

INTRODUCTION

In pursuit of the college's mission to provide professional, technical and special instructions for special purposes and to promote research and extension services, advanced studies and progressive leadership in Agriculture, Forestry, Engineering, Arts and Sciences, and other relevant studies as mandated by Republic Act 7923. The college is committed in promoting in services that is effective, relevant, and efficient.

Vision

CPSC is a dynamic Institution of higher learning which is accessible, globally competitive, culturally and morally sensitive towards sustainable eco-tourism and natural resource development.

Mission

Pursuant to Sec. 3 of R.A. 7923, the College shall provide professional, technical and special instructions for special purposes and to promote research and extension services, advanced studies and progressive leadership in Agriculture, Forestry, Engineering, Arts and Sciences, and other relevant studies.

Quality Policy

Camiguin Polytechnic State College, an institution of higher learning in the island of Camiguin, commits to provide quality higher professional, technical instruction, research, extension and production services, advanced studies and progressive leadership in agriculture, teacher education, engineering and computer studies, industrial technology, arts and sciences.

To achieve this, CPSC shall;

1. Deliver quality service to stakeholders;
2. Adhere to regulatory requirements, established professional and ethical standards;
3. Adopt changes in the educational system as required by law;



CITIZEN'S CHARTER

4. Forge agreements with other SUCs and line agencies locally and internationally;
5. Update the qualifications and strengthen competencies of faculty members;
6. Improve its key processes and procedures in delivering quality instruction and relevant research and extension services; and
7. Pursue continual improvement on quality management system for higher learning institution and partner in sustainable development.

Core Values

CPSC upholds the following core values;

1. **Competence.** CPSC officials and employees shall provide quality and consistency in the performance of their duties and responsibilities to the public.
2. **Professionalism.** CPSC officials and employees shall perform and discharge their duties with high degree of excellence, professionalism, intelligence and skill.
3. **Sincerity.** CPSC officials and employees shall strive to provide excellent service by being consistent, agile, reliable and accessible to all.
4. **Commitment.** CPSC officials and employees shall uphold public interest over personal interest and commit to the democratic way of life.

Goals

CPSC strive to:

1. Expand access to higher education;
2. Integrate 21st century competencies in all curricular programs;
3. Strengthen quality assurance mechanism;
4. Expand government-academe-industry collaboration;
5. Improve research and innovation and extension services; and
6. Promote excellence in all its program.

Objectives

The CPSC objectives are the following:

1. To provide training in the various fields of Engineering, Technology, Agriculture, Arts, Sciences, Education, Marine Biology and other relevant studies;
2. To equip the students with skills, positive attitudes, self-knowledge and expertise that would make them functional and useful members of society;
3. To cultivate in the students open-mindedness, critical thinking, appreciation for environment, creativity, resourcefulness and industry;
4. To offer a balanced education that demands quality performance from among the faculty and maximum effort from the students;
5. To constantly upgrade the quality of its instruction in all curricular programs;
6. To establish linkages with other government agencies, non-government organizations and industry for alignment and synchronization of operations and industries for job placements and employee opportunities of graduates.
7. To promote progressive leadership in research, extension and production needed for the socio-economic upliftment of the province and the region; and
8. To provide technical and special instructions to the physically handicapped yet deserving individuals.

College Philosophy

The effectiveness of the College lies on its ability to produce quality and responsible men and women who will attain advancement in life through the arts, sciences, engineering, and technology for the service of God, country, and humanity.

