OPEN UNIVERSITY

LIST OF SERVICES

External Services
1: Application for Admission
2: Enrollment for (a) New student (b) Continuing Student
3: Adding, Changing, Dropping, and Withdrawal of Enrollment
4: Application for Defense/Comprehensive Exam
5: Monitoring and Checking of Proposal, Final and Masters Project Draft
6: Proposal Defense, Final Defense and Masters Project Presentation
7: Clearance

Application for Admission
(As of 2nd Semester, School Year 2024-2025)

Evaluation of applications documents to ensure qualification for enrolment to identified degree program otherwise the recommendation for bridging courses.

Office or Division:	Open University
Classification:	Complex (may be accomplished in **7** days)
Type of Transaction:	G2C - Government to Citizen; G2G - Government to Government
Who May Avail:	Clients with Baccalaureate Degree

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application Form (BSU-OU Form 1)	Open University Office (OU)
2. Recommendation Form (BSU-OU Form 2)	Open University Office (OU)
3. Permit to Study Form (BSU-OU Form 3)	Open University Office (OU)
4. Official Transcript of Records (TOR/OTR)	Requesting Client
5. Photocopy of PSA and Marriage Contract if married (2 copies)	Requesting Client
6. Certificate of Transfer Credential/ Honorable Dismissal (original)	Requesting Client
7. An essay indicating reasons why enroll in the OU	Requesting Client
8. Application Fee: 100php, $25 for foreign nationals	Cashiers Office
9. Official Transcript/Certification of Grades / Scholastic Records - 1 copy	Requesting Client
Additional Requirement for working	
10. Employment Certificate - 1 copy	Requesting Client
Additional Requirement for Active and Former Students	
5. Validated University Student ID Card	Requesting Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Application requirements	1.1. Receive, sign, assess the submitted requirement and return the checklist of requirements form	None	5 minutes	Administrative Aide IV
	1.2 If documents are incomplete: Advise	None	3 minutes	Administrative Aide IV

	applicant to submit lacking document/s based on the checklist			
	1.3 *If documents are complete:* Advise applicant to pay for admission fee	None	1 minute	Administrative Aide IV
	1.4 Evaluate the requirement and compute the GWA of the client	None	5 minutes	Administrative Aide IV
	1.5 Approval of Director/Assistant Director	None	5 minutes	Director/Assistant Director
2. Take note of information provided	2.1 Inform client to wait a text message or email for the schedule of aptitude and/or function-specific testing	None		Administrative Aide IV
TOTAL:			**24 minutes**	

Enrollment for New/Continuing Students
(As of 2nd Semester, School Year 2024-2025)

Enlistment of new or first-time enrollees as bona-fide students thereby officially enrolling courses for the completion of their degree program and enlistment of old and returning students in the different courses for the degree programs.

A. NEW STUDENT

Office or Division:	Open University			
Classification:	Simple (may be accomplished in **3** days)			
Type of Transaction:	G2C - Government to Citizen; G2G - Government to Government			
Who May Avail:	Clients with Baccalaureate Degree			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
1. Pre-registration Form/Google Form		Open University Office		
2. Notice of Acceptance		Open University, University Registrar, Client		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1.Submission of Notice of Admission (NOA) and Pre-registration form (PRF).	1.1 Receipt of the NOA and PRF and checking for completeness of documents specified in the NOA to be submitted.	None	3 minutes	Administrative Aide IV
	1.2 Checking of accuracy of the courses written on the PRF for enrolment.	None	10 minutes	Administrative Aide IV
	1.3 Endorsement of the PRF to the Director/ Assistant Director for their approval and signing.	None	5 minutes	OU Assistant Director and Director
	1.4 Encoding of the courses in the SIAS.	None	3 minutes	Administrative Aide IV
	1.5 Printing of the official enrollment form of the student ready for validation of the accounting office upon payment.	None	1 minute	Administrative Aide IV
	1.6 Send COR to student to online students and instruct to pay the fees at the Cashiers office/Land bank e-portal	None	5 minutes	Administrative Aide IV

2. Pay enrollment fees					Cashiers' office
		TOTAL:		**27 minutes**	

B. CONTINUING STUDENT

Office or Division:	Open University
Classification:	Simple (may be accomplished in **3** days)
Type of Transaction:	G2C - Government to Citizen; G2G - Government to Government
Who May Avail:	Clients with Baccalaureate Degree

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Pre-registration Form/Google Form	Open University Office
2. Notice of Acceptance	Open University, University Registrar, Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Pre-registration form (PRF).	1.2 Checking of accuracy of the courses written on the PRF for enrolment.	None	10 minutes	Administrative Aide IV
	1.3 Endorsement of the PRF to the Director/ Assistant Director for their approval and signing.	None	5 minutes	OU Assistant Director and Director
	1.4 Encoding of the courses in the SIAS.	None	3 minutes	Administrative Aide IV
	1.5 Printing of the official enrollment form of the student ready for validation of the accounting office upon payment.	None	1 minute	Administrative Aide IV
	1.6 Send COR to student to online students and instruct to pay the fees at the Cashiers office/Land bank e-portal	None	5 minutes	Administrative Aide IV
2. Pay enrollment fees				Cashiers' office
	TOTAL:		**24 minutes**	

