

PROCESSING OF APPLICATION FOR STUDENT ASSISTANTSHIP

Schedule of Availability of Service: 8:00 AM – 5:00 PM; Monday to Friday

Clients/ Customers: Students preferably poor but deserving

Requirements: Student Application Letter, Recommendation from the Unit Head,
Photocopy of Registration Form and Vacant Period Form

Processing Time: 35 minutes

STEP	CUSTOMER /APPLICANT	SERVICE PROVIDER	DURATION OF THE ACTIVITY	FEE	PERSON RESPONSIBLE	FORMS
1	Submits application letter and class schedule	Receives application letter and checks schedule of vacant time	5 minutes	None	Staff	
2	Department/unit head writes letter to recommend the SA Applicant indicating the work assignment	Receives recommendation letter from Department/unit head	10 minutes	None	Staff	
3		Determines if applicant meets all qualifications and requirements	10 minutes	None	OSS Director	
4	Submits payroll and daily time record (DTR) every end of the month	Receives payroll and DTR. Submits both documents to the accounting department	10 minutes	None	Staff	SA Payroll Form
END OF TRANSACTION						