CURRICULAR OFFERINGS

Graduate Studies

- Master of Arts in Education
- Master in Public Administration



CITIZEN'S CHARTER

Institute of Education

Bachelor of Secondary Education
 major in Technology and Livelihood Education
 major in English
 major in Biological Science
Bachelor of Elementary Education

Institute of Arts and Sciences

Bachelor of Science in Eco-tourism
Bachelor of Science in Business Administration
 major in Human Resource Development Management
Bachelor of Public Administration

Institute of Technology

Bachelor of Technology (Ladderized Curriculum) with majors in
 Automotive Technology
 Electrical Technology
 Electronics Technology

Institute of Engineering and Computer Studies

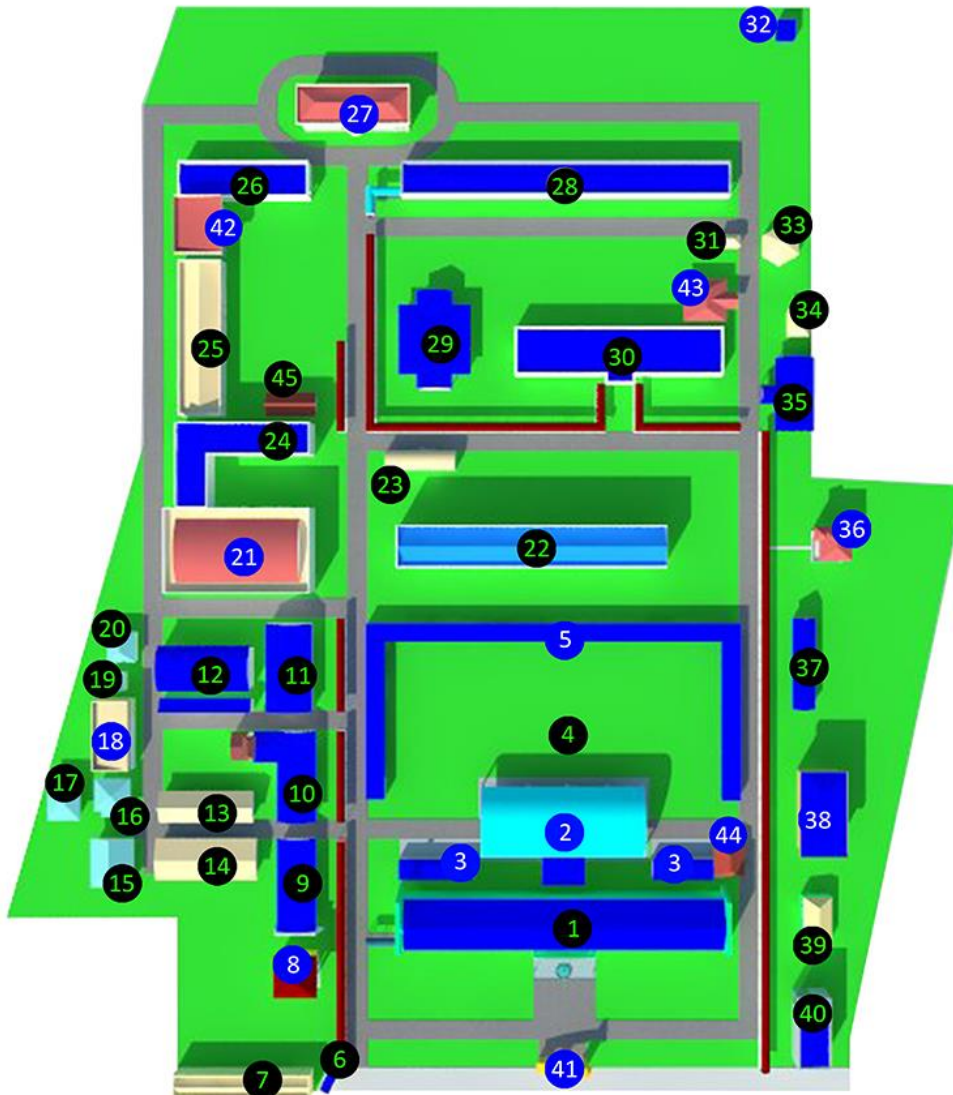
Bachelor of Science in Electrical Engineering
Bachelor of Science in Electronics Engineering
Bachelor of Science in Computer Science
Bachelor of Science in Information Technology

Institute of Agriculture

Bachelor of Science in Agriculture
 major in Crop Science
 major in Animal Science
 major in Agro-Forestry



