

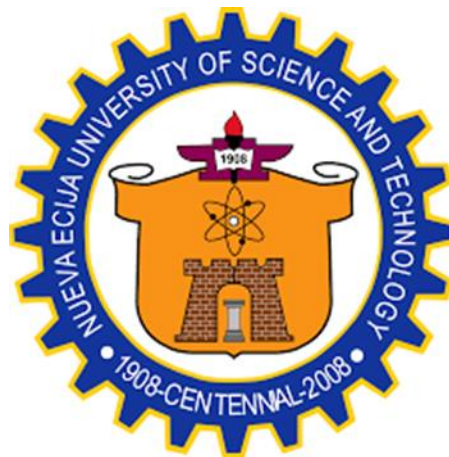
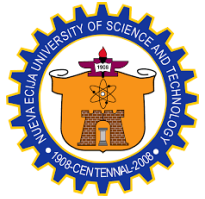


Republic of the Philippines
NUEVA ECIA UNIVERSITY OF SCIENCE AND TECHNOLOGY
ISO 9001:2015 CERTIFIED
Cabanatuan City

CITIZEN'S CHARTER

2019 (1st Edition)

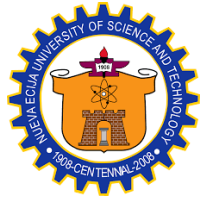




NUEVA ECIJA UNIVERSITY OF SCIENCE AND TECHNOLOGY

CITIZEN'S CHARTER

2019 (1st Edition)



NUEVA ECIIJA UNIVERSITY OF SCIENCE AND TECHNOLOGY HISTORICAL BACKGROUND

The Nueva Ecija University of Science and Technology (NEUST) started in June, 1908 a vocational course at the Wright Institute in San Isidro, Nueva Ecija where young Filipinos were trained in woodworking and basic telegraphy. Said vocational course lasted until SY 1927-1928 when the general secondary school was transferred to Cabanatuan City.

However, on June 9, 1929, the school continued its operation in San Isidro, under a new name, Nueva Ecija Trade School (NETS) with woodworking as the vocational course offered in addition to the existing secondary curriculum inherited from the Wright Institute.

To meet the increasing demand for vocational education in the whole province, the trade school was transferred on June 7, 1931, to Cabanatuan City. Enrolment increased; however, the program was interrupted in December 1941 by the outbreak of the Second World War in the Pacific.

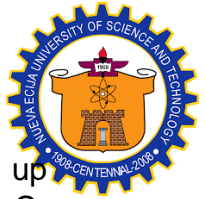
Immediately after the war, the trade school was reopened on September 6, 1945. Rehabilitation program took place. The trade school continued with its mission of meeting the vocational and manpower needs of students coming from both Nueva Ecija and the nearby provinces. On June 8, 1948, a course in dressmaking was opened and female students were admitted in the School. A few years later, food trades and cosmetology courses were also offered.

On May 8, 1953, the NETS was converted into the Central Luzon School of Arts and Trades (CLSAT) by virtue of Republic Act No. 845. CLSAT was recognized as a center of manpower/vocational training for both youths and adults not only in the province but also in the whole Region III.

Series of developments continued until the CLSAT was converted into the Central Luzon Polytechnic College (CLPC) by virtue of Republic Act No. 3998 which was signed on June 18, 1964 by then President Diosdado Macapagal.

Thirty-four years later, the CLPC, under the leadership of President Gemiliano C. Calling, was converted into a specialized university, the Nueva Ecija University of Science and Technology by virtue of Republic Act. No 8612. The Bill converting CLPC into NEUST upon approval by both houses of congress was forwarded to the Office of President Fidel V. Ramos on February 24, 1998 and lapsed into law on March 27, 1998.

The University therefore, ensures that the requirements of business, industry, services and other sectors as well as the needs of the local, regional and national development for high quality professionals and highly skilled middle-level manpower are addressed.



The leadership of Dr. Calling as the first University President ended up when he died on July 5, 2006. The baton of leadership was turned over to Dr. Hilario C. Ortiz as Acting President and then finally, he was formally sworn into office on August 5, 2007 as the Second University President. On August 4, 2011, Atty. Hilario C. Ortiz, Ph. D. was again given another four-year term as University President.

Dr. Feliciano P. Jacoba was appointed as the third University President on February 10, 2016. Dr. Jacoba already made a mark on the history of NEUST as the first Woman President of the University.

I. Mandate:

“The University shall primarily provide advanced instruction and professional training in arts, science and technology, education and other related fields, undertake research and extension services, and provide progressive leadership in these areas” (Sec 2, RA 8612).

“The University shall offer undergraduate, graduate and short-term technical courses within its areas of specialization and according to its capabilities, as the Board of Regents may deem necessary to carry out its objectives, particularly in order to meet the needs of the province and the region” (Sec 3, RA 8612).

II. Vision:

“NEUST is a locally responsive and internationally relevant and recognized University of Science and Technology”

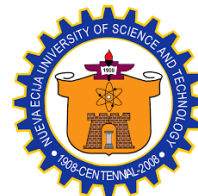
III. Mission:

“To develop new knowledge and technologies and transform human resources into productive citizenry to bring about development impact to local and international communities”

IV. Service Pledge:

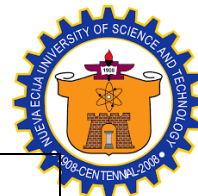
We, the officials and employees of the Nueva Ecija University of Science and Technology, commit to:

- A**ccountability and ethics in public service;
- C**ompetence in the discharge of our duties and functions;
- C**ontinuing professional education and staff development;
- U**nity in diversity;
- R**elevant, Result-oriented;
- A**ttentive to the needs of students and other clientele;
- T**imeliness in the delivery of services;
- E**valuate our performances for continuous improvement

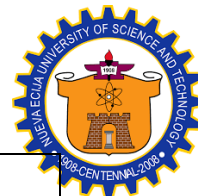


LIST OF SERVICES

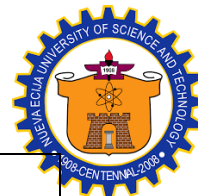
A	Services	Service Office	Page Number
A	<p>ADMISSION SERVICES FOR PROSPECTIVE ENROLLEES IN COLLEGE LEVEL</p> <ol style="list-style-type: none"> 1. Secure <i>Application Form</i> from the OAR; (Applicant to fill-up <i>Application Form</i>) 2. Submit to OAR filled-up <i>Application Form</i> and other requirements then <i>Test Permit</i> will be issued; 3. Proceed to the designated venue, date, and time as indicated in the <i>Test Permit</i>, to take the <i>College Admission Test</i>; 4. Wait for the result of <i>Admission Test</i>. 	Office of Admission and Registration (OAR)	10
B	<p>ADMISSION SERVICES FOR PROSPECTIVE ENROLLEES IN JUNIOR HIGH SCHOOL LEVEL</p> <ol style="list-style-type: none"> 1. Present original copy and photocopy of <i>Form 138</i> to the OAR; 2. <i>Application Form</i> is issued if the applicant meets the prescribed grade/scholastic standing; (Applicant to fill-up the <i>Application Form</i>) 3. Pay the <i>Admission Test Fee</i> at the Cashier's Office; 4. Submit to OAR filled-up <i>Application Form</i>, <i>Receipt of Payment</i> and other requirements; 5. <i>Test Permit</i> (where the date, venue, time of <i>Admission Test</i> are indicated) will be issued to applicant; 6. Applicant to proceed on the designated venue, time and date to take the <i>Admission Test</i> for Junior High School; 7. Wait for the result of the <i>Admission Test</i>. 	<p>OAR</p> <p>OAR</p> <p>Cashier's Office</p> <p>OAR</p> <p>OAR</p> <p>OAR</p> <p>OAR</p>	11
C	<p>ENROLLMENT/REGISTRATION OF GRADE SEVEN (JUNIOR HIGH SCHOOL) STUDENTS</p> <ol style="list-style-type: none"> 1. Present to the OAR original copy of <i>Form 137/138</i> and <i>Birth Certificate</i>; 2. Enrollee will be issued an <i>Admission Slip</i> and <i>Student Information Sheet</i>; 3. Enrollee will proceed to the following offices: 	<p>OAR</p> <p>OAR</p> <p>High School</p>	12-13



