UNIVERSIDAD NACIONAL DE SAN CRISTÓBAL DE HUAMANGA

RESOLUCIÓN RECTORAL

N° 616 -2022-UNSCH-R

Ayacucho, 28 NOV 2022

VISTOS:

El Proveído N° 2115-2022-R del Rectorado, el Memorando N° 1364-2022-UNSCH-OPP de la Oficina de Planeamiento y Presupuesto y el Informe Técnico N° 011-2022-UNSCH-OPP-UPM de la Unidad de Planeamiento y Modernización sobre modificación del Texto Único de Procedimientos Administrativos de la Universidad Nacional de San Cristóbal de Huamanga; y

CONSIDERANDO:

Que, en armonía con el artículo 62° numeral 62.1 del Texto Único Ordenado de la Ley N° 27444, Ley del Procedimiento Administrativo General, aprobado por Decreto Supremo N° 004-2019-JUS, todas las entidades elaboran y aprueban o gestionan la aprobación, según el caso, de su Texto Único de Procedimientos Administrativos, el cual comprende:

1. Todos los procedimientos de iniciativa de parte requeridos por los administrados para ejercitar sus intereses o derechos mediante el pronunciamiento de cualquier órgano de la entidad, siempre que esa exigencia cuente con respaldo legal, el cual deberá consignarse expresamente en el TUPA con indicación de la fecha de publicación en el Diario Oficial.
2. La descripción clara y detallada de todos los requisitos exigidos para la realización correcta de cada procedimiento. Los mismos deben ser estandarizados conforme a lo previsto en el numeral anterior.
3. La calificación de cada procedimiento según corresponda entre procedimientos de evaluación previa o de aprobación automática.
4. En el caso de procedimientos de evaluación previa el silencio administrativo aplicable es negativo o positivo.
5. Los supuestos en que proceda el pago de derechos de tramitación, con indicación de su monto y forma de pago. El monto de los derechos se expresa obligatoriamente en la unidad impositiva tributaria vigente.
6. Las vías de reconsideración administrativa para acceder a los procedimientos contenidos en los TUPA, de acuerdo a lo dispuesto por los artículos 127 y siguientes.
7. La autoridad competente para resolver en cada instancia del procedimiento y los recursos administrativos para acceder a ellos.
8. Los formularios que sean empleados durante la tramitación del respectivo procedimiento administrativo, no debiendo emplearse para la exigencia de requisitos adicionales.

Que, mediante Resolución de Secretaría de Gestión Pública N° 005-2018-PCM-SGP, se aprobó los lineamientos y formatos para la elaboración y aprobación del Texto Único de Procedimientos Administrativos (TUPA);

Que, a través de la Resolución Rectoral N° 330-2021-UNSCH-R, de fecha 21 de diciembre del 2021, se aprobó el Texto Único de Procedimientos Administrativos de la Universidad Nacional de San Cristóbal de Huamanga;

UNIVERSIDAD NACIONAL DE SAN CRISTÓBAL DE HUAMANGA

RESOLUCIÓN RECTORAL

N° [illegible]-2022-UNSCH-R

Que, con informe Técnico N° 011-2022-UNSCH-OPP-UPM, de fecha 28 de setiembre de 2022, la Unidad de Planeamiento y Modernización de la Oficina de Planeamiento y Presupuesto ha solicitado la modificación del Texto Único de Procedimientos Administrativos de la Universidad Nacional de San Cristóbal de Huamanga, conforme el siguiente detalle:

Código	Procedimiento Administrativo	Costo (S/.)
[illegible]	"Inscripción del postulante al concurso de admisión – UNSCH modalidad examen ordinario (inscripción por internet)" Postulantes procedentes de colegios estatales Postulantes procedentes de colegios particulares Postulantes del servicio militar acuartelado Postulantes licenciados del servicio militar acuartelado	150.00 200.00 50.00 110.00
[illegible]	"Inscripción del postulante al concurso de admisión – UNSCH modalidad examen ordinario personas con Discapacidad (inscripción por internet)"	150.00
[illegible]	"Inscripción del postulante al concurso de admisión – UNSCH modalidad examen ordinario Estudiantes que ocuparon primer y segundo puesto en educación secundaria de la Región Ayacucho y el VRAEM (inscripción por internet)"	150.00
[illegible]	"Inscripción del postulante al concurso de admisión – UNSCH modalidad examen extraordinario egresados del Colegio Mayor Secundario Presidente del Perú y de los Colegios de Alto Rendimiento - COAR (inscripción por internet)"	150.00
[illegible]	"Inscripción del postulante al concurso de admisión – UNSCH modalidad examen extraordinario Becarios calificados (inscripción por internet)"	230.00
[illegible]	"Inscripción del postulante al concurso de admisión – UNSCH modalidad examen extraordinario graduados y/o Titulados de nivel universitario (inscripción por internet)"	450.00
[illegible]	"Inscripción del postulante al concurso de admisión – UNSCH modalidad traslado interno estudiantes de la UNSCH que solicitan traslado interno (inscripción por internet)"	150.00
[illegible]	"Inscripción del postulante al concurso de admisión – UNSCH modalidad examen extraordinario estudiantes provenientes de otras universidades que solicitan traslado externo (inscripción por internet)"	450.00
[illegible]	"Inscripción del postulante al concurso de admisión – UNSCH modalidad examen extraordinario víctimas del terrorismo (inscripción por internet)"	20.00
[illegible]	"Inscripción del postulante al concurso de admisión – UNSCH modalidad examen extraordinario víctimas de la violencia extranjeros (inscripción por internet)"	20.00

UNIVERSIDAD NACIONAL DE SAN CRISTÓBAL DE HUAMANGA

RESOLUCIÓN RECTORAL

N° [illegible]-2022-UNSCH-R

-03-

[illegible]	"Inscripción del postulante al concurso de admisión – UNSCH modalidad examen ordinario integrantes de las fuerzas integrantes activo empadronados (Inscripción por internet)"	[illegible]
[illegible]	"Inscripción del postulante al concurso de admisión – UNSCH modalidad examen ordinario a la Escuela Profesional de Medicina Humana-evaluación del historial académico y entrevista personal (Graduados y/o Egresados de nivel universitario, Titulados Inserto, Titulados segunda especialidad)"	[illegible]
[illegible]	"Inscripción del postulante al concurso de admisión – UNSCH modalidad examen ordinario a la Escuela Profesional de Educación Física (Examen de aptitud física - habilidad específica)"	[illegible]
[illegible]	"Inscripción para los admitidos por adjudicación de vacante vía Centro Preuniversitario en la UNSCH"	[illegible]
[illegible]	"Inscripción de postulante con vínculo familiar de primer grado de servidores de la UNSCH modalidad examen ordinario (Inscripción por internet)"	[illegible]
[illegible]	"Inscripción a la modalidad de examen ordinario de graduados, no admitidos en la modalidad de examen ordinario (Inscripción por internet)"	[illegible]

Que, resulta necesario aprobar la modificación del Texto Único de Procedimientos Administrativos de la Universidad Nacional de San Cristóbal de Huamanga, en el marco de las disposiciones legales vigentes;

De conformidad con lo dispuesto por el artículo 18° de la Constitución Política del Perú, el artículo 62° numeral 62.2 de la Ley Universitaria N° 30220, el artículo 42°, numeral 42.1 del Texto Único Ordenado de la Ley N° 27444, Ley del Procedimiento Administrativo General aprobado por Decreto Supremo N° 004-2019-JUS y el artículo 273° numeral 3 del Estatuto de la Universidad Nacional de San Cristóbal de Huamanga;

El Rector, en uso de las facultades que le confiere la ley;

RESUELVE:

Artículo 1°.- APROBAR la modificación del Texto Único de Procedimientos Administrativos de la Universidad Nacional de San Cristóbal de Huamanga, aprobado con Resolución Rectoral N° 535-2021-UNSCH-R, de fecha 01 de diciembre de 2021, el mismo que forma parte integrante de la presente resolución.

Artículo 2°.- DISPONER la publicación de la presente resolución en el Portal Institucional de la Universidad Nacional de San Cristóbal de Huamanga.

UNIVERSIDAD NACIONAL DE SAN CRISTÓBAL DE HUAMANGA

RESOLUCIÓN RECTORAL

N° [illegible]-2023-UNSCH-R

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REGISTRESE, COMUNÍQUESE Y ARCHÍVESE

[illegible]
Rector

[illegible]
Secretario General

Distribución:

[illegible]

UNSCH

TEXTO ÚNICO DE PROCEDIMIENTOS ADMINISTRATIVOS

TUPA 2021

UNIVERSIDAD NACIONAL DE SAN CRISTÓBAL DE HUAMANGA



UNIVERSIDAD NACIONAL DE SAN CRISTÓBAL DE HUAMANGA

RESOLUCIÓN RECTORAL

Nº 114-2023-UNSCH-R

Ayacucho, 28 MAR 2023

VISTOS:

El proveído Nº 035-2023-R del Rectorado, el Memorando Nº 046-2023-UNSCH-OPP de la Oficina de Planeamiento y Presupuesto y el Memorando Nº 160-2023-UNSCH-OPP-UPM de la Unidad de Planeamiento y Modernización sobre modificación de la Resolución Rectoral Nº 539-2021-UNSCH-R; y

CONSIDERANDO:

Que, en armonía con el artículo 18° de la Constitución Política del Perú, cada universidad es autónoma en su régimen normativo, de gobierno, académico, administrativo y económico. Las universidades se rigen con sus propios estatutos en el marco de la Constitución y de las leyes.

