

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 Assistant Director for Student Discipline

### Profile

The main function of the Office of the Student Discipline is the implementation of policies and plans set by the Office of Student Affairs in terms of student formation and the propagation of the basic tenet that is anchored on the principle of self-respect, acceptance of legitimate authority, and respect for the rights of others.

### Location

OSAS Central Office Building

### Contact Details

(043) 980-0385; 980-0392 to 0394 loc. 105 and 1147

FRONTLINE SERVICE	CLIENTS	REQUIREMENTS	SCHEDULE OF AVAILABILITY OF SERVICE	FEES	FORMS	PROCESS CYCLE TIME	RESPONSIBLE PERSON/OFFICE/LOCATION
1. Filing of complaint against a student	Anyone aggrieved or offended by a student	Accomplished Incident Report Form	Monday to Friday, 7:00 AM – 6:00PM	None	Incident Report Form or Letter of Complaint	20 mins.	Office Personnel, OSD Coordinator, OSD Asst. Director
2. Request for Temporary Exemption from wearing the School Uniform	Students	Filled-up Form	Monday to Friday 7:00 AM – 6:00 PM	None	Form for Non-Wearing of Uniform	14 mins.	Office Personnel
<b>END OF TRANSACTION</b>							

## Filing of Complaint against a Student

### Schedule of Availability of Service

January to December

Monday-Friday

7:00-6:00 pm

### Who May Avail of the Service

Students

### What are the Requirements

Accomplished Incident Report Form (Complaint Form)

### Duration

20 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	Accomplish and submit Incident Report	Office Personnel	5 mins.	Office Staff/Personnel	None	Incident report Form	Incident Report received and filed
2	Submit the incident report to the Office of Student Discipline	Office of Student Discipline	10 mins.	Student Discipline Coordinator	None	None	Complaint is adequately discussed and clarified.
3	Confirm date, time and venue of fact-finding hearing/dialogue about the complaint	Office of Student Discipline	5 mins	Student Discipline Coordinator	None	None	Schedule of hearing/dialogue is duly calendared.

## Procedures for the Request for Temporary Exemption from Wearing the School Uniform

### Schedule of Availability of Service

January to December

Monday-Friday

7:00-6:00 pm

### Who May Avail of the Service

Students

### What are the Requirements

Student ID, Form for Non-Wearing of Uniform

### Duration

14 mins

### 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 the Form for Non-Wearing of Uniform	Office of Student Discipline	2 mins.	Office of Student Discipline Coordinator/Staff	None	Form for Non-Wearing of Uniform	Issued form
2	Fill up the form	OSA/OJT/OSD Coordinators and Heads	10 mins.	OSA/OJT/OSD Coordinators and Heads	None	Letter of Request for non-wearing of Uniform	Request approved
3	Furnish a copy of the approved letter/form to the Guard-on-Duty	Security Office	2 mins.	Security Guard	None	Approved Letter/Form	Request Approved