**ADMINISTRATIVE ORDER NO. 23 COMPLIANCE REPORT**

1. **NAME OF DEPARTMENT/AGENCY/LGU: PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM**

**OFFICE OF THE EXECUTIVE DIRECTOR**

1. **SUBMITTED UPDATED CITIZEN’S CHARTER TO ARTA ON JULY 25, 2020: [ X ] Yes [ ] No**
2. **LIST OF ALL FRONTLINE SERVICES AND CORRESPONDING LEGAL BASIS**

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| **GOVERNMENT SERVICE** | **LEGAL BASIS** | | **OFFICE/AGENCY REGULATIONS** | | |
| **Governing Law(s)  (Number and Short Title)[[1]](#footnote-2)** | **Specific Provision in the Governing Law(s) as Basis[[2]](#footnote-3)** | **Issuance/Policy Title** | **Date of Effectivity** | **Other Issuances/Policies it Effectively Repeals/Amends** |
| **A. OFFICE OF THE EXECUTIVE DIRECTOR** |  |  |  |  |  |
| 1. APPLICATION FOR THE PSHS SYSTEM NATIONAL COMPETITIVE  EXAMINATION (NCE) | R.A. 8496 as amended by R.A. 9036 Establishing the Philippine Science High School System | Section 4(a). Philippine Science High Schools (PSHS) – are secondary schools offering scholarships to deserving students who shall be admitted and trained under a curriculum specially designed to prepare them for careers in S&T  Section 7(a). Formulate policies and guidelines for the administration and operation of the PSHS System;  Section 7(e). Approve the criteria for the selection and admission of students;  Section 7(f). Approve the grant of scholarship, stipend and such allowances for students; | BOT Resolution No. 2020-06-33 (Amendments to the Guidelines for Lateral Admission)  BOT Resolution No. 2020-02-09 (Policies and Guidelines on: NCE Caravan; Conduct of NCE; and Manual on Test Administration)  BOT Resolution No. 2017-01-17 (Revision to the 2017 NCE Application Form)  BOT Resolution No. 2014-12-47 (Increase in Stipend and Living Allowances of PSHSS Scholars)  BOT Resolution No. 2014-10-43 (Administration of NCE Results and Eligibility Requirements) | May 20, 2020  February 19, 2020  January 25, 2017  January 2015  October 7, 2014 | QMS Student Service Manual  (SSM3.1) |
| **B. PSHS CAMPUSES** |  |  |  |  |  |
| 1. APPLICATION FOR THE PSHS YSTEM NATIONAL COMPETITIVE EXAMINATION (NCE) | R.A. 8496 as amended by R.A. 9036 Establishing the Philippine Science High School System | Section 4(a). Philippine Science High Schools (PSHS) – are secondary schools offering scholarships to deserving students who shall be admitted and trained under a curriculum specially designed to prepare them for careers in S&T  Section 7(a). Formulate policies and guidelines for the administration and operation of the PSHS System;  Section 7(e). Approve the criteria for the selection and admission of students;  Section 7(f). Approve the grant of scholarship, stipend and such allowances for students | BOT Resolution No. 2020-02-09 (Policies and Guidelines on: NCE Caravan; Conduct of NCE; and Manual on Test Administration)  BOT Resolution No. 2017-01-17 (Revision to the 2017 NCE Application Form)  BOT Resolution No. 2017-01-15 (Procedures and Criteria for the Selection of Principal and Alternate Qualifiers in PSHS Main Campus and Regional Campuses)  BOT Resolution No. 2014-12-47 (Increase in Stipend and Living Allowances of PSHSS Scholars)  BOT Resolution No. 2014-10-43 (Administration of NCE Results and Eligibility Requirements) | February 19, 2020  January 25, 2017  January 25, 2017  January 2015  October 7, 2014 | QMS Student Services Manual  (SSM3.1) |
| 2. APPLICATION FOR THE PSHS SYSTEM LATERAL ADMISSIONS  QUALIFYING EXAM (LAQE) | R.A. 8496 as amended by R.A. 9036 Establishing the Philippine Science High School System |  | BOT Resolution No. 2020-06-33 (Amendments to the Guidelines for Lateral Admission)  BOT Resolution No. 2020-05-21 (Revision on Guidelines on LAQE)  BOT Resolution No. 2015-04-12 (Revised Guidelines on Lateral Admission; and Revised Guidelines on Intercampus Transfer) | June 19, 2020  May 20, 2020  April 7, 2015 | QMS Student Services Manual  (SSM3.2 & SSM3.5 ) |
| 3. FRESHMEN ENROLLMENT | R.A. 8496 as amended by R.A. 9036 Establishing the Philippine Science High School System |  | BOT Resolution No. 2017-01-15 (Procedures and Criteria for the Selection of Principal and Alternate Qualifiers in PSHS Main Campus and Regional Campuses)  BOT Resolution No. 2018-06-49 (Revised Scholarship Agreement and the Updated List of Approved S & T Courses)  BOT Resolution No. 2019-07-73 (Policy on the Settlement of Contractual Obligations of PSHSS Scholars in Cases of Withdrawal of Scholarship) | January 25, 2017  June 20, 2018  July 24, 2019 | QMS Student Services Manual  (SSM3.2) |
| 4. PROCESSING OF REQUESTS FOR SCHOOL CREDENTIALS  (ALUMNI) | R.A. 8496 as amended by R.A. 9036 Establishing the Philippine Science High School System | Section 7 (f). Approve the graduation of successful candidates from various PSHS campuses | BOT Resolution No. 2019-12-114 (Harmonization of Services for Frontline Services of the PSHS System)  BOT Resolution No. 2018-04-25 (PSHS Diploma Template);  BOT Resolution No. 2018-04-32 (Positioning of PSHS Logo in PSHS Diploma in Accordance with the DOST Corporate Identity Manual) | December 9, 2019  April 17, 2018  April 17, 2018 | QMS Student Services Manual  (SSM3.6) |

