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 Sports and Development Program

Profile

The Office of Sports Development Program is responsible in the development and implementation of the University's, policies and plan through recruitment and training of varsity athletes to represent BatStateU in different competitions and other prestigious tournaments and invitation in different levels. One of the offices concerned is also to support the student activities, development and program especially in the field of sports, recreation and physical development. As such, it provides leadership among sports heads, coordinators, coaches, trainers, officials, athletes and students during sports events and activities, and in participation in local, regional, national and international meets. It also aims to establish linkages with different associations to improve the sports program of the university.

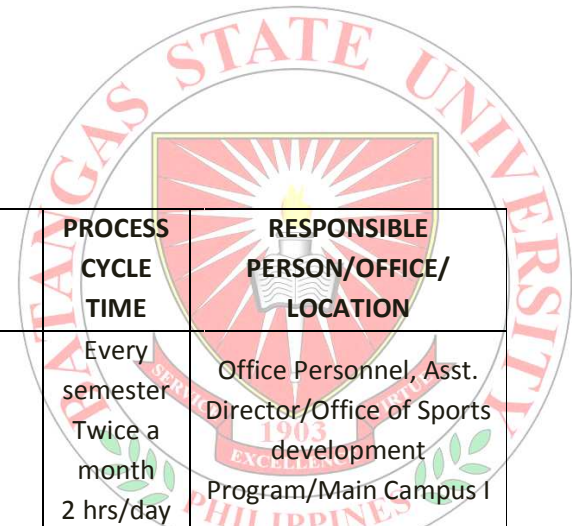
Location

Batangas State University
2nd Floor, Gov. Feliciano "Sanoy" Leviste Gymnasium, Pablo Borbon Main Campus I, Batangas City

Contact Details

(043) 980-0385; 980-0392 to 0394 local 1146 or 220
keviajnr@yahoo.com.ph
sports_cultural@batstate-u.edu.ph

FRONTLINE SERVICE	CLIENTS	REQUIREMENTS	SCHEDULE OF AVAILABILITY OF SERVICE	FEES	FORMS	PROCESS CYCLE TIME	RESPONSIBLE PERSON/OFFICE/ LOCATION
1. Disseminate information regarding Sports Scholarship program.	Students, Faculty and Publics	None	Year round Monday-Friday 7:00 am – 5:00 pm	None	Flyers Tarpaulins	Every semester Twice a month 2 hrs/day	Office Personnel, Asst. Director/Office of Sports development Program/Main Campus I
2. Conduct try-outs for students' athletes in sports.	Old and New Students	Registration Form Health	Monday-Friday	None	Recommendation Form Health Certificate	2 hours/day	Asst. Director, Heads, Coordinators, Coaches and Trainers/Office of



		Certificate Parental Waiver	4:00 pm – 6:00 pm		Parental Waiver		Sports Development Program/ by Campuses & Main Campus I
3. Answer queries about Sports programs and activities.	Students, Faculty and Publics	None	Monday- Friday 7:00 am – 6:00 pm	None	None	4-10 mins.	Office Personnel, Asst. Director/Office of Sports development Program/Main Campus I
4. Give scholarship application form to qualified athletes.	Athletes who qualified in try-outs	NSO, 4 pcs. 2x2 pictures, Report of Grades, Certification of passing the try- outs	Monday- Friday 8:00 am – 5:00 pm	None	Statement of Commitment Form Certification for passing the try- outs	5-10 mins.	Office Personnel, Asst. Director/Office of Sports development Program/School/College Dean of the applicants & scholarship Office/ Main Campus I
5. Give application forms to athletes who will avail for the continuance of their scholarship	Athletes who will avail for the continuance of their scholarship	NSO, 4 pcs. 2x2 pictures, Report of Grades of the previous semester with no failing grades & dropped.	Monday- Friday 8:00 am – 5:00 pm	None	Statement of Commitment Form Certification for Continuance	5-10 mins.	Office Personnel, Asst. Director/Office of Sports development Program/School/College Dean of the applicants & scholarship Office/ Main Campus I
6. Accept filled-up application form for scholarship.	Athletes	None	Monday- Friday 8:00 am – 5:00 pm	None	Statement of Commitment Form Certification for Continuance Certification for Availing Scholarship	5-10 mins.	Office Personnel, Asst. Director/Office of Sports development Program/Main Campus I