LOCATOR MAP



CPSC DEVELOPMENT PLAN

- | | |
|---|---------------------------------------|
| 1. MAIN BUILDING | 23. STUDENT SHED |
| 2. OUTDOOR STAGE W/ COVERED COURT | 24. EXISTING TWO-STOREY I.T. BUILDING |
| 3. COVERED PARKING GARAGE | 25. TECH - VOC BUILDING |
| 4. QUADRANGLE | 26. COMPUTER LABORATORY |
| 5. COVERED CONCRETE BLEACHERS | 27. ADMINISTRATION BUILDING |
| 6. GUARD HOUSE | 28. EDUCATION BUILDING |
| 7. COMMERCIAL CENTER | 29. ACADEMIC BUILDING |
| 8. GRADUATE SCHOOL W/ MUSEUM | 30. INFORMATION & LEARNING CENTER |
| 9. SCHOOL CLINIC & TESDA OFFICE | 31. COMFORT ROOM |
| 10. T.L.E. BUILDING | 32. WATER RESERVOIR |
| 11. TESDA BUILDING | 33. HEXAGONAL STUDENT SHED |
| 12. STUDENT CANTEEN | 34. COMFORT ROOM |
| 13. GSO, SPORTS AND CULTURAL ROOM | 35. MULTIMEDIA |
| 14. SUPPLY & PRODUCTION & GRADUATE STUDIES OFFICE | 36. EXECUTIVE BUILDING |
| 15. GUEST HOUSE | 37. ROTC & NSTP BUILDING |
| 16. PRESIDENTS COTTAGE | 38. HOSTEL/ECO-TOURISM |
| 17. MODEL HOUSE | 39. IAS STUDY SHED |
| 18. MOTORPOOL | 40. CAR CARE CENTER |
| 19. POWER HOUSE | 41. MAIN ENTRANCE |
| 20. COMFORT ROOM | 42. COMPUTER LABORATORY |
| 21. I.T. BUILDING / ARENA | 43. CHILD MINDING |
| 22. SCIENCE BUILDING | 44. COMFORT ROOM |
| | 45. I.T. STUDY SHED |



FRONTLINE SERVICES

ENTRANCE EXAMINATION / ADMISSION OF STUDENTS
INTERVIEW OF ADMITTED STUDENTS
ENROLLMENT
REQUEST FOR TRANSCRIPT OF RECORDS
REQUEST FOR CERTIFICATION, AUTHENTICATION &
VERIFICATION (CAV)
REQUEST APPLICATION FOR CHANGE OF REGISTRATION
REQUISITION OF GRADES
BORROWING OF BOOKS
RETURNING OF BOOKS



CITIZEN'S CHARTER

ENTRANCE EXAMINATION / ADMISSION OF STUDENTS

Office	Director for Student Affairs and Services / Guidance Councilor / Admission Office
Classification	G2C
Type of Transaction	Simple
Who may avail	Incoming freshmen students / graduate studies, transferees

REQUIREMENTS

1. Filled-up Admission Form (online/hardcopy)
2. 2 pieces no. 2 pencil for admission test
3. Gmail account for online admission test (situational)
4. Admission fee

STEPS	AGENCY ACTIONS	FEES	TIME	PERSONS RESPONSIBLE
1. Fill up admission form online or secure a copy at the Guidance Office.	Provide copy of admission form	none	5 minutes	Admission Office / Guidance Office
2. Pay the examination fees at the cashier.	Issue official receipt	150.00	5 minutes	Cashier
3. Take the admission test		none	1 hour	Admission Office / Guidance Office / Examiner
TOTAL		150.00	1 hour and 10 minutes	
END OF TRANSACTION				



