



**Science and Technology Cluster  
College of Home Economics (CHE)**

**External Service**



## 1. Approval of request for Tour, visit or interview (Common Spaces in the College)

Request of other institutions or individuals for the official tour, visit, or interview in the College.

<b>Office or Division:</b>	College of Home Economics			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government; Government to Citizens (External Client: Department/Institute to College)			
<b>Who may avail:</b>	Government, Institutions, Private, or Individuals			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of Request address to the Dean with appropriate endorsement from the requesting party.		Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter of request to the Office of the Dean at least 5 working Days before the scheduled tour or vist.	1.1 Review and evaluate the appropriateness of the request.	None	1 Day	Office of the Dean Receiving
	1.2 Check the availability of the facility and spaces	None	1 Day	Office of the Dean Receiving
	1.3 Release the approval of request	None	1 Day	Office of the Dean Receiving
<b>TOTAL:</b>		None	3 Days	



## 2. Qualifying Examinations for Doctor of Philosophy (PhD) Students

Processing of Qualifying Exams for Master Students applying for PhD Program after completing the specified core courses in their respective program.

<b>Office or Division:</b>	College of Home Economics			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	Government to Citizen (External Client: College to Students)			
<b>Who may avail:</b>	PhD students one year in Program			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. CHE GForm 5 2. CHE GForm6 3. CHE GForm 7		Office of the Graduate Studies/ Office of the College Secretary		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Students applies for Qualifying Examination (CHE GForm 05)	1.1 Program Adviser endorses application	None	1 Day	OCS/OGS receiving
	1.2 OCS evaluates and certifies number of units completed and CWAG	None	3 Days	OCS
	1.3 DGC Chair approves application	None	1 Day	OGS
	1.4 OGS Coordinator notes application of student		3 Days	OGS



2. Student submits CHE GForm06 to DGC	2.1 OCS inform student		1 Day	OCS
	2.2 Examination Panel constituted by the DGC as approved by the Dean will administer exam		10 Days	Department receiving
	2.3 Program adviser fills up notifications of results form (CHE GForm 07) if Fail or Pass.		2 Days	Program Adviser
	2.4 DGC notes results and inform students (Retake if necessary)		3 Days	OGS
<b>TOTAL:</b>		None	24 Days	

### 3. Conduct of Comprehensive Examination of Students

Comprehensive examination for graduate students after completing all the course work in their respective program.

<b>Office or Division:</b>	College of Home Economics
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	Government to Citizen (External Client: College to Students)
<b>Who may avail:</b>	Graduating students of Graduate Programs
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>



1. CHE GForm 5 2. CHE GForm6 3. CHE GForm 7		Office of the Graduate Studies/ Office of the College Secretary		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Students applies for Comprehensive Examination (CHE GForm 05)	1.1 Program Adviser endorses application	None	1 Day	OCS/OGS receiving
	1.2 OCS evaluates and certifies number of units completed and CWAG	None	3 Days	OCS
	1.3 DGC Chair approves application	None	1 Day	OGS
	1.4 OGS Coordinator notes application of student		3 Days	OGS
2. Student submits CHE GForm06 to DGC	2.1 OCS informs student		1 Day	OCS
	2.2 Examination Panel constituted by the DGC as approved by the Dean will		10 Days	Department receiving



	administer exam			
	2.3 Program adviser fills up notifications of results form (CHE GForm 07) if Fail or Pass.		2 Days	Program Adviser
	2.4 DGC notes results and inform students (Retake if necessary)		3 Days	OGS
<b>TOTAL:</b>		None	24 Days	

#### 4. Provide research consultation and/or materials

Interview or consultation regarding clothing and other related costume and clothing researches and expertise.

<b>Office or Division:</b>	CHE Costume Museum			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	Government to Government; Government to Citizens (External Client: Department/Institute to Government, Institution, or Individuals)			
<b>Who may avail:</b>	Students, faculty and researchers within and outside UP			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of Request addressed to the Dean, with endorsement of the Department Chair of CTID		Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>



1. Submit letter of request to the Office of the Dean, cc Department Chair of CTID	1.1 Receive and evaluate the request.	None	2 Days	Office of the Dean Receiving
	1.2 Receive and evaluate the request	None	5 Days	CHE Costume Museum Team
2. Confirm schedule of consultation	2.1 Issuance of approval of request	None	1 Day	
	2.2 Prepare research materials	None	10 Days	CHE Costume Museum Team
<b>TOTAL:</b>		None	18 Days	

### 5. Lend mannequins and other display modules

Request of students and other stakeholders in UP Diliman to use mannequins and other display modules.

<b>Office or Division:</b>	CHE Costume Museum			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government (External Client: Department/Institute/Admin to Citizens)			
<b>Who may avail:</b>	Students, faculty and staff within UP Diliman			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Equipment reservation form, and approved cover letter addressed to the Department Chair of CTID		CTID Department Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit cover letter, with duly accomplished	1.1 Receive and evaluate the request	None	2 Days	CTID Department Office



equipment reservation form.				
	1.2 Prepare mannequins and modules	None	1 Day	CHE Costume Museum Team
<b>TOTAL:</b>		None	3 Days	

**6. Provide a guest speaker for a class, academic forum, exhibition, etc.**

Request of students and other stakeholders to have resource speaker for a class, academic forum, exhibition, etc., from CHE Costume Museum.

<b>Office or Division:</b>	CHE Costume Museum
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	Government to Citizen; Government to Business (External Client: Institutions or Individuals to College)
<b>Who may avail:</b>	Students, faculty and researchers within and outside the University

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Request addressed to the Dean, with endorsement of the Department Chair of CTID		Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of request to the Office of the Dean, cc Department Chair of CTID	1.1 Receive and evaluate the request.	None	2 Days	Office of the Dean Receiving
	1.2 Evaluate & prepare for the request	None	5 Days	CHE Costume Museum Team
	1.3 Issuance of approval of request	None	1 Day	CHE Costume Museum Team





<b>TOTAL:</b>	None	8 Days	
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### 7. Invitation for Speaker/Facilitator from FLCD Faculty

Request of students and other stakeholders to have a resource speaker from the Department of Family Life and Child Development.