7. Conduct in-house and regular campus training for sports.	Varsity Athletes, Coaches and Officials	Health and Parental Waiver	In-House training University-wide Twice a year Regular campus training by campuses Three times a week	None None	None None	Every day 8 hrs/day 2 hrs/day	Office Personnel, Asst. Director, Heads, Coordinators, Coaches and Trainers/Office of Sports Development Program/ by Campuses and Main Campus I
8. Participate in Sports Competition/Tournament in all levels.	Varsity Athletes, Coaches and Officials	NSO, 4 pcs. 2x2 pictures, Registration form, Report of grades (TOR) Health & Parental Waiver Certification form if Graduating	Year Round USCAA, BCSAM SCUAA Regional & National Olympics STCAA, UCCL Private Local, Regional and National	None	None	As scheduled 8 hrs/day	Office Personnel, Asst. Director, Heads, Coordinators, Coaches and Trainers/Office of Sports Development Program/ by Campuses and Main Campus I
9. Give necessary documents and files needed by different colleges during accreditations and other government agencies and students' organization	Employees, Faculty, Students, Government agency and Public	None	Monday-Friday 8:00 am – 5:00 pm	None	Letter of Request	10-30 mins.	Office Personnel, Asst. Director/Office of Sports development Program/Main Campus I
	Employees	Health	Every	None	Dissemination	2 hrs./day	Office Personnel, Asst.

10. Conduct activities in physical fitness, recreation and wellness for faculty and employees of the university.	and Faculty	Certificate	campuses Two–three times a week 5:00-7:00 pm		Letter Health Certificate		Director, Heads, Coordinators, Coaches and Trainors University Physician/Office of Sports Development Program/ by Campuses and Main Campus I
11. Conduct try-outs for faculty and employees in sports when it is necessary	Employees and Faculty	Health Certificate	Every campuses Monday-Friday 5:00-6:00 pm	None	Dissemination Letter Health Certificate	1 hr./day	Asst. Director, Heads, Coordinators, Coaches and Trainors/Office of Sports Development Program/ by Campuses and Main Campus I

12. Disseminate information regarding athlete's try-out for sports program.	Students and Faculty	None	Year round Monday-Friday 7:00 am – 5:00 pm	None	Flyers Tarpaulins	Every semester Twice a month 2 hrs/day	Office Personnel, Asst. Director/Office of Sports development Program/by Campuses and Main Campus I
13. Assist and Encourage varsity Athletes to Conduct Sports Club/Association	Students and Faculty	Constitution and By-Laws of the Club/Association List of Officers, Members and Advisers	Year round Monday-Friday 4:00 am – 6:00 pm	None	Health Certificate Parental Waiver Membership Form	Every semester 2 hrs/day	Office Personnel, Asst. Director, Heads, Coordinators, Coaches and Trainors/Office of Sports Development Program/ by Campuses and Main Campus I



Disseminate Information Regarding Sports Scholarship Program

Schedule of Availability of Service

January to December
Monday-Friday
8:00 am – 5:00 pm without noon break

Who May Avail of the Service

Student, Faculty, Public

What are the Requirements

None

Duration

Every Semester / Twice a Month
2 hrs/day

How to Avail of the Service

Step	APPLICANT/ CLIENT ACTIVITY	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstances)	PERSON IN-CHARGE	FEES	FORMS	OUTPUT
1	Read announcement through posted tarpaulin and distribute flyers	Post Tarpaulin of announcement on Sports Scholarship Programs and distribute flyers.	5 mins.	Office of Sports Development Program Personnel	None	None	Tarpaulin posted Flyers given out
2	Inquire and secure application form	Distribute application form	10 mins.	Office of Sports Development Program Personnel	None	None	Application Form
END OF TRANSACTION							

