



PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM CENTRAL MINDANAO CAMPUS CITIZEN'S CHARTER

(in compliance with the requirements of Republic Act No. 9485, otherwise known as the Anti-Red Tape Act of 2007)



VISION

We are the leading science high school in the Asia Pacific region preparing our scholars to become globally-competitive Filipino scientists equipped with 21st century skills and imbued with the core values of truth, excellence, and service to the nation.

MISSION

The Philippine Science High School, operating under one System of governance and management, provides scholarships to students with high aptitude in science and mathematics:

The PSHS offers an education that is humanistic in spirit, global in perspective and patriotic in orientation. It is based on a curriculum that emphasizes science and mathematics and the development of well-rounded individuals.

The PSHS prepares its students for careers in SGT and contributes to nation building by helping the country attain a critical mass of professionals and leaders in SGT.

MANDATE

To offer on a free scholarship basis a secondary course with special emphasis on subjects pertaining to the sciences with the end in view of preparing its students for a science career (Sec. 2, RA 9369).

CORE VALUES

The PSHS System adheres to the following core values:

- Pursuit of TRUTH;
- Passion for EXCELLENCE; and
- Commitment to SERVICE.

SERVICE PLEDGE

WE, THE OFFICIALS AND EMPLOYEES OF THE PHILIPPINE SCIENCE HIGH SCHOOL-CENTRAL MINDANAO CAMPUS PLEDGE AND COMMIT TO DELIVER QUALITY PUBLIC SERVICE AS PROMISED IN THIS CITIZEN'S CHARTER.

SPECIFICALLY, WE WILL -
SERVE WITH INTEGRITY
BE PROMPT AND TIMELY
DISPLAY PROCEDURES, FEES AND CHARGES
PROVIDE ADEQUATE AND ACCURATE INFORMATION
BE CONSISTENT IN APPLYING RULES
PROVIDE FEEDBACK MECHANISM
BE POLITE AND COURTEOUS

DEMONSTRATE SENSITIVITY AND APPROPRIATE BEHAVIOR AND PROFESSIONALISM

WEAR PROPER UNIFORM FOR IDENTIFICATION
BE AVAILABLE DURING OFFICE HOURS
RESPOND TO COMPLAINTS
PROVIDE COMFORTABLE WAITING AREA
TREAT EVERYONE EQUALLY.

OFFICE DIRECTORY

Office of the Campus Director:
ENGR. LORVI B. PASOGBON, RPAE, MHW
Director III

Office of the Chief, Curriculum & Instruction Division:
JASMIN C. ESPERANTE
Chief, CID

Office of the Chief, Student Services Division:
FRANKLIN L. SALISID
Chief, SSD

Office of the Chief, Finance & Administrative Division:
MARISA L. DAHAN
Chief, FAD

Hotline Numbers:

Landline: (093) 863-0999
Mobile Nos.: 0998-571-6804 / 0998-571-6805



FRONTLINE SERVICES

1. APPLICATION FOR THE PSHS SYSTEM NATIONAL COMPETITIVE EXAMINATION (NCE)

Frontline Service Office: Office of the Registrar

CRITERIA FOR ELIGIBILITY:

A graduating elementary pupil from a duly recognized school by the Department of Education, who meets the following criteria, is eligible to apply for the PSHS National Competitive Examination (NCE). He/She must:

1. have a final grade of 85% in Science and Mathematics as supported by a report card (Grade 5) but if the grade in Science and Math is less than 85% he/she must provide evidence that he/she belongs to the upper 10% of the class;
2. be a Filipino citizen with no pending application as immigrant to any foreign country;
3. not be more than 15 years of age by August 1, _____ (year of application)
4. be in good health and fit to undergo rigorous academic program;
5. have at least a Satisfactory rating in the Character Rating as shown in his/her Grade 5 Report Card.
6. not have taken the PSHS NCE previously.

REQUIREMENTS:

1. Fully accomplished Application Form in duplicate copies
2. Two (2) identical recent 1x1 ID pictures
3. Non-refundable test fee – for private schools – P100 for public schools – Free
4. Copy of report card (Grade V) and letter of recommendation if the applicant belongs to the upper 10% but his/her grade in Science & Math is below 85%.

SCREENING PROCESS:

A step test (Scholastic Aptitude Test) will be administered which is designed to measure Scientific Ability, Quantitative Ability, Abstract Reasoning and Verbal.