CITIZEN'S CHARTER

INTERVIEW OF ADMITTED STUDENTS

Office	Director for Student Affairs and Services / Guidance Councilor / Admission Office			
Classification	G2C			
Type of Transaction	Simple			
Who may avail	Incoming freshmen students / graduate studies, transferees who passed the entrance examination			
REQUIREMENTS				
<ol style="list-style-type: none"> 1. Filled-up Personal Data Sheet (online/hardcopy) 2. Interview form 3. Gmail account (in case of online interview) 				
STEPS	AGENCY ACTIONS	FEES	TIME	PERSONS RESPONSIBLE
1. Fill up Personal Data Sheet and Interview Form/Slip	Provide copy of form	none	5 minutes	Admission Office / Guidance Office
2. Wait for their turn and take the interview	Takes the form/slip	none	30 minutes	Admission Office / Guidance Office / Examiner
3. Student applicant may leave	Records comments/rating/suggestion	none	5 minutes	Admission Office / Guidance Office / Examiner
TOTAL		none	40 minutes	
END OF TRANSACTION				



CITIZEN'S CHARTER

ENROLLMENT

Office or Division:	Registrar's Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	<ul style="list-style-type: none"> • Old/Previous Students • Passers of the College Entrance Examination who have a good moral character • Representative of enrollees with valid reason, supporting documents and authorization letter 			
REQUIREMENTS		WHERE TO SECURE		
New / Transferee Students				
1. Notice of Admission from the Guidance Counselor		Guidance Counselor/ Admission Officer		
2. Form 138-A (High School Card) or Honorable Dismissal and reference copy of Transcript of Records for Transferee		School last attended		
3. Certificate of Good Moral Character		School last attended		
4. Police Clearance		Police Station		
5. Medical Certificate		RHU		
6. 3pcs ID Picture Passport size				
7. Photocopy of PSA Birth Certificate and PSA Married Certificate for married student		PSA		
STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
FOR FRESHMEN AND TRANSFEREES				
1. Get Registration Form from the Institute Dean where the course to be enrolled is assigned	<ul style="list-style-type: none"> • Check admission requirements • Give registration form • Give student subject load 	none	20 minutes	Program head Institute Dean



CITIZEN'S CHARTER

<p>2. Fill out Registration Form and have it approved by the Institute Dean</p>	<ul style="list-style-type: none"> • Provide list of offered subjects and schedule per year level and major of specialization • Check and approve student subject load • Inputs data of the enrollee and register subjects to be enrolled in the Enrollment System Database 	<p>None</p>	<p>30 minutes</p>	<p>Program Head Institute Dean</p>
<p>3. Proceed to the School Clinic for Health Evaluation</p>	<ul style="list-style-type: none"> • Receive medical certificate and check if physically fit to enroll • Sign in the registration form 	<p>None</p>	<p>10 minutes</p>	<p>School Nurse</p>
<p>4. Submit accomplished registration form and admission requirements to the Registrar's Office</p>	<ul style="list-style-type: none"> • Receive the accomplished registration form and admission requirements • Scrutinizes documents • Check subjects enrolled and print Student Actual Subject Load and give it to the student 	<p>None</p>	<p>15 minutes</p>	<p>Registrar's Staff</p>
<p>5. Present Student Actual Subject Load to the Assessment Office</p>	<ul style="list-style-type: none"> • Validate students account for free higher education • Stamped enrolled on the form 	<p>None</p>	<p>5 minutes</p>	<p>Assessment Officer</p>
	<p>TOTAL</p>	<p>None</p>	<p>1 hour 20 minutes</p>	
<p>END OF TRANSACTION</p>				



CITIZEN'S CHARTER

FOR OLD STUDENTS				
REQUIREMENTS		WHERE TO SECURE		
1. Student ID 2. Student's Clearance		The client will provide DSAS Office		
STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Get Registration Form from the Institute Dean where the course to be enrolled is assigned	<ul style="list-style-type: none"> Check admission requirements Give registration form Give student subject load 	none	15 minutes	Program Head Institute Dean
Fill out Registration Form and have it approved by the Institute Dean	<ul style="list-style-type: none"> Provide list of offered subjects and schedule per year level and major of specialization Check and approve student subject load Register subjects to be enrolled in the Enrolment System Database 	None	30 minutes	Program Head Institute Dean
Proceed to the Assessment Office for settlement of the Free Higher Education (for UniFAST Grantee only)	<ul style="list-style-type: none"> Receive Registration Form and allow students to enroll in the enrolment system 	None	5 minutes	Assessment Officer
Submit accomplished registration form and admission requirements to	<ul style="list-style-type: none"> Receive the accomplished registration form and admission requirements 	None	15 minutes	Registrar's Staff



