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 text 'SERVICE VIRTUE' and '1903 EXCELLENCE'. 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 OIC- Director for Culture and Arts

Profile

The Culture and Arts Office aims to provide quality theoretical and practical learning opportunities in the field of cultural, to cultivate potentials of BatStateU students and personnel. It aims to produce competitive students, trainers, choreographers, and officials with a strong sense of personal discipline, wholesome values and behaviour, and excellence for the development of a healthy and alert citizenry.

Location

2nd Floor – Gov. Feliciano “Sanoy” Leviste Memorial Multi-Purpose Gymnasium, Main Campus I

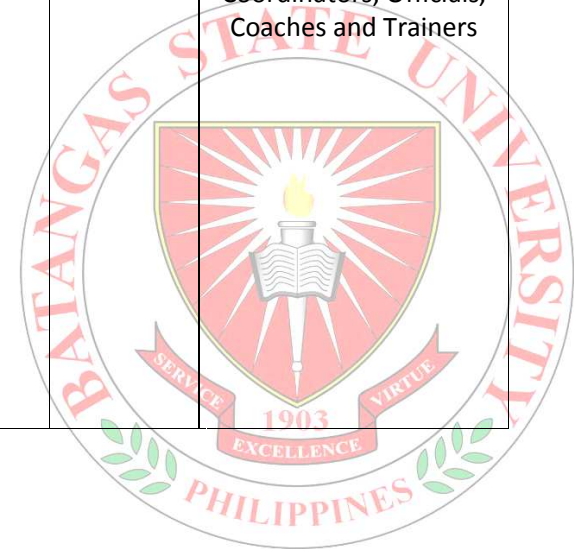
Contact Details

(043) 980-0385; 980-0392 to 0394 local 220 or 1146

	Frontline Service	Target	Requirements	Schedule of Availability of Service	Fees	Forms	Process Cycle Time	Responsible/Person/Office/Location
1	Dissemination of information regarding Cultural and Arts Scholarship.	Students, Faculty and Public	None	Monday, 8:00am-6:00pm Without noon break Tuesday-Friday, 7:00am-6:00pm Without noon break Saturday, 8:00am-5:00pm With noon break Monday-Friday, 8:00am-5:00pm With noon break (Extension Campuses)	None	Flyers Tarpaulin	Every semester Twice a month 2hrs/day	Cultural and Arts Staff/Cultural and Arts Office/Extension Campuses
2	Answering queries regarding	Students, Faculty and Public	None	Monday, 8:00am-6:00pm Without noon break	None	None	4-10 minutes	Cultural and Arts Staff/Cultural and Arts Office/Extension

	Cultural and Arts matters			Tuesday-Friday, 7:00am-6:00pm Without noon break Saturday, 8:00am-5:00pm With noon break Monday-Friday, 8:00am-5:00pm With noon break (Extension Campuses)				Campuses
3	Conducting try-outs of auditions and trainings of Cultural groups	Old and new students	Registration form, Health Certificate and Parental Waiver	Monday-Friday, 4:00pm-6:00pm Saturday 8:00am-5:00pm	None	Recommendation Form, Health Certificate and Parental Waiver	8 hours	Cultural and Arts Staff/ Cultural and Arts Office/ Choreographers and Trainers of Different Cultural groups by campus
4	Issuance of application form to qualified performers.	Students who are qualified in the auditions	NSO, 4 pcs. pictures (2x2) Reports of Grades, Certification of passing the audition	Monday 8:00am-6:00pm without noon break Tuesday-Friday 7:00am-6:00pm without noon break Saturday 8:00am-5:00pm with noon break	None	Statement of Commitment Form and Certification of Passing	5-10 mins	Cultural and Arts Staff/ Cultural and Arts Office
5	Issuance of application form to performers who will avail for the continuance of their scholarship	Performers who will avail for the continuance of their Scholarship	NSO, 4 pcs. (2x2) Reports of Grades of the previous semester	Monday 8:00am-6:00pm without noon break Tuesday-Friday 7:00am-6:00pm without noon break Saturday 8:00am-5:00pm with noon break	None	Statement of Commitment Form and Certification for Continuance	5-10 mins.	Cultural and Arts Staff/ Cultural and Arts Office/ School/College Dean of the applicants and Scholarship and Financial Assistance Office
6	Receiving of	Performers	Statement of	Monday – Friday	None	Statement of	5-10 mins.	Cultural and Arts