Answer Queries about Sports Activities

Schedule of Availability of Service

January to December
 Monday-Friday
 8:00 am – 5:00 pm without noon break

Who May Avail of the Service

Student, Faculty, Public

What are the Requirements

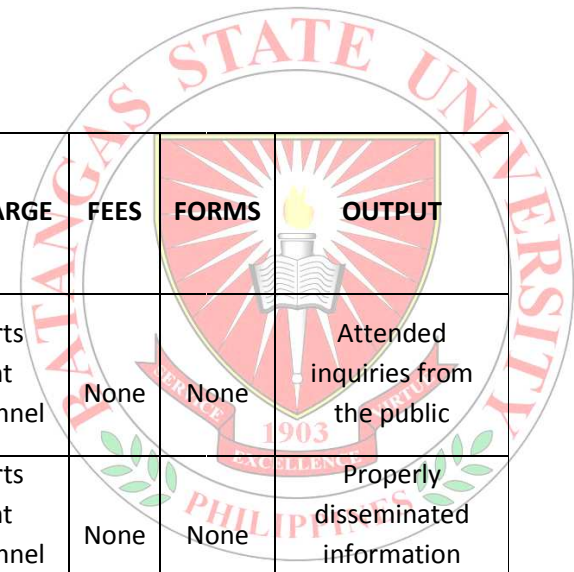
None

Duration

4-10 minutes

How to Avail of the Service

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 Personnel	Entertain the client inquiries about the office gym utilization, documents regarding sports.	5 mins.	Office of Sports Development Program Personnel	None	None	Attended inquiries from the public
2	Verify the next steps depending on the nature of the inquiry	Explain fully what to do	2-5 mins.	Office of Sports Development Program Personnel	None	None	Properly disseminated information
END OF TRANSACTION							



Conduct Try-Outs for Sports Program

Schedule of Availability of Service

January to December

Monday-Friday

8:00 am – 5:00 pm without noon break

Who May Avail of the Service

Old and New Students

What are the Requirements

Registration Form & Medical Certificate

Duration

2 hours

How to Avail of the Service

Step	APPLICANT/CLIENT ACTIVITY	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstances)	PERSON IN-CHARGE	FEES	FORMS	OUTPUT
1	Inquire the scheduled try-outs in the different sports discipline	Announce/ Post scheduled of try-outs with require requirements	2-5 mins.	Office of Sports Development Program Personnel	None	Recommendation Form/Health and Parental Waiver	Fully understood the requirements and scheduled of try-outs
2	Participate in the scheduled try-outs conducted by trainers and coaches	Conduct a series of try-outs	2-4 hours	Trainors & Coaches in different Sports Events	None	Recommendation Form/Health and Parental Waiver	Students Participated
3	Read announcement posted on bulletin	Post on the bulletin board the list of name	2-5 mins.	Office of Sports	None	Recommendation Form/Health and	Giving certification of passing to qualifiers

	board of the list of names who the passed the try-outs	who passed the try-outs		Development Program Personnel		Parental Waiver	
END OF TRANSACTION							



Give Application Form to Qualified Athletes

Schedule of Availability of Service

January to December

Monday-Friday

8:00 am – 5:00 pm without noon break

Who May Avail of the Service

Athletes who qualified in try-outs

What are the Requirements

NSO-Authenticated Birth Certificate, 4 pcs. (2x2) pictures, Report of Grades, Certification of Passing the Try-outs

Duration

5-10 minutes

How to Avail of the Service

Step	APPLICANT/ CLIENT ACTIVITY	SERVICE PROVIDER ACTIVITY	DURATION OF ACTIVITY (Under Normal Circumstances)	PERSON IN- CHARGE	FEES	FORMS	OUTPUT
1	Secure application form	Give application form	2-5 mins.	Office of Sports Development Program Personnel	None	Statement of Commitment/ Certification for Passing the try-outs	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.	Office of Sports Development Program Personnel	None	Statement of Commitment/ Certification for Availing Scholarship	Fully understood the terms and conditions, requirements and filling-up process
END OF TRANSACTION							