Que, mediante Resolución Rectoral Nº 539-2021-UNSCH-R, de fecha 31 de diciembre de 2021, se aprobó el Texto Único de Procedimientos Administrativos de la Universidad Nacional de San Cristóbal de Huamanga.

Que, con Memorando Nº 160-2023-UNSCH-OPP-UPM, de fecha 13 de marzo de 2023, la Unidad de Planeamiento y Modernización de la Oficina de Planeamiento y Presupuesto ha solicitado la modificación del Texto Único de Procedimientos Administrativos de la Universidad Nacional de San Cristóbal de Huamanga, en los siguientes procedimientos:

Código TUPA	Denominación del Procedimiento
P4300004-01	Reincorporación a la condición de alumno

Requisitos del Procedimiento:

1. Solicitud dirigida al Director de Escuela Profesional.
2. Declaración Jurada de no adeudar a la Universidad y no tener proceso disciplinario pendiente.
3. Mostrar evidencia del pago por derecho de trámite realizado.

Código TUPA	Denominación del Procedimiento
P4300019A1	Obtención del Grado Académico de Bachiller
P4300019C	Obtención de Título Profesional Modalidad Tesis
P4300019B	Obtención del Grado Académico de Bachiller para Universidades con Licencia Denegada
P4300019A4	Obtención de Título Profesional Modalidad Tesis para Universidades con Licencia Denegada
P4300019A5	Obtención de Título de Maestro
P4300020TP	Obtención de Título de Segunda Especialización Profesional
P4300020A4	Obtención de Título de Doctor

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N° 134 -2022-UNSCH-R

Ayacucho

Requisitos del Procedimiento:

3. Constancia de originalidad y reporte del Docente evaluador (Turnitin)

Que, en armonía con el artículo 212°, numeral 212.1 del Texto Único Ordenado de la Ley N° 27444, Ley del Procedimiento Administrativo General, aprobado por Decreto Supremo N° 004-2019-JUS, los errores material o aritmético en los actos administrativos pueden ser rectificados con efecto retroactivo, en cualquier momento, de oficio o a instancia de los administrados, siempre que no se altere la esencialidad de su contenido ni el sentido de la decisión;

De conformidad con lo dispuesto por el artículo 62°, numeral 62.2 de la Ley Universitaria N° 30220; y el artículo 273°, numeral 3 del Estatuto de la Universidad Nacional de San Cristóbal de Huamanga;

El Rector; en uso de las facultades que le confiere la ley;

RESUELVE:

Artículo 1°.- RECTIFICAR el Texto Único de Procedimientos Administrativos de la Universidad Nacional de San Cristóbal de Huamanga, aprobado por la Resolución Rectoral N° 0561-2021-UNSCH-R, de fecha 21 de diciembre de 2021, en mérito que forma parte integrante de la presente resolución.

Artículo 2°.- DISPONER la publicación de la presente resolución en el Portal Institucional de la Universidad Nacional de San Cristóbal de Huamanga.

REGÍSTRESE, COMUNÍQUESE Y ARCHÍVESE.

Mg. [illegible]
Rector

Mtro. YURI WALTER VEGA JAIME
Secretario General

UNIVERSIDAD NACIONAL DE SAN CRISTÓBAL DE HUAMANGA

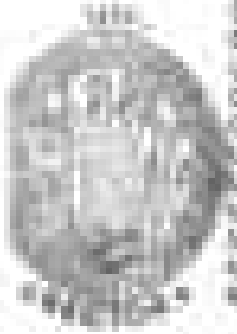
RESOLUCIÓN RECTORAL

N° 121-2022-UNSCH-R

-Ayacucho-

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UNIVERSIDAD NACIONAL DE SAN CRISTÓBAL DE HUAMANGA

RESOLUCIÓN RECTORAL

N° 331-2021-UNSCH-R

Ayacucho, 21 DIC. 2021

VISTOS:

El Memorando N° 1154-2021-UNSCH-R del Rectorado, la Opinión Legal N° 329-2021-UNSCH-OGAJ de la Oficina General de Asesoría Jurídica, el Memorando N° 1463-2021-UNSCH-OGPP de la Oficina General de Planificación y Presupuesto, el Informe Técnico N° 009-2021-UNSCH-OGPP-Ore de la Oficina de Racionalización y el Informe Técnico N° 094-2021-UNSCH-OGA de la Oficina General de Administración sobre aprobación del Texto Único de Procedimientos Administrativos de la Universidad Nacional de San Cristóbal de Huamanga; y

CONSIDERANDO:

Que, el artículo 18° de la Constitución Política del Perú establece que cada universidad es autónoma en su régimen normativo, de gobierno, académico, administrativo y económico. Las universidades se rigen por sus propios estatutos en el marco de la Constitución y de las leyes.

Que, la Ley Universitaria N° 30220 tiene por objeto normar la creación, funcionamiento, supervisión y cierre de las universidades. Promueve el mejoramiento continuo de la calidad educativa de las instituciones universitarias como uno fundamentales del desarrollo nacional, de la investigación y de la cultura. Asimismo, establece los principios, fines y funciones que rigen el modelo institucional de la universidad. El Ministerio de Educación es el ente rector de la política de aseguramiento de la calidad de la educación superior universitaria.

Que, en armonía con el artículo 40°, numeral 40.1 del Texto Único Ordenado de la Ley N° 27444, Ley del Procedimiento Administrativo General, aprobado por Decreto Supremo N° 004-2019-JUS, todas las entidades elaboran y aprueban o gestionan la aprobación, según el caso, de su Texto Único de Procedimientos Administrativos, el cual comprende:

1. Todos los procedimientos de iniciativa de parte requeridos por los administrados para satisfacer sus intereses o derechos mediante el pronunciamiento de cualquier órgano de la entidad, siempre que esa exigencia cuente con respaldo legal, el cual deberá consignarse expresamente en el TUPA con indicación de la fecha de publicación en el Diario Oficial.
2. La descripción clara y detallada de todos los requisitos exigibles para la realización correcta de cada procedimiento, los cuales deben ser estandarizados conforme a lo previsto en el numeral anterior.
3. La calificación de cada procedimiento según corresponda entre procedimientos de evaluación previa o de aprobación automática.
4. En el caso de procedimientos de evaluación previa o el silencio administrativo aplicable es negativo o positivo.
5. Los supuestos en que proceda el pago de derechos de tramitación, con indicación de su monto y forma de pago. El monto de los derechos se expresa exclusivamente en la entidad en nombre de cuota legal.

UNIVERSIDAD NACIONAL DE SAN CRISTÓBAL DE HUAMANGA

RESOLUCIÓN RECTORAL

N° 330 -2021-UNSCH-R

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4) Las vías de impugnación aplicables para acceder a los procedimientos contenidos en los TUPA, de acuerdo a lo dispuesto por los artículos 127 y siguientes.
5) La autoridad competente para resolver en cada instancia del procedimiento y los recursos a interponerse para acceder a ellos.
6) Los formularios que sean empleados durante la tramitación del respectivo procedimiento administrativo, no debiendo emplearse para la exigencia de requisitos adicionales.

