UNIVERSITY of the PHILIPPINES BAGUIO
COLLEGE OF SOCIAL SCIENCES
OFFICE OF THE DEAN

SERVICES:

1. **Sign various student forms during the registration-proper that were submitted to the Office of the College Secretary (OCS).**

   To act upon students' request for clearance from obligations, registration forms, change and additional matriculation, and under load/overload forms that are submitted to the **Office of the College Secretary (OCS).**

Office or Division	Office of the Dean, College of Social Sciences
Classification	Simple
Type of Transaction:	G2C – Government to Client
Who may avail:	Students / Alumni

CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Duly accomplished request forms, with endorsements by appropriate bodies of academic units. (1 original, 2 carbon copies)			Office of the College Secretary	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Requesting part (Students/Alumni) submit the forms and required attachments (if applicable) with proper endorsements to the CSS Dean's Office Staff.	1.1 Receive the documents	None	2 minutes	*Administrative Aide IV/ Administrative Officer III,* CSS, Office of the Dean
	1.2 Forward to the Dean's Office	None	5 minutes	*Administrative Aide IV/ Administrative Officer III,* CSS, Office of the Dean
	1.3 Dean acts upon the requests and application as recommended by appropriate bodies.	None	5 minutes	*Administrative Aide IV/ Administrative Officer III,* CSS, Office of the Dean
	1.4 Return the documents to the Students/Alumni	None	3 minutes	*Administrative Aide IV/ Administrative Officer III,* CSS, Office of the Dean
	TOTAL		**15 inutes**	

2. **Acts upon Student Requests Related to their Residency in Various CSS Degree Programs**

   To assess and decide upon the application for Leave of Absence (LOA), and appeals for waiver of Maximum Residence Rule (MRR).

Office or Division	Office of the Dean, College of Social Sciences
Classification	Simple
Type of Transaction:	G2C – Government to Client
Who may avail:	Students / Alumni

CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Application letter, duly accomplished forms, with endorsements by appropriate bodies of academic units (1 original, 2 carbon copies)			Office of the College Secretary	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Requesting part (Students/Alumni) submit the forms and required attachments (if applicable) with proper endorsements to the CSS Dean's Office Staff.	1.1 Receive the documents	None	2 minutes	*Administrative Aide IV/ Administrative Officer III,* CSS, Office of the Dean
	1.2 Forward to the Dean's Office	None	5 minutes	*Administrative Aide IV/ Administrative Officer III,* CSS, Office of the Dean
	1.3 Dean acts upon the requests and application as recommended by appropriate bodies.	None	15 minutes	*Administrative Aide IV/ Administrative Officer III,* CSS, Office of the Dean
	1.4 Return the documents to the Students/Alumni	None	8 minutes	*Administrative Aide IV/ Administrative Officer III,* CSS, Office of the Dean
	TOTAL		**30 minutes**	

3. **Attend to the inquires from Clients Asking for Meeting Appointments with the Dean/Faculty**

   To determine a schedule of appointment with the Dean and Faculty of the College.

Office or Division	Office of the Dean, College of Social Sciences
Classification	Simple

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SERVICES:

Type of Transaction:	G2C – Government to Client G2B – Government to Business			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
None		None		
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Requesting part inquires with the Dean's staff by phone or in person at the CSS Dean's Office	1.1 Receive call / Answers questions by requesting party.	None	2 minutes	*Administrative Aide IV/ Administrative Officer III,* CSS, Office of the Dean
	1.2 Inquires if the faculty/dean is available	None	2 minutes	
	1.3 Informs the requesting party about the Dean's/Faculty's availability and the schedule of appointment	None	1 minutes	
	TOTAL		**5 minutes**	

4. Acts upon requests for reservation of the CSS Audio-Visual Room and CSS classrooms
To act on requests for use of the CSS-AVR and Classrooms

Office or Division	Office of the Dean, College of Social Sciences			
Classification	Simple			
Type of Transaction:	G2C – Government to Client			
Who may avail:	CSS Student Organizations			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Letter of Request signed by Chairperson and Faculty Adviser (1 copy)		NA (comes from client)		
Accomplished request form submitted (marked received at CSS) not later than 5 working days before the activity or event (1 copy)		CSS, Dean's Office		
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit request letter signed by the chairperson and adviser to the CSS Dean's Office staff	1.1 Receive letter of request	None	2 minutes	*Administrative Aide IV/ Administrative Officer III,* CSS, Office of the Dean
	1.2 Check for availability of the venue requested and note on the request letter		2 minutes	
	1.3 Give Official Request Form for Use CSS-AVR and CSS Classrooms to be filled up by requesting party		1 minute	
2. Submit accomplished Official Request For Use CSS-AVR and CSS classrooms to CSS Dean's Office Staff	1.1. Receive the accomplished request form and check for completeness of information	None	5 minutes	*Administrative Aide IV/ Administrative Officer III,* CSS, Office of the Dean
	1.2. Forward the Letter of Request and accomplished Official Request Form to the Dean's Office		2 minutes	
	1.3. Dean reviews the merits (Official Request Form) and approves/disapproves request for use of facilities as scheduled		5 minutes	
	1.4. Staff releases to the requesting part (Students/Faculty) the schedule of the use of facilities if request is approved		3 minutes	
	TOTAL		**20 minutes**	

SERVICES: