



Republic of the Philippines
Department of Education
DIVISION OF PASIG CITY
PASIG CITY SCIENCE HIGH SCHOOL
F. Legaspi St., Rainforest Park, Maybunga, Pasig City

PASIG CITY SCIENCE HIGH SCHOOL CITIZEN'S CHARTER

*(in compliance with the requirements of Republic Act No. 9485,
otherwise known as the Anti-Red Tape Act of 2007)*

VISION

PASIG CITY SCIENCE HIGH SCHOOL (PCSHS) is envisioned to be a world class institution that is globally and locally competitive and responsive to the ever-changing needs of the times, especially in the fields of Science and Technology.

MISSION

To fully develop well-rounded, science and technology-oriented students, nurturing and gender-sensitive persons, and future leaders with a vision for excellence.

SERVICE PLEDGE

We, the officials and employees of Pasig City Science High School commit to deliver quality public service and shall discharge our duties with utmost responsibility and serve with integrity and promptness at all times.

We shall endeavor to:

1. Regularly update and made available this service guide or its functional equivalent to the transacting public;
2. Consult the students and parents for the purpose of gathering feedback and suggestions on the efficiency, effectiveness and economy of our services;
3. Be polite and courteous at all times;
4. Demonstrate sensitivity and appropriate behavior and professionalism;
5. Wear the prescribed office uniform and official ID for proper identification;
6. Be available during office hours; and
7. Respond fairly to all complaints and treat everyone equally.

STEP BY STEP PROCEDURE IN AVAILING OF SERVICES

1. PROCESSING OF EXAMINATION APPLICATION FOR PCSHS ADMISSION FOR ACADEMIC YEAR 2021-2022)

An incoming Grade 7 and Grade 11 learner from any private and public elementary school in the City of Pasig duly recognized by the Department of Education (DepEd) needs to fill out an application form and submit in the PCSHS drop box the required documents vital in determining the applicant's eligibility to take the entrance examination to avail of the full scholarship program of PCSHS which includes the provisions for free school uniform, P.E. uniform, textbooks, bags, leather shoes, rubber shoes, notebooks and a monthly allowance.

Office or Division:	Registrar's Office
Classification:	Simple
Type of Transaction:	School to Applicant Learner
Who May Avail:	Incoming Grade 7 and Grade 11 Learner <ol style="list-style-type: none"> 1. Applicant must have final grades of 85% or above in Math, Science, and English subjects. 2. No final grade below 83% in all other subjects 3. General Weighted Average (GWA) should not be lower than 85%.
CHECKLISTS OF REQUIREMENTS	WHERE TO SECURE
1. Fully accomplished application form in duplicate copies	1. Application forms are available at the Registrar's Office FREE OF CHARGE or may be downloaded from www.pcsHS.edu.ph > Downloads > Forms.
2. Form 138 (Report Card)	2. Applicant's school
3. Grade 5 Report Card for incoming Grade 7 Learner and Grade 9 Report Card for incoming Grade 11 Learner	3. Applicant's school
4. Two (2) copies of identical 2x2 pictures with white background	4. Photo studio/Photo Printing services
5. Certificate of Good Moral Character	5. Applicant's school
6. Original and photocopy of Birth Certificate of the applicant	6. Philippine Statistics Authority/ Local Civil Registrar's Office
For Parent/Guardian: 1. Updated Voter's Identification. Residency in Pasig City should not be less than five (5) years	1. COMELEC Office (Pasig City)
1. Community Tax Certificate	2. Treasurer's Office, Pasig City Hall
For Guardians: 1. Duly notarized affidavit of Guardianship	3. Notary Public

HOW TO AVAIL OF THE SERVICES:

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure application form from the Registrar's Office or download application form at www.pcshts.edu.ph > Downloads > Forms	Issue application forms/make forms available at the school's website	Free	5 minutes	
2. Submit duly accomplished application form together with documentary requirements by dropping them off in the dropbox provided at the back entrance of the school.	Pick-up and screen application form and required supporting documents to check for the proper accomplishment of the form and the qualification of the applicant and the completeness and validity of supporting documents. Submit to the Principal the complete list of applicants qualified to take the entrance examination.		10 minutes per application (One (1) working day upon receipt of complete documents)	Joseph DL. Munsod Rufy C. Antang
	Review, evaluate and approve the list of qualifiers for posting.			Charlie O. Fababaer Members of the Admission Committee
	Post the complete list of qualifiers on the school's website and Bulletin Board.			Joseph DL. Munsod
	Properly inform applicants who are not qualified to take the entrance examination of the reason for the disqualification.			Joseph DL. Munsod
3. Check name from the list of qualifiers and proceed to the Registrar's Office for exam permit/instructions	Issue examination receipt slip/examination guide		1 minute	Rufy C. Antang

SCHEDULE OF AVAILABILITY OF SERVICE: Monday to Friday 7:30 AM – 5:00 PM

2. ENROLMENT of GRADE 7 and GRADE 11 LEARNERS

Applicants who passed the entrance examination shall undergo final evaluation to include series of interviews from the Head Teachers and finally, the Principal prior to enrolment.

