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 Assistant Director for Student Organizations and Activities

Profile

The Office of *Student Organizations and Activities* implements university programs, policies, rules and regulations insofar as student activities and welfare of the students are concerned. It monitors, supervises, and regulates the operation and activities of duly recognized and accredited student organizations and coordinates with external institutions of off campus participation. It also works coordination with all sectors of the academic community.

Location

OSAS Central Office Building

Contact Details

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

FRONTLINE SERVICE	CLIENTS	REQUIREMENTS	SCHEDULE OF AVAILABILITY OF SERVICE	FEES	FORMS	PROCESS CYCLE TIME	RESPONSIBLE PERSON/OFFICE/ LOCATION
1. Request for new I.D.	Students/ parents	Student ID, Request Letter	Monday to Friday, 7:00 AM – 6:00 PM	None	Request for New ID & Gate Pass	15 mins.	SOA Personnel OSD Coordinator Cashier's Office ICT Office
2. Request for gate pass	Students/ parents	Request Letter	Monday to Friday, 7:00 AM – 6:00 PM	None	Gate Pass	10 minutes	Office Personnel
3. Lost and found	Students	Log in the logbook provided Surrender items/belongings found	Monday to Friday, 7:00 AM – 6:00 PM	None	None	5 minutes	Office Personnel
4. Request for	Student	Posters and/or Request	Monday to	None	None	10	Office Personnel

Approval of Posters	organizations, BSU Offices and Private Companies or Enterprise	Letter	Friday, 7:00 AM – 6:00 PM			minutes	Assistant Director, SOA
5. Request for Approval of Banners/Tarpaulins	Student organizations, BSU Offices and Private Companies or Enterprise	Banners/tarpaulins and/or Request Letter	Monday to Friday, 7:00 AM – 6:00 PM	None	None	12 minutes	SOA Office Personnel, IGP (if applicable) Assistant Director, SOA
6. Request of Student Organization Adviser/Officer for Certification	Advisers/Officers	Fill-up a request slip	Monday to Friday, 7:00 AM – 6:00 PM	None	Request Slip	13 minutes	Office Personnel
7. Request for Accreditation of Student Organization	Students	Renewal papers	Monday to Friday, 7:00 AM – 6:00 PM	None	Renewal forms	1 hour	Office Personnel Assistant Director, SOA
8. Request for Approval of Student Activities	Students	Request letter Budget proposal Resolution (if applicable) CHED Requirements (activities to be held outside the university)	Monday to Friday, 7:00 AM – 6:00 PM	None	None	20 mins.	College Dean SOA College Coordinators SOA Campus Head, Asst. Dir., SOA Director, OSAS VPAA/VPAF University President
END OF TRANSACTION							



Request for New ID – for College and Integrated School Students

Schedule of Availability of Service

January to December
Monday-Friday
7:00-6:00 pm w/o noon break

Who May Avail of the Service

Students/parents

What are the Requirements

For New Student:

1. Filled up Request for New ID Form

For ID Replacement:

1. Filled up Request for New ID Form.
2. Torn/damaged I.D.

For lost ID:

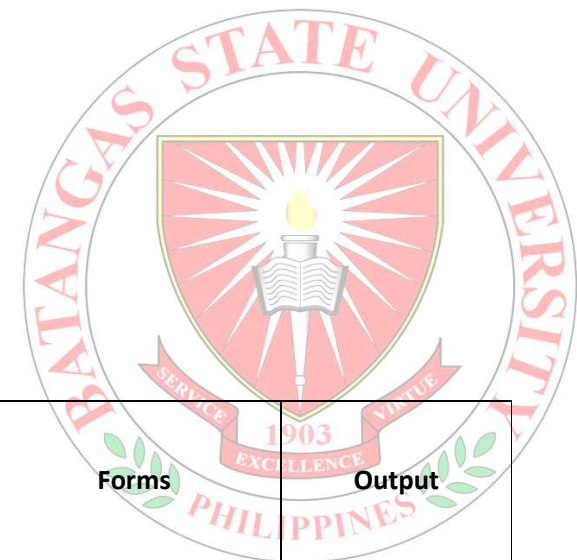
1. Request Letter noted by the Discipline Coordinator
2. Filled up Request for New ID Form
3. Affidavit of Lost (not required for first timer)