1. **SERVICE INFORMATION PER GOVERNMENT SERVICE[[3]](#footnote-4)**

**A. OFFICE OF THE EXECUTIVE DIRECTOR**

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| **GOVERNMENT SERVICE: APPLICATION FOR THE PSHS SYSTEM NATIONAL COMPETITIVE EXAMINATION (NCE)** | | | | | |
| **SERVICE INFORMATION** | | | | | |
| **LIST OF REQUIREMENTS** | | **LIST OF STEPS AND PROCEDURES** | |  |  |
| **Requirement** | **Legal Basis** | **Client Steps/Procedures as indicated in the Citizen’s Charter** | **Legal Basis** | **Total Processing Time** | **Total Fees to be Paid** |
| 1. Fully accomplished Application Form in duplicate copies | R.A. 8496 as amended by R.A. 9036 Establishing the Philippine Science High School System | 1. Secure Application Forms | BOT Resolution No. 2017-01-17 (Revision to the 2017 NCE Application Form) | 5minutes | None |
| 2. Two *(2)* identical 1x1 ID pictures | R.A. 8496 as amended by R.A. 9036 Establishing the Philippine Science High School System | 2. Present duly accomplished application forms with documentary requirements | BOT Resolution No. 2017-01-17 (Revision to the 2017 NCE Application Form) | 5 minutes | None |
| 3. Non-refundable test fee  *For private schools*: Php 300  *For public schools*: Free | R.A. 8496 as amended by R.A. 9036 Establishing the Philippine Science High School System | 3. Pay admission Stamps | BOT Resolution No. 2017-01-17 (Revision to the 2017 NCE Application Form)  BOT Resolution No. 2019-12-114 (Harmonization of Services for Frontline Services of the PSHS System) | 15 minutes | *Php 300 for Private Schools*  *For Public Schools, Free* |
| 4. Copy of report card *(Grade 5 or 1st grading in Grade 6)* and certification from principal or adviser that applicant belongs to the upper 10% of the current graduating class (if grades in Math or Science are below 85%) | R.A. 8496 as amended by R.A. 9036 Establishing the Philippine Science High School System | 4. Submit duly accomplished application forms with documentary requirements | BOT Resolution No. 2017-01-17 (Revision to the 2017 NCE Application Form)  BOT Resolution No. 2014-10-43 (Administration of NCE Results and Eligibility Requirements) | 5 minutes | None |
| **TOTAL** | | | | **30 minutes** | ***Php 300,* For Private**  **Schools; *Free,* For Public Schools** |