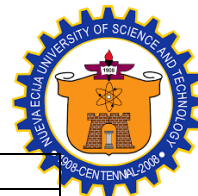
	<ul style="list-style-type: none"> a) High School Building to get <i>Registration Form</i> and <i>Schedule of Classes</i> from the enrolling teacher; (Filling-up of <i>Registration Form</i> by the enrollee) b) Health Services Unit; (Medical and Dental Checkup) c) MIS Office; (System Registration) d) Accounting Office; (Assessment of Fees) e) Cashier's Office: (Payment of Fees) <p>4. Submit to OAR the <i>Admission Slip</i>, <i>Registration Form</i> and <i>Student Information Sheet</i>; Issuance of <i>Certificate of Registration</i>.</p>	<p>Department</p> <p>HSU</p> <p>MIS Office Accounting Office Cashier's Office OAR</p>	
D	ENROLLMENT/REGISTRATION OF SENIOR HIGH SCHOOL STUDENTS		14
	<ul style="list-style-type: none"> 1. Enrollee will proceed to the enrolling teacher to be issued the following: <ul style="list-style-type: none"> a) <i>Registration Form</i>; b) <i>Student Information Sheet</i>; (Accomplish the Forms) 2. Proceed to the following offices: <ul style="list-style-type: none"> a) MIS Office; (System Registration) b) Accounting Office; (Assessment of Fees) c) Cashier's Office; (Payment of Fees) 3. Submit to OAR the following: <ul style="list-style-type: none"> a) <i>Original copy of Form 138</i>; b) <i>Registration Form</i>; c) <i>Student Information Sheet</i>; 4. Issuance of Certificate of Registration. 	<p>High School Department</p> <p>MIS Office Accounting Office Cashier's Office OAR</p> <p>OAR</p>	
E	ENROLLMENT/REGISTRATION OF NEW COLLEGE STUDENTS		15
	<ul style="list-style-type: none"> 1. Enrollee to proceed to the College of their chosen course/program and present to enrolling teacher <i>Form 137/138</i> for evaluation and be issued with various forms if qualified; (Enrollee to accomplish all the forms issued) 2. Proceed to the following offices: <ul style="list-style-type: none"> a) Health Services Unit; (Medical/Dental 	<p>Enrolling Teacher</p> <p>HSU</p>	



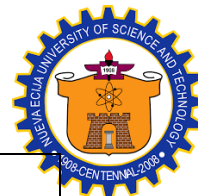
	<p>Checkup)</p> <p>b) MIS Office; (System Registration)</p> <p>c) Accounting Office; (Assessment of Fees)</p> <p>3. Submit to OAR accomplished <i>Registration Sheet, Admission Slip</i>, original copy of <i>Form 137/138</i> and <i>Birth Certificate (PSA)</i> and be issued Certificate of Registration.</p>	<p>MIS Office</p> <p>Accounting Office</p> <p>OAR</p>	
F	<p>ENROLLMENT/REGISTRATION OF NEW GRADUATE STUDENTS</p> <p>1. Present to the Graduate School original copy of Transcript of Record (i.e. <i>ToR in Undergraduate Degree in case of applicant for Masteral Studies and ToR in Master's Degree in case of applicant for Doctoral Studies</i>); (Accomplish the forms issued)</p> <p>2. Proceed to the following offices:</p> <p>a) MIS Office; (System Registration)</p> <p>b) Accounting Office; (Assessment of Fees)</p> <p>c) Cashier's Office; (Payment of Fees)</p> <p>3. Submit to the OAR the following:</p> <p>a) Duly accomplished <i>Registration Form</i>;</p> <p>b) Filled-up <i>Student Information Sheet</i>;</p> <p>c) Original copy of TOR;</p> <p>d) 1 pc 2x2 Picture;</p> <p>e) Marriage Certificate (<i>for change of status</i>);</p> <p>4. Receive <i>Certificate of Registration</i>.</p>	<p>Enrolling Teacher</p> <p>MIS Office</p> <p>Accounting Office</p> <p>Cashier's Office</p> <p>OAR</p> <p>OAR</p>	16
G	<p>ENROLLMENT/REGISTRATION OF TRANSFERRING STUDENTS</p> <p>1. Submit TOR to OAR for evaluation and thereafter be issued a <i>Request Form</i>;</p> <p>2. Transferee to pay to the Cashier's Office corresponding fee;</p> <p>3. Submit to the OAR <i>Receipt of Payment</i> and be issued the <i>Process Number</i>;</p> <p>4. After evaluation, transferee to proceed to the College of chosen course/program for enrolment;</p> <p>5. Transferee will be issued the following:</p>	<p>OAR</p> <p>Cashier's Office</p> <p>OAR</p> <p>Enrolling Teacher</p> <p>Dean's Office/</p>	17-18



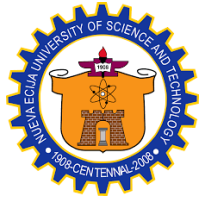
	<p>a. <i>Registration Form</i>; b. <i>Student Information Sheet</i>; c. <i>Admission Slip</i>; (Fill-up forms)</p> <p>6. Transferee will proceed to the following offices: a) Health Services Unit; (Medical/Dental Checkup) b) MIS Office; (System Registration) c) Accounting Office; (Assessment of Fees)</p> <p>7. Submit to the OAR all forms duly accomplished and be issued <i>Certificate of Registration</i>.</p>	<p>Enrolling Teacher</p> <p>HSU</p> <p>MIS Office Accounting Office</p> <p>OAR</p>	
H	ISSUANCE/RELEASE OF TRANSCRIPT OF RECORDS		19
	<p>1. Secure <i>Clearance Form</i> and <i>Request Form</i> from OAR; (Accomplish the forms)</p> <p>2. Pay to the Cashier's Office the corresponding fee for the requested document;</p> <p>3. Submit to the OAR the accomplished forms and <i>Receipt of Payment</i>;</p> <p>4. <i>Claim Stub</i> will be given to the requesting student/alumni;</p> <p>5. Receive the requested <i>Transcript of Records</i>.</p>	<p>OAR</p> <p>Cashier's Office</p> <p>OAR</p> <p>OAR</p> <p>OAR</p>	
I	REISSUANCE OF DIPLOMA		20
	<p>1. Submit to the OAR a copy of <i>Affidavit of Lost</i>, (Issuance of a <i>Request Form</i>)</p> <p>2. Pay to Cashier's Office the corresponding fee;</p> <p>3. Present to OAR <i>Receipt of Payment</i> and be issued a <i>Claim Stub</i>;</p> <p>4. Release of Diploma</p> <p><u>FOR AVTP</u></p> <p>1. Secure <i>Clearance Form</i> from OAR; (Accomplish the <i>Clearance Form</i>)</p> <p>2. Submit to the OAR the accomplished <i>Clearance Form</i>;</p> <p>3. Issuance/Release of requested Diploma.</p>	<p>OAR</p> <p>Cashier's Office</p> <p>OAR</p> <p>OAR</p> <p>OAR</p> <p>OAR</p> <p>OAR</p>	



