

**University of the Philippines Manila  
SCHOOL OF HEALTH SCIENCES  
Main Campus, Palo, Leyte**

***VISION:***

**A global centre of excellence and leader in sustainable transformative health professions education directed at achieving health equity and improving the quality of life of the underserved and marginalized communities in the Philippines and countries similarly situated.**

***MISSION:***

**SHS commits itself to relevant and innovative health professions education, work collaboratively with development partners to produce competent, innovative, and qualified health professionals, pursue health and health-related researches and engage in community service endeavours.**

**OBJECTIVES:**

1. To produce a broad range of health manpower that will serve the depressed and other underserved communities.
2. To design and test program models for health manpower development that would be replicable in various parts of the country and, hopefully in other countries similarly situated as the Philippines.

**ACADEMIC DEPARTMENTS**

**COMMUNITY HEALTH WORK DEPARTMENT**

***VISION:***

**Center of excellence for transformative education in midwifery, research and public service directed towards the improvement of health outcomes and attainment of a better quality of life of mothers, newborn and children in underserved and marginalized populations and communities in the Philippines.**

***MISSION:***

1. To develop clinically competent and socially accountable midwives who will provide quality health and midwifery services in underserved and marginalized communities of the Philippines.
2. To lead in the design and testing of innovative undergraduate and graduate programs/curricula for the training of clinically competent and socially accountable midwives.
3. To generate relevant research and publication to contribute to the improvement of maternal, newborn and child health and the knowledge and practice of midwifery.

**NURSING DEPARTMENT**

***VISION:***

The Nursing Department as a relevant center of excellence for innovative health human resource development for the attainment of health for the marginalized Filipinos in the context of providing leadership and excellence in nursing development in the global community.

***MISSION:***

Develop outstanding and committed nurses who will stay and serve the Philippines through excellent community-based, competency based, community oriented education directed towards service in depressed and underserved areas of the countries.

## DEPARTMENT OF MEDICINE

### *Vision*

Be the center of excellence in community oriented medical education where the graduates are guided by moral, ethical and professional standards.

### *Mission*

Produce excellent and relevant physicians who can influence the health care system; matched by their sense of commitment in the attainment of health of the Filipino people in any setting.

## THE SHS CURRICULUM

### **A. Curricular checklist:**

#### Course offerings in the Step-ladder Curriculum of UPM-SHS:

- i. Certificate in Community Health (7 Quarters)
- ii. Bachelor of Science in Nursing (5 Quarters)
- iii. Doctor of Medicine (20 Quarters)

### **B. Curricular Framework:**

#### The Step-ladder Curriculum

The innovative step-ladder curriculum, the first of its kind in Asia, is the main feature of the school's academic program. It is a competency-based and community-based curriculum which integrates the training of the broad range of health manpower from the midwife, nurse, nurse practitioner, and Doctor of Medicine in a single, sequential and continuous curriculum. This strategy has been used as a model by several community-based health trainings worldwide.

After seven (7) quarters (11 weeks/quarter) of training, the student shall have acquired the knowledge and skills of a midwife and earns the certificate in Community Health Work (CHW) which qualifies him/her to practice midwifery after passing the Midwifery Licensure Examination. A student who goes on for another five (5) quarters of study graduates with the degree of Bachelor of Science in Nursing (BSN), which qualifies him/her to practice Nursing after passing the Nursing Licensure Examination.

Two more quarters of study will qualify the student as local counterpart of the nurse practitioner in other countries. This level of the curriculum is however under study. The final level of the curriculum is the Doctor of Medicine (MD) program. It consists of a yearly interval of didactics, clinical and community experiences over a period of five years. After completing the prescribed period of study, the student is now qualified to take the Physicians Licensure Examination and practice medicine after passing the examinations.

#### Service Leaves

In between program levels, the students are required to undertake service leaves in their home communities for an indefinite duration or a minimum of three (3) months. The concept of service leave is derived from the need to integrate the instructional content and processes learned in school into a unified and understandable whole in the communities they serve. The service leave offers the following opportunities.

#### Multiple Levels of Exit and the Mechanism for Lateral Entry

A student may exit from any level of the curriculum and return to the community as a functional health worker. Thus, a graduate could exit as a Community Health Worker (Midwife), a Nurse or Nurse Practitioner, or a Medical Practitioner, depending on the need of the community that sent them.

After a period of the serving the community, a graduate can be readmitted to the next level of the curriculum subject to community need and endorsement, and the student's performance in the previous level.

#### Return Service Agreement

Sponsoring communities are committed to employ their scholars after graduation. Scholars are required a return service obligation of two (2) years of service for every year of study, which ensures the availability of health workers especially in underserved areas.

