



Republic of the Philippines
ROMBLON STATE UNIVERSITY
SAN AGUSTIN CAMPUS
 Cabolutan, San Agustin, Romblon

CHAIR, COLLEGE OF EDUCATION OFFICE SERVICES

Schedule of Availability of services : 8:00a.m. – 5:00p.m.; Monday to Friday
 Clients/Customers : Faculty, Students, Parents and Stakeholders
 Requirements : Referrals from the Classroom Advisers, or any Faculty
 Processing Time : 1 Hour

STEP CUSTOMER/ APPLICANT	SERVICE PROVIDER	DURATION OF THE ACTIVITY	FEE	PERSON RESPONSIBLE	FORMS
1. Prepares Class Program (Teaching Loads)	•Accommodates client with understanding and enthusiasm; and •Provides course curriculum to be guided in offering and arranging the subjects offered every semester.	1 week	None	•Institute Chair •Faculty	Class Program
2. Formulates an Action Plan	•Conducts SLOT/SWOT Analysis and discusses aspects that need improvement, and •Sets next schedule*	1 week	None	•Institute Chair •Faculty	Action Plan
3. Collects and submits the Outcomes-Based Syllabi/ Major Examinations	•Note down the schedule of submission in the bulletin board.	1 week	None	•Institute Chair •Faculty	Outcomes-Based Syllabus
4. Monitors/Evaluates the teachers performance and students development	•Conducts observation in each subject area to develop rapport with the teacher & students and to be able to give inputs for an improved tutelage.	1 week	None	•Institute Chair •Faculty •Students	Individual Performance Evaluation Form
* -Optional. This is only for those with broad issues of concern. END OF TRANSACTION					

FEEDBACK AND REDRESS MECHANISM. Your comments and suggestions will help us improve the delivery of our services. You may do any of the following: a) Accomplish our feedback form and drop it in the suggestion box located at the entrance of the respective offices of the Romblon State University; b) Inform our officer of the day assigned in the Public Assistance Desk; c) Email to hr_support@rsu.edu.ph, call our Hotline at 567-5859/ reymolo@gmail.com; and d) Our policy on front-

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