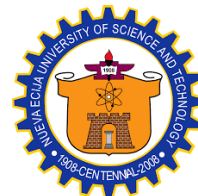
<p>J</p>	<p>ISSUANCE/RELEASE OF CERTIFICATE</p> <p>FOR CAV, CERTIFICATE OF GRADUATION/ GWA/MEDIUM OF INSTRUCTION</p> <ol style="list-style-type: none"> 1. Submit to OAR original and photocopy of TOR and Diploma; 2. OAR will issue a <i>Request Form</i> to the client; 3. Pay to Cashier's Office the corresponding fee for the requested document; 4. Submit to the OAR the accomplished <i>Request Form</i> and <i>Receipt of Payment</i>; 5. Issuance/release of requested document/s. 	<p>OAR</p> <p>OAR</p> <p>Cashier's Office</p> <p>OAR</p> <p>OAR</p>	<p>21</p>
<p>K</p>	<p>HEALTH SERVICES</p> <ol style="list-style-type: none"> 1. Do drug test; (Accomplish Medical/Dental Form) 2. Undergo laboratory examination; 3. Annual Physical Examination (Medical/Dental). 	<p>DOH-Accredited Laboratory</p> <p>DOH-Accredited Laboratory</p> <p>HSU Staff</p>	<p>22</p>
<p>L</p>	<p>GUIDANCE AND CONSELING SERVICES</p> <ol style="list-style-type: none"> 1. Orientation Services: <ol style="list-style-type: none"> a) Attend orientation schedule. 2. Counseling Services: <ol style="list-style-type: none"> a) Walk-in the office or set an appointment for counseling; b) If counselor is not available, schedule for a session; c) Respond to counselor's call for counseling or follow-up). 3. Individual Inventory: <ol style="list-style-type: none"> a) Fill-out <i>Student Information Sheet Form</i>; b) Attend intake or routine interviews; c) Request or take prescribed psychological tests; 4. Accomplishment of Student Information Sheet: <ol style="list-style-type: none"> a) Fill-out <i>Student Information Sheet</i>. 5. Intake/Routine Interview: <ol style="list-style-type: none"> a) Attend to interview schedule or respond counselor's call for interview. 	<p>Guidance And Counseling Office – <i>Office of Student Affairs and Services</i></p>	<p>23-24</p>



	<p>6. Testing Service:</p> <p>a) Request needed test or take scheduled test;</p> <p>b) Claim test results.</p> <p>7. Peer Facilitation:</p> <p>a) Fill-out <i>Application Form</i>;</p> <p>b) Complete peer trainings;</p> <p>c) Be certified as a <i>Peer Facilitator</i>;</p> <p>d) Attend or initiate peer related activities.</p>		
M	<p>PROVISION /DELIVERY OF UNIVERSITY EXTENSION SERVICES</p> <p>1. Submit request letter to the Office of the University President;</p> <p>2. The Office of the President acts on the request and forward the same to the Office of the Vice President for Research, Extension, and Training (OVP-RET);</p> <p>3. The OVP-RET endorses the letter Request/Resolution to the concerned College/ Department/ Campus for appropriate action thru the Directors of Research, Extension and Training, as the case may be;</p> <p>4. Concerned offices prepare Project Proposal for approval of the Project by concerned offices;</p> <p>5. The Office of the President approves the Proposal;</p> <p>6. Delivery of Services: Implementation of the Project;</p> <p>7. Monitoring of Project;</p> <p>8. Reporting.</p>	<p>Office of the President OVP-RET</p> <p>College/Campus Extension Head</p> <p>Assigned Extension Head/Staff</p> <p>Office of the President RET & Concerned College/Campus Extension Head</p>	25-26
N	FEEDBACK AND COMPLAINTS MECHANISM		27-28
O	LIST OF OFFICES IN THE UNIVERSITY		29-37



VARIOUS SERVICES BEING OFFERED/PROVIDED BY THE UNIVERSITY

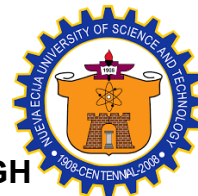


A. ADMISSION SERVICES FOR PROSPECTIVE ENROLLEES IN COLLEGE LEVEL

Brief Description of the Service

Not all interested applicants may be accommodated in the university due to insufficient number of faculty and staff, class/laboratory rooms, and other vital facilities. Thus, only those who are academically qualified are the ones being admitted. This is in line also with the university policy of maintaining high academic standard. Hence, admission service is provided to aspiring senior high school graduates who intend to apply for college studies in the University. Admission process essentially includes examination of applicants.

Office or Division:	Office of Admission and Registration			
Classification:	Complex Transactions			
Type of Transaction:	G2C -Government to Citizens (Students)			
Who may avail:	Graduates of Senior High School			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Photocopy of Form 138/137		Current/Previous school attended		
Certificate of good moral character		Same as above		
2x2 photographs (2 pcs)		Student-Applicant		
Application Form		NEUST Office of Admission and Registration (OAR)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure <i>Application Form</i> from the OAR	Issue <i>Application Form</i>	None	1 Min	OAR <i>Personnel</i>
Applicant to fill-up <i>Application Form</i>	Assistance if needed	None	Depends upon the applicant	OAR <i>Personnel</i>
2. Submit to OAR filled-up <i>Application Form</i> and other requirements then <i>Test Permit</i> will be issued	Evaluate documents and grades of applicant then issuance of <i>Test Permit</i>	None	2 Mins	OAR <i>Personnel</i>
3. Proceed to the designated venue, date, and time as indicated in the <i>Test Permit</i> , to take the <i>College Admission Test</i>	Administer admission test	None	2 Hours	OAR <i>Personnel</i>
4. Wait for the result of <i>Admission Test</i>	Check the <i>Admission Test</i> and publish the results	None	2 Months	OAR <i>Personnel</i>

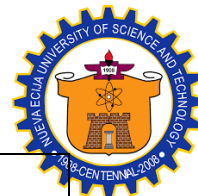


B. ADMISSION SERVICES FOR PROSPECTIVE ENROLLEES IN JUNIOR HIGH SCHOOL LEVEL

Brief Description of the Service

Not all interested applicants may be accommodated in the university due to insufficient number of faculty and staff, class/laboratory rooms, and other vital facilities. Thus, only those who are academically qualified are the ones being admitted. This is in line also with the university policy of maintaining high academic standard. Hence, admission service is provided to aspiring elementary education graduates who intend to apply for Junior High School studies in the University. Admission process essentially includes examination of applicants.

Office or Division:	Office of Admission and Registration			
Classification:	Complex Transactions			
Type of Transaction:	G2C -Government to Citizens (Students)			
Who may avail:	Graduates of Elementary Education			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Original and Photocopy of Form 138		School last attended		
Application Form		Office of Admission and Registration (OAR)		
2x2 Pictures (2pcs)		Student-Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present to OAR original and photocopy of <i>Form 138</i>	Evaluate grades of applicant	None	2 Mins	OAR Personnel
2. OAR to issue <i>Application Form</i> if the applicant meets the prescribed grade/ scholastic rating	Approve/ Disapprove: Issuance of <i>Application Form</i>	None	2 Mins	OAR Personnel
Applicant to fill-up the <i>Application Form</i>	Assistance if needed	None	Depends upon the applicant	OAR Personnel
3. Pay to Cashier's Office the <i>Admission Test Fee</i>	Receive payment and issue <i>Official Receipt</i>	₱180.00	2 Mins	Cashier's Office Personnel
4. Submit to OAR filled-up <i>Application Form</i> , <i>Receipt of Payment</i> & other requirements	Receive documents/ Ascertain completeness	None	2 Mins	OAR Personnel
5. <i>Test Permit</i> (where the date, venue, time of <i>Admission Test</i> are indicated) will be issued to applicant	Issuance of <i>Test Permit</i>	None	1 Min	OAR Personnel



6. Applicant to proceed to the designated venue, time, and date to take the <i>Admission Test</i> for Junior High School	Administer admission test	None	2 Hours	OAR <i>Personnel</i>
7. Wait for the result of the <i>Admission Test</i>	Check the <i>Admission Test</i> and publish the results	None	2 Months	OAR <i>Personnel</i>

C. ENROLLMENT/REGISTRATION OF GRADE SEVEN (JUNIOR HIGH SCHOOL) STUDENTS

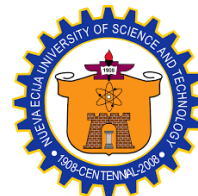
Brief Description of the Service

Enrollment/Registration of students every opening of semesters/ school year is one of the services being provided by the university to its students. In the process, enrollees are assisted/guided as to what subjects are to be enrolled, what class/laboratory rooms are assigned to them, who would be their professors /instructors/faculty-in-charge, what would be their schedule of classes, what are the requirements and/or requisites, etc. Hence, enrollment/registration service is very vital on the part of the students.