#### Other features of the SHS Curriculum

- Partnership with other government agencies such as the Dept. of Health, the Dept. of Interior and Local Government, local government units, and non-government organizations.
- Democratized admission whereby policies on recruitment and admission de-emphasize academic performance and passing the UPCAT. Instead, admission is based on community need and the scholar's willingness and commitment for community service.

General requirements:

#### **C. General Requirements:**

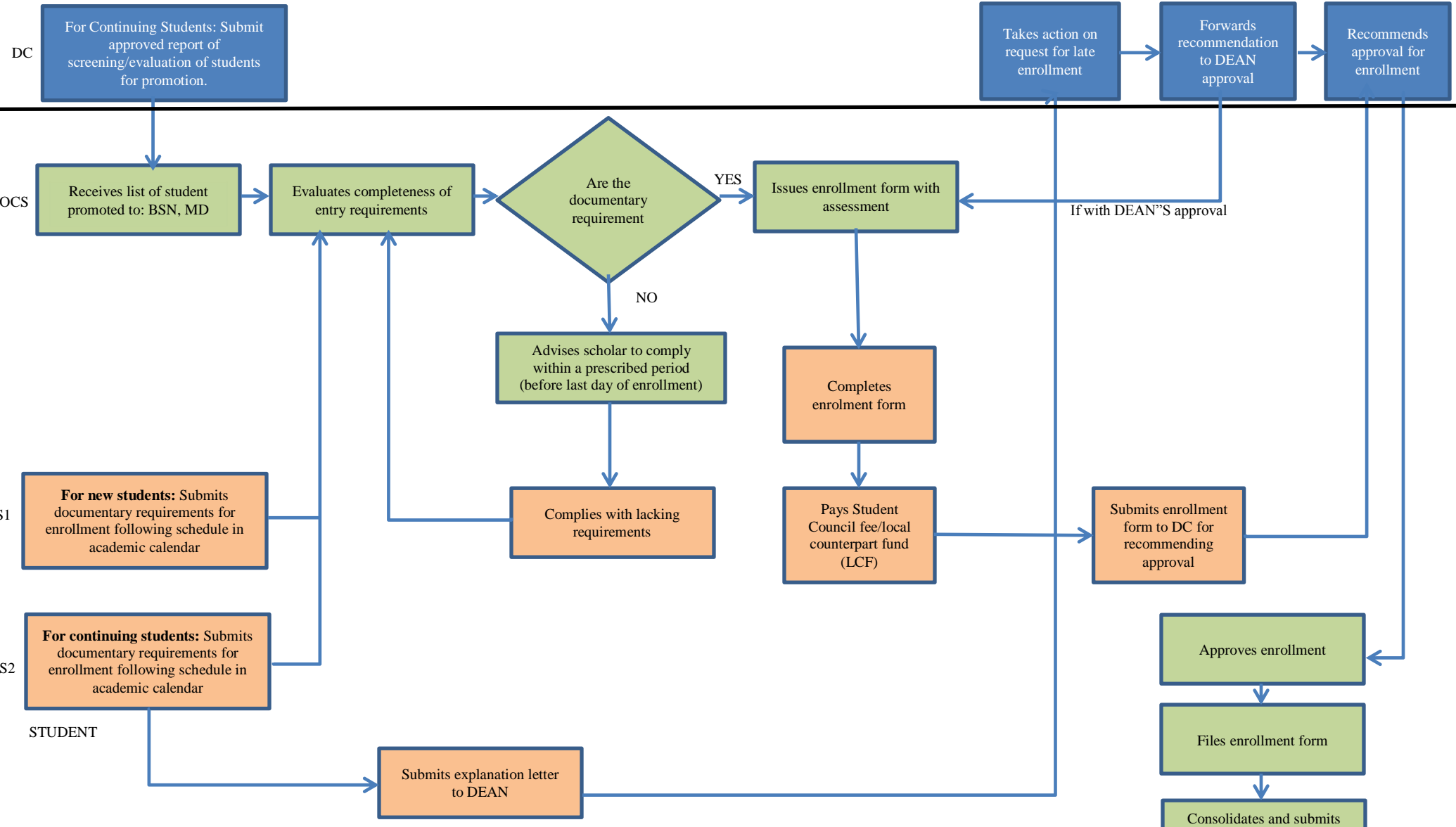
##### Qualifications of the Scholar

1. High school graduate; one who has not had more than one year college experience or has not been out of school for more than three (3) years.
2. Preferably 16-25 years old upon admission.
3. Comes from depressed community in dire need of health workers; distant from health facilities.