Que, de acuerdo con el artículo 44°, numeral 44.1 del Texto Único Ordenado de la Ley N° 27444, Ley del Procedimiento Administrativo General, aprobado por Decreto Supremo N° 004-2019-JUS, el Texto Único de Procedimientos Administrativos (TUPA) es aprobado por Decreto Supremo del sector, por Ordenanza Regional, por Ordenanza Municipal, o por Resolución del Titular de organismo constitucionalmente autónomo, según el nivel de gobierno respectivo;

Que, mediante Resolución de Secretaría de Gestión Pública N° 008-2018-PCM-SGP, se aprobó los Lineamientos y formatos para la elaboración y aprobación del Texto Único de Procedimientos Administrativos (TUPA);

Que, a través del Informe Técnico N° 038-2021-UNSCH-OGPP-Ofla, de fecha 27 de noviembre de 2021, la OficIna de Racionalización de la Oficina General de Planificación y Presupuesto ha remitido el Texto Único de Procedimientos Administrativos de la Universidad Nacional de San Cristóbal de Huamanga;

Que, con Informe Técnico N° 304-2021-UNSCH-OGA, de fecha 02 de diciembre de 2021, la Oficina General de Administración ha emitido el informe técnico de validación de los costos del Texto Único de Procedimientos Administrativos de la Universidad Nacional de San Cristóbal de Huamanga;

Que, con Opinión Legal N° 336-2021-UNSCH-OGAJ, de fecha 13 de diciembre de 2021, la Oficina General de Asesoría Jurídica ha emitido la opinión favorable para la aprobación del Texto Único de Procedimientos Administrativos de la Universidad Nacional de San Cristóbal de Huamanga;

Que, resulta necesario aprobar el Texto Único de Procedimientos Administrativos de la Universidad Nacional de San Cristóbal de Huamanga, en el marco de las disposiciones legales vigentes;

De conformidad con lo dispuesto por el artículo 18° de la Constitución Política del Perú, el artículo 62° numeral 62.2 de la Ley Universitaria N° 30220 y el artículo 213°, numeral 1 del Estatuto de la Universidad Nacional de San Cristóbal de Huamanga;

El Rector, en uso de las facultades que le confiere la ley;

UNIVERSIDAD NACIONAL DE SAN CRISTÓBAL DE HUAMANGA

RESOLUCIÓN RECTORAL

N° [illegible]-2023-UNSCH-R

-02-

RESUELVE:

Artículo 1°.- APROBAR el Texto Único de Procedimientos Administrativos de la Universidad Nacional de San Cristóbal de Huamanga, el mismo que forma parte integrante de la presente resolución.

Artículo 2°.- DISPONER la publicación de la presente resolución en el Diario Oficial El Peruano y en el Portal Institucional de la Universidad Nacional de San Cristóbal de Huamanga.

REGÍSTRESE, COMUNÍQUESE Y ARCHÍVESE.

[illegible] CHAVEZ
Rector

Mg. YURI WALTER VEGA JAIME
Secretario General

Distribución:

Rectorado
Vicerrectorado (02)
Facultades (09)
Escuela de Posgrado
Escuelas Profesionales (08)
Órgano de Control Institucional
Oficina General de Administración
Oficina General de Planificación y Presupuesto
Oficina General de Asesoría Jurídica
Oficina General de Gestión Académica
Oficina General de Admisión y Promoción
Oficina General de Investigación y Desarrollo Científico
Oficina General de Informática y Sistemas (Portal de Transparencia)
Oficina de Trámite Documentario y Archivo Central
Oficina de Certificación, Grados y Títulos
Oficina de Presupuesto
Oficina de Racionalización
Oficina de Tesorería
Oficina de Abastecimiento
Oficina de Bienestar Universitario
Oficina de Control Patrimonial
Oficina de Extensión e Información Cultural
Oficina de Administración de Personal
Archivo

Interesado

PRESENTACIÓN

La Universidad Nacional de Santiago del Estero, a través de la formación profesional de pregrado y posgrado con una educación integral de calidad basada en la investigación para satisfacer diversas necesidades y solucionar los problemas de la población promoviendo el desarrollo sostenible.

Nuestra universidad en el marco de la Modernización de la Gestión Pública, se encuentra en un proceso de transformación consistente en Ley de modernización, gestionado como política de estado en el Decreto Legislativo N° 1203, entre el Sistema Único de Trámites (SUT) como herramienta informática para la elaboración, simplificación y consolidación del Texto Único de Procedimientos Administrativos (TUPA) por consiguiente el presente Texto Único de Procedimientos Administrativos de la Universidad Nacional de Santiago del Estero, es un documento de gestión que contiene toda la información relacionada a la tramitación de procedimientos que los administrados realizan ante sus distintas dependencias, incluyendo procedimientos administrativos, tupas, requisitos, costos unitarios y sus derechos, con el objetivo de proporcionar apoyo servicio al usuario.

El Texto Único de Procedimientos Administrativos (TUPA) de la Universidad Nacional de Santiago del Estero, fue elaborado en cumplimiento a las normas legales vigentes y con la participación de los Directivos Órganos involucrados en los Procedimientos Administrativos contenidos en el TUPA.

BASE LEGAL

- Constitución Política del Perú.
- Ley N° 30228, Ley Convencional.
- Ley N° 27658, Ley Marco de Modernización de la Gestión del Estado.
- Ley N° 29060, Ley del Silencio Administrativo.
- Resolución [illegible] (vigente 2.6.2016)
- Ley N° 27444, Ley del Procedimiento Administrativo General aprobado por el Decreto Supremo N° 004-2019-JUS, establece la obligación de todas las entidades públicas de elaborar, aprobar y gestionar el Texto Único de Procedimientos Administrativos- TUPA.
- Decreto Legislativo N° 1272, que modifica la Ley 27444 y deroga Ley N° 29060.
- Decreto Legislativo N° 1452, Ley que modifica la Ley N° 27444
- Decreto Legislativo N° 1246, Ley que aprueba diversas medidas de simplificación administrativa.
- Decreto Legislativo N° 1446, Decreto Legislativo que modifica la Ley N° 27658, Ley Marco de Modernización de la Gestión del Estado.
- Decreto Legislativo N° 1256, Decreto Legislativo que Aprueba la Ley de Prevención y Eliminación de Barreras Burocráticas.
- Decreto Legislativo N° 1310, Decreto Legislativo que aprueba Medidas adicionales de Simplificación Administrativa
- Decreto Legislativo 1029, modifica la Ley de Procedimiento Administrativo General y la Ley del Silencio Administrativo.
- Decreto Legislativo N° 1305, Decreto Legislativo que crea el Sistema Único de Trámites (SUT).
- Decreto Supremo N° 004-2013-PCM, aprueba la Política Nacional de Modernización de la Gestión Pública.
- Decreto Supremo N° 070-2013-PCM, que modifica el Reglamento de la Ley de Transparencia y Acceso a la Información Pública, aprobado por Decreto Supremo N° 072-2003-PCM.
- Decreto Supremo N° 064-2010-PCM, Aprueba la metodología de determinación de costos de los procedimientos administrativos y servicios prestados en exclusividad contemplados en el TUPA.
- Decreto Supremo N° 007-2011-PCM, aprueba la Metodología de Simplificación Administrativa y establece disposiciones para su implementación para la mejora de los procedimientos administrativos y servicios prestados en exclusividad.
- Decreto Supremo N° [illegible]-PCM, Aprueba la estrategia gubernamental de la gestión pública.
- Resolución N° 001-2016-PCM/SGP, Guía Metodológica para la determinación de costos de los procedimientos administrativos y servicios prestados en exclusividad, establecidos en el TUPA, Nº 064-2010-PCM.
- Resolución de Secretaría de Gestión Pública N° 001-2018-PCM/SGP, que establece los lineamientos generales y los plazos para la implementación y uso progresivo del SUT.
- Resolución de Secretaría de Gestión Pública N° 001-2020-PCM/SGP, aprueba la actualización del Manual de Usuario del Sistema Único de Trámites (SUT).
- Resolución de Secretaría de Gestión Pública N° 001-2016-PCM-SGP, que aprueba lineamientos para la elaboración y aprobación del TUPA.
- Resolución de Secretaría de Gestión Pública N° 006-2021-PCM/SGP, Formatos de los plazos para la elaboración y [illegible] del texto único de Procedimientos Administrativos [illegible]

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Nombre que aprueba o modifica el TUPA

Norma(s)	Organización Interna(s)	Fecha(s) y artículo(s)	Vía de aprobación

[illegible]

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Solicitud de reconocimiento (para estudios de las modalidades Técnico Inicial y Técnico para el profesional y la Técnica) 97.19

Constancia de alumno/a 97.19

Constancia de cargo de cuerpo docente, activo o miembro adjunto) 97.22

Constancia de inscripción 97.24

Constancia de no haber sido sancionado/a con sanción disciplinaria durante su permanencia en la Escuela Profesional 97.97

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Analítico de cursos 97.91

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Diploma de Título Profesional Universitario Título 97.97

Diploma de Título Profesional Terciario de Técnico/a Profesional 97.98

Diploma de Título en Línea 97.99

Diploma de Título de Título 97.99

Duplicado de Diploma de Grado Académico de Bachiller y Título Profesional por motivo de pérdida, robo o deterioro 97.99

Duplicado de Diploma de Grado Académico de Bachiller y Título Profesional por motivo de cambio de nombre y apellido 97.99

Revalidación de Grados Académicos y Títulos Profesionales de extranjero 97.91

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Diploma de Título Profesional Habilitante Técnico/a Universitario/a de Gestión Privada 97.94

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Diploma de cierre de ciclo / plan correlativo de ampliación y profesorado 97.99

Diploma de ciclo de ciclo 97.99

Duplicado de cierre de ciclo / Diploma de 97.99

de idiomas Extranjeros Modernos 97.99

registro de diploma Duplicado de 97.99

materias con asignación diferenciada 97.100

(por ampliación) 97.102

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SOLICITUD Nº 2: SERVICIO DE ESPECIALIZACIÓN 97 (1)

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Inventaire des Secteurs de Vacance

	Observations	Mentions
Secteurs inventoriés	Salle de la Cité (Cité de Marseille, 1er Arrondissement) ; Secteur sud (secteurs 1 jusqu'au 4 inclus)	Inventaire Qualifié par : Commissaire Audrey
Plage matricule des Immeubles	1 à Cité Vacance	1 à Cité Vacance
Plage matricule des Immeubles	25 à Cité Vacance	25 à Cité Vacance

Si la date de vacance ou la date de fin de bail n'est pas connue, indiquer « Inconnue ».
Si l'immeuble appartient à plusieurs copropriétaires, indiquer le nombre de copropriétaires.
Ajouter autant de lignes que nécessaire.