Office or Division:	Office of Admission and Registration			
Classification:	Complex Transactions			
Type of Transaction:	G2C-Government to Citizens (Students)			
Who may avail:	Qualifiers for Grade 7/Junior High School Curricular Program			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Admission Slip		Office of Admission and Registration (OAR)		
Form 137/138 (original)		Previous school attended		
Original Birth Certificate		Philippine Statistics Authority (PSA)		
Registration Form		Office of Admission and Registration (OAR)		
Student Information Sheet				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present to the OAR original copy of <i>Form 137/138</i> and <i>Birth Certificate</i>	Evaluate submitted documents/ensure authenticity	None	2 Mins	<i>OAR Personnel</i>
2. Enrollee will be issued an <i>Admission Slip</i> and <i>Student Information Sheet</i>	Approval/ Disapproval; Issuance of Forms	None	1 Min	<i>OAR Personnel</i>



3. Enrollee will proceed to the following offices:				
a. High School Building to get <i>Registration Form</i> and <i>Schedule of Classes</i> from the enrolling teacher	Issuance of <i>Registration Form</i> and <i>Schedule of Classes</i>	None	2 Mins	Enrolling Teacher
Enrollee to fill-up <i>Registration Form</i>	Assistance if needed	None	Depends upon the enrollee	Enrolling Teacher
b. Health Services Unit	Medical & Dental Examination	None	10 Mins	<i>HSU Staff</i>
c. MIS Office	Register the enrollee in the System	None	5 Mins	<i>MIS Staff</i>
d. Accounting Office	Determination of payables/ Assessment	None	3 Mins	<i>Accounting Staff</i>
e. Cashier's Office	Receive payment and issue Official Receipt	Assessed Fee	2 Mins	<i>Cashier's Staff</i>
4. Submit to OAR <i>Admission Slip</i> , <i>Registration Form</i> and <i>Student Information Sheet</i>	Receive/check documents; Issuance of <i>Certificate of Enrollment</i>	None	2 Mins	OAR <i>Personnel</i>



D. ENROLLMENT/REGISTRATION OF SENIOR HIGH SCHOOL STUDENTS

Brief Description of the Service

Enrollment/Registration of students every opening of semesters/ school year is one of the services being provided by the university to its students. In the process, enrollees are assisted/guided as to what subjects are to be enrolled, what class/laboratory rooms are assigned to them, who would be their professors /instructors/faculty-in-charge, what would be their schedule of classes, what are the requirements and/or requisites, etc. Hence, enrollment/registration service is very vital on the part of the students.

Office or Division:	Office of Admission and Registration			
Classification:	Complex Transactions			
Type of Transaction:	G2C -Government to Citizens (Students)			
Who may avail:	Current Junior High School Students (<i>Completers of Grade 10</i>)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Original Form 138		Student		
Registration Form		Office of Admission and Registration (OAR)		
Student Information Sheet				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Enrollee to proceed to the enrolling teacher and be issued of the following: <i>a. Registration Form</i> <i>b. Student Information Sheet</i>	Issuance of Forms	None	2 Mins	<i>High School Faculty assigned as Enrolling Teacher</i>
Accomplish the forms	Assistance in needed	None	Depends upon the enrollee	<i>Enrolling Teacher</i>
2. Proceed to the following offices: <i>a. MIS Office</i> <i>b. Accounting Office</i> <i>c. Cashier's Office</i>	System Registration Assessment of Fees Payment of Fees	None None None	3 Mins 2 Mins 2 Mins	<i>MIS Staff</i> <i>Accounting Staff</i> <i>Cashier Staff</i>
3. Submit to OAR the following: <i>a. Original Form 138</i> <i>b. Registration Form</i> <i>c. Student Information Sheet</i>	Receive/check required documents from enrollee/ascertain completeness and authenticity	None	2 Mins	<i>OAR Personnel</i>
4. Issuance of <i>Certificate of Registration</i>	Issue/Release <i>Certificate of Registration</i>	None	2 Mins	<i>OAR Personnel</i>

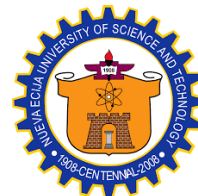


E. ENROLLMENT/REGISTRATION OF NEW COLLEGE STUDENTS

Brief Description of the Service

Enrollment/registration of students every opening of semesters/ school year is one of the services being provided by the university to its students. In the process, enrollees are assisted/guided as to what subjects are to be enrolled, what class/laboratory rooms are assigned to them, who would be their professors /instructors/faculty-in-charge, what would be their schedule of classes, what are the requirements and/or requisites, etc. Hence, enrollment/registration service is very vital on the part of the students.

Office or Division:	Office of Admission and Registration			
Classification:	Complex Transactions			
Type of Transaction:	G2C -Government to Citizens (Students)			
Who may avail:	Qualified and admitted applicants for college studies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Original Form 138		Student		
Registration form		Office of Admission and Registration (OAR)		
Student Information Sheet				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Enrollee to proceed to the College of their chosen course/ program and present to enrolling teacher Form 137/138 for evaluation	Evaluate grades and if qualified to enroll, applicant will be issued an <i>Admission Slip, Registration Form and Student Information Sheet</i>	None	3 Mins	<i>Faculty assigned as Enrolling Teacher</i>
Enrollee to accomplish all the forms issued to him/her	Assistance if needed	None	Depends on enrollee	<i>Enrolling Teacher</i>
2. Proceed to the following offices: a) Health Services Unit b) MIS Office c) Accounting Office	Medical/Dental Check-Up System Registration Assessment of Fees	None	10 Mins 3 Mins 2 Mins	HSU Staff MIS Staff Accounting Staff
3. Submit to OAR accomplished <i>Registration Sheet, Admission Slip, original copy of Form 137/138, Birth Certificate (PSA)</i>	Receive documents & ascertain authenticity and completeness; Issuance of <i>Certificate of Registration</i>	None	2 Mins	OAR Personnel

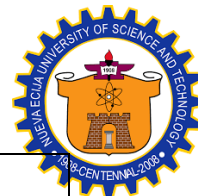


F. ENROLLMENT/REGISTRATION OF NEW GRADUATE STUDENTS

Brief Description of the Service

Enrollment/Registration of students every opening of semesters/ school year is one of the services being provided by the university to its students. In the process, enrollees are assisted/guided as to what subjects are to be enrolled, what class/laboratory rooms are assigned to them, who would be their professors /instructors/faculty-in-charge, what would be their schedule of classes, what are the requirements and/or requisites, etc. Hence, enrollment/registration service is very vital on the part of the students.

