

OFFICE
OF THE
REGISTRAR

REQUEST FOR DIPLOMA

AVAILABILITY OF SERVICE: 8:00 AM-5:00 PM Monday to Friday (For Undergraduate Students)
 8:00 AM-5:00 PM Monday to Saturday (For Graduate School Students)

CLIENTS/CUSTOMERS: Graduates
PROCESSING TIME: 7-9 Minutes

REQUIREMENT/S: Document Request Form (DRF)

STEP	CLIENT/APPLICANT	TYPES OF FRONTLINE SERVICES	DURATION	FEES	PERSON/S RESPONSIBLE	FORMS
1	Request for Document Request Form (DRF) and Accomplish It	Provide the Document Request Form	1 minute	None	Ricardo L. Tugad Elisa R. Quinto	DRF
2	Submit accomplished Document Request Form	Receive the Document request Form and Checks status of clients records	1 minute	None	Ricardo L. Tugad Elisa R. Quinto	DRF
3	Receive DFR with assessed payment and pays to the cashier	Indicate in the DFR the Assessed Fees	1 minute	None	Ricardo L. Tugad Elisa R. Quinto	DRF
4	Return DFR and Submit Official Receipts of payment to receive diploma	Receive DFR and Official Receipt	1 minute	P200.00 for 2 nd Issuance	Ricardo L. Tugad Elisa R. Quinto	DRF, OR
5	Retrieve DFR and Return on the scheduled date to receive diploma	Return the DFR to the Client	1 minute	None	Ricardo L. Tugad Elisa R. Quinto	DRF
6	On the scheduled date, submit DFR to the releasing clerk and get diploma	Receive DFR and Release diploma; request client to sign in the logbook.	3 minutes	None	Ricardo L. Tugad Elisa R. Quinto	Diploma

REQUEST FOR OFFICIAL TRANSCRIPT OF RECORDS (First Issuance)

AVAILABILITY OF SERVICE: 8:00 AM-5:00 PM Monday to Friday (For Undergraduate Students)
 8:00 AM-5:00 PM Monday to Saturday (For Graduate School Students)
 during enrollment period

CLIENTS/CUSTOMERS: Graduates
PROCESSING TIME: 8-11 Minutes

REQUIREMENT/S: Document Request Form (DRF), Terminal Clearance, Form 137, Transcript of Records (for transferees)

STEP	CLIENT/APPLICANT	TYPES OF FRONTLINE SERVICES	DURATION	FEES	PERSON/S RESPONSIBLE	FORMS
1	Request for Document Request Form (DRF) and Terminal Clearance Form and Accomplish them	Provide the DFR and Terminal Clearance Form	1 minute	None	Ricardo L. Tugad Elisa R. Quinto	DFR, Terminal Clearance, Form 137 or Transcript of Records
2	Submit accomplished Document Request Form and Clearance to Records in Charge	Receive DFR Form 137 or OTR and Clearance Form	2-3 minutes	None	Ricardo L. Tugad Elisa R. Quinto	DFR, Terminal Clearance, Form 137 or Transcript of Records
3	Receive DFR with assessed payment and pays to the cashier	Indicate in the DFR the Assessed Fees	1-2 minutes	P50.00 Per page	Ricardo L. Tugad Elisa R. Quinto	DFR
4	Return DFR and Submit Official Receipts of payment to Registrar	Indicate in DFR the date for client to pick-up Official Transcript of Records	1-2 minutes	None	Ricardo L. Tugad Elisa R. Quinto	DFR, OR
5	Return DFR and submit Official Receipt (OR) of payment to Registrar; Retrieve DFR and Return on the scheduled date to pick up OTR	Return to the client the DFR	1 minute	None	Ricardo L. Tugad Elisa R. Quinto	DFR
6	On the scheduled date, submit DFR to the records in-charge and get OTR	Receive DFR and give OTR	1-2 minutes	None	Ricardo L. Tugad Elisa R. Quinto	OTR

REQUEST FOR CHED AUTHENTICATION (CAV/RED RIBBON)