CITIZEN'S CHARTER

the Registrar's Office	<ul style="list-style-type: none"> • Scrutinizes documents • Check subjects enrolled and print Student Actual Subject Load and give it to the student 			
Present Student Actual Subject Load to the Assessment Office (UniFAST Grantee only)	<ul style="list-style-type: none"> • Validate students account for free higher education • Stamped enrolled on the form 	None	5 minutes	Assessment Officer
Non UniFAST grantee shall proceed to the Cashier's Office for partial payment of school fees.	<ul style="list-style-type: none"> • Receive money and issue Official Receipt • Stamped enrolled on the Student Actual Subject Load 		10 minutes	Cashier
	TOTAL	None	1 hour 20 minutes	
END OF TRANSACTION				



CITIZEN'S CHARTER

REQUEST FOR TRANSCRIPT OF RECORDS

Office or Division:	Registrar's Office
Classification:	Simple / Complex
Type of Transaction:	G2C
Who may avail:	<ul style="list-style-type: none"> • Alumni • Students • Representative with written authorization letter of the concern students/alumni

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ol style="list-style-type: none"> 1. Student's Clearance of the last term attended 2. Complete documentary requirements like Form 137, Transcript of Records and PSA Birth Certificate <p>Note: Clearance is not required for the request of the second copy of the TOR and Certification</p>	The client will provide

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approaches the Registrar's Staff	<ul style="list-style-type: none"> • Entertain the client • Ask for the student clearance and advise the client to file request and accomplished the said request form 		5 minutes	Registrar's Staff
2. Present accomplished student clearance File request form	<ul style="list-style-type: none"> • Check the completeness of the student clearance • Check student records and advise if there are lacking 		10 minutes	Registrar's Staff



CITIZEN'S CHARTER

	requirements			
3. Accomplished the request form and present back to the Registrar's Staff	<ul style="list-style-type: none"> Verify the completeness of the request form Assess the payment of the requested document 		30 minutes	Registrar's Staff
4. Proceed to the Cashier's Office for payment	<ul style="list-style-type: none"> Receive payment and issue Official Receipt 	100/page TOR 100 HD 50 Cert	5 minutes	Cashier
5. Present Official Receipt and Request Form to the Registrar's Staff	<ul style="list-style-type: none"> Schedule the date of release and give to the client the claim stub Prepare, review, print, seal and sign the requested document 		1-3 days	Registrar's Staff
6. Come back as scheduled and present the claim stub	<ul style="list-style-type: none"> Verify the claim stub Release and logbook the document 		10 minutes	Registrar's Staff
	TOTAL		1-3 days 1 hour	
END OF TRANSACTION				

CITIZEN'S CHARTER

REQUEST FOR CERTIFICATION, AUTHENTICATION & VERIFICATION (CAV)

Office or Division:	Registrar's Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	<ul style="list-style-type: none"> • Alumni • Students • Representative with written authorization letter of the concern students/alumni 			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Original and photocopy of the documents to be authenticated		The client will provide		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File request for CAV of academic records Present the original and photocopy of the document to be authenticated	<ul style="list-style-type: none"> • Verify the documents presented • Assess the payment of authentication by reflecting the amount in the request form 		10 minutes	Registrar's Staff
2. Proceed to the Cashier's Office for payment	<ul style="list-style-type: none"> • Receive payment and issue Official Receipt 	50.00/local 100.00/DFA (2 sets only)	10 minutes	Cashier
3. Present Official Receipt to the Registrar's Staff	<ul style="list-style-type: none"> • Prepare, review and print the document • Have the document signed 		40 minutes	Registrar's Staff