Office or Division:	Office of Admission and Registration			
Classification:	Complex Transactions			
Type of Transaction:	G2C - Government to Citizens (Students)			
Who may avail?	New Students in Advance Education (Masteral and Doctoral Programs)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Original copy of TOR (<i>in Undergraduate Degree for applicant in Masteral Studies; TOR in Master's Degree for applicant in Doctoral Studies</i>)		Student or school where the requisite degree was obtained		
Marriage Certificate (<i>for change of status</i>)		Student-Applicant		
1 pc Passport Size Photograph		Student-Applicant		
Registration Form		Office of Admission and Registration (OAR)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESsing TIME	PERSON RESPONSIBLE
1. Present to the Graduate School original TOR. (<i>ToR in Undergraduate Degree in case of applicant for Masteral Studies and ToR in Master's Degree in case of applicant for Doctoral Studies</i>)	Evaluate the scholastic standing of the applicant and issue <i>Registration Form</i> and <i>Student Information Sheet</i> if qualified	None	5 Mins	Graduate School Faculty
Accomplish the forms issued	Assistance if needed	None	Depends upon the applicant	Graduate Faculty
2. Proceed to the following offices: a) MIS Office b) Accounting Office c) Cashier's Office	System Registration Assessment of Fees Payment of Fees	None None Assessed Fee	3 Mins 2 Mins 2 Mins	MIS Staff Accounting Staff Cashier Staff



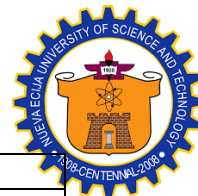
3. Submit to OAR the following: a) Duly accomplished <i>Registration Form</i> b) Filled-up <i>Student Information Sheet</i> c) Original TOR d) 1 pc 2x2 Picture e) Marriage Certificate (<i>for change of status</i>)	Process submitted documents; Ascertain authenticity and completeness	None	2 Mins	OAR <i>Personnel</i>
4. Receive <i>Certificate of Registration</i>	Issuance of <i>Certificate of Registration</i>	None	1 Min	OAR <i>Personnel</i>

G. ENROLLMENT/REGISTRATION OF TRANSFERRING STUDENTS

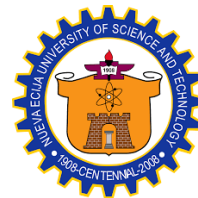
Brief Description of the Service

Enrollment/registration of students every opening of semesters/school year is one of the services being provided by the university to its students. In the process, enrollees are assisted /guided as to what subjects are to be enrolled, what class/ laboratory rooms are assigned to them, who would be their professor /instructors/faculty-in-charge, what would be their schedule of classes, what are the requirements and/or requisites, etc. Hence, enrollment/registration service is very vital on the part of the students.

Office or Division:	Office of Admission and Registration						
Classification:	Complex Transactions						
Type of Transaction:	G2C -Government to Citizens (Students)						
Who may avail:	New/transferring students from other schools						
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE					
Original Transcript of Records	Previous school attended						
Certificate of Good Moral Character							
Certificate of Honorable Dismissal							
Evaluation Form	Office of Admission and Registration (OAR)						
Registration Form	Enrolling Teacher (<i>College of chosen course/program</i>)						
Admission Slip							
Student Information Sheet							
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE			
1. Submit TOR to OAR for evaluation	Evaluate the scholastic standing of the applicant and issue <i>Request Form</i> if qualified	None	Three (3) working days	<i>OAR Personnel</i>			



2. Transferee to pay to the Cashier's Office corresponding fee	Receive payment and issue <i>Official Receipt</i>	₱10.00	2 Mins	<i>Cashier's Staff</i>
3. Submit to the OAR <i>Receipt of Payment</i> and be issued <i>Process Number</i>	Receive document and issue <i>Process Number</i>	None	2 Mins	<i>OAR Personnel</i>
4. After evaluation, transferee to proceed to the College of chosen course/ program for enrolment	Approval/ Disapproval; Issuance of Forms	None	3 Mins	<i>Dean/Enrolling Teacher in Chosen College/ Department</i>
5. Transferee will be issued the following: a) <i>Registration Form</i> b) <i>Student Information Sheet</i> c) <i>Admission Slip</i>	Issuance of Forms	None	2 Mins	<i>Dean/Enrolling Teacher</i>
Fill-up the forms	Assistance in needed	None	Depends upon the enrollee	<i>Enrolling Teacher</i>
6. Transferee will proceed to the following offices: a) Health Services Unit b) MIS Office c) Accounting Office	Medical/Dental Examination System Registration Assessment of Fees	None	10 Mins 2 Mins 2 Mins	<i>HSU Staff</i> <i>MIS Staff</i> <i>Accounting Staff</i>
7. Transferee/Enrollee to proceed to the OAR for submission of all required documents	Receive/check required documents; Issuance of <i>Certificate of Registration</i>	None	2 Mins	<i>OAR Personnel</i>

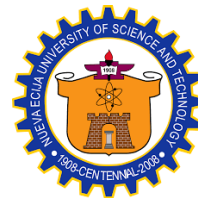


H. ISSUANCE/RELEASE OF TRANSCRIPT OF RECORDS

Brief Description of the Service

For purposes of employment, further study, advance education, etc., students, former students, graduates/alumni need document that would prove that they are or had been officially enrolled in the University and what was the grade/credit/rating/ in each of the courses/subjects they have taken. Hence, they will file a request for issuance/release of Transcript of Records in the University.

Office or Division:	Office of Admission and Registration			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizens (Students)			
Who may avail:	Students, Former Students, Graduates/Alumni			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Clearance Form		Office of Admission and Registration (OAR)		
Request Form				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure <i>Clearance Form</i> and <i>Request Form</i> from the OAR	Issuance of Forms	None	1 Min	OAR Personnel
Accomplish the forms	Assistance if needed	None	Depends upon the requesting party	OAR Personnel
2. Pay to the Cashier's Office the corresponding fee for the requested document	Receive payment and issue <i>Official Receipt</i>	TOR- ₱150.00/page Documentary stamp - ₱30.00	3 Mins	Cashier Staff
3. Submit to the OAR the accomplished forms and <i>Receipt of Payment</i>	Approval of requested document	None	1 Min	OAR Personnel
4. <i>Claim Stub</i> will be given to the requesting student/alumni	Advise requesting students/alumni to come back after 3 days	None	One day for fresh graduates and <i>Three (3) working days</i> for non-fresh graduates	OAR Personnel



I. REISSUANCE OF DIPLOMA

Brief Description of the Service

For purposes of employment, further study, etc., students, and graduates/alumni need document that would prove that they are graduates of NEUST. Hence, they will file a request for reissuance of Diploma.

Office or Division:	Office of Admission and Registration			
Classification:	Simple			
Type of Transaction:	G2C -Government to Citizens			
Who may avail:	Students, Graduates/Alumni			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
"Affidavit of Lost" executed by the requesting individual		Law Office/Notary Public		
Request Form (re-issuance)		Office of Admission and Registration (OAR)		
Clearance (for AVTP Graduates)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit to the OAR a copy of <i>Affidavit of Lost</i>	Checking of the authenticity of submitted affidavit; Issuance of a <i>Request Form</i>	None	2 Mins	OAR Personnel
2. Pay to the Cashier's Office the corresponding fee	Receive payment and issue <i>Official Receipt</i>	PhP150.00 plus PhP30 doc stamp	2 Mins	Cashier's Staff
3. Submit to the OAR <i>Official Receipt</i> after which a <i>Claim Stub</i> will be issued to him/her	Approval and reissuance of requested <i>Diploma</i>	None	Three (3) working days	OAR Personnel
FOR AVTP				
1. Secure <i>Clearance Form</i> from the OAR	Issuance of <i>Clearance Form</i>	None	1 Min	OAR Personnel
2. Accomplish the <i>Clearance Form</i>	Signing of <i>Clearance Form</i>	None	1 Min	OAR Personnel & Concerned Offices
3. Submit to the OAR the accomplished <i>Clearance Form</i>	Checking of the signatures in the <i>Clearance Form</i>	None	2 Mins	OAR Personnel
4. Receive the requested <i>Diploma</i>	Reissuance of <i>Diploma</i>	None	3 Working Days	OAR Personnel

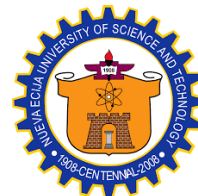


J. ISSUANCE/RELEASE OF CERTIFICATE

Brief Description of the Service

For purposes employment, further study, etc., students, and graduates/alumni need document that would prove that they are graduates of NEUST. Hence, they will file a request for issuance/release of appropriate Certificate.