**B. PSHS CAMPUSES**

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| **GOVERNMENT SERVICE: APPLICATION FOR THE PSHS SYSTEM NATIONAL COMPETITIVE EXAMINATION (NCE)** | | | | | |
| **SERVICE INFORMATION** | | | | | |
| **LIST OF REQUIREMENTS** | | **LIST OF STEPS AND PROCEDURES** | |  |  |
| **Requirement** | **Legal Basis** | **Client Steps/Procedures as indicated in the Citizen’s Charter** | **Legal Basis** | **Total Processing Time** | **Total Fees to be Paid** |
| 1. Fully accomplished Application Form in duplicate copies | R.A. 8496 as amended by R.A. 9036 Establishing the Philippine Science High School System | 1. Secure Application Forms | BOT Resolution No. 2017-01-17 (Revision to the 2017 NCE Application Form) | 5 minutes | None |
| 2. Two *(2)* identical 1x1 ID pictures | R.A. 8496 as amended by R.A. 9036 Establishing the Philippine Science High School System | 2. Present duly accomplished application forms with documentary requirements | BOT Resolution No. 2017-01-17 (Revision to the 2017 NCE Application Form) | 5 minutes | None |
| 3. Non-refundable test fee  *For private schools*: Php 300  *For public schools*: Free | R.A. 8496 as amended by R.A. 9036 Establishing the Philippine Science High School System | 3. Pay admission stamps for: | BOT Resolution No. 2017-01-17 (Revision to the 2017 NCE Application Form)  BOT Resolution No. 2019-12-114 (Harmonization of Services for Frontline Services of the PSHS System) | 15 minutes | *Php 300 for Private Schools*  *For Public Schools, Free* |
| 4. Copy of report card *(Grade 5 or*  *1st grading in Grade 6)* and certification from principal or adviser that applicant belongs to the upper 10% of the current graduating class (if grades in  Math or Science are below 85%) | R.A. 8496 as amended by R.A. 9036 Establishing the Philippine Science High School System | 4. Submit duly accomplished application forms with documentary requirements | BOT Resolution No. 2017-01-17 (Revision to the 2017 NCE Application Form)  BOT Resolution No. 2014-10-43 (Administration of NCE Results and Eligibility Requirements) | 5 minutes | None |
| **TOTAL** | | | | **30 minutes** | ***Php 300,***  **For Private**  **Schools; *Free,* For**  **Public Schools** |

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| **GOVERNMENT SERVICE: APPLICATION FOR THE PSHS SYSTEM LATERAL ADMISSIONS QUALIFYING EXAM (LAQE)** | | | | | |
| **SERVICE INFORMATION** | | | | | |
| **LIST OF REQUIREMENTS** | | **LIST OF STEPS AND PROCEDURES** | |  |  |
| **Requirement** | **Legal Basis** | **Client Steps/Procedures as indicated in the Citizen’s Charter** | **Legal Basis** | **Total Processing Time** | **Total Fees to be Paid** |
| 1. Fully accomplished Application Form including certification from parents of no pending application for immigration in any foreign country | R.A. 8496 as amended by R.A. 9036 Establishing the Philippine Science High School System | 1. Secure Application Forms | BOT Resolution No. 2020-06-33 Amendments to the Guidelines for Lateral Admission  BOT Resolution No. 2020-05-21 (Revision on Guidelines on LAQE)  BOT Resolution No. 2015-04-12 (Revised Guidelines on Lateral Admission; and Revised Guidelines on Intercampus Transfer) | 5 minutes | No fees |
| 2. Two *(2)* recent identical 1x1 ID pictures | R.A. 8496 as amended by R.A. 9036 Establishing the Philippine Science High School System | 2. Present duly accomplished application forms with documentary requirements | BOT Resolution No. 2020-06-33 Amendments to the Guidelines for Lateral Admission | 15 minutes | No fees |
| 3. Non-refundable processing fee of Php 300 | R.A. 8496 as amended by R.A. 9036 Establishing the Philippine Science High School System | 3. Pay admission stamps for: | BOT Resolution No. 2019-12-114 (Harmonization of Services for Frontline Services of the PSHS System) | 5 minutes | Php 300 |
| 4. Certification from the present school enrolled in, regarding academic grades and character rating | R.A. 8496 as amended by R.A. 9036 Establishing the Philippine Science High School System | 4. Submit duly accomplished application forms with documentary requirements | BOT Resolution No. 2020-05-21 (Revision on Guidelines on LAQE)  BOT Resolution No. 2015-04-12 (Revised Guidelines on Lateral Admission; and Revised Guidelines on Intercampus Transfer) | 5 minutes | No fees |
| 5. Photocopy of report card, with the original copy brought along for verification purposes | R.A. 8496 as amended by R.A. 9036 Establishing the Philippine Science High School System |  | BOT Resolution No. 2020-05-21 (Revision on Guidelines on LAQE) |  |  |
| **TOTAL** | | | | **30 minutes** | **Php 300** |