<b>Office or Division:</b>	Department of Family Life and Child Development, College of Home Economics
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	Government to Business/Government to Citizen/Government to Government (External Client: Department to Citizens)
<b>Who may avail:</b>	Professionals, Faculty Members, Staff, Students and any government institutions

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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1. Letter of Request address to the FLCD Chair with endorsement of the Faculty in Charge/Head of the Activity of the Department or Institute.	Requesting Party
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of request to the Admin Office of FLCD Department.	1.1 Receive the invitation/request letter	PHP 10,000	2 Days	FLCD Admin Office Receiving
	1.2 Email/send a message regarding the approval of the requested room reservation.		1 Day	
<b>TOTAL:</b>		None	3 Days	



## 8. Issuance of Certificate of Detailed Teaching Course Description

Request of students and graduates for certificate of detailed teaching course description for academic or employment purposes local or abroad.

<b>Office or Division:</b>	Department of Family Life and Child Development, College of Home Economics			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	Government to Citizen (External Clients: Department to Students and Former Students)			
<b>Who may avail:</b>	Students and Former Students of the Department			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of Request address to the FLCD Chair with signature of requesting party		Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter of request to the Admin Office of FLCD Department.	1.1 Receive and evaluate the records of former faculty member/student.	None	2 Days	FLCD Admin Office Receiving
	1.2 Email/send a message that the requested certificate is ready for pick up.	None	1 Day	
2. Present Valid ID as proof of Identity or Authorization letter with signature and valid ID of requesting party together with valid ID of the person	2.1 Issue Certificate of Detailed Teaching Course Description signed by	None	1 Day	



who will receive the requested certification	FLCD Chairperson.			
<b>TOTAL:</b>		None	4 Days	

## 9. Issuance of Certifications from the Department of Family Life and Child Development

Request for certification of students in relation to their application for scholarship, employment, further studies.

<b>Office or Division:</b>	Department of Family Life and Child Development, College of Home Economics			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	Government to Citizen (External Clients: Department to Students and Former Students)			
<b>Who may avail:</b>	Former Students and Faculty Members			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of Request address to the FLCD Chair with signature of requesting party.		Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter of request to the Admin Office of FLCD Department.	1.1 Receive and evaluate the records of former faculty member/student.	None	2 Days	FLCD Admin Office Receiving
	1.2 Email/send a message that the requested certificate is ready for pick up.	None	1 Day	



2. Present Valid ID as proof of Identity or Authorization letter with signature and valid ID of requesting party together with valid ID of the person who will receive the requested certification	2.1 Issue Certificate of Detailed Teaching Course Description signed by FLCD Chairperson.	None	1 Day	
<b>TOTAL:</b>		None	4 Days	

### 10. Issuance of Certification/Letter for waiver of subject of Non-CHE Student

Request of students for Certification for Waiver of Subject of Non-CHE Student

<b>Office or Division:</b>	Department of Family Life and Child Development, College of Home Economics			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	Government to Citizen (External Clients: Department to Citizens)			
<b>Who may avail:</b>	Students			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of Request address to the FLCD Chair with signature of requesting party.		Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter of request to the Admin Office of FLCD Department.	1.1 Receive and evaluate the records of former faculty member/student.	None	2 Days	FLCD Admin Office Receiving
	1.2 Email/send a message that the	None	1 Day	



	requested certificate is ready for pick up.			
2. Present Valid ID as proof of Identity or Authorization letter with signature and valid ID of requesting party together with valid ID of the person who will receive the requested certification	2.1 Issue Certificate of Detailed Teaching Course Description signed by FLCD Chairperson.	None	1 Day	
<b>TOTAL:</b>		None	4 Days	

### 11. Approval of UPCDC-FLCD Room Reservation

Request of students and other clients to reserve rooms in UP Child Development Center- Department of Family Life and Child Development.

<b>Office or Division:</b>	Department of Family Life and Child Development, College of Home Economics		
<b>Classification:</b>	Complex		
<b>Type of Transaction:</b>	Government to Citizen (External Clients: Department to Public)		
<b>Who may avail:</b>	Other institutions outside the University		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
1. Letter of Request address to the Dean, attention to FLCD Chair or through channels with endorsement of the Faculty in Charge/Head of the Activity of the Department or Institute. 2. FLCD Reservation Form with signature of the requesting person and Faculty in Charge/Head of the Activity. * if the activity is beyond 5:00 pm, holidays or weekends Building Administrator of the FLCD – UP CDC Building must be inform		Requesting Party	



and signed to the FLCD Room Reservation Form to be submitted.				
CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of request with attached FLCD Room Reservation to the Admin Office of FLCD Department.	1.1 Receive and note/endorse the activity requested.		2 Days	Office of the Dean Receiving
	1.2 Forward to the FLCD Department for Evaluation			
	For every 4 hours	PHP 8,500	2 Days	FLCD Admin Office Receiving
	For every additional hour up to 3 hours	PHP 2,500		
	2.1 Email/send a message regarding the approval of the requested room reservation.		1 Day	
<b>TOTAL:</b>		None	5 Days	



## 12. Request for Observation

Request of government agencies, LGUs, private institution, students and individuals to conduct an observation at classes in UP Child Development Center.

<b>Office or Division:</b>	UP Child Development Center (UPCDC)			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	Government to Government, Government to Citizen (External Client: Department to Public)			
<b>Who may avail:</b>	All government agencies, LGUs, private institution, students and individuals			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of Request addressed to the Chair, through channels or attention to the Faculty-in-Charge for Programs, endorsement of Chair/Head of the Department or Institute.		Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter of request addressed to the Dean of the College of Home Economics and to the Admin Office of FLCD Department	1. Received, scheduled and approved the request letter and will respond to the requesting person.	None	3 Days	UP CDC Admin Office
<b>TOTAL:</b>		None	3 Days	

## 13. Application process for IDP

Processing of application to Infant Development Program (IDP) in UP Child Development Center

<b>Office or Division:</b>	UP Child Development Center (UPCDC)
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<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	Government to Citizen (External Clients: Department to Citizens)
<b>Who may avail:</b>	Parents of Infant Development Program applicants

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Application Form 2. Birth Certificate 3. 1 by 1 Photo 4. Application Fee 5. Interview Sheet Form 6. For UP Dependent: Certificate of Employment (online application)	1. UPCDC 2. Requesting party 3. Requesting Party 4. Requesting Party 5. Requesting Party 6. UP HRDO