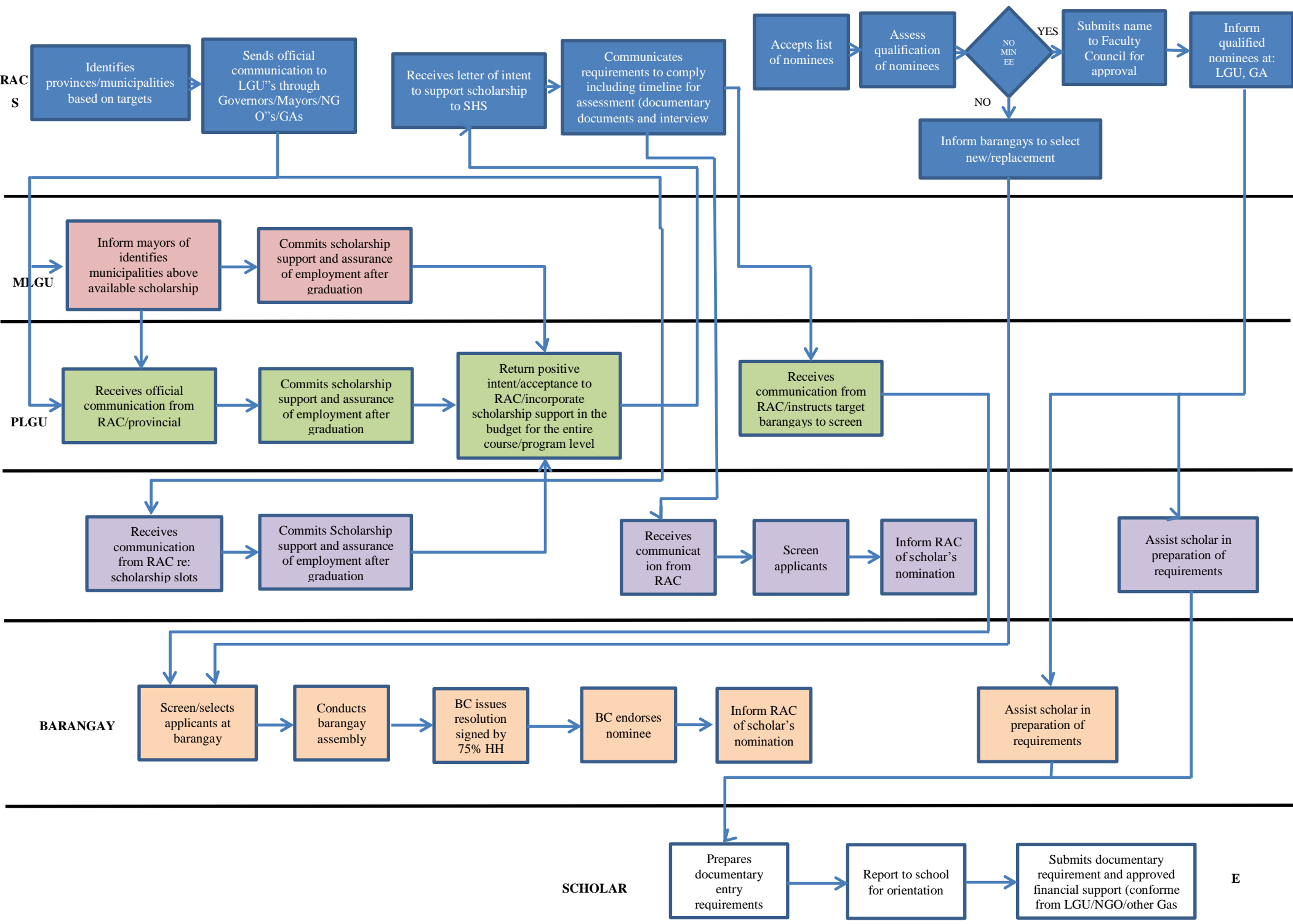
4. Parents and scholars are permanent residents of their endorsing communities.
5. Must have resided in the sending community for at least one year prior to nomination.
6. Nominated by the community through a Barangay Resolution signed by 75% of household heads.
7. Family income of PHP80,000 or lower
8. Physically and mentally fit
9. Committed to stay and serve in underserved areas in her/his municipality, province or region.
10. Qualified, accredited BHWs or their dependents maybe sponsored by the DOH under the TECEPS incentive or the One-Child scholarship benefit as provided for in RA7883
11. Willing to sign a Return Service Agreement of two years of service for every year of training.