Duration

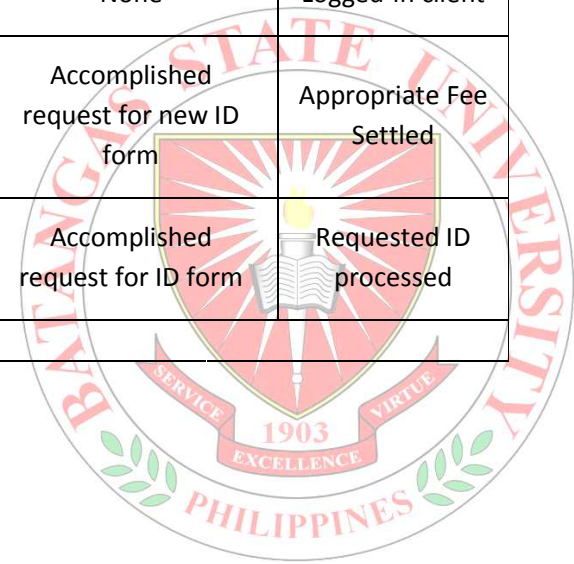
15 minutes

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	a)For ID replacement: Surrender the damaged ID to the SOA personnel b)For Lost ID: 1 ST Request (Present written request noted by the OSD Coordinator 2 nd Request (Present Affidavit of Loss)	SOA	2 mins	SOA Staff	None	None	Surrendered Damaged/Torn ID Approved letter Affidavit of Loss
2	Submit to the SOA personnel for processing Secure and fill-up Request for New ID Form and Gate pass Form	SOA	2 mins	Office Personnel	None	Request for New ID Form and Gate pass	Filled up request form
3	Register in the logbook provided	SOA	1 min	Office Personnel	None	None	Logged-in client
4	Proceed to the cashier's office, present the request slip and pay for the corresponding fee	Cashiering Office	5 mins	Office Personnel	P 185-ID P 50-LACE	Accomplished request for new ID form	Appropriate Fee Settled
5	Submit the request form to the ICT Office for picture taking and ID processing	ICT Office	5 mins	Office Personnel	None	Accomplished request for ID form	Requested ID processed
END OF TRANSACTION							



Request for Gate Pass

Schedule of Availability of Service

January to December
Monday-Friday
7:00-6:00 pm w/o noon break

Who May Avail of the Service

Students/parents

What are the Requirements

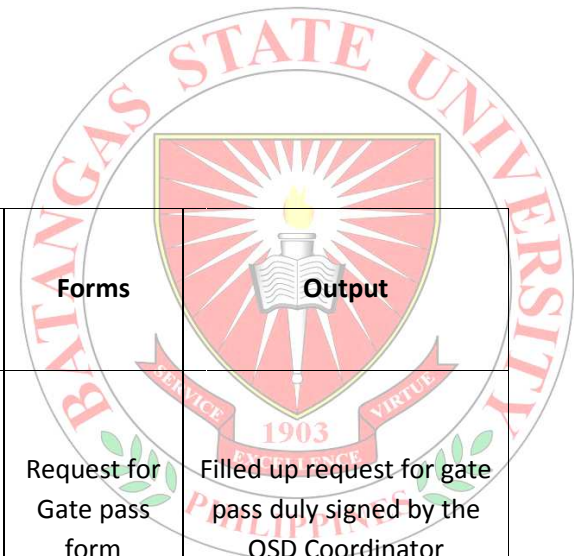
- For students with disciplinary cases:
- request for gatepass form from the OSD coordinator
- Unavailability of Uniform
- letter from the IGP

