I. Mandate:

Batangas State University (BatStateU) is committed to implement its mandate of equality and excellence, relevance and responsiveness, access and equity and efficiency and effectiveness through instruction, research, extension and production to meet the growing needs of the country and the world for globally competitive and morally upright professionals, scientist, technologist, technicians, skilled workers and entrepreneurs. It commits itself to the advancement of knowledge and skills in arts and science, teacher education, engineering, technology and informatics, accountancy, business and economics, agricultural sciences, law, nursing and other related disciplines.

II. Vision:

A premier national university that develops leaders in the global knowledge economy.

III. Mission:

A university committed to producing leaders by providing a 21st century learning environment through innovations in education, multidisciplinary research and community and industry partnerships in order to nurture the spirit of nationhood, propel the national economy, and engage the world for sustainable development.

IV. Service Pledge

Ako ay isang lingkod bayan.

Pangangalagaan ko ang tiwalang ipinagkaloob ng mamamayan.

Maglilingkod ako nang may malasakit, katapatan, at kahusayan na walang kinikilingan.

Magiging mabuting halimbawa ako, at magbibigay ng pag-asa at inspirasyon sa aking kapwa lingkod bayan.

Lilinangin ko ang aking sariling kakayahan upang sa lahat ng panahon ay mapaglingkuran ng buong kahusayan ang samabayanan.

Hindi ako makikibahagi sa mga katiwalian sa pamahalaan.

Pipigilan at isisiwalat ko ito sa pamamagitan ng tama at angkop na pamamaraan.

Isasabuhay ko ang isang lingkod bayang maka-Diyos, maka-tao, makakalikasan at makabansa.

Tutugon ako sa mga hamon ng makabagong panahon tungo sa adhikain ng matatag, maginhawa, at panatag na buhay,

Sa mga tungkulin at hangaring ito, kasihan nawa ako ng Maykapal.

V. Quality Policy

Batangas State University is committed to providing quality service to all customers and satisfying applicable requirements through continuous improvement of all university processes.



List of Services

Registar's Office

Enrollment of New Students and Transferees in the Undergraduate Programs (Face to Face)	1
Adding, Changing and Dropping of Courses (Face to Face)	3
Approval of Cross Enrollment (Face to Face)	5
Approval of Evaluation for Returnees (Face to Face)	7
Issuance of Duplicate Copy of Registration Form (Face to Face)	9
Issuance of Print of Grades (Face to Face)	11
Issuance of Authenticated Documents (Face to Face)	13
Issuance of Certified, Authenticated and Verified (CAV) Documents (Face to Face)	15
Issuance of Official Certification (Face to Face)	18
Issuance of Certificate of Course Description (Face to Face)	20
Issuance of Form 137 (Face to Face)	23
Issuance of Transfer Credentials (Face to Face) (Certificate of Honorable Dismissal and Transcript of Records)	26
Issuance of Transcript of Records (TOR) (Face to Face)	28
Issuance of Duplicate Copy of Diploma (Face to Face)	30
Approval of Application for Comprehensive Examination (Face to Face)	32
Online Issuance of Official Certification	33
Online Issuance of Transcript of Records (TOR)	36
Online Pre-Registration of New Students in the Undergraduate Programs	39
Online Adding, Changing and Dropping of Courses	40
Online Issuance of Authenticated Documents	42
Online Issuance of Certified, Authenticated and Verified (CAV) Documents	45

Office of Student Affairs Services - Scholarship Office	
Approval of Internally-Funded Scholarship/ Financial Assistance Application via Scholarship System	48
Approval of Externally-Funded Scholarship/ Financial Assistance Application via Scholarship System	50
Issuance of Scholarship/Non-Scholarship Certification	51
Testing and Admission Office	
Admission Test of Incoming First Year College/ College Transferees from other HEIs/ Graduate School/ Professional Education/ College of Law/ College of Medicine	52
Admission Application for Integrated School/Laboratory School	54
Securing Admission Test Schedule for College Transferees from other HEIs/Graduate School/Professional Education/College of Law/College of Medicine	56
Securing Admission Results for College Transferees from other HEIs/Graduate School/Professional Education/College of Law/College of Medicine	58
Psychological Test of Teaching and Non-Teaching Applicants	60
<u>Cashier's Office</u>	
Collection of Tuition and Other Fees	61
Collection of Payment for TOR, Diploma, etc.	63
Releasing of Checks	66
Public Relations Office	
Approval of Request for Documentation of Major University Events and Activities	68
Organizing Public Relations Events/Activities	70
Human Resource Management Office	72
Issuance of Certificate of Employment & Service Record	74
Receiving of Application Documents	
External Affairs Office	
Assistance to Current and Incoming Foreign Students with the Enrollment Process	75

Assistance to Foreign and Local Students with: Renewal of Visa, Extension of Tourist

77

Visa or Student Visa, Conversion of Tourist Visa to Student Visa, Downgrading of

Visa and Application of Visa (for SIAP - Student Internship Abroad Program)

Assistance to Foreign and Local Students with: Immigration Clearance, CHED Endorsement and Embassy Clearance	79
Online Assistance to Incoming Foreign Students with the Admission and Enrollment Process	81
Extension Services Office	
Provision of Extension and Training Services	83
Health Services Office	
Dental Consultation/Treatment/Management of Emergency Cases	85
Issuance of Dental Certificate	86
Management of Emergency Cases	88
Issuance of Medical Certificate for On-the-Job Training Students	89
Issuance of Medical Certificate for Sick Leave Application	91
Issuance of Medical Certificate for Educational Trips/School Activities	93
Medical Consultation	95
Issuance of Medical Certificate for Athletes	96
Medical/Dental Examination of New Students and Newly-Hired Employees	98
ICT Services	
Systems and Applications Development	100
Registration to Automated Attendance and Time Monitoring System	103
Processing of ID Card of Employees and Faculty Members	105
Processing of ID Card of Students	107
Repair, Troubleshooting and Installation Services	109
<u>Library Services</u>	
Library Reference Service (Patron Queries)	111
Borrowing/ Delivery (Print and Electronic and Online Book Reservation)	113
Issuance of Referral Letter	117
Issuance of Certification for Submission of Theses and Dissertations	118
e-Library	120
Library Signing of Clearance	121

Office of Student Affairs Services	
Approval of Application for Student Assistantship (Face to Face)	122
Office of Student Affairs Services - Office of Student Discipline	
Request for New ID	123
Request for Non-wearing of School Uniform	124
Request for Temporary Gate Pass	125
Student Organizations	
Approval of Application for Recognition/Renewal of Student Organizations	126
Approval of Student Activities	128
Office of Guidance and Counselling	
Issuance of Certificate of Good Moral Character (CGMC) (Face to Face)	130

133

Issuance of Admission Slip (Face to Face)