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| **GOVERNMENT SERVICE: FRESHMEN ENROLLMENT** | | | | | |
| **SERVICE INFORMATION** | | | | | |
| **LIST OF REQUIREMENTS** | | **LIST OF STEPS AND PROCEDURES** | |  |  |
| **Requirement** | **Legal Basis** | **Client Steps/Procedures as indicated in the Citizen’s Charter** | **Legal Basis** | **Total Processing Time** | **Total Fees to be Paid** |
| 1. Enrolment Checklist | R.A. 8496 as amended by R.A. 9036 Establishing the Philippine Science High School System | 1. Secure enrolment forms | BOT Resolution No. 2017-01-15 (Procedures and Criteria for the Selection of Principal and Alternate Qualifiers in PSHS Main Campus and Regional Campuses | 12 minutes | No fees |
| 2. Duly accomplished, signed and notarized Scholarship Agreement in 6 copies | R.A. 8496 as amended by R.A. 9036 Establishing the Philippine Science High School System | 2. Proceed to the following offices for submission of requirements/interview:  a.Medical and Dental  b. Registrar  c. Guidance Office  d. Student Services Division  e. Director’s Office | BOT Resolution No. 2017-01-15 (Procedures and Criteria for the Selection of Principal and Alternate Qualifiers in PSHS Main Campus and Regional Campuses | 162 minutes | No fees |
| 3. Six *(6)* pieces 2x2 ID pictures | R.A. 8496 as amended by R.A. 9036 Establishing the Philippine Science High School System | 3. Property Office | BOT Resolution No. 2017-01-15 (Procedures and Criteria for the Selection of Principal and Alternate Qualifiers in PSHS Main Campus and Regional Campuses | 46 minutes | No fees |
| 4. Documentary Stamp | R.A. 8496 as amended by R.A. 9036 Establishing the Philippine Science High School System | 4. Dormitory | BOT Resolution No. 2017-01-15 (Procedures and Criteria for the Selection of Principal and Alternate Qualifiers in PSHS Main Campus and Regional Campuses | 46 minutes | No fees |
| 5. Medical laboratory test results  a. Chest X-ray  b. Urinalysis  c. Complete Blood Count (CBC) | R.A. 8496 as amended by R.A. 9036 Establishing the Philippine Science High School System | 5. ID Processing | BOT Resolution No. 2017-01-15 (Procedures and Criteria for the Selection of Principal and Alternate Qualifiers in PSHS Main Campus and Regional Campuses | 46 minutes | No fees |
|  |  | 6. Food Service | BOT Resolution No. 2017-01-15 (Procedures and Criteria for the Selection of Principal and Alternate Qualifiers in PSHS Main Campus and Regional Campuses | 46 minutes | No fees |
| **TOTAL** | | | | **358 minutes**  **(5 hours & 58 minutes)** | **No fees** |