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Benguet State University
OPEN UNIVERSITY (OU)
Km. 5 Balili, La Trinidad, Benguet 2601

Adding, Changing, Dropping and Withdrawal of Enrollment
(As of 2nd Semester, School Year 2023-2024)

Office or Division:	Open University				
Classification:	Simple (may be accomplished in **3** days)				
Type of Transaction:	G2C - Government to Citizen; G2G - Government to Government				
Who May Avail:	Clients with Baccalaureate Degree				
CHECKLIST OF REQUIREMENTS			**WHERE TO SECURE**		
1. Adding, Changing, Dropping and Withdrawal form			Office of the University Registrar		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**	
1.Submission of duly accomplished form secured from the OUR.	1.1 Receipt of properly accomplished OUR form.	None	1 minute	Administrative Aide IV	
	1.2 Evaluation of request and endorsement to the Director/ Assistant Director for appropriate action (advising and/or approval)	None	20 minutes	Administrative Aide IV	
	1.3 Releasing of the form to the student	None	2 minutes	Administrative Aide IV	
2. Pay processing fee		100.00		Cashiers' office	
TOTAL:			23 minutes		

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Monitoring and Checking of Proposal or Final Thesis Manuscripts for Defense
(As of 2nd Semester, School Year 2023-2024)

Submission of thesis proposal and final manuscripts for the purpose of evaluation vis-à-vis University standards and format for thesis form and style allowing defense proper to proceed.

Office or Division:	Open University
Classification:	Highly Technical (may be accomplished in **21** days)
Type of Transaction:	G2C - Government to Citizen; G2G - Government to Government
Who May Avail:	Clients with Baccalaureate Degree

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Endorsement form for Proposal/Final Defense	Open University

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Securing advisory committee endorsement form for evaluation of manuscript.	1.1 Checking and endorsement of the manuscript to the Open University for approval of defense	None		Advisory Committee (Adviser and Panel Members)
2. Submission of manuscript and accomplishment of application form	2.1 Receipt and evaluation of manuscript vis-à-vis University form and style.	None		Administrative IV
	2.2 Endorsement of the manuscript to the Director/ Assistant Director for appropriate action (approval of manuscript as ready for defense or further improvement of the manuscript).	None		Director/ Assistant Director
	2.3 Approval of the manuscript as ready for defense proper	None		Director/ Assistant Director
	TOTAL:			

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Clearance

Securing the clearance signifies that the student has no pending concerns in any relevant office in the university.

Office or Division:	Open University
Classification:	Simple (may be accomplished in **3** days)
Type of Transaction:	G2C - Government to Citizen; G2G - Government to Government
Who May Avail:	Clients with Baccalaureate Degree

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Clearance Form (OUR)	Office of the University Registrar

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. To submit fully accomplished Clearance Form	1.1 Evaluate Request and forward the form to the Director/ Assistant Director	None	20 minutes	Administrative Aide IV/ Director/ Assistant Director
	1.2 Return the form to the student	None	1 minute	Administrative Aide IV
2. To pay processing fee		None		Cashiers Office
3. Submit approve form to OUR				Client/Student
	TOTAL:		**21 minutes**	

Benguet State University
OPEN UNIVERSITY (OU)
Km. 5 Balili, La Trinidad, Benguet 2601

Office	Address	Contact Information
LA TRINIDAD CAMPUS	Km.5 Balili, La Trinidad, Benguet	President's Office: Telefax - +63.74.422.2281
BSU Open University	Km.5 Balili, La Trinidad, Benguet	open.university@bsu.edu.ph
Cashiering Office	1st Floor, Administration Building, BSU Compound, Km. 5 Balili	cashier@bsu.edu.ph (074) 424-7197
Accounting Office	1st Floor, Administration Building, BSU Compound, Km.5 Balili	accounting@bsu.edu.ph248-0917
University Library and Information Services (ULIS)	University Library, BSU Compound, Km. 5 Balili	ulis@bsu.edu.ph l.kipaan@bsu.edu.ph 0949-477-0460 *smart* 0966-624-2314 *globe*
University Health Services	Medical and Dental Clinic, BSU Compound, Km. 5 Balili	oss.uhs@bsu.edu.ph (+63) 9631743566
Office of Student Services (OSS) - Guidance and Counseling Unit (GCU)	Office of Student Services Building, BSU Compound, Km. 6 Betag	oss.director@bsu.edu.ph (074) 422-2043

Office	Address	Contact Information
- Student Development Services (SDU) - Testing Materials Development Unit (TMDU)		
Office of the University Registrar (OUR)	1st Floor, Administration Buildsing Annex, BSU Compound, Km. 5 Balili	registrar@bsu.edu.ph (074) 422-2127 loc 33
University Public Affairs Office (UPAO)	1st Floor, Administration Building Annex, BSU Compound, Km. 5 Balili	publicaffairs@bsu.edu.ph(074) 309-3883 Facebook/Messenger: Upao Bsu