<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill out the online application form for UPCDC Infant Development Program applicants and upload the necessary files and documents	1.1 Review, check, and approve the submitted documents		1 Day	UP CDC Admin Office
	1.2 Inform the applicants should there be lacking or additional documents needed			
	1.3 Issuance of payment order			
2. Proceed to the cashier's office for the payment of the application fee			1 Day	UP Cashier's Office





3. Upload a copy of the OR in the UPCDC website	3.1 Check the uploaded OR and schedule an interview date for the applicants		1 Day	UP CDC Admin Office
4. Attend the scheduled interview for the application	4.1 Conduct the interview and evaluate the results of the interview		20 Days	UP CDC Admin Office
	4.2 Send an e-mail to the parents regarding the results of the admissions process			
<b>TOTAL:</b>		None	21 Days	

#### 14. Application for 11-month-old to 5 years and 5-month-old children

Processing of application of 11-month-old to 5 years and 5-month-old children in UP Child Development Center.

<b>Office or Division:</b>	UP Child Development Center (UPCDC)
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	Government to Citizen (External Clients: Department to Citizens)
<b>Who may avail:</b>	Parents of UPCDC applicants (for children ages 11 months to 5 years and 5 months as of August)
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>



<ol style="list-style-type: none"> <li>1. Application Form</li> <li>2. Birth Certificate</li> <li>3. 1 by 1 Photo</li> <li>4. Application Fee</li> <li>5. For UP Dependent:  Certificate of Employment  (online application)</li> </ol>	<ol style="list-style-type: none"> <li>1. UP CDC</li> <li>2. Requesting Party</li> <li>3. Requesting Party</li> <li>4. Requesting Party</li> <li>5. UP HRDO</li> </ol>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out the online application form for UPCDC (11 months to 5.5 years old) applicants online and upload the necessary files and documents	1.1 Review, check, and approve the submitted documents		1 Day	UP CDC Admin Office
	1.2 Inform the applicants should there be lacking or additional documents needed			
	1.3 Issuance of payment order			
2. Proceed to the cashier's office for the payment of the application fee			5 Days	Cashier's Office
3. Upload a copy of the OR in the UPCDC website	3.1 Check the uploaded OR of the applicant			



	3.2 Inform the applicant of the completion of their application process			
	3.3 Send an e-mail to the applicants regarding the results of the admissions process			
<b>TOTAL:</b>		None	5 Days	

### 15. Enrollment to UPCDC

Enrollment of students to UP Child Development Center.

<b>Office or Division:</b>	UP Child Development Center (UPCDC)			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	Government to Citizen (External Client: Department/ Institute to Citizen)			
<b>Who may avail:</b>	Parents of UPCDC accepted enrollees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Payment Order Form		UP Child Development Center		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Accomplish all necessary forms online.	1.1 Receive accomplished forms online		1 Day	
2. Print the payment order form	2.1 Provide payment		1 Day	UP CDC Admin Office



	order form online  NUP  UP	PHP 15,540  PHP 5,290		
3. Proceed to the cashier's office for payment			1 Day	UP Cashier's Office
4. Upload a copy of the OR in the UPCDC website	Check the uploaded OR of the applicant		1 Day	
	Inform the applicant of the completion of their application process			
	Send an e-mail to the applicants regarding the results of the admissions process			
<b>TOTAL:</b>		None	1 Day	

### 16. Issuance of Certificate of Enrollment

Request of parents or guardians of students of UP Child Development Center to have a certificate of enrollment.

<b>Office or Division:</b>	UP Child Development Center (UPCDC)
<b>Classification:</b>	Simple



<b>Type of Transaction:</b>	Government to Citizen (External Client: Department/Institute to Citizens)			
<b>Who may avail:</b>	Parents or Guardians			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of Request addressed to the FLCD Chair with signature of requesting party.		Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter of request to the Admin Office of FLCD Department.	1.1 Receive and evaluate the records of former faculty member/student.	None	2 Days	FLCD Admin Office Receiving
	1.2 Email/send a message that the requested certificate is ready for pick up.	None	1 Day	
2. Present Valid ID as proof of Identity or Authorization letter with signature and valid ID of requesting party together with valid ID of the person who will receive the requested certification	2.1 Issue Certificate of Detailed Teaching Course Description signed by FLCD Chairperson.	None	1 Day	
<b>TOTAL:</b>		None	4 Days	



### 17. Issuance of Certificate of Non-Issuance of Numeric Report Card

Request of parents of students of UP Child Development Center to have a certificate of a Non-Issuance of Numeric Report Card.

<b>Office or Division:</b>	UP Child Development Center (UPCDC)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen (External Client: Department/Institute to Citizen)			
<b>Who may avail:</b>	Parents or Students			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of Request addressed to the FLCD Chair with signature of requesting party		Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter of request to the Admin Office of FLCD Department.	1. Receive and evaluate the records of former faculty member/student.	None	2 Days	FLCD Admin Office Receiving
	2. Email/send a message that the requested certificate is ready for pick up.	None	1 Day	
2. Present Valid ID as proof of Identity or Authorization letter with signature and valid ID of requesting	2. Issue Certificate of Detailed Teaching Course	None	1 Day	



party together with valid ID of the person who will receive the requested certification	Description signed by FLCD Chairperson.			
<b>TOTAL:</b>		None	4 Days	

### 18. Issuance of Certificate of Good Moral

Request of students or Parents to have certificate of Good Moral from UP Child Development Center.

<b>Office or Division:</b>	UP Child Development Center (UPCDC)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizens (External Client: Department/Institute to Citizens)			
<b>Who may avail:</b>	Students and Parents			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of Request addressed to the FLCD Chair with signature of requesting party		Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter of request to the Admin Office of FLCD Department.	1.1 Receive and evaluate the records of former faculty member/student.	None	2 Days	FLCD Admin Office Receiving
	1.2 Email/send a message that the requested certificate is ready for pick up.	None	1 Day	
2. Present Valid ID as proof of Identity or Authorization letter	2. Issue Certificate of Detailed	None	1 Day	



with signature and valid ID of requesting party together with valid ID of the person who will receive the requested certification	Teaching Course Description signed by FLCD Chairperson.			
<b>TOTAL:</b>		None	4 Days	

### 19. Issuance of Certificate of No Learner Reference Number (LRN)

Request of Parents of students of UP Child Development Center to have a certificate of no learner reference number.