Office or Division:	Office of Admission and Registration			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizens			
Who may avail:	Students, Graduates/Alumni			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Form		Office of Admission and Registration (OAR)		
Original TOR				
Original Diploma				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For Certification, Authentication, Verification (DFA); Certificate of Graduation; Certificate of General Weighted Average; Certificate for English as Medium of Instruction				
1. Submit to OAR original and photocopy of TOR and Diploma	Checking of the authenticity of submitted documents; Approval of the request	None	5 Mins	OAR Personnel
2. OAR will issue a <i>Request Form</i> to the client	Issuance of Forms	None	1 Min	OAR Personnel
3. Pay to Cashier's Office the corresponding fee for the requested document	Receive payment and issue <i>Official Receipt</i>	Documentary stamp – ₱50.00 ₱30.00 Authentication ₱10.00/page	2 Mins	Cashier's Staff

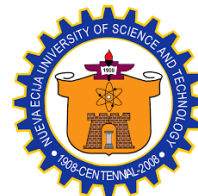


K. HEALTH SERVICES

Brief Description of the Service

Students could only learn so much if they are of good physical and mental conditions. Hence, the university must assist them in maintaining such a healthy status. In so doing, in case of contagious disease, attending to one's health condition is likewise protecting others from acquiring the same. Health service therefore is one of the important services being accorded to students as well as personnel by the University.

Office or Division:	Health Services Unit (HSU)			
Classification:	Highly Technical Transaction			
Type of Transaction:	G2C-Government to Citizens (Students & Personnel)			
Who may avail:	<i>Bona fide</i> Students and Personnel of NEUST			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Drug Test		Designated Laboratory		
Medical Laboratory Examination				
Fully accomplished Medical/Dental Records Form		University Health Services Unit		
Annual Physical Examinations (Medical/Dental)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Do drug test	Assign a DOH-accredited laboratory	Per student- ₱150.00	30 Minutes	<i>Laboratory Personnel Medical Staff</i>
2. Accomplish Medical/Dental Record Form	HSU personnel to assist	None	5 Mins	<i>Nurse on duty (NOD)</i>
3. Undergo laboratory examination	HSU Personnel to facilitate laboratory examination	None	45 Mins	<i>Nurse on duty (NOD)</i>
4. Annual Physical Examination (Medical/Dental)	Medical/Dental Examination	None	20 Mins	<i>MDIV, Dental III</i>

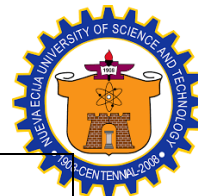


L. GUIDANCE AND CONSELING SERVICES

Brief Description of the Service

All students, be it along academic or other fields of human endeavors, need to be provided guidance and counseling services. As a matter of fact, in an educational institution like NEUST, guidance and counseling service is a right of every student. Through this service, students will be properly guided in their decision-making process and in attaining holistic development.

Office or Division:	Office of Student Affairs and Services (Guidance and Counseling Office)			
Classification:	Highly Technical Transactions			
Type of Transaction:	G2C-Government to Citizens (Students)			
Who may avail:	Bona fide NEUST Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Personnel Registered Guidance Counselors Licensed Psychometrician Administrative Staff Student Assistant Peer Facilitator		Various units under OSAS		
Physical Facilities, Fixtures, Equipment, Office Supplies		OSAS		
Test Materials and Assessment Tools		Guidance and Counseling Office (GCO)		
Budget for Administration of Services		NEUST Administration		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Orientation Services: a) Attend orientation schedule	Conduct new student convocation and orientation program	None	180 Minutes	OSA and GCO Personnel
2. Counseling Services: a) Walk-in the office or set an appointment for counseling b) If counselor is not available, schedule for a session c) Respond to counselor's call for counseling or follow-up.	Make personnel available for counseling Establish a referral system	None	30-45 Minutes	GCO Personnel



<p>3. Individual Inventory: a) Fills-out <i>Student Information Sheet</i> Form b) Attend intake or routine interviews c) Request or take prescribed psychological tests</p>	<p>Print SIS Forms; Analyze collected information; Update cumulative folder; Restrict access to forms; Dispose forms properly.</p>	<p>None</p>	<p>Throughout students' stay in the University</p>	<p>GCO Personnel</p>
<p>4. Accomplish of Student Information Sheet: a) Fill-out <i>Student Information Sheet</i></p>	<p>Print Forms; File accomplished forms</p>	<p>None</p>	<p>1 Minute</p>	<p>GCO Personnel</p>
<p>5. Intake /Routine Interview: a) Attend to interview schedule or respond counselor's call for interview</p>	<p>Conduct intake or routine interview; File Form</p>	<p>None</p>	<p>15-30 Minutes</p>	<p>GCO Personnel</p>
<p>6. Testing Service: a) Request needed test or take scheduled test b) Claim test results</p>	<p>Schedule test; Administer test; Interpret test</p>	<p>None</p>	<p>Depends on nature of test</p>	<p>GCO Personnel</p>
<p>7. Peer Facilitation: a) Fill-out <i>Application Form</i> b) Complete peer trainings c) Be certified as a <i>Peer Facilitator</i> d) Attend or initiate peer related activities</p>	<p>Announce peer recruitment; Train and certify peer facilitators; Manage and sustain peer facilitation program.</p>	<p>None</p>	<p>Throughout peer facilitator's stay in the organization</p>	<p>GCO Personnel and Faculty Advisers</p>

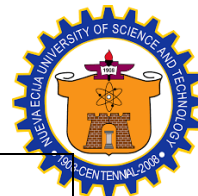


M. PROVISION /DELIVERY OF UNIVERSITY EXTENSION SERVICES

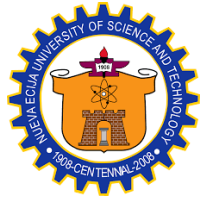
Brief Description of the Service

One of the major functions of NEUST is to provide extension services to the target clientele who are considered marginalized sector of society. The services maybe in the forms of training, technical assistance, consultancy /advisory services, technology demonstration, etc. Hence, interested parties may file a written request to the University for the provision/delivery of extension services.