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| **GOVERNMENT SERVICE: PROCESSING OF REQUESTS FOR SCHOOL CREDENTIALS (ALUMNI)** | | | | | |
| **SERVICE INFORMATION** | | | | | |
| **LIST OF REQUIREMENTS** | | **LIST OF STEPS AND PROCEDURES** | |  |  |
| **Requirement** | **Legal Basis** | **Client Steps/Procedures as indicated in the Citizen’s Charter** | **Legal Basis** | **Total Processing Time** | **Total Fees to be Paid** |
| 1. Valid identification card of PSHS scholar/  alumni; | R.A. 8496 as amended by R.A. 9036 Establishing the Philippine Science High School System | 1) Secure and accomplish request form for any of the following school credentials: | BOT Resolution No. 2018-04-25 (PSHS Diploma Template); BOT Resolution No. 2018-04-32 (Positioning of PSHS Logo in PSHS Diploma in Accordance with the DOST Corporate Identity Manual) | N/A | No fees |
| 2. Valid identification card of requester, if  different from PSHS Scholar/ Alumni; | R.A. 8496 as amended by R.A. 9036 Establishing the Philippine Science High School System | *a) Form 138, Transcript of Records, Reconstruction of Diploma, English Translation and similar other complex transaction/records* | BOT Resolution No. 2018-04-25 (PSHS Diploma Template); BOT Resolution No. 2018-04-32 (Positioning of PSHS Logo in PSHS Diploma in Accordance with the DOST Corporate Identity Manual) | 5 working days | Fees below |
| 3. Authorization letter, if applicable | R.A. 8496 as amended by R.A. 9036 Establishing the Philippine Science High School System | *b) Authentication of School Record* | BOT Resolution No. 2018-04-25 (PSHS Diploma Template); BOT Resolution No. 2018-04-32 (Positioning of PSHS Logo in PSHS Diploma in Accordance with the DOST Corporate Identity Manual) | 1 hour | Fees below |
|  |  | *c) Certification of Good Moral Character* | BOT Resolution No. 2018-04-25 (PSHS Diploma Template); BOT Resolution No. 2018-04-32 (Positioning of PSHS Logo in PSHS Diploma in Accordance with the DOST Corporate Identity Manual) | 2 working days | Fees below |
|  |  | *d) Certification of Simple Records:*  *i. Grades*  *ii. Graduation*  *iii. Enrollment*  *iv. Candidacy of Graduation*  *v. Travel Clearance* | BOT Resolution No. 2018-04-25 (PSHS Diploma Template); BOT Resolution No. 2018-04-32 (Positioning of PSHS Logo in PSHS Diploma in Accordance with the DOST Corporate Identity Manual) | 1 working day | No fees |
|  |  | 2) Receive Order of Payment, if  applicable | BOT Resolution No. 2018-04-25 (PSHS Diploma Template); BOT Resolution No. 2018-04-32 (Positioning of PSHS Logo in PSHS Diploma in Accordance with the DOST Corporate Identity Manual) | 5 minutes | No fees |
|  |  | 3) Pay Certification Fee and  Document Stamps | BOT Resolution No. 2018-04-25 (PSHS Diploma Template); BOT Resolution No. 2018-04-32 (Positioning of PSHS Logo in PSHS Diploma in Accordance with the DOST Corporate Identity Manual) | 5 minutes | Form 138 - (Php 50.00)  TOR - (Php 150.00)  Reconstruction of Diploma - (Php 100.00)  English Translation of Diploma - (Php 100.00)  Authentication of School Records - (Php 20.00  per page |
|  |  | 4. Submit Approved Request to the  Registrar’s Office and Guidance Office | BOT Resolution No. 2018-04-25 (PSHS Diploma Template); BOT Resolution No. 2018-04-32 (Positioning of PSHS Logo in PSHS Diploma in Accordance with the DOST Corporate Identity Manual) | 5 minutes | No fees |
|  |  | 5. Claim Requested Documents | BOT Resolution No. 2018-04-25 (PSHS Diploma Template); BOT Resolution No. 2018-04-32 (Positioning of PSHS Logo in PSHS Diploma in Accordance with the DOST Corporate Identity Manual) | 5 minutes | No fees |
| **TOTAL** | | | | **1 hour 20 & minutes, to 5 Working Days** | **Php 20.00 to 150.00** |

1. Number and short title of the governing law which mandates and gives power to the agency or LGU to regulate and/or offer the service [↑](#footnote-ref-2)
2. Cite section number and quote provision identified in the governing law [↑](#footnote-ref-3)
3. Please note that one table is to be filled-up per Government Service.

   To fill up:

   a) List down all requirements applicable to the government service

   b) Per requirement, cite legal basis/rationale why requirement is essential

   c) Steps/Procedures should be listed in the Client's perspective

   d) If applicable, legal basis of each step/procedure may be indicated in column 4

   e) Input the total processing time for the service in working days and/or hours

   f) Input the sum of all fees paid for the service [↑](#footnote-ref-4)