<b>Office or Division:</b>	UP Child Development Center (UPCDC)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen (External Client: Department/Institute to Citizens)			
<b>Who may avail:</b>	Parents or Students			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of Request addressed to the FLCD Chair with signature of requesting party		Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter of request to the Admin Office of FLCD Department.	1.Receive and evaluate the records of former faculty member/student.	None	2 Days	FLCD Admin Office Receiving
	2.Email/send a message that the requested certificate is	None	1 Day	





	ready for pick up.			
2. Present Valid ID as proof of Identity or Authorization letter with signature and valid ID of requesting party together with valid ID of the person who will receive the requested certification	2. Issue Certificate of Detailed Teaching Course Description signed by FLCD Chairperson.	None	1 Day	
<b>TOTAL:</b>		None	4 Days	

## 20. Approval of Request for Laboratory Equipment/Glassware

Request of students to borrow laboratory equipment/glassware from Department of Food Science and Nutrition.

<b>Office or Division:</b>	Department of Food Science and Nutrition, College of Home Economics			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizens (External Client: Department/Institute to Citizens)			
<b>Who may avail:</b>	Students			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request form to use the Lab Equipment or Glassware		Department of Food Science and Nutrition: Laboratory Technicians		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the form to the Laboratory Technician.	1. For Department Chair's action	None	2 Days	Office of the DFSN Chair Receiving
<b>TOTAL:</b>		None	2 Days	



## 21. Canning Service

Canning service from Pilot Food Plant for individual, business, and other institutions.

<b>Office or Division:</b>	Pilot Food Plant, DFSN, CHE			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	Government to Citizen (External Client: Pilot Food Plant to Citizen)			
<b>Who may avail:</b>	General Public			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Packaging Service Form		Pilot Food Plant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill up Packaging Service Form (in duplicates) and submits food product to be canned	1.1 Sign Packaging Service form and endorse product to production staff for canning then issue claim stub for client	None	1 Day	Food Tech I/Lab Tech for Production/Machine Operator
	1.2 Process and can product			
	1.3 Indicate number of cans and amount to be paid by client in the Packaging			



	Service Form			
2. Present claim stub for claiming product, pays canning service and signs packaging service form that products were received	2.1 Give duplicate Packaging Service form to client for payment to College cash office  Per Can (regular schedule)  (rush request)	PHP 75.00  PHP 100.00	1 Hour	Food Tech I/Lab Tech for Production/Machine Operator
	2.2 Upon payment of client, indicates receipt number in the Packaging service form then gives the canned product and a copy of the packaging service form to client.			
	<b>TOTAL:</b>	PHP 75.00	1 Day	



## 22. Vacuum Packing Service

Vacuum Packing Service from Pilot Food Plant for individual, business, and other institutions.

<b>Office or Division:</b>	Pilot Food Plant, DFSN, CHE			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	Government to Citizen (External Client: Pilot Food Plant to Citizen)			
<b>Who may avail:</b>	General Public			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of Request address to the Dean.		Pilot Food Plant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill up Packaging Service Form (in duplicates) and submits food product to be canned	1.1 Sign Packaging Service form and endorse product to production staff for canning then issue claim stub for client	None	1 Day	Food Tech I/Lab Tech for Production/Machine Operator
	1.2 Process and can product			
	1.3 Indicates number of cans and amount to be paid by client in the Packaging Service Form			
2. Present claim stub for claiming product, pays canning service	2.1 Gives duplicate Packaging		1 Hour	



and signs packaging service form that products were received	Service form to client for payment to College cash office  Per Can  (Regular Sched)  (Rush)	PHP 75  PHP 100		
	2.2 Upon payment of client, indicates receipt number in the Packaging service form then gives the canned product and a copy of the packaging service form to client.			
<b>TOTAL:</b>		PHP 75	1 Day	

### 23. Product Development Services

Research and Development (RnD) request on Product Development Services from Pilot Food Plant.

<b>Office or Division:</b>	Pilot Food Plant, DFSN, CHE
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	Government to Business / Government to Government (External Client: other government agencies)
<b>Who may avail:</b>	General Public



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of intent addressed to the Dean		Letter of intent will be drafted by the client and sent to the Dean of the College (can be through email)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of intent to the Dean of the College either by hand or through email	1.1 The Pilot Food Plant receive the letter of intent from the Office of the Dean and set a meeting with the client to discuss in detail the nature of the RnD request	None	3 Days	Supervisor/Food Technologist I/Food Technologist II
2. Attend a meeting with the Supervisor of the Pilot Food Plant to discuss the nature of the request	2.1 Record the details of the Product Development Request undertaken, timeline and cost of the project.	None	3 Weeks	Supervisor/Food Technologist I/Food Technologist II
	2.2 Draft a Project Proposal that will describe the			



	activities to be			
	2.3 Submit to the Faculty-in-Charge the draft of the proposal for approval.			
	2.4 Once approved by the Faculty-in-Charge, the Project Proposal is submitted to the Chair of the Department for Approval			
	2.5 Once approved, a meeting is set to discuss the details of the proposal with the client			
3. Attend the meeting on the discussion of the project proposal and upon agreement, pays the proposal fee and signs the contract for the commencement of the project.	3.1 The Pilot Food Plant undertakes the product development project base on the agreed details of the contract.	PHP 180,000	6 Months	Supervisor/Food Technologist I/Food Technologist II



	(60%)			
4. Receive the manual and attends the technology transfer for the developed product	4.1 Process manual will be handed over to the client and a technology transfer session will be conducted to ensure client will be knowledgeable in producing the developed product	PHP 120,000	1 Week	
<b>TOTAL:</b>		PHP 300,000	7 Months and 3 Days	

## 24. Heat Penetration Services

Heat Penetration Service from Pilot Food Plant for individual, business, and other institutions