FRONTLINE SERVICES  
Office of the College Secretary

**ENROLLMENT FLOWCHART**



# UPMSHS RECRUITMENT FLOWCHART



# SUPPORT SERVICES

HRDO

## I. Requested Service: Application for Leave of Absence

**Duration:**

**Who may avail of the service:** UPM-SHS faculty, Admin. Personnel

**Requirements:** Leave Application Form (Form 6) duly accomplished & endorsed of DC/AO and approved by the DEAN

**Additional Requirements:** Sick leave of more than 5 days ( Admin. Personnel) – Medical Certificate

: Sick leave of 2 days & more (Faculty) – Medical Certificate

: Sabbatical leave – approved unit clearance

: Maternity leave – approved unit clearance & university clearance

: Vacation leave of 30 days or more – unit clearance and university clearance

: Leave without pay – approved unit clearance & university clearance; request letter approved by DEAN

Step	Client/Applicant	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In-Charge	Fees	Form
1	-Submits application with additional requirements (if applicable) to the Personnel Section  -Sabbatical leave, LWOP endorsed by DC/Dean	-Receives application & additional requirements (if applicable)  -Checks completeness  -Advises applicant in cases of lacking	2 minutes	Personnel In-Charge	-	-Form 6 if applicable  -Medical Cert.  -Unit clearance
2		-Reviews applicable policies  -Checks available leave credits  -Acts on application	10 minutes	-do-	-	-
3		Forwards application to appropriate SHS official	1 minute	-do-	-	-
4		Signs/make appropriate action	2 minutes	DC/AO/Dean	-	-



5		-Segregate approved application for leave and submits to HRDO, Manila -Forwards application for Sabbatical Leave -Leave application: Leave w/o pay to HRDO for processing and approval	5 minutes	Personnel In Charge	-	-
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**II. Requested Services: Appointment of Faculty (FT/PT), Administrative Personnel, REPS/Job Order**

**Who may avail of this service: UPM-SHS Personnel**

**Requirements: Evaluation/Assessment result from UAPFC/APC/Matrix of applicants, employment documents, required Clearance**

Step	Client/Applicant	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In Charge	Fees	Form
1	-Submits requires appointment documents per checklist of requirements of Academic Full time/Part-time Personnel	-Receives requirements from the applicant -Check completeness	20 minutes	Personnel In Charge	-	Checklist requirements appointment of Academic/Non-Academic FT/PT personnel
2		Forwards documents to UAPFC/APC	2 minutes	-do-	-	-
3		-Evaluates/Asses qualification vis-à-vis institutional needs -Deliberates faculty rank (orig)	3 hours	PIC UAPFC APC	-	-

		-Determine admin position -Undertake screening process				
4		Forwards result of assessment with matrix and recommendation to SHS Personnel In Charge	5 minutes	-do-	-	-
5		Prepare Basic Paper for appointment with faculty rank indicated/Admin position indicated	15 minutes	-do-	-	-
6		-Route/Forwards BP Matrix & other appointment documents of applicants to respective DC & UAPFC/APC for approval				
7		Takes action Approves/Sign BP/matrix		UAPFC/DC/APC		
8		Sign/approves BP/Matrix	5 minutes	Dean		
9		Segregates BP/matrix and appointment documents	10 minutes	PIC		
10		Forwards signed BP Matrix and complete appointment documents to UPM HRDO for APC deliberation and approval	10 minutes	PIC		

### III. Requested Service: Renewal of Appointment

Step	Client/Applicant	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In Charge	Fees	Form
1	Submits updates Faculty information sheet (Academic personnel) and signed Terms & condition of employment PDS (Non-Academic Personnel)	-Receives Faculty Information sheet -Checks completeness	10 minutes	Personnel In Charge	-	
2		Prepares BP for renewal	5 minutes	PIC		
3		Forwards BP signed terms & condition to DC/Dean/OIC for approval	5 minutes	PIC		
4		Signs/approved BP/Terms & Condition	5 minutes	DC/Dean		
5		Segregates BP/Terms and Condition supporting documents	10 minutes	PIC		
6		-Submits/Forwards signed BP, Terms and Condition, Faculty Information Sheet and Personal Data sheet to UP Manila HRDO for approval	5 minutes	PIC		
7		-Prepare Basic Paper for appointment/ Renewal of appointment with faculty rank indicated/Admin position indicated	15 minutes	PIC		
8		-Route/Forwards BP matrix & other				

		appointment document of applicants to respective DC & UAPFC/APC for approval				
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**IV. Requested Service: Travel Order/Special Order/Special Detail**

**Duration:**

**Who avail of the service: UPM-SHS faculty, Admin. Personnel**

**Requirements: Request Form on Travel Order/ Special Order/Special Detail**

**Invitation for meetings/conventions/seminars if applicable**

<b>Step</b>	<b>Client/Applicant</b>	<b>Service Provider</b>	<b>Duration of Activity (Under Normal Circumstances)</b>	<b>Person In Charge</b>	<b>Fees</b>	<b>Form</b>
1	Submits filled-up form for issuance of Travel Order/Special Order/ Special detail with attached Invitation if necessary, & signed by the requesting official or Dept. Chair/Coordinator/ Admin. Officer, at least 3 days before official engagement	-Receives the request and requirements from the applicant  -Check completeness	10 minutes	Personnel In Charge	-	-
2		Forwards request form to Dean/OIC for approval	2 minutes	-do-	-	-
3		Prepares official Travel order/Special Order/Special Detail for Dean's/OIC signature	10 minutes	-do-	-	-

