

#### 4. EXEMPTION FROM WEARING OF UNIFORM

Students may be given exemption on wearing the prescribed uniform provided that their reasons are valid and acceptable.

<b>Office or Division:</b>	Student Affairs and Services Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Pregnant Women/ Working Students/ Accident or Force majeure victim students/ Students with religion, ethnicity or cultural background issue			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter of Request for Exemption address to the Head of the Student Affairs and Services Division		Applicant		
Registration Form		Registrar’s Office		
Document(s) that proves the students reason(s)		Applicant		
University Issued Identification Card		Office of the Student Affairs and Services Division (OSASD)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<p>1. Submits the letter indicating the reason why the student is requesting for an exemption with attached document(s) to the Office of Student Affairs and Services Division (OSASD) either personally or via online (email or any platform) For online submission, applicant must fill out the online application form and attach the picture of all the documents</p> <ul style="list-style-type: none"> <li>✓ Registration form, Medical Certificate, and ultrasound (for Pregnant Women)</li> <li>✓ Registration form and Certificate of Employment (for Working Students)</li> <li>✓ Registration form and Medical Certificate (for Accident victim)</li> <li>✓ Registration form and Barangay Certification (for Force majeure victim)</li> </ul>	<p>For walk-in submission</p> <ol style="list-style-type: none"> <li>1. Receives and records the letter with attachments in the logbook.</li> <li>2. Provide and ask the applicant to fill out the application form.</li> <li>3. Check applicant’s responses and verify attachments before forwarding to OSAD Head.</li> <li>4. Evaluates the merit of the documents for approval and disapproval</li> <li>5. Give back the letter, attachments and application with decision to the assigned</li> </ol>	None	15 minutes	<p>SAU staff</p> <p>SASD Head</p> <p>SAU Staff</p>

<ul style="list-style-type: none"> <li>✓ Registration form and Certification from Priest/Pastor/Minister/Leader (for students with religion, ethnicity or cultural background issue)</li> <li>✓ <i>Note:</i> Attachments submitted via walk-in shall be photocopied with original while via online shall be in picture</li> </ul>	<p>administrative staff For online submission:</p> <ol style="list-style-type: none"> <li>1. Check online applicant's information and verify attachments before sending to OSASD Head.</li> <li>2. Evaluate the merit of the documents for approval or disapproval of the request</li> </ol>			SASD Head
<p>2. Receive the Exemption Slip for approved student exemption request.</p>	<p>For walk-in submission:</p> <ol style="list-style-type: none"> <li>1. Release the Exemption Slip for approved student exemption request.</li> </ol> <p>For online submission: Send a notification email to applicant asking him/her to print the Exemption Slip.</p>	None	2 minutes	SAU Staff
<p>3. Forward the list of approved students to the Physical Facilities Division</p>	<ol style="list-style-type: none"> <li>1. Verify the names of the students if included in the list of exemption upon entry.</li> </ol>	None	3 minutes	Security Guard
	<b>TOTAL:</b>	None	15 minutes	