

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 logo 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 Public Relations

Profile

Directly under the Office of the President, we liaise with the general public and our target constituent groups to develop and enhance the University’s good name through carefully planned exchanges.

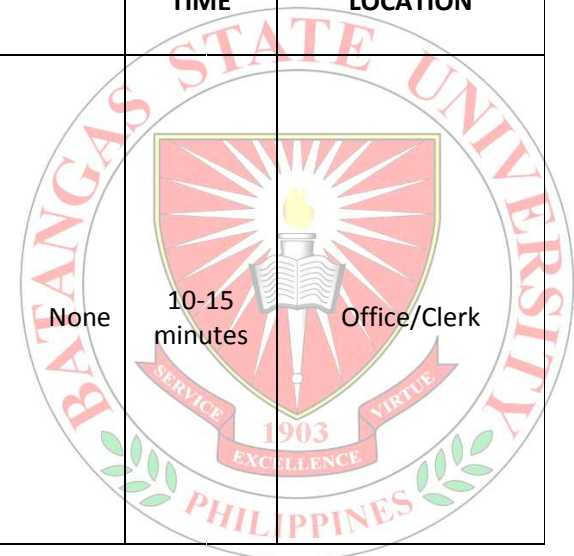
Location

Second Floor, CITE Building

Contact Details

(043) 980-0385; 0392-0394 local 1822

| FRONTLINE SERVICE | CLIENTS | REQUIREMENTS | SCHEDULE OF AVAILABILITY OF SERVICE | FEES | FORMS | PROCESS CYCLE TIME | RESPONSIBLE PERSON/OFFICE/ LOCATION |
|----------------------|--|---|--------------------------------------|------|-------|--------------------|-------------------------------------|
| 1. Request for visit | Academic Institutions, Foundations, International Agencies, Foreign Students, Representatives of Foreign Universities and Agencies, Communities, Alumni, Media | Request letter addressed to the University President stating therein: a. Purpose of the visit b. Persons/Offices to be visited c. No. of persons coming for the visit d. Preferred time and date of visit (Request letters should be sent at least two weeks ahead of scheduled visit) | Monday - Friday 8:00 Am – 5:00 PM | None | None | 10-15 minutes | Office/Clerk |



Request for Visit to the University

Schedule of Availability of Service

January to December, Monday-Friday
8:00-5:00 pm with noon break

Who May Avail of the Service

Academic Institutions, Foundations, International Agencies, Foreign Students,
Representatives of Foreign Universities and Agencies, Communities, Alumni, Media

Duration

10-15 minutes

How to Avail of the Services

| Step | Applicant/Client Activity | Service Provider | Duration of Activity (Under Normal Circumstances) | Person In Charge | Fees | Form | Output |
|---------------------------|---|---|---|------------------|------|------|---|
| 1 | Writes letter of request to University President stating therein: a. Purpose of the visit b. Persons/Offices to be visited c. No. of persons coming for the visit d. Preferred time and date of visit (Request letters should be sent at least two weeks ahead of scheduled visit) | | | | | | |
| 2 | | As soon as letter granting visit request is received for President's Office, schedules the visit and informs concerned offices and officials of forthcoming visit | 10-15 minutes | Clerk | None | None | Schedule of visit entry on calendar for reference |
| END OF TRANSACTION | | | | | | | |