	completely filled up application form		Commitment Form, Certification for Availing Certification for Continuance	8:00 am – 5:00 pm		Commitment Form, Certification for Availing Certification for Continuance		Staff/ Cultural and Arts Office
7	Conducting of in house training	Performers, Trainers and Officials	Health and Parental Waiver	In – house Training by Campus (Three times a week) In-house training university-wide (Twice a year)	None	Health and Parental Waiver	Every Day 8 hrs	Cultural and Arts Staff/ Cultural and Arts Office/Heads/ Coordinators, Officials, Coaches and Trainers
8	Participation in Cultural Competitions and programs in all levels.	Performers	NSO, 4 pcs. (2x2) pictures, Registration Form, Reports of Grades, TOR, Health and Parental Waiver and Certificate Form if Graduating Students	Year Round USCAA SCUAA IV-A&B Olympics PASUC Olympics Batangas City Town Fiesta Batangas City Foundation Day BatStateU programs/events and activities LGU's and NGO's programs/events and activities/invitations	None	Health and Parental Waiver and Certificate Excuse letter	As Scheduled	Cultural and Arts Staff/ Cultural and Arts Office/Heads/ Coordinators, Officials, Coaches and Trainers



Dissemination of Information Regarding Cultural and Arts Scholarship

Schedule of Availability of Service

January to December

Monday

8:00 a.m. – 6:00p.m. With noon break (Main Campus)

Tuesday-Friday

7:00a.m. - 6:00p.m. Without noon break (Main Campus)

Saturday

8:00 a.m. – 5:00p.m. With noon break (Main Campus)

Monday-Friday

8:00a.m. - 5:00p.m. With noon break (Extension Campuses)

Who May Avail of the Service

Students, Faculty, Public

What are the Requirements

None

Duration

Every Semester / Twice a Month

2 hrs/day

How to Avail of the Services

Step	Applicant/Client Activity	Service Provider Activity	Duration of Activity (Under Normal Circumstances)	Person In Charge	Fees	Forms	Output
1	Read announcement through posted tarpaulin and distribute flyers	Posting of Tarpaulin of announcement on Cultural Scholarship and distribution of flyers.	5 mins	Cultural and Arts Staff/ Cultural and Arts Office	None	None	Tarpaulin posted Flyers given out
2	Inquire and secure application form	Issuance of application form	10 mins	Cultural and Arts Staff/ Cultural and Arts Office	None	None	Application Form
END OF TRANSACTION							

Answering queries regarding Cultural and Arts matters

Schedule of Availability of Service

January to December

Monday

8:00 a.m. – 6:00p.m. With noon break (Main Campus)

Tuesday-Friday

7:00a.m. - 6:00p.m. Without noon break (Main Campus)

Saturday

8:00 a.m. – 5:00p.m. With noon break (Main Campus)

Monday-Friday

8:00a.m. - 5:00p.m. With noon break (Extension Campuses)

