1. Faculty Career Development Assistance

This service provides assistance for professional development of the faculty and staff towards work productivity.

Office or Division:	Tagoloan Community College – Vice President for Academic Affairs Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Faculty and Staff

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Common Requirements: Intent Letter Endorsement Letter	Provided by the applicant Provided by Dean

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Intent Letter to the Vice-President for the Academic Affairs	1.1 Receive and endorse the applicant to the Human Resource Office for approval		5 mins	*Vice-President for Academic Affairs* Vice-President for Academic Affairs Office
	1.2 Upon approval, make a Program Design for Budgetary Purposes		15 mins	

	1.3 Submit the Program Design to the Budget Office	None	1 day	
	1.3 Upon approval of the Program Design, subject for the implementation		1 day	
2. Provide an original copy of Certificate of Registration (COR)	2. Receive and process the signing of Return Service Contract	None	15 mins	*Vice-President for Academic Affairs* Vice-President for Academic Affairs Office
3. Receive proceeds of educational financial assistance and a copy of Return Service Contract	3. Monitor the applicant's progress through submission of the Certification of Units Earned	None	5 mins	*Vice-President for Academic Affairs* Vice-President for Academic Affairs Office
	TOTAL		**2 days and 40 minutes**	
	Request Student to Accomplish the Client Satisfaction Survey and Drop it to the feedback box. Note: Complaint Box			Student will accomplish and will drop the Client Satisfaction Survey to the feedback box. Note: Complaint Box