<b>Office or Division:</b>	Pilot Food Plant, DFSN, CHE
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	Government to Business / Government to Government (External Client: other government agencies)
<b>Who may avail:</b>	General Public
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Letter of intent addressed to the Dean	Letter of intent will be drafted by the client and sent to the Dean of the College (can be through email)





CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of intent to the Dean of the College either by hand or through email	1.1 The Pilot Food Plant receive the letter of intent from the Office of the Dean and sets a meeting with the client to discuss in detail the nature of the RnD request	None	3 Days	Supervisor/Food Technologist I/Food Technologist II
2. Attend a meeting with the Supervisor of the Pilot Food Plant to discuss the nature of the request	2.1 Details of the request to for heat penetration services is discussed	None	1 Day	
	2.2 Pen a date of production for heat pen test			
3. Bring raw materials for processing and heat pen test	3.1. Conduct product processing and heat pen test	None	14 Days	
	3.2 Prepare a report for			



	the heat pen test			
	3.3 Have the report approved by the Faculty-in-Charge and the Department Chair			
	3.4 Call the client for a meeting			
4. Attend the meeting to discuss results of the heat pen test (report) and pay the cost of the service	4.1 Discuss heat pen report with the client	PHP 25,000	1 Day	
	4.2 Make billing statement of for the service			
<b>TOTAL:</b>		PHP 25,000	19 Days	

## 25. Rental of Facilities and Equipment

Request for rental of facilities and equipment from the Pilot Food Plant.

<b>Office or Division:</b>	Pilot Food Plant, DFSN, CHE
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	Government to Business / Government to Government (External Client: Other government agencies)
<b>Who may avail:</b>	General Public
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>



1. Letter of intent addressed to the Dean		Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of intent to the Dean of the College either by hand or through email	1. The Pilot Food Plant receive the letter of intent from the Office of the Dean and set a meeting with the client to discuss in detail the nature of the request	None	3 Days	Office of the Dean or Supply Property & Maintenance Section Receiving
2. Attend a meeting with the Supervisor of the Pilot Food Plant to discuss the nature of the request	2.1 Details of the activity pertaining to rental of facilities/equipment is discussed	None	1 Day	
	2.2 Pen a date for the rental of facility			
3. Rent out the equipment/facility and pay rental fees	3.1 Assist the client in the operation of the equipment/facility  (Maximum Amount)	PHP 100,000	5 Days	



	3.2 Make billing statement of for the service			
<b>TOTAL:</b>		PHP 100,000	9 Days	

## 26. Food Quality and Safety Trainings

Request for trainings on food quality and safety from Pilot Food Plant.

<b>Office or Division:</b>	Pilot Food Plant, DFSN, CHE			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	Government to Business / Government to Government (External Client: other government agencies)			
<b>Who may avail:</b>	General Public			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of intent addressed to the Dean		Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter of intent to the Dean of the College either by hand or through email	1. The Pilot Food Plant receives the letter of intent from the Office of the Dean and sets a meeting with the client to discuss in detail the nature of the request	None	3 Days	Office of the Dean or Supply Property & Maintenance Section Receiving



2. Attend a meeting with the Supervisor of the Pilot Food Plant to discuss the nature of the request	2.1 Details of the activity pertaining to the type of training needed is discussed	None	2 Weeks	
	2.2 Drafts a project proposal for the details and cost of the training to be conducted			
3. Attend Meeting with PFP Supervisor to discuss details of the project proposal and signs the proposal and pay for the Service requested	3.1 Discuss project proposal with the client	None	1 Day	
	3.2 Pen the date the training will be conducted			
	3.3 Pen a Billing Statement for the client			
4. Avail of the Training Requested	4.1 Conduct Training requested (Maximum Price)	PHP 50,000	3 Days	
<b>TOTAL:</b>		<b>PHP 50,000</b>	<b>21 Days</b>	



## 27. Quality Assurance Service

Quality assurance service for a company or institute producing food products.

<b>Office or Division:</b>	Pilot Food Plant			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	Government to Business / Government to Government (External Client: Other government agencies)			
<b>Who may avail:</b>	Private Companies/Institutions, All Government Agencies, LGU's, GOCC's and other Government Instrumentalities			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of request/intent addressed to the CHE Dean		Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Send letter of request to the CHE Dean.	1.1 Receive letter of request.	None	1 Day	Office of the Dean Receiving
2. Wait for response of PFP to the request.	2.1 Evaluate request for action of CHE Dean. Approved request is forwarded to PFP, with FSN copy furnished.	None	2 Days	Office of the Dean Receiving
3. Come to scheduled appointment with PFP upon approval of request.	3.1 Respond to request and set appointment with client for technical consultation.	None	2 Days	Pilot Food Plant Supervisor
4. Sign the conforme upon agreeing to terms	4.1 Develop a proposal for quality assurance	PHP 4,900	12 Days	Pilot Food Plant Supervisor/Quality Control Officer



indicated in the proposal.	service specific to client needs			
5. Provide requirements agreed upon in the contract	5.1 Schedule the conduct of quality assurance service	PHP 19,600	3 Days	Pilot Food Plant Supervisor/Quality Control Officer
<b>TOTAL:</b>		<b>PHP 24,500</b>	<b>20 Days</b>	

## 28. Quality Assurance Service with GMP Assessment of 1 Site

Quality assurance service for a company or institute producing food products with Good Manufacturing Practices assessment of one production site.

<b>Office or Division:</b>	Pilot Food Plant			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	Government to Business / Government to Government (External Client: other government agencies)			
<b>Who may avail:</b>	Private Companies/Institutions, All Government Agencies, LGU's, GOCC's and other Government Instrumentalities			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of request/intent addressed to the CHE Dean		Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Send letter of request to the CHE Dean.	1.1 Receive letter of request.	None	1 Day	Office of the Dean Receiving
2. Wait for response of PFP to the request.	2.1 Evaluate request for action of CHE Dean. Approved request is forwarded to	None	2 Days	Office of the Dean Receiving



	PFP, with FSN copy furnished.			
3. Come to scheduled appointment with PFP upon approval of request.	3.1 Respond to request and set appointment with client for technical consultation.	None	2 Days	Pilot Food Plant Supervisor
4. Sign the conforme upon agreeing to terms indicated in the proposal.	4.1 Develop a proposal for quality assurance service with GMP specific to client needs	PHP 7,500	12 Days	Pilot Food Plant Supervisor/Quality Control Officer
5. Provide requirements agreed upon in the contract	5.1 Schedule the conduct of quality assurance service with GMP assessment	PHP 30,000	3 Days	Pilot Food Plant Supervisor/Quality Control Officer
<b>TOTAL:</b>		<b>PHP 37,500</b>	<b>20 Days</b>	

### 29. Plant Layout Services

Companies or institutes seeking consultation or assistance in establishing a food plant layout.