Who May Avail of the Service

Students, Faculty, Public

What are the Requirements

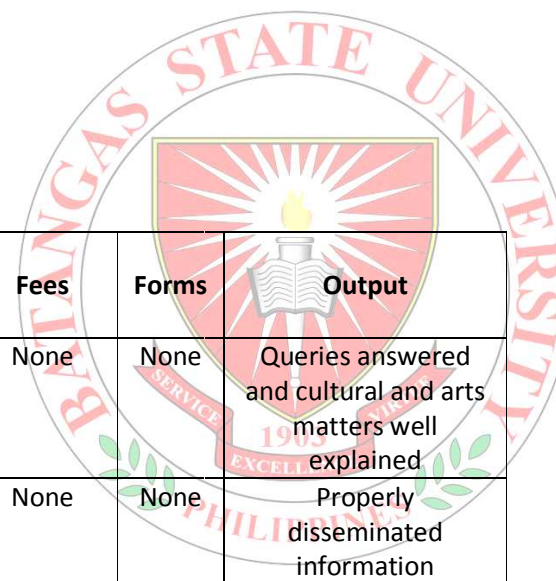
None

Duration

4 - 10 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	State the inquiry to the Office Staff	Answers and explains matters clearly & politely	5 mins	Cultural and Arts Staff/ Cultural and Arts Office	None	None	Queries answered and cultural and arts matters well explained
2	Verify the next steps depending on the nature of the inquiry	Explain fully what to do	2-5 mins	Cultural and Arts Staff/ Cultural and Arts Office	None	None	Properly disseminated information
END OF TRANSACTION							



Conducting of auditions and trainings of cultural groups

Schedule of Availability of Service

January to December

Monday-Friday

4:00am– 6:00pm

Saturday

8:00 am – 5:00 pm

Who May Avail of the Service

Old and New Students

What are the Requirements

Registration Form & Medical Certificate

Duration

2-8 hours

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	Inquire the scheduled auditions of the different cultural groups	Announce/Post scheduled of try-outs and auditions with requirements	2-5 mins	Cultural and Arts Staff/ Cultural and Arts Office	None	None	Fully understood the requirements and scheduled of auditions
2	Participate in the auditions conducted by the trainers of each cultural group	Conduct series auditions	2-4 hours	Cultural and Arts Staff/ Cultural and Arts Office Trainers of different Cultural Groups	None	None	Properly disseminated Information
	Read announcement	Posting on the bulletin board				Recommendation	Issued of

3	posted on bulletin board of the list of names who the passed the auditions	of the list of names who passed the try-outs and auditions	2-5 mins	Cultural and Arts Staff/ Cultural and Arts Office	None	Form/ Health and Parental Waiver	certification of passing to the qualifiers
END OF TRANSACTION							



Issuance of application form to qualified performers

Schedule of Availability of Service

January to December

Monday

8:00 a.m. – 6:00p.m. With noon break (Main Campus)

Tuesday-Friday

7:00a.m. - 6:00p.m. Without noon break (Main Campus)

Saturday

8:00 a.m. – 5:00p.m. With noon break (Main Campus)

Who May Avail of the Service

Performers who qualified in auditions

What are the Requirements

NSO-authenticated Birth Certificate, 4 pcs. (2x2) pictures, Reports of Grades, Registration form, Certification of Passing the audition

Duration

5 – 10 minutes

How to Avail of the Services

Step	Applicant/Client Activity	Service Provider Activity	Duration of Activity (Under Normal Circumstances)	Person In Charge	Fees	Forms	Output
1	Secure application form	Issues application form	5 mins	Cultural and Arts Staff/ Cultural and Arts Office	None	Statement of Commitment/ Certification for Passing	Application forms given out
2	Inquire what to do	Explain the terms and condition stated in the Statement of Commitment Explain how to fill-up application form and to comply with the requirements	5-10 mins	Cultural and Arts Staff/ Cultural and Arts Office	None	Statement of Commitment/ Certification for Availing	Fully understood the terms and conditions, requirements and filling up process
END OF TRANSACTION							

Issuance of application form to qualified performers who will avail for the continuance of their scholarship

Schedule of Availability of Service

January to December

Monday

8:00 a.m. – 6:00p.m. With noon break (Main Campus)

Tuesday-Friday

7:00a.m. - 6:00p.m. Without noon break (Main Campus)

Saturday

8:00 a.m. – 5:00p.m. With noon break (Main Campus)

Who May Avail of the Service

Performers who will avail for the continuance of their scholarship

What are the Requirements

NSO-authenticated Birth Certificate, 4 pcs. (2x2) pictures, Reports of Grades of the previous semester and Registration form

5 – 10 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	Secure application form	Issues application form	2-5 mins	Cultural and Arts Staff/ Cultural and Arts Office	None	Statement of Commitment/ Certification for Passing	Application forms given out
2	Inquire what to do	Explain the terms and condition stated in the Statement of Commitment Explain how to fill-up application form and to comply with the requirements	5-10 mins	Cultural and Arts Staff/ Cultural and Arts Office	None	Statement of Commitment/ Certification for Availing	Fully understood the terms and conditions, requirements and filling up process
END OF TRANSACTION							