Bien-fonds

Référence	Désignation	Type	Mesures	Valeur Probable (€)
1er Arr.	Cité Vacance Marseille	Cité	25 Cités	1 500 000 €
1er, 7e, 14e	Quartiers Cités	Cités	3	1 500 000 €
1er	Immeuble de Vacance Commerciale	Cités	25 (1 er, 7e, 14e Arr.)	1 500 000 €
1er Arr.	Cité Vacance Marseille	Cité	25 Cités	Inconnue
1 à 4 Arr.	Secteurs Logements sud inventoriés en sud (1er Arr.)	Secteurs Logements	4 sud	Inconnue
1 à	Secteurs Logements sud (Cité Vacance)	Secteurs Logements	4 sud	Inconnue

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Procedimiento del Proceso de [redacted]

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Código: [redacted]

Descripción del proceso

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Requisitos

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2. [redacted]
3. [redacted]

Notas:

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Antecedentes

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Tiempos de atención

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Pago por derecho de tramitación

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Documentos de apoyo

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Plazo de atención

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Modalidad de presentación

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Medios y formatos de atención

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Unidad de organización donde se presenta la solicitud

[redacted]

Unidad de organización responsable de la resolución

[redacted]

Autoridad resolutora

[redacted]

Convention de stage international de formation

	Bénéficiaire	Applicant
Nom et prénom / Nom et prénom	Mlle Ines Ben Amor Ep Khaldoun Ben Amor Mme Ines Ben Amor Ep Khaldoun Ben Amor	Organisme Académique / Organisme Académique
Titre / Titre de séjour	Carte de séjour	Carte de séjour
Titre / Titre de séjour	Carte de séjour	Carte de séjour

Il a été convenu entre les parties susmentionnées ce qui suit :
Il a été convenu entre les parties susmentionnées ce qui suit :

Stage légal

Référence	Dénomination	Type	Montant	Durée Bénéficiaire
12 - 34 - 156	Accompagnement	Unité	1 - 12,000	12/07/2021
156	Frais de séjour	Divers	-	12/07/2021
1 - 12	Remboursement des Voyages Internationaux	Divers	1 - 12,000 - 12,000	12/07/2021
156	Frais Médicaux et Pharmacie des Bénéficiaires	Unité	1 - 12,000	12/07/2021
1 - 1	Allocation d'équipement de la part du bénéficiaire - Accompagnement administratif	Allocation d'équipement	1 - 12,000	12/07/2021

Le Bénéficiaire

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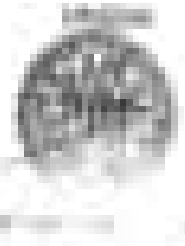
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Acuerdo de Nombramiento

	Nombramiento	Nombrado
Autoridad nombrante	Jefa de la Oficina de Talento y Gestión Docente – Delegada del Rectorado y Rectora Honoraria	Dirección Académica – Vicerrectorado Académico
Plaza vacante que ocupará/n	14 de la Sede Central	Cátedra titular
Plaza vacante que ocupará/n	23 de la misma	1/4 de dedicación

El nombramiento se hace efectivo a partir del día siguiente de la toma de posición del cargo ante la Rectora Honoraria, de la cual se extenderá un acta firmada por ambas partes.

Firmas

Nombre	Identificación	Rol	Firma	Fecha y hora
Dra. Ana Fernández	[redacted]	Jefa	[redacted]	14/07/2025
Mtro. Luis Ramírez	[redacted]	Testigo	[redacted]	14/07/2025
Lic. Ana Gómez	[redacted]	Testigo	[redacted]	14/07/2025
Sra. Rosa Delgado	[redacted]	Jefa	[redacted]	14/07/2025
Dr. [illegible]	[redacted]	[illegible]	[redacted]	[illegible]

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Φορέας που διενεργεί τον Διαγωνισμό:	Στοιχεία Επικοινωνίας:

Στοιχεία του αντικειμένου του Διαγωνισμού:

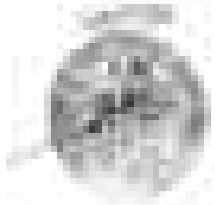
	Περιγραφή	Σημειώσεις
Συνοπτικός τίτλος διαγωνισμού:	Σύντομη περιγραφή του αντικειμένου του Διαγωνισμού. Παραπομπή σε προηγούμενη ή δημοσιευμένη προκήρυξη.	Πληροφορίες διαθεσιμότητας. Πληροφορίες για τροποποίηση ή ακύρωση διαγωνισμού.
Πλήρες περιγραφικό χαρακτηριστικό:	Πλήρης περιγραφή.	Σημειώσεις.
Πλήρες τεχνικό και ποσοτικό:	Τεχνικά χαρακτηριστικά.	Σημειώσεις.

Η ημερομηνία και η ώρα έναρξης του διαγωνισμού θα καθορίζονται από τον Φορέα Εφαρμογής. Η ημερομηνία λήξης θα καθορίζεται από τον Φορέα Εφαρμογής, ανάλογα με τον αριθμό των προσφορών που θα ληφθούν.

Η πρόσκληση για συμμετοχή στον διαγωνισμό θα αποσταλεί σε όλους τους εγγεγραμμένους στο σύστημα προμηθευτές, μέσω ηλεκτρονικού ταχυδρομείου, ή με άλλο τρόπο που θα καθορίσει ο Φορέας Εφαρμογής.

Κανόνες:

Αναφορά	Περιγραφή	Τύπος	Τιμή/Τιμές	Πηγή/Παρατηρήσεις
[R1, R2]	Κανόνας συμμετοχής.	Λογικός	Αν <τιμή>,	<αιτιολόγηση>
[Τιμή]	Συνάρτηση υπολογισμού.	[Τιμή]	-	<αιτιολόγηση>
[Τιμή, ΔΤ]	Παραμετρικός κανόνας [Τιμή]ς διαγωνισμού.	[Τιμή]	[Μονάδα μέτρησης μεταβολής]	<αιτιολόγηση>
[Τ, Τ]	Τιμή κατώτερη ή ίση από μια μονάδα μέτρησης [τιμή] της προηγούμενης υποβολής του.	[Τιμή από προηγούμενη]	[Τιμή]	<αιτιολόγηση>



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Director of Finance / Director Finance	Treasury Office of Chief Address: Email: [illegible]

Invitation for tenders for [illegible]

	Requirements	Remarks
Conditions of tender	[illegible]	[illegible]
Place of delivery or completion	[illegible]	[illegible]
Place of delivery or completion	[illegible]	[illegible]

[illegible]

Price [illegible]

Item	Description	Type	Number	Price [illegible]
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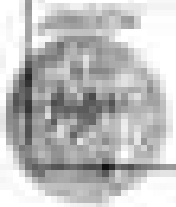
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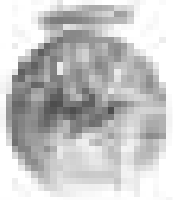
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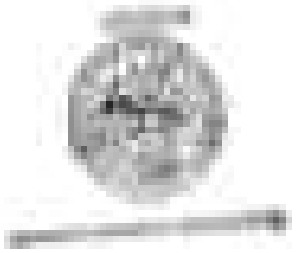


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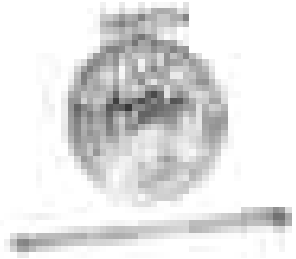
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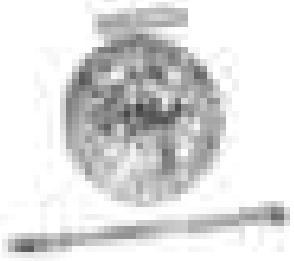


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Denominación del Procedimiento Administrativo

[illegible]

Código: [illegible]

Descripción del procedimiento

[illegible]

Requisitos

1.- [illegible]

2.- [illegible]

Formularios

Canales de atención

[illegible]

Pago por derecho de tramitación

[illegible]

Modalidad de pagos

[illegible]

Plazo de atención

[illegible]

Calificación del procedimiento

[illegible]

Sede y horarios de atención

[illegible]

Unidad de organización donde se presenta la documentación

[illegible]

Unidad de organización responsable de aprobar la solicitud

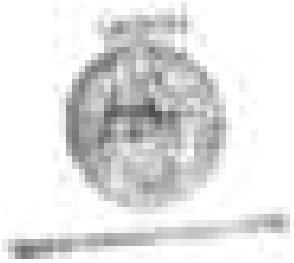
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Consulta sobre el procedimiento

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Instancias de resolución de recursos

	Reconsideración	Apelación
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Procedimiento del Expediente de Instrumentación

Convenio de colocación

Código: PA-INSTRUCCIÓN

Descripción del procedimiento

El presente capítulo comprende todo el procedimiento de instrucción de Expedientes de Instrumentación, desde su apertura hasta la resolución.