Give Application Forms to Athletes who will Avail for the Continuance of their Scholarship

Schedule of Availability of Service

January to December

Monday-Friday

8:00 am – 5:00 pm without noon break

Who May Avail of the Service

Athletes who will avail for the continuance of their Scholarship

What are the Requirements

NSO-Authenticated Birth Certificate, 4 pcs. (2x2) pictures, Report of Grades of the previous semester with no failing grades

Duration

5-10 minutes

How to Avail of the Service

Step	APPLICANT/ CLIENT ACTIVITY	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstances)	PERSON IN- CHARGE	FEES	FORMS	OUTPUT
1	Secure application form	Give application form	2-5 mins.	Office of Sports Development Program Personnel	None	Statement of Commitment/ Certification for Passing the Try-outs	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.	Office of Sports Development Program Personnel	None	Statement of Commitment Certification for Continuance of Scholarship	Fully understood the terms and conditions, requirements and filling-up process
END OF TRANSACTION							

Accept Filled-up Application Form

Schedule of Availability of Service

January to December

Monday-Friday

8:00 am – 5:00 pm without noon break

Who May Avail of the Service

Athletes

What are the Requirements

NSO-Authenticated Birth Certificate, 4 pcs. (2x2) pictures, Report of Grades of the previous semester with no failing grades

Duration

5-10 minutes

How to Avail of the Service

Step	APPLICANT/ CLIENT ACTIVITY	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstances)	PERSON IN-CHARGE	FEES	FORMS	OUTPUT
1	Submit filled-up application form	Accept and evaluates submitted application form	2-5 mins.	Office of Sports Development Program Personnel	None	Statement of Commitment/ Certification for Availing or Continuance	Application filled
2	Present Report of Rating during the previous semester (Old Members)	Evaluate the Grades with no failing grades and dropped	5-10 mins.	Office of Sports Development Program Personnel	None	Report of Rating	Properly Evaluated
3	Inquire what to do	Inform the athletes and performers regarding their training, practices, tune-up games, and competition.	5-10 mins.	Office of Sports Development Program Personnel	None	None	Fully explained the scheduled of sports activities
END OF TRANSACTION							

Conduct In-House Training and Regular Training by Campuses

Schedule of Availability of Service

January to December

Monday-Friday

8:00 am – 5:00 pm without noon break

Who May Avail of the Service

Varsity Athletes

What are the Requirements

Health and Parental Waiver

Duration

Regular Training by Campuses – 2 hours

In-House Training / Everyday – 8 hours/day

How to Avail of the Service

Step	APPLICANT/ CLIENT ACTIVITY	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstances)	PERSON IN-CHARGE	FEES	FORMS	OUTPUT
1	Secure Health and Parental Waiver	Give Health and Parental Waiver forms	2-5 mins.	Office of Sports Development Program Personnel	None	Health and Parental Waiver	Forms given out
2	Secure Letter of Excuse	Give Letter of Excuse	2-5 mins.	Office of Sports Development Program Personnel	None	Letter of Excuse	Excuse Letter given out
3	Inquire what to do	Inform the venues, dates, time of the in-house and regular training. Tell the things to bring and inform the house rules during the in-house and regular training.	1 hour	Office of Sports Development Program Personnel	None	None	Fully explained the information regarding the training
END OF TRANSACTION							

Participate in Sports Competition/Tournament in All Levels

Schedule of Availability of Service

January to December

Monday-Friday

8:00 am – 5:00 pm without noon break

Who May Avail of the Service

Varsity Athletes

What are the Requirements

NSO-Authenticated Birth Certificate, 4 pcs. (2x2) pictures, Report of Grades, Registration Form, Health & Parental Waiver

