

The logo of Batangas State University is a circular emblem. It features a central shield with a sunburst at the top and a quill pen in the center. Below the shield is a banner with the words "SERVICE", "VIRTUE", and "EXCELLENCE" and the year "1903". The outer ring of the emblem contains the text "BATANGAS STATE UNIVERSITY" at the top and "PHILIPPINES" at the bottom, separated by green laurel branches.

Batangas State University Citizens' Charter

Revised 2015

Office of the Director for Administration Services

Profile

This office provides service to the prospective employees and faculty members who aspire to be part of the BSU Community.

Location

2nd Flr. Old Administration Bldg., Main Campus I, Rizal Avenue, Batangas City

Contact Details

(043) 980-0385; 980-0392 to 0394 local 1116 or 102

FRONTLINE SERVICE	CLIENTS	REQUIREMENTS	SCHEDULE OF AVAILABILITY OF SERVICE	FEES	FORMS	PROCESS CYCLE TIME	RESPONSIBLE PERSON/OFFICE/ LOCATION
4. Issuance of Certificate of Employment and Service Record	Faculty Members, Employees and Separated Faculty Members and Employees	Purpose for Certification, Clearance (for separated Faculty Members and Employees only)	Monday - Friday (8:00 AM- 5:00 PM)	None	Request Slip	20 - 30 minutes	Human Resource Management Office



Issuance of Certificate of Employment and Service Record

Schedule of Availability of Service

January to December

Monday-Friday

8:00-5:00 pm w/out noon break

Who May Avail of the Service

Faculty Members, Employees and Separated Faculty Members and Employees

What are the Requirements

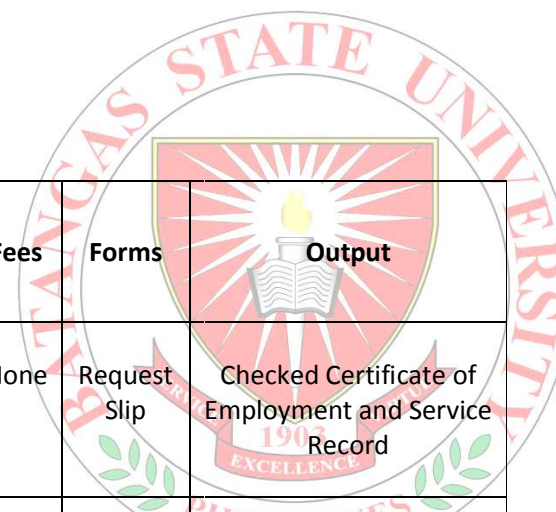
1. Purpose for Certification
2. Clearance for Separated Faculty Members and Employees

Duration

30 minutes

How to Avail of the Services

Step	Applicant/Client Activity	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In Charge	Fees	Forms	Output
1	Submit the Request Slip for Certification / Service Record; Present Clearance (for Separated Faculty Members/Employees)	Prepare Certificate of Employment and/or Service Record	5 minutes	Human Resource Management Staff	None	Request Slip	Checked Certificate of Employment and Service Record
		Verify the Certificate of Employment	5 minutes	Asst. Director, HRMO	None	None	Verified Certificate of Employment and Service Record with initials by



		and/or Service Record					the Asst. Director, HRMO
		Bring Certificate of Employment and/or Service Record to the VPAAEA for signing	15 minutes	Human Resource Management Staff, VPAAEA	None	None	Signed Certificate of Employment and/or Service Record and brought back to the Human Resource Management Office
2	Claim Certificate of Employment and/or Service Record	Record and Release Certificate of Employment and/or Service Record	5 minutes	Human Resource Management Staff	None	Request Slip	Recorded and released Certificate of Employment and/or Service Record
END OF TRANSACTION							