Office or Division:	Extension Services Department under the Vice President for Research, Extension and Training (OVP-RET)			
Classification:	Highly Technical Transaction			
Type of Transaction:	G2C -Government to Citizens; or G2B -Government to Business (Social Enterprises); or G2G -Government to Government			
Who may avail:	Individuals, Groups (<i>Religious, NGOs, POs, Coops</i>), Local Government Units, National Government Agencies/Institutions, GOCCs, Government Employees/Officials			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request		Requesting entity		
Local Legislative Resolution (in case of LGUs); Board Resolution as the case may be				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request to the Office of the University President	Receive request	None	2 Mins	<i>Personnel in the Office of the President</i>
	The Office of the President acts on the request and forward the same to the OVP-RET	None	10 Mins	<i>President's Staff and OVP-RET</i>
	OVP-RET endorses the letter Request/ Resolution to the concerned College/ Department/Campus for appropriate action thru the Directors of Research, Extension and Training as the case may be	None	1 Hour	<i>OVP-RET and Personnel of concerned College/Campus</i>

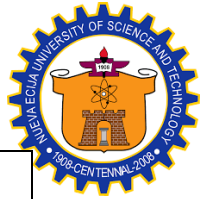


	concerned offices prepare appropriate Project Proposal for review of the OVP-RET	None	2 Days	<i>Concerned RET Department</i>
	Office of the President approves the Proposal	None	2 Hours	<i>Office of the President</i>
2. Meeting between and among clients, RET Staff, and Extension Head of concerned College/Campus	RET to discuss the approved Request and the corresponding Project Proposal	None	2 Hours	<i>RET Staff and Extension Head of Campus/ College concerned</i>
3. Participation in the delivery of services: Implementation of the Project	<ol style="list-style-type: none"> 1. Notify Proponent 2. Inform expert of schedule and nature of transaction 3. Actual conduct of project 	Honoraria per approved research, extension manual	Depending upon the nature of the project proposal (<i>per approved project proposal</i>)	<i>RET Department/ College/ Campus</i>
4. Participation in the Monitoring of Project	Actual visit of concerned personnel from RET Departments	Travel expenses	4 Hours	<i>RET Department/ College/ Campus</i>
5. Participation in the Reporting	Preparation and submission of report	None	2 Hours	<i>Concerned RET Department/ College/ Campus</i>

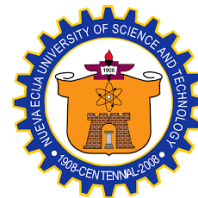


FEEDBACK AND COMPLAINTS MECHANISM

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback?	<p>Answer the client feedback and drop it at the designated drop box at the <i>Public Assistance and Complaint Desk</i> and other designated areas. Contact Info: (044) 463-0226</p>
How feedbacks are processed?	<p>Every Friday, the two (2) <i>Chief Administrative Officers</i> (CAOs) open the drop box, compile and record all feedback submitted. The CAOs may seek the help of other non-teaching staff in various campuses for this purpose. Feedback requiring answers are forwarded to the relevant offices and they are required to answer within three (3) days from receipt of the feedback. The answer of the office is then relayed to the citizen/ student/ clients through the <i>Publication and Public Affairs Office</i>.</p> <p>For inquiries and follow-up clients may contact the following telephone number: (044) 463-0226; 09178943690; 09257314636; 09257806610</p>

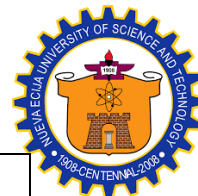


<p>How to file a complaint?</p>	<p>Answer the client Complaint Form and drop it at the designated drop box at the <i>Public Assistance and Complaint Desk</i> and other designated areas.</p> <p>Complaint can also be filed using telephone. Make sure to provide the following information:</p> <ul style="list-style-type: none">- Name of person being complained- Incident- Evidence <p>For inquiries and follow-ups, clients may contact the following number: (044) 463-0226</p>
<p>How complaints are processed?</p>	<p>The Compliant Officers (The two CAOs) open the complaint drop box on a daily basis and evaluate each complaint.</p> <p>Upon evaluation the Complaint Officer shall start the investigation and forward the complaint to the relevant office for their explanation.</p> <p>The compliant officer will create a report after the investigation and shall submit it to the Head of Agency for appropriate action. The Complaint Officers will give the feedback to the client.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (044) 463-0226; 09257314636; 09257806610</p>

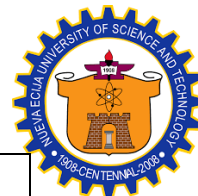


LIST OF OFFICES IN THE UNIVERSITY

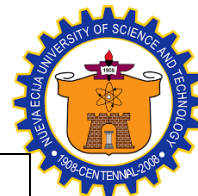
LIST OF OFFICES		
Office	Address	Contact Information
Office of the UNIVERSITY PRESIDENT	NEUST Main Campus, General Tinio Street, Cabanatuan City	(044)4630226
Office of the EXECUTIVE VICE PRESIDENT	NEUST Main Campus, General Tinio Street, Cabanatuan City	09054329574
Office of the VICE PRESIDENT for Academic Affairs	NEUST Main Campus, General Tinio Street, Cabanatuan City	09328804363
Office of the VICE PRESIDENT for Research, Extension and Training	NEUST Main Campus, General Tinio Street, Cabanatuan City	09988633132
Office of the VICE PRESIDENT for Administration, Business and Finance	NEUST Main Campus, General Tinio Street, Cabanatuan City	09054329574
Office of the CAMPUS DIRECTOR, NEUST Sumacab Campus	NEUST Sumacab Campus, Sumacab Sur, Cabanatuan City	09088601710
Office of the CAMPUS DIRECTOR, NEUST San Isidro Campus	NEUST San Isidro Campus, San Isidro Nueva Ecija	09273766167
Office of the CAMPUS DIRECTOR, NEUST Gabaldon Campus	NEUST Gabaldon Campus, Gabaldon, Nueva Ecija	0988567360



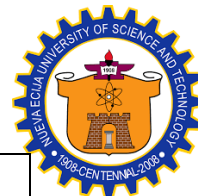
Office of the CAMPUS DIRECTOR, NEUST Fort Magsaysay Campus	NEUST Fort Magsaysay Campus, Brgy Militar (Fort Magsaysay), Palayan City	09285247996
Office of the CAMPUS DIRECTOR, NEUST Atate Campus	NEUST Atate Campus, Brgy Atate, Palayan City	09151141165
Office of the DIRECTOR, Off Campus Program – Northern Nueva Ecija	NEUST Main Campus, General Tinio Street, Cabanatuan City	09333788830
Office of the DIRECTOR, Off Campus Program – Southern Nueva Ecija	NEUST Main Campus, General Tinio Street, Cabanatuan City	09778146801
Office of the DEAN, Graduate School	NEUST Main Campus, General Tinio Street, Cabanatuan City	09162827371
Office the DEAN, College of Engineering	NEUST Sumacab Campus, Sumacab Sur, Cabanatuan City	09173090411
Office the DEAN, College of Architecture	NEUST Sumacab Campus, Sumacab Sur, Cabanatuan City	09228279122
Office the DEAN, College of Education	NEUST Sumacab Campus, Sumacab Sur, Cabanatuan City	09989918028



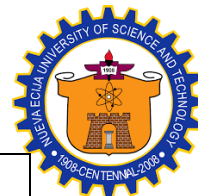
Office of the DEAN, College of Nursing	NEUST Main Campus, General Tinio Street, Cabanatuan City	09328530867
Office of the DEAN, College of Agriculture	NEUST Main Campus, General Tinio Street, Cabanatuan City	09212768294
Office of the DEAN, College of Criminology	NEUST Gabaldon Campus, Gabaldon, Nueva Ecija	09778501193
Office of the DEAN, College of Arts and Sciences	NEUST Sumacab Campus, Sumacab Sur, Cabanatuan City	09156809424
Office of the DEAN, College of Industrial Technology	NEUST Main Campus, General Tinio Street, Cabanatuan City	09328588761
Office of the DEAN, College of Information and Communication Technology	NEUST Sumacab Campus, Sumacab Sur, Cabanatuan City	09328718569
Office of the DEAN, College of Management and Business Technology	NEUST Sumacab Campus, Sumacab Sur, Cabanatuan City	09328807261
Office of the DIRECTOR, Institute of Physical Education	NEUST Sumacab Campus, Sumacab Sur, Cabanatuan City	09329842682
Office of the SUPERVISING PRINCIPAL, Laboratory High School	NEUST Main Campus, General Tinio Street, Cabanatuan City	09399014519