Duration

As per Scheduled

8 hours / day

How to Avail of the Service

Step	APPLICANT/CLIENT ACTIVITY	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstances)	PERSON IN-CHARGE	FEES	FORMS	OUTPUT
1	Secure Health & Parental Waiver	Give Health and Parental Waiver	2-5 mins.	Office of Sports Development Program Personnel	None	Health and Parental Waiver	Forms given out
2	Submit the required credentials	Accept requirements needed	5-10 mins.	Office of Sports Development Program Personnel	None	NSO, 4pcs. (2x2) pictures, Registration Form,	Properly check and sort out the credentials

						Report of Grades (TOR), Health and Parental Waiver Certification Form if Graduating	
3	Secure Letter of Excuse	Give Letter of Excuse	2-5 mins.	Office of Sports Development Program Personnel	None	Letter of Excuse	Excuse Letter given out
4	Participate in the Different Scheduled Games and Tournament	Participating/competing in the different Sports Competition and Tournament. USCAA, BCSAM SCUAA Regional & National Olympics STCAA, UCCL Private Local, Regional and National	As Scheduled 8 hrs./day	Office of Sports Development Program Personnel	None	None	Participated in the different Sports Competition and Tournament
5	Inquire what to do	Give the dates, venue, time, events and schedule of Competition and Tournament	30 mins.	Office of Sports Development Program Personnel	None	Letter of Excuse	Fully inform the Information
END OF TRANSACTION							



Disseminate Information Regarding Athletes' Try-out for Sports

Schedule of Availability of Service

January to December

Monday-Friday

7:00 am – 5:00 pm without noon break

Who May Avail of the Service

Student, Faculty

What are the Requirements

None

Duration

Every Semester / Twice a Month

2 hrs/day

How to Avail of the Service

Step	APPLICANT/CLIENT ACTIVITY	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstances)	PERSON IN-CHARGE	FEES	FORMS	OUTPUT
1	Read announcement through posted tarpaulin and distribute flyers	Post Tarpaulin of announcement on Sports Try-out Programs and distribute flyers.	5 mins.	Office of Sports Development Program Personnel	None	None	Tarpaulin posted Flyers given out
2	Inquire and get the scheduled time and date of try-out	Distribute scheduled time & date of try-out	10 mins.	Office of Sports Development Program Personnel	None	None	Scheduled date & time

END OF TRANSACTION

Provide Documents Needed for Accreditation & Others Similar Purposes

Schedule of Availability of Service

January to December

Monday-Friday

8:00 am – 5:00 pm without noon break

Who May Avail of the Service

Different College/Department

Government Agencies

Students' Organization

What are the Requirements

None

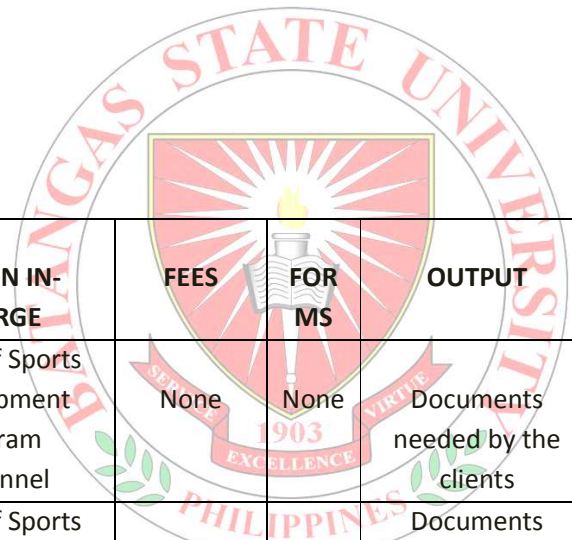
Duration

Everyday

8 hrs/day

How to Avail of the Service

STEP	APPLICANT/CLIENT ACTIVITY	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstances)	PERSON IN-CHARGE	FEES	FORMS	OUTPUT
1	Inquire and submit letter of request approved by their respective immediate supervisor or its equivalent.	Seek out documents needed by the clients.	10-30 mins. Or Maximum of one day depending the volume of documents needed	Office of Sports Development Program Personnel	None	None	Documents needed by the clients
2	Securing or the request document	Releasing of document needed	2 mins.	Office of Sports Development Program	None	None	Documents needed by the clients