Duration

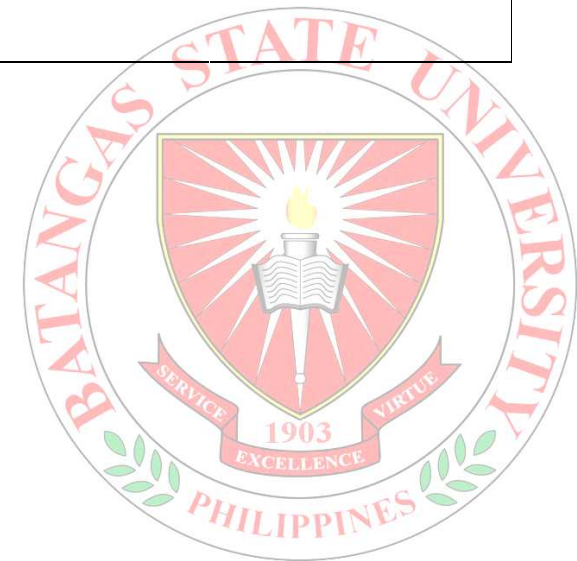
10 minutes

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	a)for students with disciplinary cases) Secure request for gate pass form from the OSD coordinator b)for unavailability of uniform Secure letter from the IGP	OSD Coordinator	2 mins	OSD Coordinator	None	Request for Gate pass form	Filled up request for gate pass duly signed by the OSD Coordinator



		IGP		IGP Personnel		None	Letter from the IGP
2	Proceed to SOA and present the approved request for gate pass/letter from the IGP	SOA	2 mins	Office Personnel	None	None	Checked and verified request
3	Secure and fill-up the gate pass form	SOA	2 mins	Office Personnel	Gate pass form	None	Filled-up form
4	Submit the filled up Gate pass form and register in the logbook provided	SOA	2 mins	Office Personnel	None	None	Approved and logged
5	Present the gate pass to the Guard on-duty	Security office	2 mins	Security Guard	None	Gate pass slip	Approved request
END OF TRANSACTION							



Lost and Found

Schedule of Availability of Service

January to December
Monday-Friday
7:00-6:00 pm w/o noon break

Who May Avail of the Service

Students

What are the Requirements

For lost items:

1. Ask and fill-up in the logbook provided

For found items:

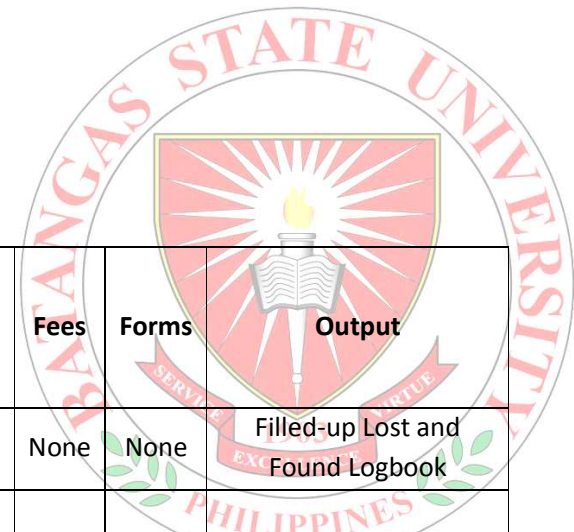
1. Ask and fill-up in the logbook provided
2. Surrender the items/belongings found

Duration

5 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	Proceed to SOA and Fill up the Lost and Found Logbook	SOA Office	3 mins	SOA Staff	None	None	Filled-up Lost and Found Logbook
2	For Lost items: Wait for the advice of the SOA personnel	SOA	2 mins	Office Personnel	None	None	Duly informed Client



3	For found Items: Surrender to the SOA the found items/belongings for safekeeping						Found Items secured by the SOA for safekeeping
4	Wait for the advice of the *SOA personnel	SOA	2 mins	Office Personnel	None	None	Duly informed client
END OF TRANSACTION							

**the SOA will post announcements regarding lost/found items*



Request for Approval of Posters

Schedule of Availability of Service

January to December
Monday-Friday
7:00-6:00 pm w/o noon break

Who May Avail of the Service

Student Organizations, BSU Offices and Private Companies or Enterprise

What are the Requirements

For student organizations and BSU Offices other than the Offices of the Executive Directors, Vice-Presidents and the University President:

1. Posters

For companies outside BSU:

