

Citizen's Charter

Vision

The Sulu State College as Centers of Excellence in ARMM, producing globally competitive graduates and as institutional stewards in the development of the region.

Mission

- To provide quality and responsive education in science, technology and humanities as well as professional, vocational, agricultural and industrial fields.
- To serve as catalysts in the democratic and peace building processess.

Objective

As an institution of higher learning is to continuously pursue excellence in its programs and encourage efficiency and effectiveness in its operation or the fulfillment of its vision to become a university in the near future.

Performance Pledge

We, the officials and employees of Sulu State College, commit to:

- Be the center of academic excellence with Agriculture, Nursing and Computer Science as, flagship programs providing

preferential option to the marginalized sector in the Province of Sulu;

- Serve as a catalyst of change, dynamic and competitve cultural capital;
- Ensure strict compliance with service standards adhering to reason in the delivery of our frontline services;
- Respond to the changing needs and demands of our clients through empowering and liberating the Tau-sug from the yoke of mass poverty and ignorance;
- Uphold effective and efficient delivery of academic goods and services among our clientele so as to achieve transparency and accountability, and,
- We pledge to deliver quality, responsive, innovative and satisfactory academic services among our clients for the sake of service to GOD and country.

Feedback and Redress Mechanism

Because our primary concern is to provide quality service to our clients, please send your comments, recommendations and complaints through the following:

1. Accomplish our feedback form available at the ground floor of Sulu State College Administration Building, Jolo, Sulu;
2. Talk to our Officer of the Day in charge, if you are not satisfied with the service;
3. Email us at www.sulustatecollege@edu.gov

Thank you for helping us continuously improve our services.

Frontline Services

#	Type of Frontline Service	Fees (for 1st semester 2015-2016)	Required Documents	Processing Time	Person In-Charge
1	Processing of Entrance examination for admission of new students	P150.00	Entrance exam. and application form with interview form	25 minutes	Dean of Admission and Personnel
2	Processing of enrollment		Pre-enrollment form and enrollment form	10 minutes	Registrar and Personnel
3	Processing of fees	<p>Tuition fee</p> <ul style="list-style-type: none"> - First year students 140.00/unit - Second year students 130.00/unit -3rd and 4th year students 110.00/unit - 5th year students 100.00/unit <p>Miscellaneous fee</p> <ul style="list-style-type: none"> - Registration 55.00 - Library Fee 162.00 - Medical Fee 32.00 - Cultural/Athletic Fee 100.00 - SCUAA Fee 100.00 - MASCUF 100.00 - Student Organ Fee 50.00 - STF 50.00 -Student Handbook 50.00 -Blue Form 20.00 - Internet Fee 300.00 	Enrollment form and payment of official receipts	10 minutes	Cashier and Staff

		-Student Devp't. Fee 500.00 -Computer Lab.(87/com.Subject w/ lab) 87.00 - Laboratory (for 5 units w/lab 75.00 -Typing fee(for BSBA students) 87.00 - FS (for education students) 150.00 PE (2 units) - 1st year students 280.00 - 2nd year students 260.00 CWTS (3 units) - 1st year students 420.00 - 2nd year students 390.00 School/Library ID (for 1st year students)150.00 Student Enrolled in English 108/ English 103 (SRA) 50.00			
4	Issuance of books and other reading materials	None	Library I.D.	As needed	Librarian and Staff
5	Student Counseling	None	Student I.D.	As needed	Guidance Coordinator and Guidance Counselors
6	Examinations for medical and dental	None	Student I.D.	As needed	Nurse and other Medical Staff