Office or Division:	Registrar's Office
Classification:	Simple
Type of Transaction:	School to Student/Parent/Guardian
Who May Avail:	Incoming Grade 7 and Grade 11 Learner

HOW TO AVAIL OF THE SERVICES:

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure enrolment form from the Registrar's Office or may be downloaded at www.pcshs.edu.ph > Downloads > Forms	Issue enrolment forms/make forms available at the school's website	Free	5 minutes	Registrar
2. Proceed to the following offices for submission of requirements/interview: a. Registrar b. School Nurse c. Guidance d. Head Teachers e. Principal's Office	Receive and review documents.	Free	15 minutes	Rufy C. Antang Veronica H. Elizondo
	Receive and review medical and dental results	Free	15 minutes	Marco H. Ferrer
	Conduct interview.	Free	5 minutes	Lowell H. De Ramon Maricar E. Oriarte Paul Ryan R. Quiogue Avel B. Alcalde Leilani C. Lucero Elmer DV. Legarda Danilo L. Ungos Gabby S. Lamsen Ronald C. Dumpais Catherine A. Santos
	Final interview and signing of and signing of scholarship contract	Free	10 minutes	Rosemarie V. Tulaylay Leilani C. Lucero

				Charlie O. Fababaer
3. Receive textbooks	Issue textbooks/learning materials	Free	15 minutes	Mandy P. Salibio Reian L. Polancos
4. School Uniforms	Fitting of measurements/sizes upon availability	Free	15 minutes	Gabriel S. Mansueto Ronnah A. Pascua Normita B. Hubilla Angelita A. Gonzales
5. ID Processing	Picture Taking/Encoding	Free	10 minutes	Gabriel S. Mansueto

SCHEDULE OF AVAILABILITY OF SERVICE: Monday to Friday 7:30 AM – 5:00 PM

3. PROCESSING OF REQUESTS FOR ISSUANCE OF CERTIFIED COPIES OF SCHOOL CREDENTIALS

Students, (present and former), parents, and guardians may request copies of student personal records from the school to be used for specific purposes.

Office or Division:	Registrar's Office
Classification:	Simple
Type of Transaction:	School to Student/parent/guardian School to School
Who May Avail:	Any requesting PCSHS learner as it pertains to his/her school records; Parents or guardians of PCSHS students Duly authorized representatives of PCSHS student (present or former)
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

HOW TO AVAIL OF THE SERVICES:

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and accomplish request form/present letter-request.	Approve request	Free	5 minutes	Charlie O. Fababaer Joseph DL. Munsod
2. Submit approved request to the Registrar's Office and Guidance Office	Receive approved request and retrieve the requested records.	Free Free	Form 137 (2 weeks) Diploma (1 month)	Veronica H. Elizondo Joseph DL. Munsod Daryl C. Zaragosa

	<p>Inform the requesting party properly if requested records are not available.</p> <p>If request is denied, send written explanation and reasons for such denial</p> <p>If disapproved, send a formal notice and cite any violation of school policies.</p>	Free	Cert. of Good Moral Character (GMC) (2 days)	Leilani C. Lucero Rosemarie V. Tulaylay
3. Claim requested documents	Issue requested documents		5 minutes	Rufy C. Antang Joseph DL. Munsod

SCHEDULE OF AVAILABILITY OF SERVICE: Monday to Friday 7:30 AM – 5:00 PM

4. AVAILMENT OF THE USE OF SCHOOL FACILITIES

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter-request	Act on request	Free	1 day	Charlie O. Fababaer

5. PROCEDURE FOR FILING COMPLAINTS AGAINST AN EMPLOYEE OF PCSHS

1. Write a formal written complaint about the employee to the immediate supervisor or the Principal.
2. The immediate supervisor endorses the complaint to the Principal or the Principal will formally notify the employee/s concerned that a written complaint has been filed against him/her and allows the latter to make a formal written explanation/reply within 72 hours upon receipt of the written complaint.
3. Upon receipt of the reply of the employee/s concerned, the Principal will arrange for a meeting with the complainant. After having heard both parties, the Principal or his duly constituted committee will resolve the case.
4. If the employee does not reply, the Principal shall render a decision.
5. Appeals may be elevated up to the Office of the City Mayor in case of local employees and to the Division Office in case of national employees.

6. FEEDBACK MECHANISMS

For comments and suggestions, a dropbox is available at the Biometric area of the school.

OFFICE DIRECTORY

PRINCIPAL'S OFFICE
Contact No. 628-2177
Mobile No. 09326131529

ADMINISTRATION OFFICE
Contact No. 239-8035
Mobile No. 09228516672

REGISTRAR'S OFFICE
Mobile No. 09189644248

WEBSITE

www.pcshs.edu.ph

e-mail Address

pasigcitysciencehighschool05@gmail.com