<b>Office or Division:</b>	Pilot Food Plant
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	Government to Business / Government to Government (External Client: Other government agencies)
<b>Who may avail:</b>	Private Companies/Institutions, All Government Agencies, LGU's, GOCC's and other Government Instrumentalities
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>





1. Letter of request/intent addressed to the CHE Dean		Requesting Party.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send letter of request to the CHE Dean.	1.1 Receive letter of request.	None	1 Day	Office of the Dean Receiving
2. Wait for response of PFP to the request.	2.1 Evaluate request for action of CHE Dean. Approved request is forwarded to PFP, with FSN copy furnished.	None	2 Days	Office of the Dean Receiving
3. Come to scheduled appointment with PFP upon approval of request.	3.1 Respond to request and set appointment with client for technical consultation.	None	2 Days	Pilot Food Plant Supervisor
4. Sign the conforme upon agreeing to terms indicated in the proposal.	4.1 Develop a proposal for plant layout service specific to client needs	PHP 7,500	12 Days	Pilot Food Plant Supervisor/Quality Control Officer
5. Provide requirements agreed upon in the contract	5.1 Schedule the conduct of plant layout service	PHP 30,000	3 Days	Pilot Food Plant Supervisor/Quality Control Officer
<b>TOTAL:</b>		<b>PHP 37,500</b>	<b>20 Days</b>	

### 30. Shelf-life testing

Shelf-life testing to determine expiration or best before dates for food products

<b>Office or Division:</b>	Pilot Food Plant
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<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	Government to Business / Government to Government (External Client: Other government agencies)			
<b>Who may avail:</b>	Private Companies/Institutions, All Government Agencies, LGU's, GOCC's and other Government Instrumentalities			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of request/intent addressed to the CHE Dean		Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Send letter of request to the CHE Dean.	1.1 Receive letter of request.	None	1 Day	Office of the Dean Receiving
2. Wait for response of PFP to the request.	2.1 Evaluate request for action of CHE Dean. Approved request is forwarded to PFP, with FSN copy furnished.	None	2 Days	Office of the Dean Receiving
3. Come to scheduled appointment with PFP upon approval of request.	3.1 Respond to request and set appointment with client for technical consultation.	None	2 Days	Pilot Food Plant Supervisor
4. Sign the conforme upon agreeing to terms indicated in the proposal.	4.1 Develop a proposal for shelf-life determination	PHP 24,000	12 Days	Pilot Food Plant Supervisor/Quality Control Officer
5. Provide requirements agreed upon in the contract	5.1 Schedule the conduct of shelf-life testing	PHP 96,000	3 Days	Pilot Food Plant Supervisor/Quality Control Officer



<b>TOTAL:</b>	<b>PHP 120,000</b>	<b>20 Days</b>	
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### 31. Commercial Sterility Testing

Commercial sterility testing for canned or bottled food products with an expected shelf-life of 6 months or more at ambient temperature

<b>Office or Division:</b>	Pilot Food Plant			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	Government to Business / Government to Government (External Client: Other government agencies)			
<b>Who may avail:</b>	Private Companies/Institutions, All Government Agencies, LGU's, GOCC's and other Government Instrumentalities			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of request/intent addressed to the CHE Dean		Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Send letter of request to the CHE Dean.	1.1 Receive letter of request.	None	1 Day	Office of the Dean Receiving
2. Wait for response of PFP to the request.	2.1 Evaluate request for action of CHE Dean. Approved request is forwarded to PFP, with FSN copy furnished.	None	2 Days	Office of the Dean Receiving
3. Come to scheduled appointment with PFP upon approval of request.	3.1 Respond to request and set appointment with client for technical consultation.	None	2 Days	Pilot Food Plant Supervisor



4. Sign the conforme upon agreeing to terms indicated in the proposal.	4.1 Develop a proposal for commercial sterility testing	PHP 7,500	12 Days	Pilot Food Plant Supervisor/Quality Control Officer
5. Provide requirements agreed upon in the contract	5.1 Schedule the conduct of commercial sterility testing	PHP 30,000	3 Days	Pilot Food Plant Supervisor/Quality Control Officer
<b>TOTAL:</b>		<b>PHP 37,500</b>	<b>20 Days</b>	

### 32. Internship

For students seeking internship at the Pilot Food Plant

<b>Office or Division:</b>	Pilot Food Plant			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	Government to Citizen / Government to Government (External Client: Public Schools, State Universities and Colleges)			
<b>Who may avail:</b>	Students from public or private academic institutions			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of request/intent addressed to the CHE Dean		Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Send letter of request to the CHE Dean.	1.1 Receive letter of request.	None	1 Day	Office of the Dean Receiving
2. Wait for response of PFP to the request.	2.1 Evaluate request for action of CHE Dean. Approved request is forwarded to	None	2 Days	Office of the Dean Receiving



	PFP, with FSN copy furnished.			
3. Come to scheduled appointment with PFP upon approval of request.	3.1 Respond to request and set appointment with client for briefing.	None	3 Days	Pilot Food Plant Supervisor
	4.1 Set internship schedule with client	None	1 Day	Pilot Food Plant Supervisor
<b>TOTAL:</b>		<b>None</b>	<b>7 Days</b>	

### 33. Process Request letter or Invitation as Speaker/ Facilitator

Request to have a resource speaker or facilitator from Department of Hotel, Restaurant, & Institution Management.