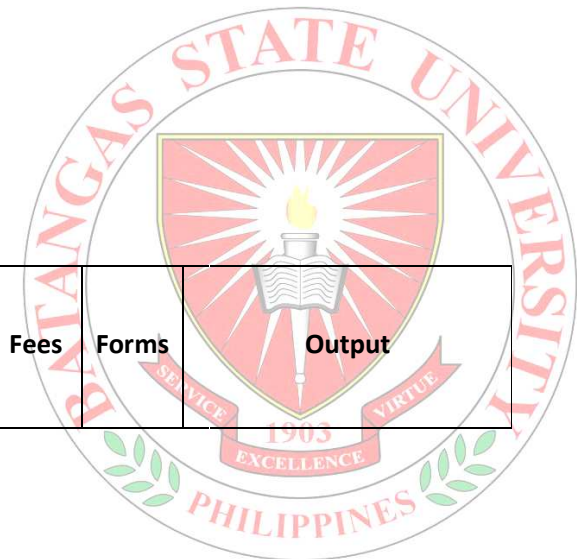
1. Posters

Duration

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
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1	For student organizations and BSU Offices other than the Offices of the Executive Directors, Vice-Presidents and the University President: Proceed to SOA and register in the logbook provided	SOA	2 mins	Office personnel	None	None	Logged-in client
2	Submit the posters to the SOA personnel for checking by the Asst. Director of SOA	SOA	4 mins	Office personnel	None	None	Checked/Scrutinized posters
3	Secure the stamp of Approval for Posting	SOA	2 mins	Office personnel	None	None	Posters/announcements marked
4	Once approved, post the notices only on the prescribed areas and bulletin boards	SOA	(Indeterminate)	Office personnel	None	None	Posters on conspicuous areas and bulletin boards
5	Remove the said postings immediately after the activity.	SOA	2 mins	Office personnel	None	None	Up-to-date Bulletin Boards

1	For companies outside BSU without MOA: Proceed to IGP for billeting.	SOA	2 mins	Office personnel	None	None	Logged-in client
2	Submit the posters to the SOA personnel for checking by the Asst. Director of SOA	SOA	5 mins	Office personnel	None	None	Checked/Scrutinized posters
3	Secure the stamp of Approval for Posting	SOA	2 mins	Office personnel	None	None	Posters/announcements marked
END OF TRANSACTION							

* include notices of organizational meetings, assemblies, announcements, job placements, event endorsements, messages and the like provided they are not contrary to law and University policies

Request for Approval of Banners/Tarpaulins

Schedule of Availability of Service

January to December
 Monday-Friday
 7:00-6:00 pm w/o noon break

Who May Avail of the Service

Student Organizations, BSU Offices and Private Companies or Enterprise

What are the Requirements

For student organizations and BSU Offices other than the Offices of the Executive Directors, Vice-Presidents and the University President:

1. Banners/Tarpaulins

For companies outside BSU:

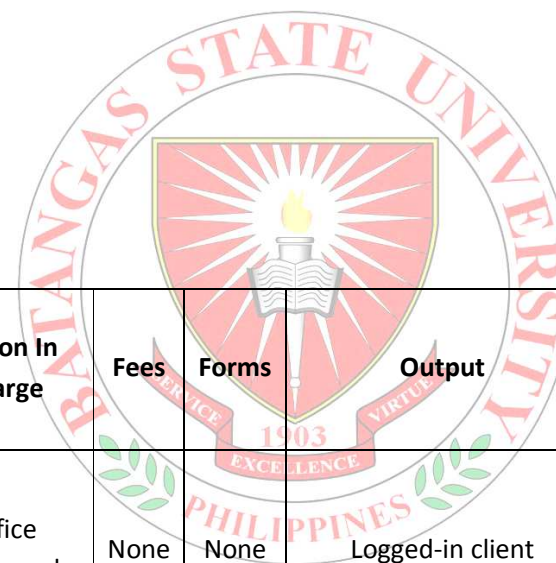
1. Noted Letter of Request Addressed to the University President
2. Banners/Tarpaulins

Duration

12-17 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	For student organizations and BSU Offices other than the Offices of the Executive Directors, Vice-Presidents and the University President:	SOA	2 mins	Office personnel	None	None	Logged-in client