Objetivos

1. Informar de todos los trámites de Expedientes de Instrumentación.
2. Informar el tiempo de duración de cada uno de los trámites.

Antecedentes

Concepto de derecho

Artículo 15 del Código Civil de Chile.
Artículo 16 del Código Civil de Chile.

Pago por derecho de instrumentación

Derecho: $1.100.-

Modalidad de pago

Pago en la Notaría
Efectivo
Cheque
Tarjeta de crédito
Tarjeta de débito
Transferencia electrónica a cuenta Cte. Corriente o Cuenta Vista del Notario o Notaria que autoriza el Instrumento

Plazo de duración

Unidad de procedimiento

1 días hábiles

Un día hábil para el ingreso de la solicitud, y un día hábil para la entrega del Instrumento. Ambos días hábiles deben ser consecutivos, de lo contrario se deberá ingresar una nueva solicitud. El plazo de la Instrumentación comienza a contar a partir del día hábil siguiente al ingreso de la solicitud.

Datos y formalidades del derecho

Cheque nominativo. Efectivo.

Cuenta Vista o Cuenta Corriente del Notario o Notaria que autoriza el Instrumento.

Unidad de organización donde se presenta la documentación

Oficina de Partes Notaría. Código Convenio de Colocación.

Unidad de organización responsable de emitir la solicitud

Unidad de procedimiento

Oficina de Partes Notaría.

Intervinientes del procedimiento

	Responsabilidades	Restricciones
Unidad Organizacional	Oficina de Partes Notaría. Abogado Protocolar.	Ninguna. Ilimitada.
Plazo máximo días	01 días hábiles.	01 días hábiles.

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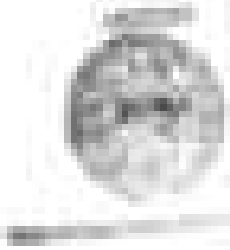


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Documentación que ha de acompañarse a la solicitud:

"Documentos que se hallen bajo custodia por esta Administración Pública y que hayan sido aportados por el interesado"

(Código: 20180000478)

Plazo para resolver y efectos del silencio:

El plazo máximo normativo fijado para la notificación de la resolución expresa que ponga fin al procedimiento será de [illegible] contados desde la fecha en que la solicitud haya tenido entrada en el Registro electrónico [illegible]. Transcurrido el mismo sin haberse notificado resolución expresa, [illegible].

Requisitos:

1. [illegible] de la persona titular de la Jefatura de Departamento.
2. Firma de la persona titular del cargo que [illegible] de [illegible].

Formularios:

Modelo de solicitud:

[illegible]
[illegible]

Pago con tarjeta de crédito/débito:

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Medio/lugar de pago:

Caja de la Entidad
[illegible]
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[illegible] (opcional)
[illegible]
[illegible] de Correos y Correo Electrónico y Comercio de [illegible]
[illegible]

Plazo de presentación:

[illegible]

Lugar y forma de presentación:

[illegible]

Unidad/es competente/s para la tramitación:

[illegible]

Unidad/es responsable/s de la información pública:

[illegible]

Unidad/es responsable/s de la custodia de la solicitud:

[illegible]

Unidad/es destinataria/s de la solicitud:

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Unidad/es de valoración y de información:

	Presencialmente	Electrónica
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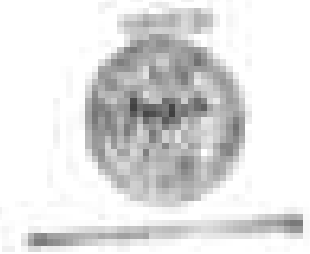
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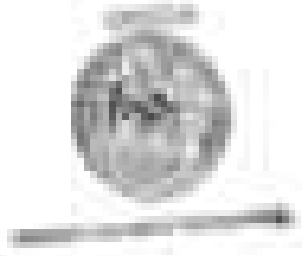
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Артикул	Наименование	Тип	Количество	Сумма без НДС



Procedimiento: [redacted]

Expediente: [redacted]

Código: [redacted]

Descripción del procedimiento

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Propósito

[redacted]

Participantes

[redacted]

Medio de difusión

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Plazo para depósito de consignación

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Modalidad de pago

[redacted]

Plazo de depósito

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Condiciones de consentimiento

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Fecha y hora de difusión

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Unidad de organización donde se gestiona la documentación

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Unidad de organización responsable de cargar la información

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Documentación a acompañarse

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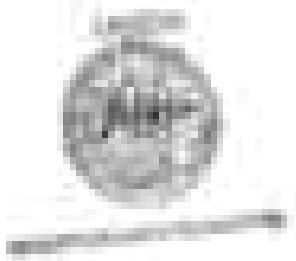
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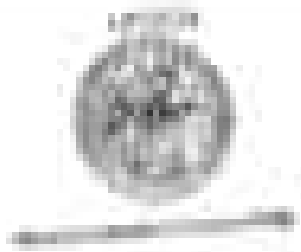
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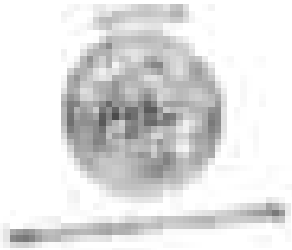
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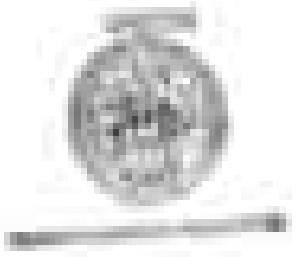
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"Presentación de Recurso de Casación"

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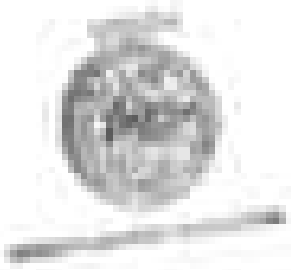
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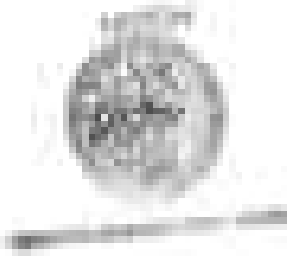
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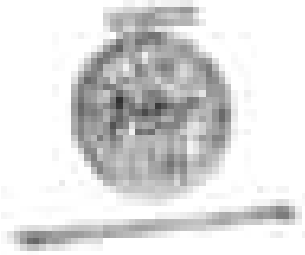


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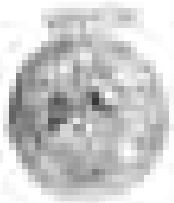
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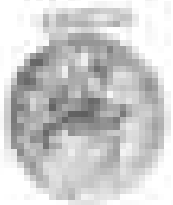
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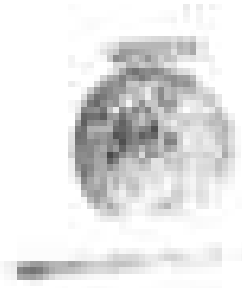
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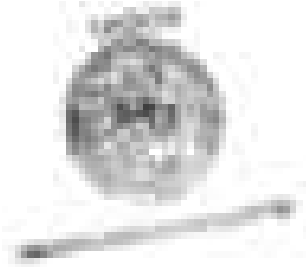
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Descripción del procedimiento

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Requisitos

[illegible]

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Formularios

Canales de atención

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Pago por derecho de tramitación

[illegible]

Modalidad de pagos

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Plazo de atención

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Calificación del procedimiento

[illegible]

Sede y horarios de atención

[illegible] [illegible]

Unidad de organización donde se presenta la documentación

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Unidad de organización responsable de aprobar la solicitud

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Consulta sobre el procedimiento

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Instancias de resolución de recursos

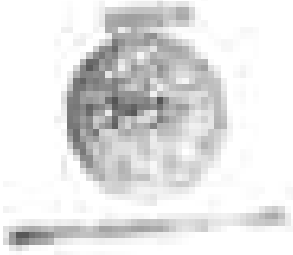
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Denominación del Procedimiento Administrativo:

"Denominación oficial"

Código: [illegible]

Descripción del procedimiento:

Los procedimientos comienzan cuando [illegible] de una persona física o jurídica [illegible] ante un órgano competente [illegible] cumplen [illegible] y concluyen mediante [illegible] de la solicitud. Dependen de [illegible] de [illegible].

Requisitos:

1) Ingresar en [illegible] solicitud.