4	Forwards T.O./S.O Dean	Forwards T.O/S.O	2 minutes	Dean	-	-
5	Return to Personnel Office and claim copy of approved travel Order/Special Order/Special Detail	-Issue approved Travel Order to applicant and accounting office for processing of claim	2 minutes	Personnel In Charge & Accounting Clerk	-	-
6		-Issue approved Special Order/Special Detail to applicant	2 minutes	Personnel In Charge	-	Approved Travel Order Approved S.O./S.D

**V. Requested Service: Clearance from property & Financial Accountability**

**Duration: Who may avail of the service: UPM-SHS faculty, Admin. Personnel**

**Requirements: Purpose of clearance & affectivity indicated; Box 1 (Recommended for clearance) signed by authorized SHS Official**

**Additional Requirements: Letter of applicant endorsed by Dean for: Resignation, Sabbatical, LWOP**

**For Study Leave: Approved study leave grant**

Step	Client/Applicant	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In Charge	Fees	Form
1	Submits clearance of Faculty/Employee (Unit & University Clearances)	-Receives clearance -Checks signature of recommending officer	5 minutes	Personnel In Charge		Clearance of Faculty/Employee
2		Routes clearance to different academic/Admin offices		-do-		-do-
3	Applicant Checks/verifies/provides appropriate action	-Advice applicant of required appropriate for the approval of	5 minutes	-do- Appropriate		-do-

	needed for approval of clearance as required by SHS authorized officials	requested clearance		authorized official		
4		Forwards signed clearance (Boxes#1-7 to Dean for final approval	5 minutes	Personnel In Charge		-do-
5		Dean signs clearance		Personnel In Charge		
6	Gets file copy of approved unit clearance from SHS Personnel	Submits signed Unit clearance and University Clearance to HRDO, Manila	10 minutes	Dean Personnel In Charge		-do-

**Requested Service: Payments for Claims Service and other Payable**  
**Who may avail of this service: UPM-SHS Creditors/Students**

1. Utilities/contractual Obligations/Supplies and other creditors

Step	Client/Applicant	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In Charge	Fees	Form
1	Submits billing/Statement of Account/Delivery Receipt	-Receives billing/statement of account/DR  -Checks completeness of required supporting documents (if incomplete, advices clients of deficiencies)  -Prepares/process Allotment & Obligations Slip (ALOBS) & Disbursement	10-25 minutes/ transaction	Accounting Clerk	-	-SOA, DR, DV, ALOBS  -BIR

		Boucher(DV) -Prepares BIR documents				
2		-Forwards document to the	2 minutes	-do-	-	-
3		-Evaluates/Asses qualification vis-à-vis institutional needs  -Deliberates faculty rank (for orig.)  -Determines Admin position  -Undertakes screening process	3 hours	PIC UAPFC APC		
4		Forwards result of assessment with matrix and recommendation to SHS personnel In-Charge	5 minutes	-do-	-do-	-do-
5		Prepare basic paper for appointment /Renewal of appointment with faculty rank indicated/Admin position indicated	15 minutes	PIC	-	-
6		Route/Forwards BP Matrix and other appointment documents of applicants to respective DC & UAPFC/APC for approval				
7		Takes Action/Approves /Sign BP/matrix		UAPFC/DC/APC		

8		Signs/approves BP/Matrix	5 minutes	Dean		
9		Segregates BP/Matrix and appointment document	10 minutes	PIC		
10		Forwards dinged BP Matrix and complete appointment documents to UPM HRDO for APC deliberation and approval	10 minutes	PIC		

I.Lecturers (Phase I)

Step	Client/Applicant	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In Charge	Fees	Form
1	Submits filled up and signed DTR's to their respective Department Chairs	<ul style="list-style-type: none"> <li>-Reviews completeness of DTR's based on approved schedule</li> <li>-Prepares list of lecturers with Summary of Hours Rendered and equivalent honoraria based on distribution of faculty load</li> <li>-Prepares Certificate of Individual Lecture/Clinic Hours rendered by individual lecturer</li> </ul>	Within 5 days from receipt of DTR's from lecturer	Department Chair		<ul style="list-style-type: none"> <li>-DTR</li> <li>-Report on Lecture</li> <li>-Certificate of Lecturer/Clinic hours rendered</li> </ul>
2		Submits DTR's Certification, Quarterly	10 minutes	Department Chair	-	-do-