<b>Office or Division:</b>	Department of Hotel, Restaurant, & Institution Management			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government (External Client: Department/Institute to College)			
<b>Who may avail:</b>	Faculty and Staff			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of Request address to the DHRIM Chairman with endorsement of the Faculty in Charge/Head of the Activity of the Department or Institute.		Department or Institute		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter of request to Office of the Department Chairman	1.1 Receive letter of request or invitation	None	1 Day	DHRIM Admin Office Receiving



	1.2 Response to the request through e- mail, text message or phone call.		1 Day	
<b>TOTAL:</b>		<b>None</b>	<b>2 Days</b>	

### 34. Issuance of Certification or documents from Department of Hotel, Restaurant, & Institution Management

Request of students and other parties for certification of documents from the Department of Hotel, Restaurant & Institution Management.

<b>Office or Division:</b>	Department of Hotel, Restaurant, & Institution Management			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government (External Client: Department/Institute/Admin to Students)			
<b>Who may avail:</b>	Students of the College			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of Request addressed to Department Chairman		Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter of request for certification or document to the Office of the Department Chairman	1.1 Receive Letter of request for certification or document	None	1 Day	DHRIM Admin Office Receiving
	1.2 Secure approval of the Department	None	1 Day	



	Chairman for the requested document			
	1.3 Send message to the requestor once the document is ready for pick up	None	1 Day	
2. Present Valid ID as proof of identity	2.1 Issue Certification/document to the Student	None		
<b>TOTAL:</b>		<b>None</b>	<b>3 Days</b>	

### 35. Issuance of Certification for Language Proficiency Exam (LPE)

Request of graduating students for a certification of Language Proficiency Exam (LPE)

<b>Office or Division:</b>	Department of Hotel, Restaurant, & Institution Management			
<b>Classification:</b>	Highly technical			
<b>Type of Transaction:</b>	Government to Government (External Client: Department/Institute/Admin to Students)			
<b>Who may avail:</b>	Graduating students			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Proof of identity as UP student (ID)		Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign up for the LPE	1.1 Post announcement regarding		5 Days	DHRIM Admin Office Receiving



	the Schedule of Language Proficiency Exam and the deadline of signing up			
	1.2 Collate list of Student signed up for the examination			
	1.3 Forward list to Department of European Languages (for European languages) and to Department of linguistics (for asian languages)		1 Day	
2. Pay at the Department that will conduct the examination	2.1 Update students regarding the deadline of payment and the date of examination.	(For department of linguistics and European languages declarations only)		





3. Take Language Proficiency Examination	3.1 Wait for the result and certification from the department of linguistics and European languages  (if the student is passed or failed)		15 Days	
	3.2 Forward copy of certification to Office of the College Secretary		1 Day	
4. Receive copy of certification	4.1 Give copy of certification to students who have taken the examination.			
<b>TOTAL:</b>		<b>None</b>	<b>22 Days</b>	

### 36. Interview with HRIM Faculty of CHE

Request of students and other citizens to interview any faculty from Department of Hotel, Restaurant, & Institution Management.

<b>Office or Division:</b>	Department of Hotel, Restaurant, & Institution Management
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	Citizens to Government (External Client: Department to Institutions, students, and individuals)
<b>Who may avail:</b>	Students



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of request addressed to Dean and/or Department Chairman		Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of request for interview to Department Secretary (for CHE students) and to Dean (for non-che students)	1.1 Receive request for interview with the HRIM Faculty	None	1 Day	DHRIM Admin Office Receiving
	1.2 Forward request to Department Chairman and Faculty		1 Day	
	1.3 Evaluate request			Department chairman and Faculty members
	1.4 Inform the requestor regarding the decision of the faculty members.		1 Day	
<b>TOTAL:</b>		<b>None</b>	<b>3 Days</b>	



### 37. Use Laboratory Equipment and Utensils/ Facilities

Request of students to use laboratory equipment and utensils/ facilities in the Department of Hotel, Restaurant & Institution Management.

<b>Office or Division:</b>	Department of Hotel, Restaurant, & Institution Management			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen (Extern Client: Department/Institute/Admin to Students)			
<b>Who may avail:</b>	Students			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of request addressed to Department Chairman to use laboratory equipment, utensils and/or facilities		Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter of request to the Office of the Department Chairman	1.1 Receive request to use laboratory equipment, utensils and/or facilities	None	1 Day	DHRIM Admin Office Receiving
	1.2 Forward request to department Chairman and/or Faculty-in-charge for approval			
	1.3 Inform and give feedback to requestor		1 Day	



	regarding the request			
<b>TOTAL:</b>			<b>2 Days</b>	

### 38. Catering quotations and proposals for clients

Request of private institutions and other UP units for catering quotations and proposals.

<b>Office or Division:</b>	Tearoom, College of Home Economics			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Private Institution or Government to Government (External Client: Department to Citizens)			
<b>Who may avail:</b>	Private institutions and other UP units			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request for quotation and or proposal from engager.		Tearoom		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request for a quotation and/or proposal either through written letter (email), phone call, or in person	1.1 Upon receipt of request form client, Tearoom supervisor drafts a quotation and/or proposal; and sends files to potential client	None	2 Days	Tearoom supervisor
<b>TOTAL:</b>		<b>None</b>	<b>2 Days</b>	



### 39. Orientation of student affiliates

Conduct of orientation to newly deployed student affiliates from BSHRIM and UPIS Students in the Tearoom.

<b>Office or Division:</b>	Tearoom			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen or Government to Government (External Client: Department to Citizens (Students))			
<b>Who may avail:</b>	BS HRIM and UPIS students			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. For BS HRIM students, class list provided by the teacher in charge of the class 2. For UPIS students, letter of application/ intent and endorsement from the UPIS teacher-in-charge		1. CRS; file from the teachers 2. UPIS		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. The whole class or group of student OJT has to schedule an appointment with Tearoom faculty-in-charge and Tearoom supervisor	1.1 Tearoom faculty-in-charge and Tearoom supervisor sets a specific Day when to hold the orientation	None	2 Days	Tearoom faculty-in-charge and Tearoom supervisor
<b>TOTAL:</b>		<b>None</b>	<b>2 Days</b>	



#### 40. Scheduling of student affiliates

Qualifying of BS HRIM and UPIS students for student affiliations or internship the Tearoom, College of Home Economics.