Documentos:

Copia

[illegible] copia [illegible]

Oficina de atención:

[illegible]

Pago por derecho de procedimiento:

Monto: $ [illegible]

Modalidad de pago:

Caja de [illegible]
Efectivo
Cheque
Tarjeta [illegible]
Cuenta Bancaria
Comprobante de [illegible] y copia del cheque [illegible] Comprobante de [illegible] a cuenta bancaria [illegible] Organismo [illegible]

Plazo del trámite:

[illegible]

Instrucciones para el solicitante:

[illegible] Una vez [illegible], la solicitud es considerada iniciada desde la fecha [illegible] de la presentación de la solicitud, [illegible] [illegible] [illegible]

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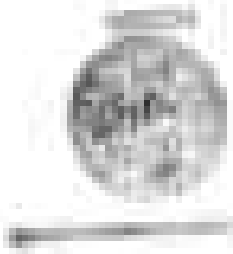
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Administration des Procédures Administratives — [illegible]

Numéro de carte administrative :

Code d'identification :

Nom et prénom de l'administré :

Les informations recueillies sont destinées à être traitées par [illegible] dans le cadre de la gestion des demandes de [illegible] et de la délivrance des cartes administratives. Elles sont conservées pendant [illegible] ans et sont destinées aux services compétents de l'Administration. Conformément à la loi, vous disposez d'un droit d'accès et de rectification de vos données personnelles.

Régularisation :

1) [illegible] Renouvellement [illegible] de la carte
2) [illegible] Modification [illegible] des informations de [illegible] concernées
3) Autres

Cas [illegible] : Changement [illegible] de la [illegible] / [illegible] / [illegible] /

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Denominación del Procedimiento Administrativo

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Código: [illegible]

Descripción del procedimiento

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Requisitos

1. [illegible]

Formularios

Canales de atención

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Pago por derecho de tramitación

Gratuito

Modalidad de pagos

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Plazo de atención

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Calificación del procedimiento

[illegible]

Sede y horarios de atención

[illegible] [illegible]

Unidad de organización donde se presenta la documentación

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Unidad de organización responsable de aprobar la solicitud

[illegible]

Consulta sobre el procedimiento

[illegible]

Instancias de resolución de recursos

	Reconsideración	Apelación
Autoridad competente	[illegible]	[illegible]
Plazo máximo de presentación	[illegible]	[illegible]



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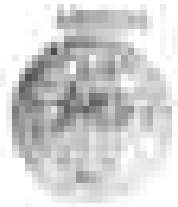
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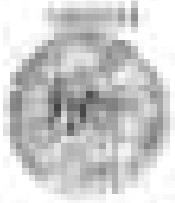
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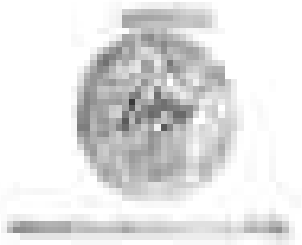


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Article	Désignation	Taux	Remise	Prix de vente

[redacted]

(UNAH) – Local Universitario

Fecha de emisión (día / mes / año): 00-00-0000

Unidad de organización donde se presenta la documentación:

Unidad de Administración Documental y Archivo Central – UNAH – Local Universitario

Unidad de organización responsable de ejecutar la actividad:

Secretaría General

Dirección exacta de la unidad:

Edificio 1
Nivel 1
Ciudad Universitaria

Características del trámite (de la actividad):

	Presencialmente	Agencias
Tiempo de respuesta:	Diez (10) días hábiles	
Plazo máximo de cumplimiento:	Por cada uno	Un (1) día hábil
Plazo máximo de cumplimiento:	Por cada uno	Un (1) día hábil

Requisitos:

Número	Denominación	Tipo	Número	Fecha Caducidad
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Edificio 1, Nivel 1, Ciudad Universitaria

Denominación del Procedimiento Administrativo:

"[illegible]"

Código: [illegible]

Descripción del procedimiento

[illegible]

Requisitos

1. [illegible]
2. [illegible]

Formularios

Canales de atención

[illegible]

Pago por derecho de tramitación

[illegible]

Modalidad de pagos

[illegible]

Plazo de atención

[illegible]

Calificación del procedimiento

[illegible]

Sedes y horarios de atención

[illegible] | [illegible]

Unidad de organización donde se presenta la documentación

[illegible]

Unidad de organización responsable de aprobar la solicitud

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Consulta sobre el procedimiento

[illegible]

Instancias de resolución de recursos

	Reconsideración	Apelación
Autoridad competente	[illegible]	[illegible]
Plazo máximo de presentación	[illegible]	[illegible]

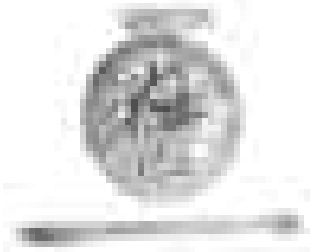
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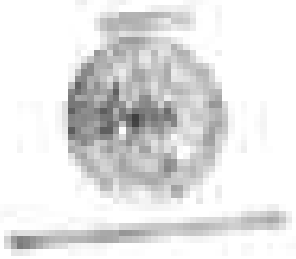


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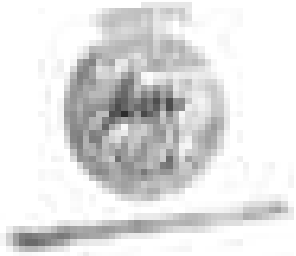
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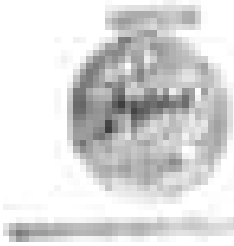
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Demandeur/Assuré(e) :	Expert : [illegible] Adresse : Contact :

Evaluation de mesure(s) de nécessité

	Recommandations	Commentaires
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
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Référence	Dénomination	Type	Nombre	Prix Publication
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Acta de Procedimiento Administrativo

Nº [illegible]

Código: [illegible]

Descripción del procedimiento

[illegible]

Requisitos

1) [illegible]
2) [illegible]
3) [illegible]

Nota:

1) [illegible]

Plazo para

[illegible]

Unidad de atención

[illegible]

Días y horarios de atención

[illegible]

Pago por derecho de tramitación

[illegible]

Modalidad de pago

[illegible]

Plazo de vigencia

[illegible]

Unidad de acreditamiento

[illegible]

Unidad de organización interviniente en el trámite de la solicitud

[illegible]

Unidad de organización responsable del trámite de la solicitud

[illegible]

Formulario y lugar de presentación

[illegible]

Información de interés de la persona

[illegible]	[illegible]	[illegible]

Procedimiento de Procedimiento Administrativo

Registro de matrícula por ingreso

Código Administrativo

Procedimiento administrativo

Los términos de la Ley de Procedimiento Administrativo General se aplicarán a los efectos de este procedimiento administrativo, y se tendrán en cuenta las siguientes definiciones:

Requisitos

1. Ciudadanía legal o domicilio de residencia en Progreso (obligatorio).
2. Persona mayor de edad con derecho de voto calificado.

Notas:

1) La solicitud debe ser presentada personalmente en la oficina de registro.

Procedimiento

Opciones de votación

Opciones Progreso Mesa de Votos
Opciones Votación Voto Provisional para Votantes

Plazo para resolución del procedimiento

Máximo: 30 días hábiles

Silencio administrativo

Plazo de resolución

Notificación del procedimiento

1 días hábiles

Resolución expresa dentro de un plazo de un mes desde la fecha de inicio del procedimiento, o de un plazo de tres meses en el caso de procedimientos de especial complejidad, previa comunicación al interesado de la suspensión del plazo máximo establecido para la resolución y la notificación.

Medios y documentos de ejecución

Medios: Progreso

Consulta electrónica del DNI de la Dirección de Identidad

Unidad de organización ante la cual se presenta la solicitud

Oficina de Progreso - Mesa de Progreso

Unidad de organización responsable del archivo de la solicitud

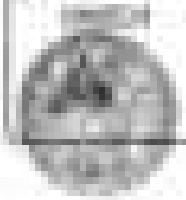
Formulario asociado a la solicitud

Oficina de Progreso

Registro de Votantes
Mesa
Progreso

Modelos de formularios

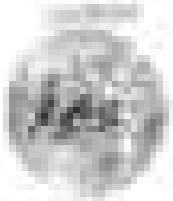
Presencial	Electrónica	Telefónica
Formulario de Inscripción	Oficina de Inscripción de Progreso - Formulario de Progreso	Mesa de Progreso



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Procedimiento de Procedimiento Administrativo

Trámite Académico

Código: [illegible]

Descripción del procedimiento

La Secretaría de la Facultad de Psicología asigna mensual, anticipo [illegible] a cuenta mensual del personal de la Secretaría de Posgrado, Extensión y Cursos complementarios.

Requisitos

1) Solicitud dirigida al Director de la Escuela de Posgrado. (1000 h)
2) Fotocopia autenticada del pago del Derecho de Título realizado.