AVAILABILITY OF SERVICE: 8:00 AM-5:00 PM Monday to Friday (For Undergraduate Students)
 8:00 AM-5:00 PM Monday to Saturday (For Graduate School Students)
 during enrollment period

CLIENTS/CUSTOMERS: Graduates
PROCESSING TIME: 4-6 Minutes

REQUIREMENT/S: Document Request Form (DRF), 3 Sets of Transcript of Records (photocopy), 3 Sets of Diploma (photocopy)

STEP	CLIENT/APPLICANT	TYPES OF FRONTLINE SERVICES	DURATION	FEES	PERSON/S RESPONSIBLE	FORMS
1	Pay Certification Fee (CAV) to the Cashier	Receive payment and Issue Official Receipt	1 minute	P50.00 w/ Dry Seal Diploma (5 sets) and OTR (5 sets) P80.00 CAV	Elisa R. Quinto	
2	Proceed to the Registrar's Office, submit Official Receipt and Photocopies of OTR and Diploma	Receive and check payment; verify and authenticate OTR's Diploma; Print Certificate of Authentication and Verification CAV	3-5 minutes	None	Elisa R. Quinto	OR, TOR (photocopy) Diploma (photocopy)
3	Wait for the release of CAV and Authenticated OTR and Diploma	Sign CAV, OTR and Diploma	1 minute	None	Ricardo L. Tugad	CAV, OTR and Diploma
4	Receive the CAV and Authenticated OTR and Diploma	Release the CAV and Request the client to sign the logbook	1 minute	None	Ricardo L. Tugad	

EVALUATION OF REGULAR AND IRREGULAR STUDENTS

AVAILABILITY OF SERVICE: 8:00 AM-5:00 PM Monday to Friday (For Undergraduate Students)
 8:00 AM-5:00 PM Monday to Saturday (For Graduate School Students)
 during enrollment period

CLIENTS/CUSTOMERS: Students

REQUIREMENT/S: Student's Academic Records **PROCESSING TIME:** Regular Students (4-6 Mins.) Irregular Students (50 Mins.-1:00 Hr)

STEP	CLIENT/APPLICANT	TYPES OF FRONTLINE SERVICES	DURATION	FEES	PERSON/S RESPONSIBLE	FORMS
1	Request for Evaluation of Student's Academic Records	Evaluate the Student' Academic Records	5-10 minutes for Regular Students; 50 Mins. -1 hr for Irregular Students	None	Ricardo L. Tugad Elisa R. Quinto	Certificate of Grades of OTR, Subject Accreditation Form (for transferees and shifters)
STUDENTS TRANSFERRING TO OTHER SCHOOL (Transferring-Out)						
CLIENTS/CUSTOMERS: Students Transferring to other Schools			PROCESSING TIME: 20-30 Minutes			
1	Get and Accomplish student clearance for undergraduate and request form 137 A	Provide the Document Request Form	1 minute	None	Elisa R. Quinto	Students Clearance (Undergraduate) Request Form
2	Pay certification and Transcript fees to the cashier	Receive payment and Issue Official Receipt	2-3 minutes	P50.00/page Of OTR; P30.00 for Honorable Dismissal Form	Elisa R. Quinto	OR
3	Proceeds to the Registrar's Office submit accomplished Clearance, Official Receipt (OR) and Form 137 A or Transcript of Records	Receive Clearance and Form 137 A or OTR and verify status of client record; Print Honorable Dismissal and Certificate of Grades	15-25 minutes	None	Ricardo L. Tugad	DFR, OR
4	Wait for the issuance of Transfer Credentials, However, a scheduled date is calendared only during enrolment period	Sign Honorable Dismissal and Certificate of Grades	1 minute	None	Ricardo L. Tugad	Honorable Dismissal with Certification of Grades
5	Receive Transfer Credentials	Require the client to sign in Logbook	1 minute	None	Elisa R. Quinto	Transfer Credentials

REQUEST FOR CERTIFICATION OF GRADES/ENROLMENT AND BILLING/RE ASSESSMENT

AVAILABILITY OF SERVICE: 8:00 AM-5:00 PM Monday to Friday (For Undergraduate Students)
 8:00 AM-5:00 PM Monday to Saturday (For Graduate School Students)
 during enrollment period

