

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 Assistant Director for Student Publication

Profile

The Office of Student Publications (OSP) is the center for campus journalism of Batangas State University. Responsible campus journalism has always been the mantra of the student publication. The activities, events and undertaking of the Office shall be anchored on such philosophy.

Location

Publication Office, 3rd floor, Media Studies and Publication Bldg., GPB Main Campus I, Rizal Avenue, Batangas State University, Batangas City 4200

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	PERSON RESPONSIBLE/ OFFICE/LOCATION
1.The Assistant Director stays at the Office of Student Affairs for queries regarding student publication	students, people from printing press	-	8am-5pm	-	-	It will depend on the kind of query or transaction	Assistant Director of Student Publication/Office of Student Affairs and Services
2. Students, faculty members or employees asking for editions of The LATHE will be asked to proceed to the Publication Office at the MSP Bldg. of GPB Main Campus I. Student officers for the day (staffers) will accommodate them at the office.	students, faculty members, employees	-	8am-5pm	-	-	10 minutes (max.)	Students/staffers/Assistant Director/ Office of Student Affairs and Services/Publication Office
3.If a student wants to contribute an article, he/she may approach the The Lethe Staffers for the process of submission which is an online process.	students	article(s)	8am-5pm	-	-	5-10 mins. (online/email)	Assistant Director of Student Publication/Office of Student Affairs and Services

Walk-in Inquiries regarding Student Publication

Schedule of Availability of Service

January to December

Mondays-Fridays

7:00 AM - 6:00 PM

Who May Avail of the Service

Students, people from printing press

What are the Requirements

On-the-spot verbal inquiry with the Office of Student Publication

Duration

Depends on the kind of query

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	Clients will ask their query to the Assistant Director	Office of Student Publication	Depends on the kind of query	Asst. Director, Office of Student Publication	None	None	Client enlightened regarding their inquiry
<p><i>Note: Walk-in clients will be entertained on the spot at the Office of Student Publications</i></p>							
<p>END OF TRANSACTION</p>							

Walk-in clients asking for copy(ies) of The LATHE

Schedule of Availability of Service

January to December
Mondays-Fridays
7:00 AM - 6:00 PM

Who May Avail of the Service

Students, faculty members, employees, guests

What are the Requirements

Editions of The LATHE

Duration

10 mins. (max.)

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	Clients will ask for copy(ies) of editions of The LATHE	Office of Student Publication	10 mins. (max.)	Asst. Director, Office of Student Publication; staffers of The LATHE	None	None	Clients will have copy(ies) of the edition(s) of The LATHE
<i>Note: Walk-in clients will be entertained on the spot at the Office of Student Publications</i>							
END OF TRANSACTION							

Contribution of article(s)

Schedule of Availability of Service

January to December
 Mondays-Fridays
 7:00 AM - 6:00 PM

Who May Avail of the Service

Students

What are the Requirements

Article(s)

Duration

5-10 mins. (online/email)

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	Student wants to contribute an article	Office of Student Publication	5-10 mins. (online/email)	Asst. Director, Office of Student Publication and staffers of The LATHE	None	None	Article (submitted online via email)
<i>Note: Walk-in clients will be entertained on the spot at the Office of Student Publications</i>							
END OF TRANSACTION							