Procedimiento

Dirección de atención

Secretaría Académica, Edificio del Rectorado
Secretaría Virtual: https://virtual.[illegible].edu.pe/mesa-de-partes/

Pago por derecho de tramitación

Monto: S/. 100.00

Modalidad de pago

Pago en la Unidad
Agencia:
Cuenta:
Pago electrónico
Cuenta de ahorros:
Transferencia del Monto a nombre de la Universidad, en cualquiera de las cuentas corrientes de la Universidad.

Plazo de atención

Inmediato

Calificación del procedimiento

Silencio administrativo. La solicitud se entiende denegada cuando el órgano competente no emite su decisión dentro del plazo establecido, salvo que la ley o norma con rango de ley establezca lo contrario. Cuando el silencio administrativo es positivo, el administrado puede acogerse a él desde el día siguiente al vencimiento del plazo.

Vigencia y vencimiento del documento

Diploma: Perpetuo — Constancia: 5 días hábiles después de la fecha de pago

Instancia de resolución en segunda y última instancia administrativa

Secretaría de Posgrado – Dirección – Posgrado

Entidad de registro/control/autorización/aprobación

Secretaría de Posgrado

Documentos requeridos

	Entidad de registro/control/autorización/aprobación	Observaciones
Procedimiento Complementario	Dirección de la Escuela de Posgrado – Consejo Directivo de la Escuela de Posgrado	Mínimo 1 Participante

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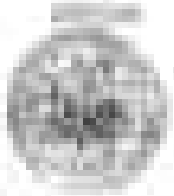
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Procedimiento Administrativo Sancionatorio

"Procedimiento de Habilitación de Instancia"

Código: PROHABINS

Descripción del procedimiento

El presente trámite es iniciado de oficio por el Tribunal Superior de Procedimientos Administrativos, con el objeto de habilitar la instancia de impugnación ante el Tribunal Superior de Procedimientos Administrativos, cuando el recurrente no hubiere sido notificado en tiempo y forma.

Requisitos

1) Acompañar copia de la boleta de depósito de la tasa de impugnación, cuando así lo requiera la normativa aplicable.
2) Acompañar copia de la resolución que se pretende impugnar.

Documentación

Canales de atención

Mesa de Entradas del Tribunal Superior de Procedimientos Administrativos, sita en [illegible].
Mesa de Entradas Virtual: https://[illegible].gob.ar/mesa-virtual

Pago con afectación de depósito

Monto: $ 0,00

Modalidad de pago

Caja de la Unidad
Caja N°:
Turno:
Medio de pago admitido:
Comprobante:
Comprobante de depósito a nombre del recurrente, por el importe que establezca la normativa vigente para la interposición del recurso de que se trate.

Plazo de atención

Hasta [illegible] horas.

Modalidad de atención

Presencial y/o virtual, en el horario de atención de mesa de entradas de la jurisdicción de la competencia del Tribunal Superior de Procedimientos Administrativos, conforme lo establecido en el artículo [illegible] de la Ley [illegible].

Lugar y horarios de atención

Mesa de Entradas del Tribunal Superior de Procedimientos Administrativos, sita en [illegible], de lunes a viernes de [illegible] hs. a [illegible] hs. y de [illegible] hs. a [illegible] hs.

Unidad de organización donde se tramita la impugnación

Mesa de Entradas del Tribunal Superior de Procedimientos Administrativos

Unidad de organización responsable de resolver la instancia

Tribunal Superior de Procedimientos Administrativos

Domicilio sede de funcionamiento

Calle: [illegible]
Piso:
Oficina:

Autoridad de resolución de recursos

	Denominación	Normativa
Autoridad competente	Tribunal Superior de Procedimientos Administrativos	Artículo [illegible]
Plazo máximo de resolución	[illegible] días hábiles	[illegible] días hábiles

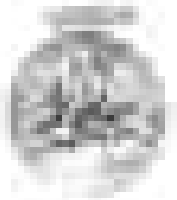
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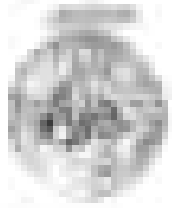


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Denominación del Procedimiento Administrativo:

Tipo de Tasa:

Código Identificativo:

Descripción del procedimiento

[illegible]

Obligados

1. [illegible]
2. [illegible]

Devengo

Cuantía de la tasa

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Pago con carácter de autoliquidación

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Modalidades de pago

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Plazo de ejercicio

Modificación de autoliquidación

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Reglas y fórmulas de valoración

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Criterios de cuantificación cifrados en cantidades fijas determinadas

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Criterios de cuantificación relacionados con valores de mercado o profesionales

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Criterios y tipos de gravamen

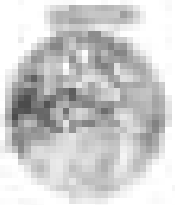
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Procedimiento del Procedimiento Administrativo

"Procedimiento del alumno/ a/o/x/e"

(Código / Procedimiento)

Requisitos del procedimiento

Ser estudiante de la Universidad Nacional del Centro de la Provincia de Buenos Aires y estar cursando por lo menos el 50% de la carrera académica. En caso de estudiantes de la Universidad Nacional del Centro de la Provincia de Buenos Aires, haber aprobado el 50% de las materias correspondientes.

Requisitos

1) Llenado de la ficha de inscripción en la Oficina de Programas y Proyectos.
2) Aceptación de términos y condiciones del programa.

Formularios

Cuándo se abre/cierra

Abierto: Durante todo el año.
Cerrado: Cuando finaliza el período de convocatoria.

Pago con Servicio de Cooperación

Gratuito

Modalidad de pago

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Plazo de resolución

Plazo: 1 mes

Calificación del procedimiento

Procedimiento administrativo de interés particular iniciado a pedido de parte interesada, que concluye con un acto administrativo individual emitido por autoridad competente.

Dónde y horarios de atención

Mesa de Entrada - Programas

Lunes a viernes de 10:00 a 17:00 hs. (con receso de 12:00 a 13:00)

Unidad/es organizativa/s donde se gestiona el procedimiento

Dirección de Programas y Proyectos - Mesa de Entrada - Programas

Unidad/es organizativa/s responsable/s de cada fase o trámite

Dirección de Programas

Formulario/s para el procedimiento

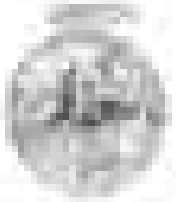
Formulario de inscripción
Formulario de aceptación de términos y condiciones
Formulario de consentimiento

Instrumento/s de gestión y de control

	Recomendaciones	Normativa
Instrumento 1	Ordenanza Administrativa del Programa / Dirección de Programas	Ordenanza Administrativa
Instrumento 2	Ordenanza Interna	Ordenanza Interna

Pág. 1/2

Артикул	Наименование	Тип	Цена	Сумма



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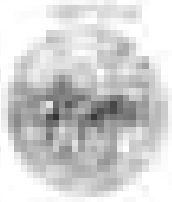
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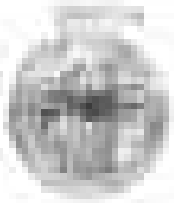
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Denominación del Procedimiento Administrativo

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Código: [illegible]

Descripción del procedimiento

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Requisitos

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Notas:

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Modalidad de pagos

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Plazo de atención

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Calificación del procedimiento

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Sedes y horarios de atención

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Unidad de organización donde se presenta la documentación

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Arrêté du Président du Conseil d'Administration – Annexe Spéciale – Version Consolidée

Identification de l'établissement de restauration collective

Dénomination de l'établissement

Adresse :
Commune :
Canton :

Classement de l'établissement

	Dénomination	Observations
Classement actuellement en vigueur	Cinquième Catégorie – Restaurant de 3e Classe (Décret du 17 Septembre 1927)	Arrêté préfectoral du 12 Mars 2019
Classement demandé	Quatrième Catégorie	Demande déposée le 4 Juin 2024
Classement proposé par la commission	Quatrième Catégorie	Avis favorable émis le 18 Juillet 2024

Le présent établissement est exploité par la Société Anonyme des Restaurants Populaires de la Vallée Basse, dont le siège social est situé 12 rue des Halles à Saint-Médard-sur-Loire. Le gérant de droit est Monsieur Jean-Pierre Lacombe, domicilié au même siège. Le gérant de fait est Madame Sylvie Renaud, qui assure la direction quotidienne de l'établissement depuis le 1er Janvier 2021.