CITIZEN'S CHARTER

	<ul style="list-style-type: none">• Release and logbook the document			
	TOTAL	50.00 for local 100.00 for DFA	1 hour	
END OF TRANSACTION				

CITIZEN'S CHARTER

REQUEST APPLICATION FOR CHANGE OF REGISTRATION

Office or Division:	Registrar's Office
Classification:	Simple
Type of Transaction:	G2C
Who may avail:	<ul style="list-style-type: none"> Active Student

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Printed copy of Student Actual Subject Load				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Request Application for Change of Registration at the Registrar's Office	<ul style="list-style-type: none"> Provide the student the requested form 	none	5 minutes	Registrar's Staff
2 Secure approval from the instructor of the subject to be add or dropped	<ul style="list-style-type: none"> Verify and check student subject load Approve the subject to be add or dropped 	none	15 minutes	Subject Instructor
3 Secure recommending approval from the Institute Dean	<ul style="list-style-type: none"> Verify and check student actual load Recommend for approval of the subject to be add or dropped 	none	15 minutes	Institute Dean
4 Present accomplished form to the Registrar's Staff	<ul style="list-style-type: none"> Review the completeness of the document Make necessary changes in the system Print and give to the student the adding / dropping slip 	none	15 minutes	Registrar's Staff
5 Pay at the	<ul style="list-style-type: none"> Receive 	50.00	10 minutes	Cashier



CITIZEN'S CHARTER

Cashier's Office	payment and issue Official Receipt			
	TOTAL	50.00	1 hour	
END OF TRANSACTION				



CITIZEN'S CHARTER

REQUISITION OF GRADES

Office	Registrar's Office			
Classification	G2C			
Type of Transaction	Simple			
Who may avail	Active Students / Alumni / Parents / Guardians			
REQUIREMENTS				
1. School ID / Student ID Number				
STEPS	AGENCY ACTIONS	FEES	TIME	PERSONS RESPONSIBLE
1. Pay to the cashier's office if the student / client has remaining balance for the semester.	Issue official receipt	10.00 / semester	5 minutes	Cashier
2. Approach the registrar personnel and give the OR with you student ID number	Input ID numbers and print grades	none	5 minutes	Registrar's Staff
3. In case of a no print-out of grades via kiosk		none	3 minutes	Registrar Kiosk
TOTAL		10.00	10 minutes	
END OF TRANSACTION				



CITIZEN'S CHARTER

BORROWING OF BOOKS

Office	Library			
Classification	G2C			
Type of Transaction	Simple			
Who may avail	Active Students / Faculty			
REQUIREMENTS				
<ul style="list-style-type: none"> School ID 				
STEPS	AGENCY ACTIONS	FEES	TIME	PERSONS RESPONSIBLE
<ul style="list-style-type: none"> Present client updated School Identification Card (ID) at the library counter. Proceed to the Online Public Access Catalogue (OPAC) if the library has the material. Make sure to know the desired book title, author etc. Bring the call number, title, author of the book to the counter and fill-in the book card/borrower's slip the information required for proper charging. 	Log library users		2 minutes	OPAC Kiosk
	Records the borrower and the book details		5 minutes	
TOTAL		none	13 minutes	
END OF TRANSACTION				



CITIZEN'S CHARTER

RETURNING OF BOOKS

Office	Library			
Classification	G2C			
Type of Transaction	Simple			
Who may avail	Active Students / Faculty			
REQUIREMENTS				
<ul style="list-style-type: none"> School ID 				
STEPS	AGENCY ACTIONS	FEES	TIME	PERSONS RESPONSIBLE
<ul style="list-style-type: none"> Present client updated School Identification Card (ID) at the library counter. Present the borrowed material(s) at the counter 	<p>Log library users</p> <p>Update borrowers' circulation record</p>		<p>2 minutes</p> <p>5 minutes</p>	 <p>Library Staff / Librarian</p>
TOTAL		none	7 minutes	
END OF TRANSACTION				