				Personnel			
END OF TRANSACTION							

Conduct Activities for Physical Fitness, Recreation and Wellness for Faculty & Employees of the University

Schedule of Availability of Service

Every Campuses
 January to December
 Monday-Friday
 5:00 pm – 7:00 pm

Who May Avail of the Service

Employees
 Faculty

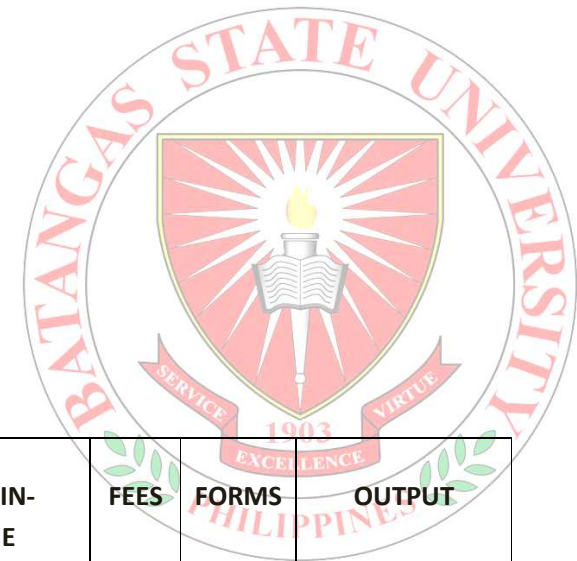
What are the Requirements

Health Certificate

Duration

2-3 times a week
 2 hrs/day

How to Avail of the Service



Step	APPLICANT/CLIENT ACTIVITY	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstances)	PERSON IN-CHARGE	FEES	FORMS	OUTPUT
1	Read announcement	Make a letter of request	5 mins.	Office of Sports	None	None	Posted

	through posted scheduled of activities and approved letter of dissemination.	regarding the activities. Post announcement of the activities.		Development Program Personnel			Scheduled activities Letter Dissemination
2	Securing medical certificate approved by the University Physician	Checking the medical certificate of the client if he/she is fit to the activities	2 mins.	Office of Sports Development Program Personnel	None	None	Medical Certificate
3	Participation to the program and activities fitted to them.	Providing appropriate activities and program that applicable to all clients without compromising there health condition.	At least 30 minutes – two hours per session.	Office of Sports Development Program Personnel	None	None	Appropriate Activities
END OF TRANSACTION							



