



**MINDORO STATE UNIVERSITY**  
Alcate, Victoria, Oriental Mindoro

**WHOLE-OF-GOVERNMENT (WOG) REENGINEERING PLAN**  
As of December 2022

OFFICE	PRIORITY SERVICES	CURRENT STATUS			EXPECTED OUTCOME			TARGET CLIENTS
		NO. OF STEPS	PROCESSING TIME	AMOUNT	NO. OF STEPS	PROCESSING TIME	AMOUNT	
Guidance and Counseling Office	Counseling Services	4	1 hour	N/A	4	40 minutes	N/A	Students
Guidance and Counseling Office	Issuance of Certificate of Good Moral Character	3	20 minutes	P40.00	3	17 minutes	P40.00	Students

Certified Correct:

A handwritten signature in black ink, appearing to read 'Heidelita D. Bumohya'.

**MS. HEIDELITA D. BUMOHYA**  
Guidance Counselor III



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		NO. OF STEPS	PROCESSING TIME	AMOUNT	NO. OF STEPS	PROCESSING TIME	AMOUNT	
Records Management Office	Issuance of Certified Copies of Documents	3	minutes	N/A	3	5 minutes	N/A	Employees/ Students/ Others

Certified Correct:

A handwritten signature in black ink, appearing to read "Melgar G. Fadriquelan".

**MELGAR G. FADRIQUELAN**

Administrative Officer V (Records Officer III)



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		NO. OF STEPS	PROCESSING TIME	AMOUNT	NO. OF STEPS	PROCESSING TIME	AMOUNT	
Human Resource Management Office	Issuance of Certificate of Employment	3	45 minutes	N/A	3	40 minutes	N/A	Employees/ Separated Employees
	Issuance of Service Record	4	1 hour and 5 minutes	N/A	4	1 hour	N/A	Employees/ Separated Employees
	Application for Leave of Absence	4	3 days and 41 minutes	N/A	4	3 days and 31 minutes	N/A	Employees

Certified Correct:

ZEA FIEL V. SIGUE

Admin. Officer IV (HRMO II)

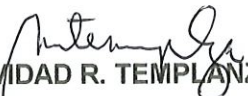


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Library	Borrowing of Books or Information Resources	3	8 minutes	N/A	3	7 minutes	N/A	Students/ Employees
	Returning of Books or Information Resources	5	19 minutes	N/A	5	15 minutes	N/A	Students/ Employees

Certified Correct:

  
**NATIVIDAD R. TEMPLANZA**  
College Librarian III



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Cashier	Check Disbursement	3	5 minutes	N/A	3	5 minutes	N/A	Employees/ Students/ Suppliers
	Cash Disbursement	3	4 minutes	N/A	3	4 minutes	N/A	Employees/ Students
	Collection of Payments	3	1 minute	N/A	3	less than 1 minute	N/A	Employees/ Students/ Others

Certified Correct:

  
**DORINA T. EMPLEO**  
Administrative Officer V (Cashier III)



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Accounting	Assessment of Tuition and Other Fees	3	5 minutes	N/A	2	3 minutes	N/A	Students

Certified Correct:

  
**MARIA CRISTINA D. SISCAR**  
Accountant III



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University Clinic	Blood Pressure Checking or Monitoring	7	17 minutes	N/A	7	17 minutes	N/A	Students and Employees/ Others
	Capillary Blood Glucose Test	8	17 minutes	P60 (Medical Form Fee)	8	14 minutes	*Free-students and employees *P60 (Medical Form Fee for Alcate Residents/other clients)	Students and Employees/ Others
	Medical Consultation	13	2 hours & 4 minutes	N/A	12	1 hour	N/A	Students and Employees/ Others
	Dental Consultation	13	1 hour	N/A	13	55 minutes	N/A	Students and Employees/ Others
	Tooth Extraction	12	1 hour & 49 minutes	P60 (Dental Fee)	12	1 hour	*Free-students and employees *P400 (Employees/other clients)	Students and Employees/ Others
	Tooth Restoration	12	1 hour & 21 minutes	P250 per tooth	12	1 hour & 30 minutes	*250-students and 500-(Employees and other clients)	Students and Employees/ Others
	Oral Prophylaxis	12	1 hour & 55 minutes	P250	12	1 hour	*Free-students *P500 (Employees /other clients)	Students and Employees/ Others

Certified Correct:

**NEDEN GRACE D. HORA, DMD**  
Dentist II/ Head, Health Services Unit



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Registrar	Student Registration							
	For Incoming 1st year, Transferee, Returning students.	7	42 minutes	N/A	5	12 minutes	None	SHS graduate/ Transferee/ Returnee students
	For Continuing Students	7	42 minutes	depends upon the assessment	5	10 minutes	None	Continuing students
	Issuance of Student's Transcript of Record	5	5 days & 42 minutes	P50.00 per page	7	17 minutes & 7 working days	P50.00 per page	Students/Alumni
	Issuance of Student's Certifications			P40.00	5	11 minutes	P40.00	Students/Alumni
	Issuance of 2nd copy of Diploma			P200.00	7	13 minutes & 10 working days	P200.00	Alumni
	Issuance of authenticated document/s			P10.00 per page	5	9 minutes	P10.00 per page	Students/Alumni

Certified Correct:

*Esperanza A. Maminta*  
**ESPERANZA A. MAMINTA**  
Registrar III