and approves/disapproves the application for readmission/extension	₱0.00	1 day	Client College Secretary
9. Reports for interview/evaluation at Dean's Office	9.1 For 1st Readmission due to dismissed status, the Dean approves/disapproves the application for readmission (if OSA and DO's decisions are not the same, send the application to OVCAA for final action. 9.2 For 2nd or more applications for readmission or PD status, the Dean recommends approval or disapproval on the application 9.3 For extension of residency, the Dean recommends approval or disapproval of the application of student	₱0.00	1 day	Client College Dean/Dean's Office
10. Reports for final interview/evaluation at the OVCAA	10.1 The OVCAA's approves/Disapproves the application of student	₱0.00	1 day	Client OVCAA

11. Pick-up a copy of the readmission/extension result to OVCAA, make a copy for students' personal file and submits to OCS a copy of document	11.1 Receives the copy of the result 11.2 Recorded the result of readmission in the UPLOAD program 11.3 Tags in the SAIS 11.4 Files the document in the student's jacket.	₱0.00	2 mins	Client Administrative Assistant V
TOTAL		PhP 50 per page	8 days & 9 mins	

CEAT-OCS.18 Application for Shifting to College

Office or Division:	CEAT-OCS			
Classification:	Complex			
Type of Transaction:	G2C - Government to Clients			
Who may avail:	UPLB Students			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter of Intent by Student			Student	
True Copy of Grades			OCS	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits True Copy of Grades and letter of intent (signed by parent, noted by adviser, department chair and college secretary). Letter addressed to the College Dean	1.1 Accepts & checks completeness of documents 1.2 Evaluates student grades and prepares evaluation sheet 1.3 Sent the documets to concerned units for evaluation/recommendation	₱0.00	1 day	Client Administrative Assistant II Student Records Evaluator II

2. Reports for Interview	2.1 The accepting units interviews the applicants 2.2. Prepares list of qualified applicants and submit to OCS 2.3 The OCS receives the documents 2.4 The College Secretary recommends approval/disapproval and forwarded the documents to the Office of the Dean 2.5 The Dean approves/disapproves the application form 2.6 Return the documents to the OCS	₱0.00	3 days	Client Unit Heads College Secretary Dean
3. Reports for interview	3.1 The OCS staff schedules the interview of those who were accepted together with the College Secretary 3.2 The College Secretary inform the applicants of their acceptance to the College 3.3 Gives instructions to students to submit the necessary documents for shifting	₱0.00	30 minutes per student	Client Administrative Assistant V College Secretary
4. Submits the documents for shifting	4.1 Receives the documents 4.2 Prepares list of qualified shiftees and attached the required documents for submission to OUR	₱0.00	2 days	Administrative Assistant V University Registrar
TOTAL		₱0.00	6 days & 30 mins	

CEAT-OCS. 19

Form 26

Request for Form 26 during registration

Office or Division:	CEAT-OCS
Classification:	Complex
Type of Transaction:	G2C - Government to Clients

Who may avail:	UPLB Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Form 26		OCS		
CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits letter of request signed by the student and adviser and/or the faculty-in-charge; state reason(s)	1.1 Receives the letter 1.2 College Secretary recommends approval/disapproval 1.3 Forwarded the letter to the Dean for approval/disapproval 1.4 For approved request, OCS issues the Form 26 to the student	₱0.00	2 days	Client Administrative Officer I Administrative Assistant II Administrative Aide VI Junior Office Assistant Senior Office Assistant College Secretary
2. Fills out the form		₱0.00	1 day	Client
3. Submits Form 26 to OCS	3.1 OCS staff verifies the subjects listed in the Form 26 3.2 College Secretary signs the form 3.3 OCS forwarded the approved letter & Form 26 to SAIS for implementation 3.4 Records approved ammendment in the UPlod program 3.5 Attached the approved F26 to student's Form 5	₱0.00	2 days	Client Administrative Officer I Administrative Assistant II Administrative Aide VI Junior Office Assistant Senior Office Assistant College Secretary
TOTAL		₱0.00	5 working days	

**fees will apply if the tuition of the student is not subsidies*

CEAT-OCS.20 Application for Dropping of subject

Office or Division:	CEAT-OCS
Classification:	Complex
Type of Transaction:	G2C - Government to Clients

Who may avail:	UPLB Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Application		Client		
Dropping Slip		OCS		
Medical Certificate		UHS		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Submits letter of request signed by the student, parents and adviser. 1.2 Attaches necessary documents (i.e medical certificate)	1.1 Receives the letter 1.2 Annotate students academic status for College Secretary's reference 1.3 College Secretary approves/disapproves the request for dropping 1.4 For approved request: the OCS staff issues dropping form	₱0.00	1 day	Client/Parents/Adviser Administrative Assistant II College Secretary
2. If approved, fill out the dropping form and pay the required fees	2.1 Receives payment 2.2 Issues Official Receipt	Php 10 per unit	1 day	Client Cashier
3. Seeks the signature of adviser & faculty-in-charge	3.1 The Adviser signs the form 3.2 The faculty-in-charge signs the form & indicate the class standing of the student	₱0.00	1 day	Client Adviser/Instructor
4. Return the accomplished form to OCS for College Secretary's approval	4.1 College Secretary signs the Dropping Slip	₱0.00	1 day	Client Administrative Assistant II College Secretary
5. Pick-up the approved dropping slip (Student's copy & Instructor's copy)	5.1 Issues the approved document	₱0.00		Client Junior Office Assistant
TOTAL		Php 10 per unit	4 days	

