

## ADMINISTRATIVE ORDER NO. 23 COMPLIANCE REPORT TEMPLATE



(1) NAME OF DEPARTMENT/AGENCY/LGU: SOUTHERN LEYTE STATE UNIVERSITY

(2) SUBMITTED UPDATED CITIZEN'S CHARTER TO ARTA ON MARCH 30, 2023: [x] Yes [ ] No

(3) LIST OF ALL FRONTLINE SERVICES AND CORRESPONDING LEGAL BASIS

GOVERNMENT SERVICE	LEGAL BASIS		OFFICE/AGENCY REGULATIONS		
	Governing Law(s) (Number and Short Title)	Specific Provision in the Governing Law(s) as Basis	Issuance/Policy Title	Date Of Effectivity	Other Issuances/Policies It Effectively Repeals/Amends
Pre-Enrollment Process			p.14, SLSU Student Manual thru Res. No. 76/p.14, Narsuc BOR Handbook/p.80, University Code thru BOR Res. No. 94 s. 2007  Approved Revised Admission Policy per BOR Resolution No. 32 s. 2021  BOR Resolution No. 170, s. 2022	SLSU 2017 Revised Edition/NARSUC 2008/Nov.23, 2007  May 24, 2021  November 9, 2022	
Issuance of Activity Permit For Registered Student Organization			p.45, Student Manual P.89 - 6.1, University Code	Nov 23, 2007	
Issuance of Good Moral Character Certificate			p.11-12 Student Manual p.101, SLSU-QP-AC28/BOR Res. No. 61, Series of 2018 SLSU QF-R015, Quality Forms/BOR Res. No. 61, Series of 2018	October 23, 2017 June 20, 2018	
Post-Enrollment Process			SLSU-QF-IG01-02, Quality Forms/BOR Res. No. 40 s. 2018	June 20, 2018	

			BOR Resolution No. 170, s. 2022		
Borrowing and Returning of Books for Overnight Use			p.92-93, d.1 Borrowing of Books-University Code	Nov 23, 2007	
Application for New/Renewal of Library Identification card			p.149, SLSU-QP-SS08/BOR Res. No. 61, Series of 2018 p.96 9.7.1 Identification Card-University Code p.92-93, A. Library Card-University Code	June 20, 2018  Nov 23, 2007	
Electronic Delivery Document Service (Online Library Service)			pp. 50-51 SLSU Library Manual Revised Edition 2020		
Payment of Fees, Charges and Other Financial Obligations			p.81, 2.4 Fees & Payment – University Code p.190 SLSU-QP-FM01 Fees/Charges/BOR Res. No. 61, Series of 2018 p.194, SLSU-QP-FM02 Financial/BOR Res. No. 61, Series of 2018 p.200-205 SLSU-QP-FM04 Budget Cycle/BOR Res. No. 61, Series of 2018	Nov 23, 2007  June 20, 2018	
IT Hardware and Software Maintenance			SLSU-QF-MI01	September 28, 2021	SLSU-QF-MI01 February 22, 2023
Issuance of Certification, Authentication and Verification (CAV) certificate			p.105, SLSU-QP-AC29-Certification/BOR Res. No. 61, Series of 2018	June 20, 2018	
Enrollment	RA 10963 – Tax Reform for Acceleration and Inclusion (TRAIN) for Documentary Stamp Requirement		p.28 SLSU-QP-AC02/BOR Res. No. 61, Series of 2018 BOR Res. No. 47, s. 2020	June 20, 2018  July 10, 2020	
Issuance of Transcript of Records, Diploma, Transfer Credentials, Certification			p.101-SLSU-QP-AC28; BOR Res. No. 61, Series of 2018 p.105-SLSU-QP-AC29; BOR Res. No. 61, Series of 2018 p.34, Student Manual p.31, Student Manual p.82, University Code	June 20, 2018  October 23, 2017  Nov 23, 2007	

			p.55, 3.6.3, University Code		
Completion of Incomplete Grade			p.91 SLSU-QP-AC24/BOR Res. No. 61, Series of 2018 p.50 3.3.6 Incomplete Grades/University Code p.86 11.1.1 Incomplete Grades for tertiary/ University Code	June 20, 2018  Nov 23, 2007	
Adding , Changing , Dropping and Withdrawing of Subject/s			p.31, SLSU-QP-AC03/BOR Res. No. 61, Series of 2018 p.35 Student Manual p.44, 3.1.2 Change of Sched., University Code p.50. 3.3.9 Dropping- University Code p.84, 4.6 Changing/Adding/Dropping – University Code p.123, 2.2.14 Addition of Change of Subjects/Withdrawal of Enrollment SLSU-QF-R014, Quality Forms/BOR Res. No. 61, Series of 2018	June 20, 2018  October 23, 2017   Nov 23, 2007  June 20, 2018	
Issuance of Semestral Rating			p.48 sec. 3.3.3, University Code SLSU-QF-R006, Quality Forms/BOR Res No. 40 s. 2018	Nov 23, 2007  June 20, 2018	
Evaluation of Subjects for Graduating Students			p.54, 3.5.4.4 Evaluating of Students performance- University Code	Nov 23, 2007	
Filing Leave Application	Rule XVI of the Omnibus Rules Implementing Book V of EO 292	Omnibus Rules on Leave	p.22, 6.1.11 Leave of Absence- University Code p. 58, 4.3.1 – University Code / OP No. 2014-01-05B	Nov 23, 2007  Jan 10, 2017	
Complying with the Daily Time Record (DTR)	<i>Rule XVII of the Omnibus Rules Implementing Book V of EO 292</i>	<i>Sections 1-5</i>	p.24 6.1.13 Time Keeping System- University Code	Nov 23, 2007	

Securing Documents			p.229-232 SLSU-QP-D0101/D102/ BOR Res. No. 61, Series of 2018	June 20, 2018	
Submitting Individual Performance and Review (IPCR)	CSC Res No. 1200481 CSC MC No. 6 s. 2012		P7-132018 Revised SLSU Performance Management System	Sept 7, 2018	
Seeking Signature for Procurement, Financial & Other Documents			p.25-University Code p.194 SLSU-QP-FM02 Financial Claims p.208, 210, 213, 215 SLSU- QP-AD01-AD04 p.200 SLSU-QP-FM04 Budget Cycle BOR Res. No. 61, Series of 2018	Nov 23, 2007  June 20, 2018	
Work Request for Maintenance and Physical Facilities and General Services			p.208, 210, 213, 215 SLSU- QP-AD01-AD04 BOR Res. No. 61, Series of 2018	June 20, 2018	

<sup>3</sup> Number and short title of the governing law which mandates and gives power to the agency or LGU to regulate and/or offer the service

<sup>4</sup> Cite section number and quote provision identified in the governing law

  
**JUDE A. DUARTE, DPA**  
 University President