Prescriptions

Référence	Dénomination	Type	Échéance	Date d'exécution
Art. 47	Mise à disposition d'un lavabo à commande non manuelle dans la salle de restaurant	Obligatoire	31 Décembre 2024	Non exécutée
Art. 51 – Tab. 12	Installation d'un dispositif d'extinction automatique dans la hotte de cuisson	Travaux	30 Juin 2025	Non exécutée
Art. 8	Formation obligatoire d'au moins un membre du personnel de cuisine à l'hygiène alimentaire et à la prévention des toxi-infections	Formation obligatoire	1 Octobre 2024	Non exécutée
Art. 12	Raccordement au réseau d'assainissement collectif de la commune de Saint-Médard-sur-Loire	Raccordement au réseau d'assainissement	30 Septembre 2025	Non exécutée
Art. 19	Remplacement des revêtements muraux défectueux dans la zone de plonge	Travaux	31 Mars 2025	Non exécutée
	Renouvellement de l'autorisation d'ouverture	Autre	30 Juin 2025	Non exécutée

Le Président du Conseil d'Administration

Jean-Pierre Lacombe

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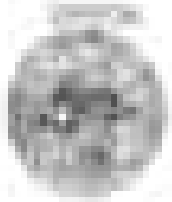
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Denominación del Procedimiento Administrativo

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Código: [illegible]

Descripción del procedimiento

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Formularios

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Pago por derecho de tramitación

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Plazo de atención

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Calificación del procedimiento

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Sede y horarios de atención

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Unidad de organización donde se presenta la documentación

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Unidad de organización responsable de aprobar la solicitud

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Consulta sobre el procedimiento

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Instancias de resolución de recursos

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Артикул	Наименование	Тип	Количество	Номер сертификата



	SOLICITUD DE ACCESO A LA INFORMACIÓN PÚBLICA	Nº DE REGISTRO

1) DESTINATARIO RESPONSABLE DE ENTREGAR LA INFORMACIÓN

2) DATOS DEL SOLICITANTE

APELLIDOS Y NOMBRES / RAZÓN SOCIAL	DOCUMENTO DE IDENTIDAD (LE/LC/DNI/CI/OTRO)

DOMICILIO

CALLE (AVDA.)	Nº	DEPTO.	LOCALIDAD

PROVINCIA	CÓDIGO POSTAL	CORREO ELECTRÓNICO	TELÉFONO

3) INFORMACIÓN SOLICITADA

4) DEPENDENCIA EN LA CUAL SE PRESUME LA INFORMACIÓN

5) FORMA DE ENTREGA DE LA INFORMACIÓN (marque con una "X")

COPIA SIMPLE	FOTOCOPIA	CD	CORREO ELECTRÓNICO	OTRO

APELLIDO Y NOMBRE	FECHA Y HORA DE RECEPCIÓN
FIRMA	

OBSERVACIONES



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II. [illegible]

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N°	Tipo Dispositivo	Norma	Artículo	Fecha Publicación	Número	Descripción
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3	Otros	Resolución de Consejo [illegible]	[illegible]	[illegible]	[illegible]	Resolución de Consejo [illegible]
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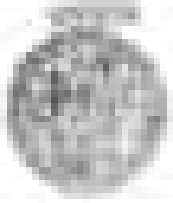
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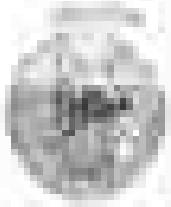
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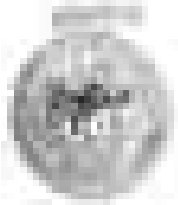
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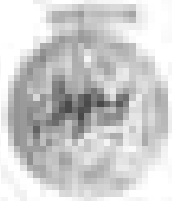
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Artículo	Denominación	Tipo de Norma	Número	Fecha de Publicación
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Artículo	Denominación	Tipo de Norma	Número	Fecha de Publicación
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Artículo	Denominación	Tipo de Norma	Número	Fecha de Publicación
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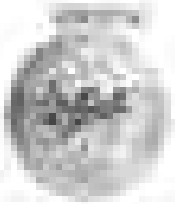
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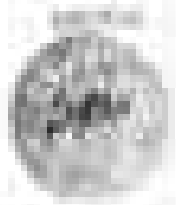
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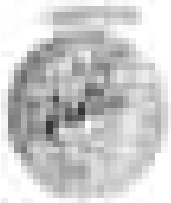
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	Nombre de la Cuenta / Descripción	Clase		

Código	Denominación	Tipo de Renta	Importe	Fecha de Fallecimiento
	Nombre / Apellidos / con referencia / número completo de identificación del contribuyente	Nombre / apellidos	Clase	Nº / Letra

Código	Denominación	Tipo de Renta	Importe	Fecha de Fallecimiento
	Nombre de la Cuenta / Descripción	Clase		

Concepto	
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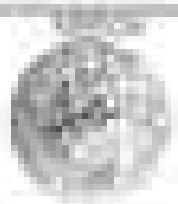
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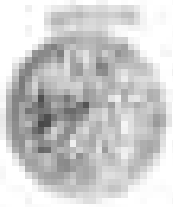
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B. [illegible]

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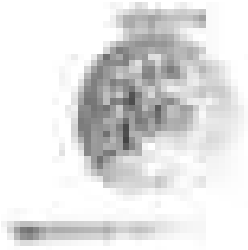
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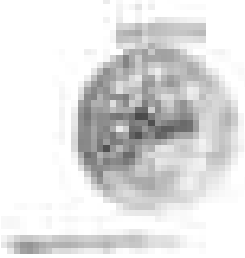
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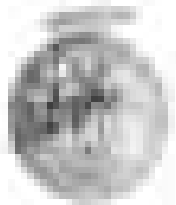
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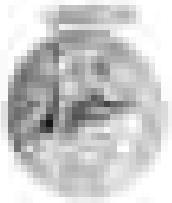
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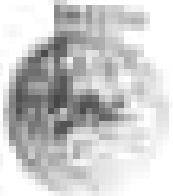
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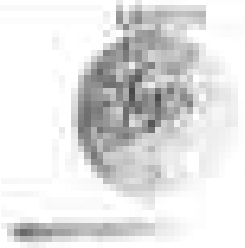
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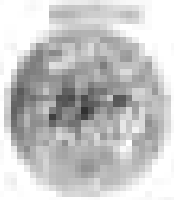
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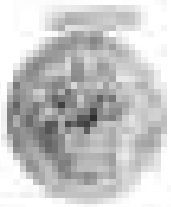
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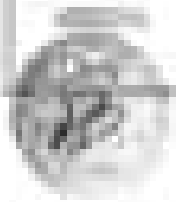
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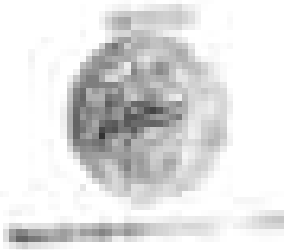
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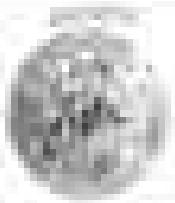
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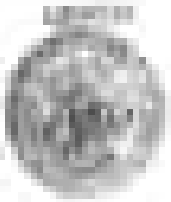
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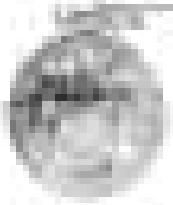
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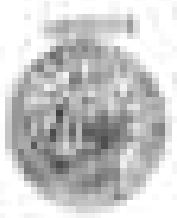
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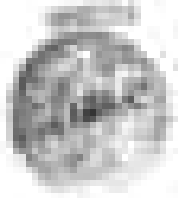
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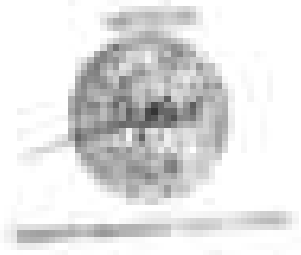
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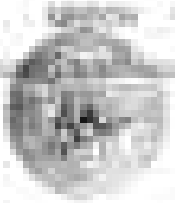
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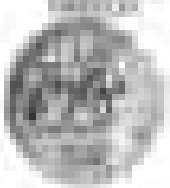
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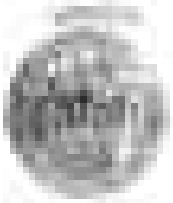
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	Nom(s) de l'ayant-droit (Usufruitier)	Droit		

Désignation	Nature(s) du(des) bien(s)	Type de Bornage	Mesures	Contre-clôture(s)

Désignation	Nature(s) du(des) bien(s)	Type de Bornage	Mesures	Contre-clôture(s)
	Nom(s) de l'ayant-droit (Usufruitier)	Droit		

Désignation	Nature(s) du(des) bien(s)	Type de Bornage	Mesures	Contre-clôture(s)
	Nom(s) de l'ayant-droit (Usufruitier)	Droit		

Désignation	Nature(s) du(des) bien(s)	Type de Bornage	Mesures	Contre-clôture(s)
	Nom(s) de l'ayant-droit (Usufruitier)	Droit		

Désignation	Montant (€)

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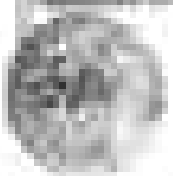
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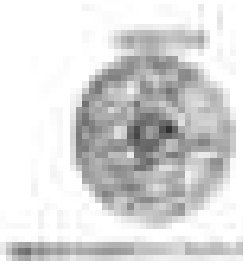


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