	Proceed to SOA and register in the logbook provided						
2	Submit the posters to the SOA personnel for checking by the Asst. Director of SOA	SOA	4 mins	Office personnel	None	None	Checked/Scrutinized tarpaulins
3	Secure the stamp of Approval for Display	SOA	2 mins	Office personnel	None	None	Posters/announcements marked
4	Once approved, post the notices only on the prescribed areas and bulletin boards	SOA/ Maintenance Office	4 mins	Office personnel	None	None	Marked Tarpaulins
5	Remove the said banner/tarpaulin immediately after the activity.	SOA	(Indeterminate)	Office personnel	None	None	Tarpaulins hung on conspicuous areas and bulletin boards
1	For companies outside BSU without MOA: Proceed to IGP for billeting.	SOA	3 mins	Office personnel	None	None	Approved Letter of Request
2	Once allowed/noted, proceed to the SOA and register in the logbook provided	SOA	2 mins	Office personnel	None	None	Logged-in Guest/Client
3	Present the request letter and the tarpaulin/s to the SOA personnel for stamping/checking by the Asst. Director of SOA	SOA	2 mins	Office personnel	None	None	Marked Tarpaulins
4	SOA will hand over the tarpaulin/banner for display on campus	SOA	10 mins	Office personnel	None	None	Hung Tarpaulins
END OF TRANSACTION							

****** on –display for maximum of one month only.

Request of Student Organization Adviser/Officer for Certification

Schedule of Availability of Service

January to December
Monday-Friday
7:00-6:00 pm w/o noon break

Who May Avail of the Service

Students and/or Faculty Adviser

What are the Requirements

Request slip, Documentary stamp, Office Record/File

Duration

13 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	Proceed to SOA and request for certificate of Student Organization Advisorship and fill up the request slip provided	SOA	2 mins	Office personnel	None	Request slip Form	Logged-in client
2	Wait if the request is justifiable based from the Office documents available	SOA	5 mins.	Office personnel	None	None	File/records verified
3	Wait while the Certificate is being processed.	SOA	5 mins	Office personnel	None	None	Hard copy of the Certificate requested
4	Release the Certificate	SOA	1 min	Office personnel	None	None	Certificaterequested
END OF TRANSACTION							

Request of Accreditation of Student Organization

Schedule of Availability of Service

June to August
Monday-Friday
7:00-6:00 pm w/o noon break

Who May Avail of the Service

Students

What are the Requirements

Properly filled-up Renewal Papers, needed attachments, if any

Duration

2 weeks (1 hour)

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 from the Office of the Student Organizations and Activities Campus Head a hard/soft copy of the forms needed for the application for Renewal/Recognition	SOA	7 mins	Office personnel	None	None	Well-advised/ guided student
2	Present the Communication Letter/Letter of Request for scrutiny/ evaluation and have it noted	SOA	10 mins	Asst. Director, SOA	None	None	Registered student activities
3	Submit to the proper channels/Offices for signing	Other Offices	(Indeterminate)	Other Offices'	None	None	Approved Letter of Request
4	Submit-for-filing a photocopy/copy of the Approved Communication and the Program, if any	SOA	3 mins	Office personnel	None	None	Filed copy of the approved communication
END OF TRANSACTION							

Request for Approval of Student Activities

Schedule of Availability of Service

January-December
Monday-Friday
7:00-6:00 pm w/o noon break

Who May Avail of the Service

Students

What are the Requirements

1. Communication Letter and needed attachments, if any

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	Present the Communication Letter/Letter of Request with required documents for scrutiny/evaluation and have it noted	Office of Student Organizations and Activities	10 mins	Asst. Director, SOA	None	None	Registered student activities
2	Submit to the proper channels/Offices for signing	Other Offices	(Indeterminate)	Other Offices'	None	None	Approved Letter of Request
3	Submit-for-filing a photocopy/copy of the Approved Communication and the Program, if any	Office of Student Organizations and Activities	3 mins.	Office personnel	None	None	Filed copy of the approved communication
END OF TRANSACTION							