Receiving of filled-up application forms

Schedule of Availability of Service

January to December

Monday

8:00 a.m. – 6:00p.m. With noon break (Main Campus)

Tuesday-Friday

7:00a.m. - 6:00p.m. Without noon break (Main Campus)

Saturday

8:00 a.m. – 5:00p.m. With noon break (Main Campus)

Who May Avail of the Service

Old and New Performers

What are the Requirements

NSO-authenticated Birth Certificate, 4 pcs. (2x2) pictures, Registration form, Reports of Grades of the previous semester

Duration

5-10 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 filled up application form	Accepts and evaluates submitted application form	2-5 mins	Cultural and Arts Staff/ Cultural and Arts Office	None	Statement of Commitment / Certification for Availing or Continuance	Application filed
2	Present Reports of Rating during the previous semester (Old Members)	Evaluation of Grades	5-10 hours	Cultural & Arts Staff/ Cultural & Arts Office	None	Reports of Rating	Properly Evaluated

3	Inquire what to do	Inform performers regarding their training, practices, rehearsals, presentations and competition.	5 - 10 mins	Cultural and Arts Staff/ Cultural and Arts Office	None	None	Fully explained the schedule of cultural activities
END OF TRANSACTION							



Conducting of In-house training

Schedule of Availability of Service

January to December

Monday

8:00 a.m. – 6:00p.m. With noon break (Main Campus)

Tuesday-Friday

7:00a.m. - 6:00p.m. Without noon break (Main Campus)

Saturday

8:00 a.m. – 5:00p.m. With noon break (Main Campus)

Who May Avail of the Service

Old and New Performers

What are the Requirements

Registration Form & Medical Certificate

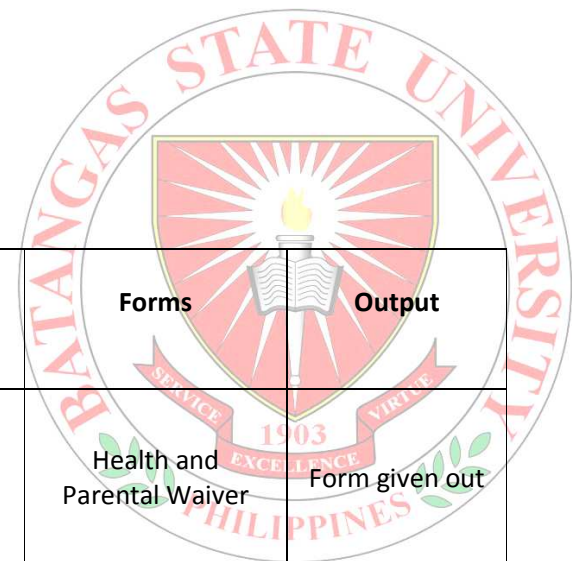
Duration

In- House Training – 2 hours

In- House Training/ Every Day – 8 hours

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	Secure Health and Parental Waiver	Issuance of Health and Parental Waiver	2-5 mins	Cultural and Arts Staff/ Cultural and Arts Office	None	Health and Parental Waiver	Form given out



2	Secure Letter of Excuse	Issuance of Letter of Excuse	2 - 5 mins	Cultural and Arts Staff/ Cultural and Arts Office	None	Letter of Excuse	Excuse Letter given out
3	Inquire what to do	Inform the venue dates, time of the in-house training. Tell the things to bring and inform the house rules during the in-house training	1 hr	Cultural and Arts Staff/ Cultural and Arts Office	None	Recommendation Form/ Health and Parental Waiver	Fully explained the Information regarding the training
END OF TRANSACTION							



Participating in the Cultural Competitions in all levels

Schedule of Availability of Service

January to December

Monday

8:00 a.m. – 6:00p.m. With noon break (Main Campus)

Tuesday-Friday

7:00a.m. - 6:00p.m. Without noon break (Main Campus)

