

	approved student organization for registration.			
4 Screen / Interview	4.1 Evaluate officers	None	10 to 15 minutes	SASD Head
5. Inform accredited and reaccredited organizations regarding the registration decision	5.1 SASD staff notifies the student organization president through email or phone call on the feedback. Approved student organization receives a "Statement of Approval"	None	5 minutes	SAU staff
	TOTAL	None	4 to 5 working days	

6. REQUEST TO CONDUCT IN-CAMPUS ACTIVITY

Office or Division:	Student Affairs and Services Division			
Classification:	Simple			
Type of Transaction:	G2C – government services transacting public			
Who may avail:	Students of QCU			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request letter		Student/Client		
University ID		Student/Client		
Current registration form stamped officially enrolled		Student/Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Student to request for authority to conduct the activity/program a. The letter should be submitted to the SASD for approval at least 15 working days before the event	1.1 Review request 1.2 Check the calendar of activities of SASD 1.3 Check PF for venue availability 1.4 Secure final approval from the Office of the President	None	2 minutes 2 minutes 3 minutes 2 to 3 days	SAU staff

2. Follow up to SASD within 3 days or the next day a. By phone b. Email c. Personal	2.1 Give feedback regarding the request	None	2 minutes	SAU staff
	TOTAL:	None	3 to 4 days	

7. LAPTOP AND POCKET WI-FI FOR RETURN

This serves as a guide in returning borrowed laptop and pocket Wi-Fi (for students included in the graduating class, or students who will not be continuing their studies)

Office or Division:	Student Affairs and Services Division			
Classification:	Simple			
Type of Transaction:	G2C – government services transacting public			
Who may avail:	Students of QCU			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Laptop & Pocket Wi-Fi Clearance Form		SASD		
CLIENT STEPS	AGENCY ACTIONS	FEESTO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out Laptop & Pocket Wi-Fi Clearance Form	1.1 Check filled-out Laptop & Pocket Wi-Fi Clearance Form		4 minutes	SAU Staff
2. Proceed to MIS	Check the unit if it is working or in good condition.		10 minutes	MIS staff
3. Proceed to Property Office to surrender the unit.	Receive the unit in good working condition		5 minutes	Property Office staff
4. Proceed to OSAS	Secure database clearance and signature of the Head of SASD		2 minutes	SAU Staff and Head of SASD
5. Secure student copy of clearance	Issue copy of clearance to student		1 minute	SAU Staff
	TOTAL:	None	10 minutes	