Conduct Try-Outs for Faculty & Employees When it is Necessary

Schedule of Availability of Service

Every Campuses
 January to December
 Monday-Friday
 5:00 pm – 6:00 pm

Who May Avail of the Service

Employees
 Faculty

What are the Requirements

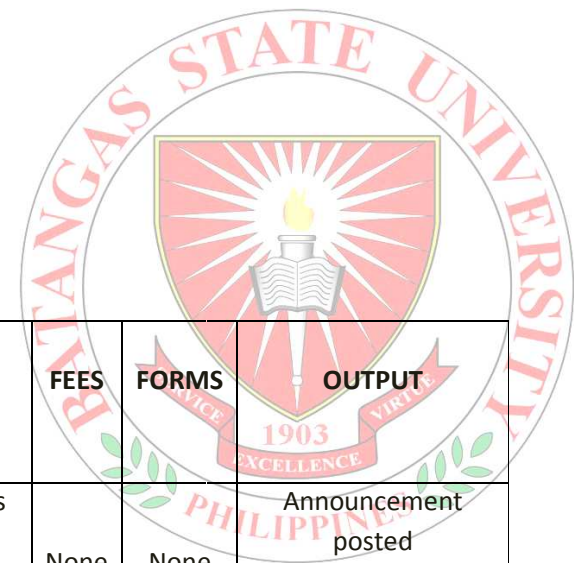
Health Certificate

Duration

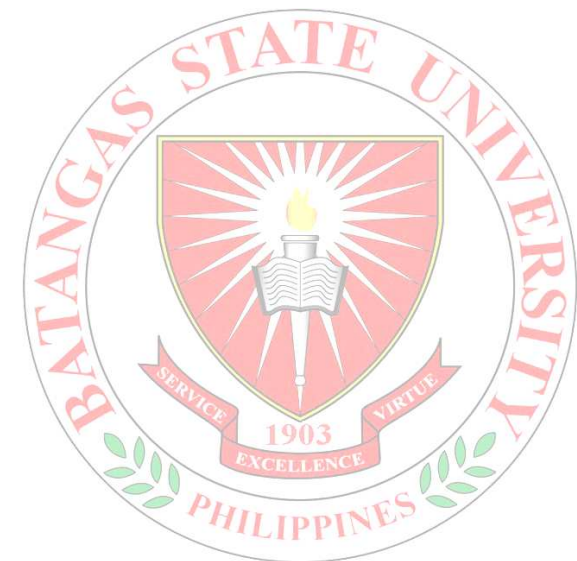
1 hour/day

How to Avail of the Service

Step	APPLICANT/CLIENT ACTIVITY	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstances)	PERSON IN-CHARGE	FEES	FORMS	OUTPUT
1	Read announcement at bulletin board and letter of dissemination	Post of announcement on Sports Try-out Programs and disseminate information	5 mins.	Office of Sports Development Program Personnel	None	None	Announcement posted Disseminate information



2	Inquire and get the scheduled time and date of try-out	Provide scheduled time & date of try-out fitted after their office hours and classes.	5 mins.	Office of Sports Development Program Personnel	None	None	Scheduled date & time
3	Participation to the scheduled try-outs for faculty and employee.	Provide necessary materials equipment and supplies and availability of venues and also by providing essential personal health needs and safety of the clients.	At least 30 minutes – one hour per session.	Office of Sports Development Program Personnel	None	None	Effective & Appropriate selection of Faculty & Employees/ Players
END OF TRANSACTION							



Assist & Encourage Varsity Athletes to Organize Sports Club/Association

Schedule of Availability of Service

Every Campuses
 January to December
 Monday-Friday
 4:00 pm – 6:00 pm

Who May Avail of the Service

Students
 Faculty

What are the Requirements

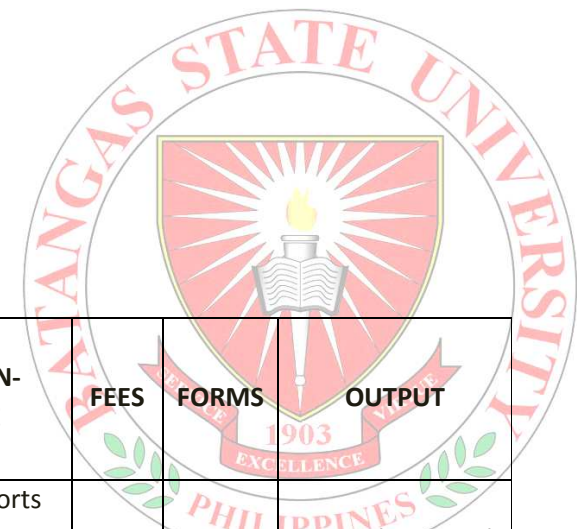
Health Certificate, Parental Waiver, Membership Form
 Constitution and By-Laws

Duration

Every Semester
 2 hours/day

How to Avail of the Service

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	Post Tarpaulin of announcement regarding to the organization of Sports Varsity club/association and	5 mins.	Office of Sports Development Program Personnel	None	None	Tarpaulin-posted Flyers given out



		distribute flyers.					
2	Inquire and get the details of the activities.	Provide necessary information regarding the details of the activity	5 mins.	Office of Sports Development Program Personnel	None	None	Detailed information
3	Organized and participate in the formulation of association/club.	Assist and provide the necessary documents in formulating their club/associations.	At least 30 minutes – One hour per session.	Office of Sports Development Program Personnel	None	None	Effective Sports Club/Association
END OF TRANSACTION							