<b>Office or Division:</b>	Tearoom			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	Government to citizens (students) (External Client: Tearoom or Department to citizens.			
<b>Who may avail:</b>	BS HRIM and UPIS students			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Qualifying exam for Tearoom affiliation (only for BS HRIM students) 2. Available schedule of students		1. Tearoom 2. Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Each student of the BS HRIM program has to take the qualifying exam for the affiliation	1.1 The Tearoom supervisor administers the qualifying exam to each of the BS HRIM students who will affiliate in the Tearoom	None	7 Days	Tearoom supervisor
	1.2 The Tearoom supervisor provides each affiliate or OJT student a			



	timecard for their perusal			
2. Each student OJT has to plot his affiliation time in the schedule sheet	2.1 The Tearoom supervisor makes the schedule sheet available to the students and counter-checks the schedule plotted			
3. OJT/student affiliate fills out a timecard to be used each time he or she reports for duty				
<b>TOTAL:</b>		<b>None</b>	<b>7 Days</b>	

#### 41. Monitoring of student affiliates

Monitoring of BHRIM and/r UPIS student affiliates through daily-time record by the Tearoom, College of Home Economics.

<b>Office or Division:</b>	Tearoom		
<b>Classification:</b>	Complex		
<b>Type of Transaction:</b>	Government to citizens (students) (External Client: Tearoom or Department to citizens.		
<b>Who may avail:</b>	BS HRIM and UPIS students		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
1. Daily time record or timecard for each student affiliate	Tearoom staff		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure timecard from the Tearoom supervisor	1.1 Tearoom supervisor or designated Tearoom staff countersigns each log-in and log-out of students reporting for duty	None	1 Day	Tearoom supervisor and designated Tearoom staff
2. Log n and out each time the student reports for duty	2.1 Tearoom staff act as mentors for the student affiliates			
3. Each student goes to assigned area and trains under a mentor for that area			1 Day	
<b>TOTAL:</b>		<b>None</b>	<b>2 Days</b>	

#### 42. Evaluation of student affiliates

Evaluation of BHRIM and/or UPIS student affiliates by the Tearoom, College of Home Economics.

<b>Office or Division:</b>	Tearoom
<b>Classification:</b>	Highly technical
<b>Type of Transaction:</b>	Government to citizens (students) (External Client: Tearoom or Department to citizens.
<b>Who may avail:</b>	BS HRIM and UPIS students





CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Accomplished and countersigned timecard 2. Summary of attendance (per student) 3. Reflection paper 4. ID picture		1. Tearoom 2. Tearoom 3. Requesting Party 4. Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Each student affiliate submits the accomplished timecard, summary of attendance, a reflection paper, and an ID picture to the supervisor	1.1 The Tearoom supervisor evaluates each student affiliate based on his or her attendance and quality of work output as relayed by each Tearoom staff who has mentored the student	None	14 Days	Tearoom supervisor; Tearoom staff; Tearoom faculty-in-charge
	1.2 The Tearoom supervisor forwards the grades to the respective subject teachers and or school			



	coordinator (for UPIS students)			
<b>TOTAL:</b>		<b>None</b>	<b>14 Days</b>	



**Science and Technology Cluster  
College of Home Economics (CHE)**

**Internal Service**



### 1. Approval and delivery of Creative Services

Request for creative services like lay-out and/or design of brochures, tarpaulins, announcements, programs, certificate, invitations, etc.

<b>Office or Division:</b>	College of Home Economics			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	Government to Government (Internal Client: Department/Institute/Admin to College)			
<b>Who may avail:</b>	Faculty and Staff			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request for Creative Services Form		Supply, Property & Maintenance Section		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit request form with complete details and instructions duly endorsed by Department Chairs or Section Heads	1.1 Receive, evaluate, and approve the request	None	2 Days	Office of the Dean or Supply Property & Maintenance Section Receiving
	1.2 Initial draft of design for feedback from clients	None	5 Days	
	1.3 Final editing of design or layout	None	3 Days	
	1.4 Printing of design	None	2 Days	
<b>TOTAL:</b>		<b>None</b>	<b>12 Days</b>	



## 2. Provide Laboratory Work to CT courses and other related disciplines

Request of regular faculty of the College in CHE Costume Museum for laboratory work to CT Courses and other related disciplines.

<b>Office or Division:</b>	CHE Costume Museum			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	Government to Government (Internal Client: Department/Institute to College)			
<b>Who may avail:</b>	Regular faculty			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Approved Letter of Proposal addressed to the Dean, with endorsement of the Department Chair of CTID		Office of the Dean / CTID Department		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter of proposal to the Office of the Dean, Copy Furnished the Department Chair of CTID	1.1 Receive and evaluate the request.	None	2 Days	Office of the Dean Receiving
	1.2 Evaluate the request	None	7 Days	CHE Costume Museum Team
	1.3 Issuance of approval of request	None	1 Day	
2. Arrange laboratory activities with the CHE Costume Museum	2.1 Arrange laboratory activities	None	7 Days	CHE Costume Museum Team
	2.2 Prepare laboratory materials	None	7 Days	CHE Costume Museum Team
<b>TOTAL:</b>		<b>None</b>	<b>24 Days</b>	



### 3. Approval of UPCDCFLCD Room Reservation connected with the college activities

Request of Faculty and Staff of the College for Room Reservation in connection with College Activities.

<b>Office or Division:</b>	Department of Family Life and Child Development, College of Home Economics			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government (Internal Client: Department to College)			
<b>Who may avail:</b>	Faculty and Staff of the College			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ol style="list-style-type: none"> <li>1. Letter of Request address to the FLCD Chair with endorsement of the Faculty in Charge/Head of the Activity of the Department or Institute.</li> <li>2. FLCD Reservation Form with signature of the requesting person and Faculty in Charge/Head of the Activity. * if the activity is beyond 5:00 pm, holidays or weekends Building Administrator of the FLCD – UP CDC Building must be informed and signed to the FLCD Room Reservation Form to be submitted</li> </ol>		<ol style="list-style-type: none"> <li>1. Requesting Party</li> <li>2. Department of Family Life and Child Development</li> </ol>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter of request with attached FLCD Room Reservation to the Admin Office of FLCD Department.	1.1 Receive and evaluate the activity requested.	None	2 Days	FLCD Admin Office Receiving



	1.2 Email/send a message regarding the approval of the requested room reservation.		1 Day	
<b>TOTAL:</b>		<b>None</b>	<b>3 Days</b>	