



Department of Military Science and Tactics (DMST)

External Services



1. Request for use of facilities

Processing of request for use of facilities

Office or Division:	Department of Military Science and Tactics (DMST)			
Classification:	Simple			
Type of Transaction:	Government to Government, Government to Citizen, Government to Business			
Who may avail:	Non-UP units and organizations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request letter indicating the facility to be used, date and time of use, and contact information of the requesting party.		Requesting party		
2. Proof of payment		UP Diliman Cash Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request letter to the admin office for processing.	1. Receive the request letter.	None	1 Hour	<i>Receiving Personnel,</i> Department of Military Science and Tactics
2. Wait for the evaluation of the request.	2.1. Evaluate and process the request. 2.2. Decide on the request. 2.3. Notify the client of the decision.	None	2 Days	2.1. Administrative Officer 2.2. Commandant and Department Head 2.3. <i>Releasing Personnel,</i> Department of Military Science and Tactics



3. Proceed to admin office, upon notification of the approval of the request, for billing.	Issue a bill to the client.	None	1 Hour	Administrative Assistant
4. Pay the fee to the UP Diliman Cash Office		See schedule of fees	Pause-Clock (To be accomplished by the client within one working day)	Requesting Party
5. Present the proof of payment to the admin office for documentation.	Note the receipt number	None	1 Hour	Administrative Assistant
6. Pay janitorial services if the day of use of the requested facility falls on a Sunday.	Receive the payment and forward it to the maintenance personnel	See schedule of fees	1 Hour	Administrative Assistant
TOTAL:		None	2 Days and 4 Hours	

Table of Rates

First three hours: PHP1,000.00

Per succeeding hour or fraction thereof: PHP200.00

Janitorial services: PHP1,000.00

2. Request for ROTC Certification

Processing of request for ROTC Certification

Office or Division:	Department of Military Science and Tactics (DMST)
Classification:	Simple
Type of Transaction:	Government to Citizen
Who may avail:	Owner of the records



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Filling-out of DMST Form 1		DMST Admin Office		
2. Proof of Payment		UP Diliman Cash Office		
3. Valid ID of the requesting party		Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit fully accomplished DMST Form 1 to the admin office.	1.1. Receive the DMST Form 1. 1.2. Issue a bill to the client.	None	1 Hour	1.1. <i>Receiving Personnel</i> , Department of Military Science and Tactics 1.2. Administrative Assistant
2. Pay the fee to the UP Diliman Cash Office.		See schedule of fees	Pause-Clock	
3. Wait for the certificate to be processed.	3.1. Check and retrieve the records of the client. 3.2. Input the record and print the certificate. 3.3. Sign the certificate.	None	2 Days	3.1. School Credits Evaluator 3.2. Administrative Aide 3.3. NSTP ROTC Coordinator
4. Present the proof of payment and valid ID of the requesting party for claiming.	Release the certificate to the client.	None	1 Hour	<i>Releasing Officer</i> , Department of Military Science and Tactics
TOTAL:		None	2 Days and 3 Hours	
Table of Rates				
Rayadillo PE Exemption: PHP20.00				



ROTC Grades Certification: PHP20.00

3. Request for manpower/personnel

Facilitating of request for manpower/personnel

Office or Division:	Department of Military Science and Tactics (DMST)			
Classification:	Complex			
Type of Transaction:	Government to Government, Government to Citizen, Government to Business			
Who may avail:	Non-UP units and organizations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request letter indicating the service to be requested, date, time and nature of the event, and contact information of the requesting party.		Requesting party		
2. Honorarium		Requesting party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request letter to the admin office for processing.	Receive the request letter.	None	1 Hour	<i>Receiving Personnel,</i> Department of Military Science and Tactics
2. Wait for the evaluation of the request.	2.1. Evaluate and process the request. 2.2. Decide on the request. 2.3. Notify the client	None	6 Days	2.1. University Research Associate 2.2. Commandant and Department Head 2.3. <i>Releasing Personnel,</i> Department of Military Science and Tactics



	of the decision.			
3. Pay the honorarium to the requested personnel upon performance of the service.	None	See schedule of fees	Pause-Clock	<i>Requested Personnel,</i> Department of Military Science and Tactics
TOTAL:		None	6 Days and 1 Hour	