CEAT-OCS.21 Request for Loan Application

Office or Division:	CEAT-OCS			
Classification:	Simple			
Type of Transaction:	G2C - Government to Clients			
Who may avail:	UPLB Students			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Loan Application Form			OSA	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits accomplish Loan Form to OCS	1.1 Receives the Loan Form 1.2 Checks the status of the students 1.3 College Secretary signs the Form	₱0.00	1 day	Client Junior Office Assistant
2. Pick-up the signed Loan Form	2.1 Issues the document	₱0.00		Client Junior Office Assistant
TOTAL		₱0.00	1 day	

CEAT-OCS.22 Application for Student Assistantship

Office or Division:	CEAT-OCS			
Classification:	Simple			
Type of Transaction:	G2C - Government to Clients			
Who may avail:	Other UPLB Units			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Student Assistantship Form			OSA	
Form 5			Client	
Schedule of Classes			Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Submits Form 5 ,Schedule of Classes and application form for SA for signature of the College Secretary	1.1 Receives the Form 5 and checks if officially enrolled also indicate the number units in the SA form 1.2 College Secretary signs the application form	₱0.00	1 day	Client Administrative Assistant II Administrative Aide VI Junior Office Assistant College Secretary
2. Pick-up the signed Student Assistant Form	2.1 Issues the signed document	₱0.00		Client Junior Office Assistant
TOTAL		₱0.00	1 day & 2 mins	

CEAT-OCS.23 Processing of Field Trip

Office or Division:	CEAT-OCS
Classification:	Complex
Type of Transaction:	G2C - Government to Clients
Who may avail:	UPLB Students
CHECKLIST OF REQUIREMENTS	
Required by UPLB	
Cover letter/formal request addressed to the Dean	Client
UPLB Field Trip Form No.1 and 1A.Revised July 2014*	Department
UPLB Field Trip Form No.2 .Revised July 2014*	Department
UPLB Field Trip Form No. 3. Revised July 2014*	Department
Clear copies of Insurance coverage of persons joining the trip	Insurance company
*To be submitted 4 weeks prior to the scheduled trip	
Required by CHED	
COURse Syllabus which reflects the relevance of requiring a field trip	Department
Justification for the place of the proposed field trip	Department
Duly Notarized consent of parent's or student's guardian	Student
Medical Clearance of students (validated by UPLB UHS)	UHS
Personnel-in-charge of field trip certificate on first aid training	Department
Proof of insurance provision (for all persons joining the fieldtrip)	Insurance Company
Vehicle updated registration	Vehicle Provider

Vehicle insurance coverage		Vehicle Provider		
Driver's License(s)		Vehicle Provider		
Certification from LTFRB for the validity of the franchise of the vehicle operator		Vehicle Provider		
If field trip is managed by a TOUR operator, copy of travel and TOUR		TOUR Operator		
Copy of letter sent to local government unit (LGU) as prior notice for presence of the group on filed trip		LGU		
Copy of letter sent to local government unit (LGU) as prior notice for		LGU		
Copy of acknowledgement letter from the LGU (addressed to the faculty		LGU		
Copy of minutes of class discussions,consultation held by faculty for		Department		
Format of learning jOURnal given to students re: field trip		Department		
Description of emergency preparedness plan in case of any mishap		Department		
CHED certificate of compliance (notarized)		CHED		
CHED report of compliance (optional)		CHED		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits UPLB and CHED Requirements to OCS	1. Checks and verifies UPLB and CHED Requirements 1.2 The College Secretary signs the checklist form (if complete) 1.3 The client will be notified and will forward the documents to the Dean's office for approval of the request	₱0.00	3 days	Client Administrative Officer I College Secretary
2. Pick-up the signed documents at CEAT - Dean's Office and submit to OVCAA for approval				Client OVCAA
TOTAL		₱0.00	3 days	

CEAT-OCS.24 Faculty Service Record

Office or Division:	CEAT-OCS			
Classification:	Simple			
Type of Transaction:	G2C - Government to Clients			
Who may avail:	Other UPLB Units			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Faculty Service Record			Unit/Department	
CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the accomplished faculty service records to OCS	1.1 Receives, checks signatories and recorded in the excel file 1.2 Checks the schedule of classes 1.3 Checks the computation of the teaching load, admin work load, study load, consultation hour and countersigns for College Secretary reference and recorded in the excel file 1.4 College Secretary signs 1.5 Forwarded to the Dean for signature	₱0.00	3 days	Client Junior Office Assistant Administrative Officer I Student Records Evaluator II College Secretary Dean
	2.1 Once signed by the Dean submit the documents to the Office of the University Registrar 1.7 Wait until the OVCAA returns the FSR 2.3 Sends a copy to concerned unit/department			OCS OUR OVCAA/OVCRE
TOTAL		₱0.00	3 days	