		report to Accounting				
3		<ul style="list-style-type: none"> <li>-Receives document from dc</li> <li>-Prepares report of accounts payable for the quarter</li> <li>-Attached individual appointment of lecturers</li> <li>-Prepares report of actual expenditure from previous quarter</li> </ul>	45 minutes	Accounting Clerk	-	<ul style="list-style-type: none"> <li>-DTR</li> <li>-Report on Lecture</li> <li>-Certificate of Lecture/Clinic hours rendered</li> <li>-Active appointment</li> </ul>
4		Forwards document to the Accounting Officer	1-2 minutes	Accounting Clerk	-	
5		<ul style="list-style-type: none"> <li>-Checks completeness of documents</li> <li>-Review report of Account Payable for the quarter</li> <li>-Review report of actual exp.</li> <li>-Prepares statement of allotment/obligations and balances</li> </ul>	20 minutes	Accounting Officer		-
6		Forwards Report to OA/Dean for approval	1-2 minutes	Accounting Officer		-
7		-Submits approved Report on actual expenditure for the previous quarter and report on Accounts Payable for the present	10 minutes	Accounting Officer	-	<ul style="list-style-type: none"> <li>-Report of account payable for the present quarter</li> <li>-Report on actual expenditures for the</li> </ul>

		quarter to UPM Budget Office -Submits SAOB for fund allocation for lecturer's honoraria for the present quarter				previous quarter  -Statement of Allotment/Obligations and Balances (SAOB) for the lecturer's honoraria
<b>Total Estimated Time</b>			40hrs (5 days)			
Waits for the release of sub-allotment for lecturer honoraria						
<b>END OF PHASE I</b>						

(Phase II) Lecturers Honoraria

Step	Client/Applicant	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In Charge	Fees	Form
1		-Receives NOSA/T.O. covering sub-allotment release for lecturers honoraria  -Verifies availability of fund in SHS account  -Advices AO/Dean of cash transfer	2 minutes	Accounting Officer		Approved NOSA/T.O.
2		Prepares payment for lecturers honoraria  -Prepares ALOBS/DV with attached DTR's appointment and certification from DC	10-25 minutes/ Transaction	Accounting Clerk	-	DTR, Appointment, Certification from DC, ALOBS, DV
3		Forwards document to Accounting Officer	1-2 minutes	Accounting Clerk		
4		-Receives document				

		with ALOBS/DV -Checks completeness of documents  -Certifies fund availability	5 minutes/ Transaction	Accounting Clerk	-	DTR, Appointment, Certification from DC, ALOBS, DV
5		Forwards document to AO and Dean for approval	1-2 minutes	AO/Dean	-	DTR, Appointment, Certification from DC, ALOBS, DV
6		Forward approved DV and Documents to the cashier's office for check preparations	2-3 minutes	Cashier	-	DTR, Appointment, Certification from DC, ALOBS, DV
7		-Prepares check  -Records issuance of check no. in the Cash Book	2-3 minutes  20-25 minutes	Cashier	-	DTR, Appointment, Certification from DC, ALOBS, DV
8		Forwards check/documents for AO and Dean's signature	1 minutes	AO/Dean		
9		Call/informs lecturer	Within 1 days	Cashier		Check
10	Returns to SHS to claim check	Issues check to individual lecturers	10 seconds	Cashier		Check
<b>Total Estimated Time</b>			<b>8hrs (1 working day)</b>			
<b>END OF PHASE II &amp; END OF TRANSACTION</b>						

Requested Service: Payments for Claims Service and Payables

Who may avail of this service: UPM-SHS Students

II.STFAP Benefits (PHASE I)

Step	Client/Applicant	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In Charge	Fees	Form
1	Submits enrolment credentials to CSO; and students enrollees on time	<ul style="list-style-type: none"> <li>-Prepares official list of enrolled students for the quarter</li> <li>-Prepares report on Recipients of private/gov't. scholarship</li> <li>-Submits docs to accounting office</li> </ul>	<ul style="list-style-type: none"> <li>24hrs (3 working days)</li> <li>16hrs (2 working days)</li> <li>5 minutes</li> </ul>	SRE		<ul style="list-style-type: none"> <li>-List of enrolled students</li> <li>-Report on recipient of private/gov't. scholarship</li> </ul>
2		<ul style="list-style-type: none"> <li>-Receives official list of enrolled students</li> <li>-prepares report on financial requirement for STFAP benefits of UPM scholars for the quarter</li> <li>-Prepares report on actual expenditures for STFAP benefits for the previous quarter</li> </ul>	30 minutes/ Transaction	Accounting Officer	-	<ul style="list-style-type: none"> <li>-Official list of enrolled students</li> <li>-Report on requirement for STFAP benefits for the quarter</li> <li>-Report on active STFAP expenditure for the previous quarter</li> </ul>
3		Forwards to OA/Dean for approval	1-2 minutes	Accounting Officer	-	<ul style="list-style-type: none"> <li>-Official list of enrolled students</li> <li>-Report on requirement for STFAP benefits for</li> </ul>