Saturday

8:00 a.m. – 5:00p.m. With noon break (Main Campus)

Who May Avail of the Service

Old and New Performers

What are the Requirements

NSO-authenticated Birth Certificate

4 pcs. (2x2) pictures

Registration Form

Report of Grades

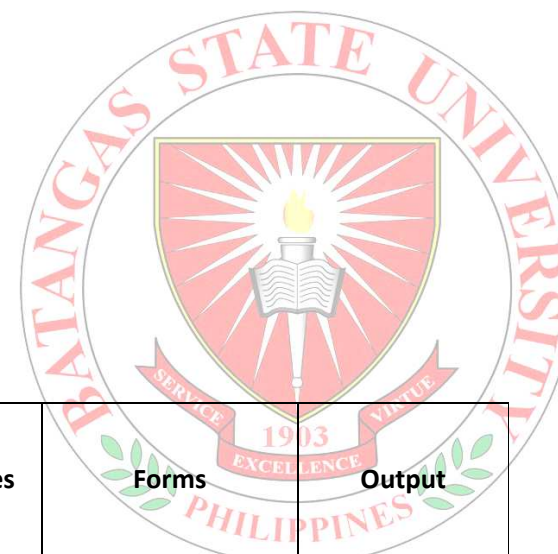
Health and Parental Waiver

Duration

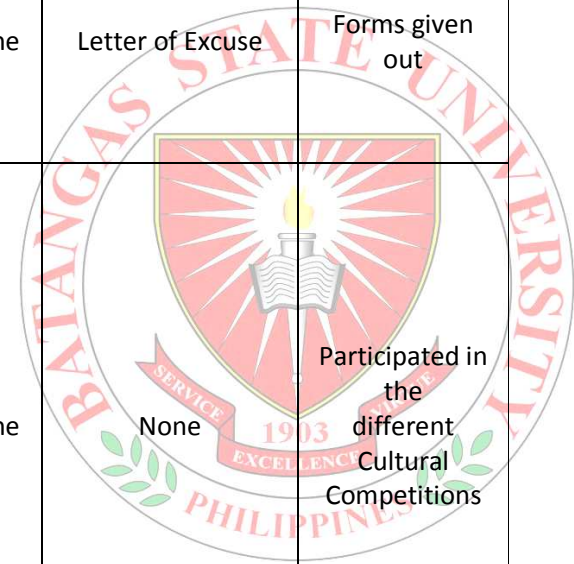
As scheduled

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	Secure Health and Parental Waiver	Issuance of Health and Parental Waiver	2-5 mins	Cultural and Arts Staff/ Cultural	None	Health and Parental Waiver	Form given out



				and Arts Office			
2	Submit the required credentials	Receiving of requirement needed	5 – 10 mins	Cultural and Arts Staff/ Cultural and Arts Office	None	Letter of Excuse	Excuse Letter given out
3	Ask queries regarding the in-house training	Inform the venue dates, time of the in-house training. Tell the things to bring and inform the house rules during the in- house training	1 hr	Cultural and Arts Staff/ Cultural and Arts Office	None	NSO, 4 pcs. (2x2) pictures, Registration Form, Report of Grades (TOR), Health and Parental Waiver Certification Form if Graduating	Properly check and sort out the credentials
4	Secure Letter of Excuse	Issuance Letter of Excuse	2 - 5 mins	Cultural and Arts Staff/ Cultural and Arts Office	None	Letter of Excuse	Forms given out
5	Participate in the scheduled competitions	Participating/ Competing in the different Cultural Competitions. USCAA SCUAA IV-A&B Olympics PASUC Olympics Batangas City Town Fiesta Batangas City Foundation Day BatStateU programs/events and activities LGU's and NGO's programs/events and activities/invitations	As Scheduled 8 hrs / day	Cultural and Arts Staff/ Cultural and Arts Office	None	None	Participated in the different Cultural Competitions



6	Inquire what to do	Give the dates, venue, time, events and schedule of Competitions	10 mins	Cultural and Arts Staff/ Cultural and Arts Office	None	None	Fully given and explained the information
END OF TRANSACTION							