Table of Rates

Rayadillo Honor Guards: PHP750.00 per cadet

Ushers: PHP1,000.00 per sponsor

Lectures: PHP750.00 per cadet officer



Department of Military Science and Tactics (DMST)

Internal Services



1. Request for use of facilities

Processing of request for use of facilities

Office or Division:	Department of Military Science and Tactics (DMST)			
Classification:	Simple			
Type of Transaction:	Government to Government, Government to Citizen, Government to Business			
Who may avail:	University of the Philippines Units and Organizations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request letter indicating the facility to be used, date and time of use, and contact information of the requesting party.		Requesting party		
2. Proof of payment		UP Diliman Cash Office		
3. Payment of Janitorial Services		Requesting party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request letter to the admin office for processing.	Receive the request letter.	None	1 Hour	<i>Receiving Personnel,</i> Department of Military Science and Tactics
2. Wait for the evaluation of the request.	2.1. Evaluate and process the request. 2.2. Decide on the request. 2.3. Notify the client of the decision.	None	2 Days	2.1. Administrative Officer 2.2. Commandant and Department Head 2.3. <i>Releasing Personnel,</i> Department of Military Science and Tactics
3. Proceed to admin office, upon notification of the	Issue a bill to the client.	None	1 Hour	Administrative Assistant



approval of the request, for billing.				
4. Pay the fee to the UP Diliman Cash Office		See schedule of fees	Pause-Clock (To be accomplished by the client within one working day)	Requesting Party
5. Present the proof of payment to the admin office for documentation.	Note the receipt number	None	1 Hour	Administrative Assistant
6. Pay janitorial services if the day of use of the requested facility falls on a Sunday.	Receive the payment and forward it to the maintenance personnel	See schedule of fees	1 Hour	Administrative Assistant
TOTAL:		None	2 Days and 4 Hours	

Table of Rates

First three hours: PHP500.00

Per succeeding hour or fraction thereof: PHP100.00

Janitorial Services: PHP1,000.00

2. Request for logistics

Processing of request for logistics

Office or Division:	Department of Military Science and Tactics (DMST)
Classification:	Simple
Type of Transaction:	Government to Government, Government to Citizen
Who may avail:	University of the Philippines Units and Organizations
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Request letter indicating the logistics to be used, date and time	Requesting party



of use, and contact information of the requesting party.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request letter to the admin office for processing.	Receive the request letter.	None	1 Hour	<i>Receiving Personnel,</i> Department of Military Science and Tactics
2. Wait for the evaluation of the request.	2.1. Evaluate and process the request. 2.2. Decide on the request. 2.3. Notify the client of the decision.	None	2 Days	2.1. Administrative Officer 2.2. Commandant and Department Head 2.3. <i>Releasing Personnel,</i> Department of Military Science and Tactics
3. Proceed to admin office, upon notification of the approval of the request, for claiming.	Issue the requested logistics to the client.	None	1 Hour	<i>Releasing Personnel,</i> Department of Military Science and Tactics
4. Claim the requested logistics.		None	Pause-Clock (To be accomplished by the client not later than one working day before use)	
5. Return the requested logistics	Receive the loaned	None	1 hour	<i>Receiving Personnel,</i>



within two working days after use.	logistics to the client.			Department of Military Science and Tactics
TOTAL:		None	2 Days and 3 Hours	

3. Request for manpower/personnel

Facilitating of request for manpower/personnel

Office or Division:	Department of Military Science and Tactics (DMST)
Classification:	Complex
Type of Transaction:	Government to Government
Who may avail:	UP Units

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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1. Request letter indicating the service to be requested, date, time and nature of the event, and contact information of the requesting party.	Requesting party
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request letter to the admin office for processing.	Receive the request letter.	None	1 Hour	<i>Receiving Personnel,</i> Department of Military Science and Tactics
2. Wait for the evaluation of the request.	2.1. Evaluate and process the request. 2.2. Decide on the request. 2.3. Notify the client	None	6 Days	2.1. University Research Associate 2.2. Commandant and Department Head 2.3. <i>Releasing Personnel,</i> Department of Military Science and Tactics



	of the decision.			
	TOTAL:	None	6 Days and 1 Hour	