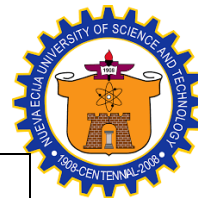
Office of the DIRECTOR, Curriculum Development and Evaluation	NEUST Sumacab Campus, Sumacab Sur, Cabanatuan City	09174040070
Office of the LIBRARIAN, University Library	NEUST Main Campus, General Tinio Street, Cabanatuan City	09175966317
Office of the DIRECTOR, Office of Admission and Registration ➤ Registrar, Office of the Registrar	NEUST Main Campus, General Tinio Street, Cabanatuan City	09052255989
Office of the DIRECTOR, Office of Student Affairs and Services	NEUST Main Campus, General Tinio Street, Cabanatuan City	09056758834
Office of the DIRECTOR, National Service Training Program	NEUST Sumacab Campus, Sumacab Sur, Cabanatuan City	09329842682
Office of the DIRECTOR, Center for On-The-Job-Training and Career Development	NEUST Sumacab Campus, Sumacab Sur, Cabanatuan City	09175660883
Office of the DIRECTOR, Center for Literary, Culture and the Arts Development	NEUST Sumacab Campus, Sumacab Sur, Cabanatuan City	09054349603
Office of the DIRECTOR, Center for Sports Development	NEUST Sumacab Campus, Sumacab Sur, Cabanatuan City	09275773444
Office of the DIRECTOR, Research Services Department	NEUST Main Campus, General Tinio Street, Cabanatuan City	09988620155



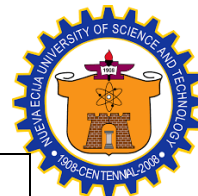
Office of the DIRECTOR, Extension Services Department	NEUST Sumacab Campus, Sumacab Sur, Cabanatuan City	09988633132
Office of the DIRECTOR, Training Services Department	NEUST Sumacab Campus, Sumacab Sur, Cabanatuan City	09274778392
Office of the DIRECTOR, Data Analysis Center	NEUST Main Campus, General Tinio Street, Cabanatuan City	09169488931
Office of the DIRECTOR, Planning and Development Office <ul style="list-style-type: none"> ➤ Head, Disaster Risk Reduction Management Unit ➤ Head, Pollution Control and Climate Change Mitigation Unit 	NEUST Main Campus, General Tinio Street, Cabanatuan City	09498878906
Office of the DIRECTOR, International and Domestic Institutional Linkages Office	NEUST Main Campus, General Tinio Street, Cabanatuan City	09778146801
Office of the DIRECTOR, Learning and Development Center	NEUST Main Campus, General Tinio Street, Cabanatuan City	09171400274
Office of the DIRECTOR, Quality Assurance Office	NEUST Sumacab Campus, Sumacab Sur, Cabanatuan City	09355953881
Office of the DIRECTOR, Management Information System Office	NEUST Main Campus, General Tinio Street, Cabanatuan City	09430660770



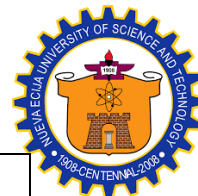
Office of the HEAD, Publication and Media Affairs Unit	NEUST Main Campus, General Tinio Street, Cabanatuan City	09178943690
Office of the CHIEF, Civil Security Unit	NEUST Main Campus, General Tinio Street, Cabanatuan City	09988817605
Office of the DIRECTOR, Infrastructure Development Office	NEUST Sumacab Campus, Sumacab Sur, Cabanatuan City	09088601710
Office of the HEAD, Internal Audit Services Unit	NEUST Main Campus, General Tinio Street, Cabanatuan City	09672578880
Office of the LEGAL OFFICER, Legal Services Office	NEUST Main Campus, General Tinio Street, Cabanatuan City	09176292216
Office of the DIRECTOR, Moral Recovery and Spiritual Uplift Program	NEUST Sumacab Campus, Sumacab Sur, Cabanatuan City	09358227866
Office of the DIRECTOR, Gender and Development Center	NEUST Main Campus, General Tinio Street, Cabanatuan City	09268382783
Office the DIRECTOR, Alumni Affairs Office	NEUST Main Campus, General Tinio Street, Cabanatuan City	09268382783
Office of the CHIEF ADMINISTRATIVE OFFICER (<i>Administrative</i>)	NEUST Main Campus, General Tinio Street, Cabanatuan City	09257314636



Office of the DIRECTOR, Building Maintenance and General Services Unit	NEUST Main Campus, General Tinio Street, Cabanatuan City	09175564449
Office of the DIRECTOR, Health Services Unit	NEUST Main Campus, General Tinio Street, Cabanatuan City	09171736676
Office of the DIRECTOR, Auxiliary Services Office ➤ Head, Motorpool and Transportation Services Unit ➤ Head, Printing Services Unit	NEUST Main Campus, General Tinio Street, Cabanatuan City	09293624258
Office of the HEAD, Human Resource Management Office	NEUST Main Campus, General Tinio Street, Cabanatuan City	09228142850
Office of the HEAD, Supply and Property Management Unit	NEUST Main Campus, General Tinio Street, Cabanatuan City	09263406313
Office of the HEAD, Procurement Services Unit	NEUST Main Campus, General Tinio Street, Cabanatuan City	09338634092
Office of the HEAD, Records Management Unit	NEUST Main Campus, General Tinio Street, Cabanatuan City	09177943394
Office of the DIRECTOR, Office of Production ➤ Head, Corporate and Business Affairs Division ➤ Head, Product Development, Fabrication and Commercialization Division ➤ Head, Agricultural and Food Production Division	NEUST Main Campus, General Tinio Street, Cabanatuan City	09662396545



Office of the CHIEF ADMINISTRATIVE OFFICER (<i>Finance</i>)	NEUST Main Campus, General Tinio Street, Cabanatuan City	09257806610
Office of the ACCOUNTANT, Accounting Office	NEUST Main Campus, General Tinio Street, Cabanatuan City	09178999294
Office of the BUDGET OFFICER, Budget Office	NEUST Main Campus, General Tinio Street, Cabanatuan City	09477106195
Office of the CASHIER, Cashier's Office	NEUST Main Campus, General Tinio Street, Cabanatuan City	09332873457
Office of the DATA PRIVACY OFFICER, University Data Privacy Office	NEUST Main Campus, General Tinio Street, Cabanatuan City	09778146801
Office of the PRESIDENT, University Student Government	NEUST Main Campus, General Tinio Street, Cabanatuan City	09190006544
Office of the PRESIDENT, Non- Teaching Personnel Association	NEUST Main Campus, General Tinio Street, Cabanatuan City	09167657800
Office of the PRESIDENT, Faculty and Staff Union	NEUST Main Campus, General Tinio Street, Cabanatuan City	09155595698
Office of the PRESIDENT, Pinag-isang Samahan ng mga Alumni ng NEUST (PAGASA-NEUST), Inc.	NEUST Sumacab Campus, Sumacab Sur, Cabanatuan City	09176314892



Office of the SECRETARY, Board of Regents	NEUST Main Campus, General Tinio Street, Cabanatuan City	0955041227
Office of the EXECUTIVE SECRETARY, Office of the President	NEUST Main Campus, General Tinio Street, Cabanatuan City	09296420140
Office of the SECRETARIAT, Administrative Council	NEUST Main Campus, General Tinio Street, Cabanatuan City	0929420140
Office of the SECRETARIAT, Academic Council and Editing Unit	NEUST Main Campus, General Tinio Street, Cabanatuan City	09455963661
Office of the SECRETARIAT, Bids and Awards Committee	NEUST Main Campus, General Tinio Street, Cabanatuan City	09107675541