SCHEDULE OF AVAILABILITY OF SERVICE:

Monday-Friday
8:00AM-5:00PM

FEES:
Application Fee

HOW TO AVAIL OF THE SERVICE:

Step	Applicant/Client	Administrator's Office Activity	Duration of Activity	Person in Charge
1	Secure application forms OR Download application form from cme.pshs.edu.ph	Issue application forms with short briefing/instruction	2 mins	Registrar / ITU
2	Present duly accomplished application forms with required supporting documents	Review and accept the application form and required supporting documents	3 mins	Registrar
3	Pay admission stamps: For private schools – P100 For public schools – Free	Issue admission stamps and sign application form	5 mins	Cashier
4	Submit duly accomplished application forms with documentary requirements	•Receive and sign application form •Generate test permit	2 mins	Registrar

2. GRADE 7 ENROLLMENT

REQUIREMENTS:

1. Enrollment Checklist
2. Duly Accomplished Scholarship Agreement
3. ID pictures: 9 pieces 1 x 1 and 2 pieces 2 x 2
4. Documentary Stamp
5. Medical laboratory test results

Step	Applicant/Client	Administrator's Office Activity	Duration of Activity	Person in Charge	
1	Secure enrollment forms	Issue enrollment forms	2 mins	Registrar	
2	Proceed to the following offices for submission of requirements / interview:	a. Guidance	Receive data sheet and conduct interview with parent/guardian/teacher	15 mins	Guidance Counselor
		b. Medical & Dental	Receive and review medical and dental results	10 mins	Nurse
		c. FETA	Receive FETA membership payment	2 mins	FETA Treasurer
		d. Dormitories	Receive and review documents, conduct interview and accept dorm reservations	5 mins	Dormitory Manager
		e. Registrar	Receive or review documents and conduct interview	5 mins	Registrar
		f. Director's Office	Conduct Interview with parent/guardian and sign contract	5 mins	Campus Director
3	Submit Checklist	Receive checklist and issue Admission Slip	1 mins	Registrar	

3. PROCESSING OF REQUESTS FOR SCHOOL CREDENTIALS

Step	Applicant/Client	Administrator's Office Activity	Duration of Activity	Person in Charge
1	Secure and accomplish request form	Issue Student Request Form Approve request	2 mins 5 mins	Registrar CD SSD Chief
2	Pay certification fee and document stamps	Issue Order of Payment Form Receive payment	2 mins 2 mins	Accountant Cashier
3	Submit approved request to the Registrar's Office	Receive and process approved request	Form I87 - 2 weeks Certification - 1 day Cert. of GMC - 2 days Diploma - 1 month	Registrar Registrar Registrar Registrar
4	Claim requested documents	Issue requested documents	5 mins	Registrar Guidance Counselor

4. AVAILMENT / USE OF SCHOOL FACILITIES

Step	Applicant/Client	Administrator's Office Activity	Duration of Activity	Person in Charge
1	Submit letter request	Act on request	1 day	Campus Director
If Approved; Proceed to the following steps; if not you will be notified accordingly.				
2	Secure form for the use of facilities	Issue Permit to Use Facilities form	2 mins	FAD Chief
3	Submit duly accomplished form	Review form and compute rental fees	10 mins	FAD Chief
4	Request for Statement of Account or Billing	Issue billing	5 mins	Accountant
5	Pay for the rental fees	Issue Official Receipt	5 mins	Cashier
6	Proceed to FAD for arrangements	Check OR and book reservation	10-30 mins	FAD Chief

PROCEDURE FOR FILING COMPLAINTS

If you have any complaint against an employee of the Philippine Science High School-Central Mindanao Campus, this may be your guide:

1. Write a formal written complaint about the employee to the immediate supervisor or to the Campus Director (CD).
2. The immediate supervisor or the CD will notify the employee/s concerned that a formal complaint has been filed against him/her and allows the latter to make a formal written reply within five (5) days upon receipt of the written complaint.
3. Upon receipt of the reply of the employee/s concerned, the immediate supervisor or the CD will arrange for a meeting with the complainant. After having heard both parties, the immediate supervisor or the CD, will resolve the case.
4. If the employee does not reply, the immediate supervisor or the CD shall render a decision.
5. Appeals may be elevated up to the PSHS System Board of Trustees (BOT). For complaints, please email pshs.cmc.793@gmail.com or the Bilis Aksyon Partner Hotline (093) 836-0088.

GSC CONTACT CENTER NG BAYAN (CCB):

- You may text: 0908-5815565
- Or you may call: 8555*
- Or you may log-on to: www.contactcenterngbayan.gov.ph

*P5.00+ VAT per call anywhere in the Philippines via PLDT landline, Mondays thru Fridays, 8:00am to 5:00pm

FEEDBACK MECHANISM

We would be glad to hear from you. Kindly let us know how we have served you by accomplishing our Client Feedback Form available at the Public Assistance Desk. Your feedback may be in the form of:

1. Compliment: For services which exceeded your expectations.
2. Complaint: For services which fell short of your expectations.
3. Suggestion/Comments to help us improve our service delivery.

You can drop your feedback at the suggestion box located at the Public Assistance Desk or send it through email pshs.cmc.793@gmail.com or mail us at:
Office of the Campus Director
Philippine Science High School-Central Mindanao Campus
Nangka, Bala-i, Lanas del Norte 927