CLIENTS/CUSTOMERS: Students
PROCESSING TIME: 4-5 Minutes

REQUIREMENT/S: Document Request Form (DRF)

STEP	CLIENT/APPLICANT	TYPES OF FRONTLINE SERVICES	DURATION	FEES	PERSON/S RESPONSIBLE	FORMS
1	Pay certification to the Cashier	Receive Payment and Issue Official Receipt	1 minute	P30.00 Certification of Grades P30.00 Enrolment and Billing P20.00 Re-Assessment	Ricardo L. Tugad Elisa R. Quinto	None
2	Proceed to the Registrar's Office, submit Official Receipt and show Student I.D	Receive and Verify Receipt, retrieve, prints sign and seal Certificate	2-3 minutes	P50.00/ page of OTR; P30.00 for Honorable Dismissal Form	Ricardo L. Tugad Elisa R. Quinto	Certification of Grades/Enrolment and/ or Re-Assessment
3	Receive Certificate of Grades/Enrolment and/ or Re-Assessment	Release the Certificate requested	1 minute	None	Ricardo L. Tugad Elisa R. Quinto	None

REQUEST FOR OFFICIAL TRANSCRIPT OF RECORDS Re-Issuance)

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 during enrollment period

CLIENTS/CUSTOMERS: Graduates
PROCESSING TIME: 4-5 Minutes

REQUIREMENT/S: Document Request Form (DRF)

STEP	CLIENT/APPLICANT	TYPES OF FRONTLINE SERVICES	DURATION	FEES	PERSON/S RESPONSIBLE	FORMS
1	Request for Document Request Form and Accomplish it	Provide the Document Request Form	1 minute	None	Ricardo L. Tugad Elisa R. Quinto	DFR
2	Submit accomplished Document Request Form	Receive DFR; verify the completeness and check status record	2-3 minutes	None	Ricardo L. Tugad Elisa R. Quinto	DFR
3	Receive DFR with assessed payment and pays to the cashier	Indicate in the DFR the Assessed Fees	1 minute	P50.00 Per page	Ricardo L. Tugad Elisa R. Quinto	Student Advising Form (SAF)
4	Return DFR and Submit Official Receipts of payment to Registrar	Receive DFR and OR and Records-In-charge print and sign OTR	3-5 minutes	None	Ricardo L. Tugad Elisa R. Quinto	DFR, OR
5	Wait for the release of the TOR	Registrar sign OTR	1 minute	None	Ricardo L. Tugad Elisa R. Quinto	OTR
6	Receive OTR	Release the OTR and ask the client to sign in the logbook	1 minute	None	Ricardo L. Tugad Elisa R. Quinto	OTR

ISSUANCE OF SCHOOL IDENTIFICATION CARD

AVAILABILITY OF SERVICE: 8:00 AM-5:00 PM Monday to Friday
REQUIREMENT/S: Enrolment/Assessment Form

CLIENTS/CUSTOMERS: Students
PROCESSING TIME: 7-9 Minutes

STEP	CLIENT/APPLICANT	TYPES OF FRONTLINE SERVICES	DURATION	FEES	PERSON/S RESPONSIBLE	FORMS
1	On the scheduled date, present Assessment/Registration Form	Receive Enrolment/Assessment form	1-2 minutes	P120.00	Ricardo L. Tugad Elisa R. Quinto	Enrolment Form
2	RE-ISSUANCE (Old Students) Proceed to the CASHIERS OFFICE and pay the I.D Fee	CASHIER'S OFFICE Receive Payment and Issue O.R	1 minute	P60.00-I.D P60.00-Strap	Venus Mendoza Luz Lim Chona Barbosa	
3	Present O.R at the Office of the REGISTRAR'S OFFICE	Encode information needed and take picture of the client	1 minute	None	Ricardo L. Tugad Elisa R. Quinto	
4	Wait for the release of the School I.D	Check the printing of ID ready for release to the student	5 minutes	None	Ricardo L. Tugad Elisa R. Quinto	
5	Receive School I.D	Release the School I.D and ask client to sign in the Logbook.		None	Ricardo L. Tugad Elisa R. Quinto	