

**CITIZEN'S CHARTER**  
**for**  
**CHANGE OF STUDENT'S DEGREE PROGRAM &**  
**REQUEST FOR UNSCHEDULED SUBJECT**

**OFFICE OF THE VICE PRESIDENT FOR INSTRUCTION (OVPI)**

*Tel. No. (053) 5637106*

*Head: Dr. Beatriz S. Belonias*

*Vision: The premier university of science and technology in the Visayas.*

*Mission Provide excellent instruction, conduct relevant research and foster community engagement that produce highly competent graduates necessary for the development of the country.*

**I. REQUIRED DOCUMENTS**

- 1.1. Approved application form for change in degree program (shifting form) up to the level of the Dean of Students & the Dean of desired degree program.
- 1.2. Approved request form for offering unscheduled subject up to the level of the Dean of the respective college.

## II. PROCEDURE(S)

STEP (S)	APPLICANT/CLIENT	OFFICE ACTIVITIES	DURATION	PERSON IN-CHARGE
<b>A.REQUEST FOR CHANGE OF STUDENT'S DEGREE PROGRAM/MAJOR FIELD</b>				
1	Submits approved request form to the in-charge	Reviewing, checking & and countersigning of the form for approval by the Vice President for Instruction.	3 minutes	LBAbamo
2	Proceeds to the Vice President for Instruction for approval	Checking, approving/disapproving of request.	2 minutes	Dr. BSBelonias
3	Proceeds to the Registrar for recording & updating of student record	Receiving, recording & updating of student's record for his/her change of degree program		In-charge at the Registrar's Office
4	Provides copy of the approved & recorded shifting form for filing	Receiving & filing of the copy of the shifting form	2 minutes	LBAbamo

<b>B. REQUEST FOR UNSCHEDULED SUBJECT</b>				
<b>1</b>	Submits approved request form to the in-charge	Reviewing, checking & countersigning of the form for request for offering unscheduled subject for approval by the Vice President for Instruction.	3 minutes	CDAntipaso
<b>2</b>	Proceeds to the Vice President for Instruction for approval	Checking, approving/disapproving change for request for offering unscheduled subject	2 minutes	Dr. BSBelonias
<b>3</b>	Proceeds to the Registrar for Recording & updating of student record	Receiving, recording & updating of student's record for his/her change of degree program		In-charge at the Registrar's Office
<b>4</b>	Provides copy of the approved & recorded form of the request for unscheduled subject	Receiving & filing of the copy of the shifting form	2 minutes	LSValenzona

### **III. AVAILABILITY OF SERVICE**

From Monday to Friday 8:00 am to to 5:00pm

For complaints, comments & recommendations, contact any of the following:

**Beatriz S. Belonias, Ph.D**

Vice President for Instruction

VSU, Baybay City, Leyte

Tel. No. 5637106