						the quarter -Report on active STFAP expenditure for the previous quarter
4		Sign request	1 minute	AO/Dean		-
5		Submits report and request for release of sub-allotment for STFAP benefits to UPM Budget Office	5 minutes	Accounting Officer	-	-do-
<b>Total Estimated Time</b>			<b>40hrs (or 5 working days)</b>			
<b>Waits for the release of sub-allotment for STFAP Benefits</b>						
<b>END OF PHASE I</b>						

### III.STFAP Benefits (PHASE II)

Step	Client/Applicant	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In Charge	Fees	Form
1		-Receives NOSA & TO covering sub-allotment release for STFAP benefits -Verifies availability of funds in SHS account -Advice AO/Dean of cash transfer	2 minutes	Accounting Officer		NOSA; T.O.
2		-Prepares payroll DV/ALOBS -Forwards list of students/payroll/DV/ALOBS to accounting officer	10-25 minutes/ Transaction	Accounting Clerk	-	Payroll/DV/ALOBS/ List of students
3		-Receives payroll				

		DV//ALOBS/list of students -Checks completeness of documents -Certifies fund availability	10-15 minutes	Accounting Officer	-	Payroll/DV//ALOBS/ List of students
4		Forwards documents to AO and Dean for approval	1-2 minutes	AO/Dean	-	Payroll/DV//ALOBS/ List of students
5		Forwards approved DV and documents to the cashier's office for check preparation	2-3 minutes	Cashier		Payroll/DV//ALOBS/ List of students
6		Records issuances of check/no. in the cash Book	20-25 seconds	Cashier		Payroll/DV//ALOBS/ List of students
7		-Issues Check  -Forward check for signature	1 minute	AO/Dean/ Alternate Signatory		-
8		Encash Check	1-2 hours	Cashier		-
9		Advices students/DC/ post notice of availability of STFAP benefits	5 minutes	Cashier		Payroll/DV//ALOBS/ List of students
10	Claims STFAP benefit from the cashier office	Disburses to individual student STFAP benefits after signing the payroll	5-10 seconds/ student	Cashier		Payroll/DV//ALOBS/ List of students
<b>Total Estimated Time</b>			<b>1h &amp; 30 mins.</b>			
<b>END OF PHASE II AND END OF TRANSACTION</b>						

**I. Requested Service: Issuance of supplies and materials****Duration: 4 minutes****How to Avail of the Service**

<b>Step</b>	<b>Client/Applicant</b>	<b>Service Provider</b>	<b>Duration Of Activity (Under Normal Condition)</b>	<b>Person In Charge</b>	<b>Fees</b>	<b>Form</b>
1	Fills-up form in two (2) copies for the issuance of supplies and materials and secures approval of authorized SHS Officer	-Receives approved requisition & issue Slip  -Checks completeness		Storekeeper & Supply Officer	-	Requisition and issuance slip
2	Receives supplies and materials requested	-Checks/issues accurately & completely the supplies and materials requested		-do-	-	Requisition and issuance slip
3	Signs RIS	-Secures signature of client acknowledging receipt of supplies & materials				-do-

**II. Requested Service: Issuance of equipment's/materials****Duration:****How to Avail of the Service**

<b>Step</b>	<b>Client/Applicant</b>	<b>Service Provider</b>	<b>Duration of Activity (Under Normal Condition)</b>	<b>Person In Charge</b>	<b>Fees</b>	<b>Form</b>
1	Fills-up request form for borrowed materials/equipment's and secure approval of authorized SHS officer	-Receives approved borrowers slip/request  -Check completeness		Laboratory technical/storekeeper and supply officer	-	SHS official borrower's slip

2		<ul style="list-style-type: none"> <li>- Issue serviceable materials/equipments</li> <li>- Secures signatures of client acknowledging receipt of materials/equipments</li> </ul>		-do-	-	-do-
3	Returns borrowed materials/equipments	<ul style="list-style-type: none"> <li>- Checks/inspect/receives borrowed materials/equipments</li> <li>- Returns borrowers slip to applicant/client if borrowed equipments are complete.</li> <li>-For incomplete materials, make notation on borrower's slip and advises client of deficiency</li> </ul>		-do-	-	Borrower Slip

