



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

# CITIZEN’S CHARTER

## Office of the PRESIDENTIAL ASSISTANT For *Tablas Campuses*

This office is committed to render best services to **Public, Key Officials, Campus Directors, Faculty, Employees and Students across Campuses:**

To act *directly* on the proposals of the Campus Directors, Faculty and Staff along the following areas:

AREA	DURATION OF THE ACTIVITY
Quality assurance;	10 minutes
Curriculum Enhancement;	15 minutes
Academic Policies across Campuses;	15 minutes
Proposed Programs for AFNR courses;	20 minutes
Evaluation and Monitoring of IGP’s	30 minutes

To prepare and submit requests for the conduct of seminar workshops and trainings to the office of the President thru the Vice President for Academic Affairs and the Vice President for Finance, Administration and Support Services. **15 minutes**

To send memorandum per directives from the University President, to the Campus Directors, concerned faculty members, and staff Re-approved requests and proposals. **15 minutes**

To present report on the results of seminars and trainings, proposed programs for new courses, and IGP’s to the President and concerned offices. **15 minutes**

**NOTE: *Schedule* and *number of days* of the training and seminars depend on the *timeliness* and scope of the topic. **usually 2 days(16 hours)****

We humbly recognize and appreciate all the actions and request from our stakeholders.

*"TRUST in the Lord with all your heart,  
 and lean not on your own understanding;  
 In all your ways acknowledge HIM,  
 and HE shall DIRECT your PATH."*



**-Proverbs 3:5-6**

**ERLY MORENO MOLO, Ed. D.**  
 Vocational School Administrator -  
 Presidential Assistant for *Tablas Campuses*