



**PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM
MAIN 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

The Philippine Science High School Scholar, nurtured by competent faculty and staff, has a scientific mind and a passion for excellence, is dedicated to the service of the country and committed to the pursuit of truth.

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 S&T and contributes to nation building by helping the country attain a critical mass of professionals and leaders in S&T.

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 3661)

SERVICE PLEDGE

WE, THE OFFICIALS AND EMPLOYEES OF THE PHILIPPINE SCIENCE HIGH SCHOOL – MAIN 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

FRONTLINE SERVICES

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

Frontline Service Office: *Admissions 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. belong to the upper 10% of the graduating class as certified by the School Principal, or have special aptitude in science and math as supported by the report card and letter of recommendation;
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 June 30, _____; (year of application)
4. be in good health and fit to undergo rigorous academic program;
5. be of good moral character; and
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 or 1st grading in Grade VI) and letter of recommendation if the applicant does not belong to the upper 10% of the current graduating class.

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
7:30AM-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	Issue application forms with short briefing/instruction	5 minutes	Registrar
2	Present duly accomplished application forms with documentary requirements	Review and accept the application form and required supporting documents.	10 minutes	Registrar
3	Pay admission stamps For: Private schools: P 100 Public: Free	Issue admission stamps	5 minutes	Cashier
4	Submit duly accomplished application forms with documentary requirements	-Receive & sign application form -Generate test permit	5 minutes	Registrar/ Admissions Office

2. FRESHMEN ENROLLMENT

Frontline Service Office: Office of the Registrar

REQUIREMENTS:

1. Enrollment Checklist
2. Duly accomplished Scholarship Agreement.
3. Six (6) pieces 2 x 2 ID pictures
4. Documentary Stamp
5. Medical laboratory tests results
 - a. chest x-ray
 - b. urinalysis

Step	Applicant/Client	Administrator's Office Activity	Duration of Activity	Person-in-Charge
1	Secure enrollment forms	Issue enrollment forms	5 minutes	Registrar
2	Proceed to the following offices for submission of requirements/ interview:			
	a. Medical & Dental	Receive and review medical and dental results	15 minutes	Nurse, Physician
	b. Registrar	Receive and review documents	15 minutes	Registrar
	c. Guidance	Receive data sheet and conduct interview	20 minutes	Guidance Counsellor
	d. SSD	Conduct Interview/pre-accommodation conference of dormers	10 minutes	SSD Chief
	e. Director's Office	Conduct brief interview with parent/guardian and sign contract	10 minutes	Director
3	Property Office	Issue textbooks	20 minutes	Property Officer
4	Dormitories	Accommodation of dormers/billeting/accomplish forms/sign contract	20 minutes	Dormitory Manager
5	ID Processing	Take pictures/encode data	20 minutes	Chairperson, ID Processing Committee
6	Food Service	Inquire/Sign Food Service Contract	20 minutes	Coop Manager

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	Approve request	1 day	Campus Director/ SSD Chief
2	Pay certification fee and document stamps	Receive payment	5 minutes	Cashier
3	Submit approved request to the Registrar's Office and Guidance Office	Receive and process approved request	Form 137 - 2 weeks Diploma - 1 month Cert. of GMC - 2 days	Registrar Guidance Office
4	Claim requested documents	Issue requested documents	5 minutes	Registrar

4. AVAILMENT OF 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 form	5 minutes	FAD Chief
3	Submit duly accomplished form	Review form and compute rental fees	10 minutes	FAD Chief
4	Request for Statement of Account or Billing	Issue billing	10 minutes	Accounting
5	Pay for the rental fees	Issue Official Receipt	5 minutes	Cashier
6	Proceed to FAD for arrangements	Check OR and book reservation	10-30 minutes	FAD Chief

OFFICE DIRECTORY

Office of the Campus Director

Contact No. 929-1606

Office of the Chief, Curriculum & Instruction Services Division

Contact No. 924-0661

Office of the Chief, Student Services Division

Contact No. 924-0661

Office of the Chief, Finance & Administrative Division

Contact No. 929-2271