**III. Requested Service: GATE PASS**

**Duration:**

**How to of the Service: Faculty, Admin. Personnel, Students**

Step	Client/Applicant	Service Provider	Duration of Activity (Under Normal Condition)	Person In Charge	Fees	Form
1	Requests for authorization Pass Form in 2 copies for equipments/materials brought Outside Fills-up authorization pass form, fully accomplishing required data	<ul style="list-style-type: none"> <li>- Validates/inquiries reason for authorization pass</li> <li>- Receives requests</li> <li>- Validates request</li> <li>- signs pass</li> </ul>		Administrative Officer  Dean/OIC	-	Authorization/ Gate Pass  -do-



2	Brings approved authorization pass to Personnel in Charge & Guard & Duty	-Personnel in Charge - keeps authorization Pass  -Guard on duty - records date/s when pass will be used and purpose of entry  -notes on specific room/venue allowed to be used		Supply Officer/Guard on duty & Storekeeper	-	-do-
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**I. Requested Service: Photocopying of office communication & similar documents**  
**Duration:**  
**How to Avail of the Service**

Step	Client/Applicant	Service Provider	Duration of Activity (Under Normal Condition)	Person In Charge	Fees	Form
1	Fills-up request form for photocopying & secures approval of authorized SHS officer per Memo #007-007-A	-Receives approved photocopying request  -Checks completeness & accuracy		Reproduction Room In Charge/ other authorized SHS personnel per per Memo # 007-007-A	-	None
		-Photocopies requested documents	1 min. per page	Reproduction Room in Charge	-	-do-
2	Receives photocopied documents/Materials	-Secure signature of client to acknowledge receipt of photocopied documents/materials	2 minutes	-do-	-	-do-

**II. Requested Service: Reproduction of exams, hand-outs, questionnaires, form & other academic & office documents**

**Duration:**

**How to Avail of the Service: Faculty, Admin. personnel, students**

Step	Client/Applicant	Service Provider	Duration of Activity (Under Normal Condition)	Person In Charge	Fees	Form
1	Gives materials for reproduction to Reproduction Room In Charge	-Receives materials -Work on the reproduction of materials requested		Reproduction Room in Charge	-	None
2		-Receives reproduced materials/finished products from Reproduction in charge & signs logbook to evidence receipt of requested materials		-do-		
3		-Requires client sign logbook for Reproduction room use.		-do-		

**I. Requested Service: Use of UPM-SHS Vehicle**

**Duration:**

**Who may avail of the service: UPM-SHS faculty, Admin. Personnel**

**Requirements: Request Form for use of UPM-SHS vehicle**

Step	Client/Applicant	Service Provider	Duration of Activity (Under Normal Condition)	Person In Charge	Fees	Form
1	D/C/Dept. OIC/AO Submits filled-up form for request for use of vehicle in 2 copies	Receives the request and checks completeness	5 minutes	Personnel In Charge	-	Request for use of UPM-SHS vehicle
2	At least 3 days	Forwards request form to	5 minutes	-do-		-do-

	before engagement	Dean/OIC for approval				
3		- Prepares T.O. of faculty/ drivers based on approved request for vehicle for community practicum	10 minutes	-do-	-	-
4		-Furnishes approved request to the Adm. Officer for scheduling of requests	2 minutes	Administrative Officer	-	-
5		-Administrative Officer advises drivers of travel schedules/official itinerary	2 minutes	Administrative Officer	-	-
6		- Driver coordinates with concerned faculty for travel schedules & other arrangements	10 minutes	Drivers	-	-
7		-Driver prepares & secure approval of Trip Tickets/ requisitions fuel needed	15 minutes	Drivers	-	Official trip ticket RIS
8	Passengers report to official station on scheduled time and day	-Drivers transported passengers to designated official station		Drivers		
9		Driver requests passengers to sign trip ticket for liquidation of trip tickets/travel documents	5 minutes	Drivers		

<b>LIST OF FRONTLINE SERVICES</b>				
University Library				
<b>Type of Frontline Service</b>	<b>Fees</b>	<b>Forms</b>	<b>Processing Time</b>	<b>Person In-charge</b>
			(Under normal circumstances)	
			<b>Per transaction</b>	
1. Application for Library privilege				
UPM-SHS				
Freshmen		Library Privilege Form	15 mins.	Librarian/Staff designate

Renewal			10 mins.	
Non-UP	P 50/day or P450/sem*			
2. Borrowing of Books		Book Card	3 mins.	Staff o duty
3. Returning of Books/Journals				
4. Request for Referral letter				
5. Ready reference Query				
6. Research Query				
7. Signing of clearance				
8. Request to photocopy material				
* Research fee as approved BOR 1991. Non-UP researchers are not allowed to bring the material(s) home. There privilege is for room use only.				
** Research queries need comprehensive literature search and verification. It could take from an hour or more and may require several sources.				