

## STUDENT RECORDS MANAGEMENT SERVICES

### Student Records Management Services

#### ENROLMENT OF STUDENTS (Freshman)

Schedule of Availability of Service: 8:00 am – 5:00 pm (Monday-Friday – For undergraduate students)  
8:00 am – 5:00 pm (Monday to Saturday– For graduate school students)

Clients/Customers:

Freshman

Requirement/s:

Original Admission Test Result; Original High School Card (Form 138); Photocopy of NSO Birth Certificate; Certificate of Good Moral Character; Photocopy of Personal Profile; Student Advising Form

Processing Time:

1-5 minutes

STEP	CLIENT/ APPLICANT	SERVICE PROVIDER	DURATION OF ACTIVITY	FEE	PERSON/S RESPONSIBLE	FORMS
1	Presents and submits the complete requirements (photocopy) to the enrolling teacher for checking and verification	Receives complete requirements	1 minute	None	Enrolling Teacher/ Class Adviser	Original Admission Test Result Original High School Card (Form138) Photocopy of NSO Birth Certificate Certificate of Good Moral Character Photocopy of Personal Profile
2	Submits admission requirements	Accepts and verifies as to completeness of documents	1-2 minutes	None	Irish Addatu Shirley Balauag Alejandra Baluyan Carlos Carag Eva Malupeng Karla Tugade	Original Admission Test Result Original High School Card (Form138) Photocopy of NSO Birth Certificate Certificate of Good Moral Character Photocopy of Personal Profile
3	Gets Enrolment Form	Processes Subject Advising Form and prints Enrolment Form	1 minute	None	Irish Addatu Shirley Balauag Alejandra Baluyan Carlos Carag Eva Malupeng Karla Tugade	Student Advising Form (SAF)
4	Proceeds to Cashier and pays fees	Receives payment and issues receipt	1 minute	None	Rexeo Balauag Lei Nerika Andal	Enrolment Form
END OF TRANSACTION						



## Student Records Management Services

### ENROLMENT OF STUDENTS (Transferees/Shifters)

Schedule of Availability of Service: 8:00 am – 5:00 pm (Monday-Friday – For undergraduate students)

8:00 am – 5:00 pm (Monday to Saturday – For graduate school students)

Clients/Customers:

Transferees/Shifters

Requirement/s:

Original Admission Test Result; Honorable Dismissal; Certificate of Grades; Photocopy of NSO Birth Certificate; Certificate of Good Moral Character; Subject Accreditation Form; Personal Profile; Student Advising Form

Processing Time:

3-5 minutes

STEP	CLIENT/APPLICANT	SERVICE PROVIDER	DURATION OF ACTIVITY	FEE	PERSON/S RESPONSIBLE	FORMS
1	Presents and submits the complete requirements (photocopy) to the enrolling teacher for checking and verification of credited subjects taken from previous school/college	Receives complete requirements; checks and validates the credited subjects	1 minute	None	Enrolling Teacher/ Class Adviser	Photocopy of Admission Test Result Photocopy of Honorable Dismissal Photocopy of Certificate of Grades Photocopy of NSO Birth Certificate Photocopy of Certificate of Good Moral Character Photocopy of Personal Profile Photocopy of Subject Accreditation Form
2	Submits admission requirements	Accepts and verifies the completeness of documents	1-2 minutes	None	Irish Addatu Shirley Balauag Alejandra Baluyan Carlos Carag Eva Malupeng Karla Tugade	Original copy of Admission Test Result Original copy of Honorable Dismissal Original copy of Certificate of Grades Photocopy of NSO Birth Certificate Original copy of Certificate of Good Moral Character Photocopy of Personal Profile Original copy of Subject Accreditation Form Advising Form



## Student Records Management Services

### ENROLMENT OF STUDENTS (Transferees/Shifters)

Schedule of Availability of Service: 8:00 am – 5:00 pm (Monday-Friday – For undergraduate students)

8:00 am – 5:00 pm (Monday to Saturday – For graduate school students)

Clients/Customers:

Transferees/Shifters

Requirement/s:

Original Admission Test Result; Honorable Dismissal; Certificate of Grades; Photocopy of NSO Birth Certificate; Certificate of Good Moral Character; Subject Accreditation Form; Personal Profile; Student Advising Form

Processing Time:

3-5 minutes

STEP	CLIENT/APPLICANT	SERVICE PROVIDER	DURATION OF ACTIVITY	FEE	PERSON/S RESPONSIBLE	FORMS
3	Gets Enrolment Form	Processes Subject Advising Form and prints Enrolment Form	1 minute	None	Irish Addatu Shirley Balauag Alejandra Baluyan Carlos Carag Eva Malupeng Karla Tugade	Student Advising Form (SAF)
4	Proceeds to Cashier and pays fees	Receives payment and issues official receipt	1-2 minutes	P 3,800 for fiduciary and other fees exclusive of tuition fee (undergraduate) P 2,350 for fiduciary and other fees exclusive of tuition fee (masteral & doctoral) P 2,550 for fiduciary fees exclusive of other relevant fees (law)	Rexeo Balauag Lei Nerika Andal	Enrolment Form
END OF TRANSACTION						



## Student Records Management Services

### EVALUATION OF REGULAR AND IRREGULAR STUDENTS

Schedule of Availability of Service: 8:00 am – 5:00 am; Monday to Friday (for Undergraduate Students)  
8:00 am – 5:00 am; Monday to Saturday (for Graduate School Students)  
(During Enrolment period)

Clients/Customers: Regular and irregular Students

Requirement/s: Students Academic Records

Processing Time: Regular Students: 5-10 minutes  
Irregular Students: 30 minutes – 1 hour

STEP	CLIENT/ APPLICANT	SERVICE PROVIDER	DURATION OF ACTIVITY	FEE	PERSON/S RESPONSIBLE	FORMS
1	Requests for evaluation of Student's Academic Records	Evaluates the students' academic records	5 – 10 minutes (Regular students) 30 minutes-1hr (irregular students)	None	Eva Malupeng (Grad.Sch., LLB, CBEA,CAHS In- Charge) Alejandra Baluyan (CTE In- Charge) Carlos Carag (CHIM In-charge)	Certificate of Grades of OTR; Subject Accreditation Form (For Trasferees and Shifters
END OF TRANSACTION						





## Student Records Management Services

### REQUEST FOR OFFICIAL TRANSCRIPT OF RECORDS (First Issuance)

Schedule of Availability of Service: 8:00 am-5:00 am; Monday to Friday (for Undergraduate Students)  
8:00 am-5:00 am; Monday to Saturday (for Graduate School Student)  
(during Enrolment Period)

Clients/Customers:

Graduates

Requirement/s:

Document Request Form (DRF), Terminal Clearance, Form 137; Transcript of Records - Transferees

Processing Time:

8-11 minutes

STEP	CLIENT/ APPLICANT	SERVICE PROVIDER	DURATION OF ACTIVITY	FEE	PERSON/S RESPONSIBLE	FORMS
1	Requests for Document Request Form (DRF) and Terminal Clearance Form and accomplishes them	Provides the DRF and Terminal Clearance Form	1 minute	None	Eva Malupeng (Grad. Sch., LLB, CBEA, CAHS In-Charge) Alejandra Baluyan (CTE In-Charge) Carlos Carag (CHIM In-charge)	Document Request Form (DRF) Terminal Clearance Form 137 or Transcript of Records
2	Submits accomplished DRF and Clearance to Records In Charge	Receives DRF, Form 137 or OTR and Clearance; verifies the completeness and checks status of client	2-3 minutes	None	Eva Malupeng (Grad. Sch., LLB,CBEA, CAHS In-Charge) Alejandra Baluyan (CTE In-Charge) Carlos Carag (CHIM In-charge)	Document Request Form (DRF) Terminal Clearance Form 137 or Transcript of Records
3	Receives DRF with assessed payment and pays to the Cashier	Indicates in DRF the assessed fees	1-2 minutes	P 50.00 per page	Rexeo Baliuag Lei Nerika Andal	Document Request Form (DRF)



## Student Records Management Services

### REQUEST FOR OFFICIAL TRANSCRIPT OF RECORDS (First Issuance)

Schedule of Availability of Service: 8:00 am-5:00 am; Monday to Friday (for Undergraduate Students)  
8:00 am-5:00 am; Monday to Saturday (for Graduate School Student)  
(during Enrolment Period)

Clients/Customers:

Graduates

Requirement/s:

Document Request Form (DRF), Terminal Clearance, Form 137; Transcript of Records - Transferees

Processing Time:

8-11 minutes

STEP	CLIENT/ APPLICANT	SERVICE PROVIDER	DURATION OF ACTIVITY	FEE	PERSON/S RESPONSIBLE	FORMS
4	Returns DRF and submits Official Receipts (OR) of payment to Registrar	Indicates in DRF the date for client to pick-up Official Transcript of Records	1-2 minutes	None	Eva Malupeng (Grad. Sch., LLB,CBEA, CAHS In-Charge) Alejandra Baluyan (CTE In-Charge) Carlos Carag (CHIM In-charge)	Document Request Form (DRF) Official Receipt of payment (OR)
5	Returns DRF and submits Official Receipts (OR) of payment to Registrar; Retrieves DRF and returns on the scheduled date to pick-up OTR	Returns to client the DRF	1 minute	None	Eva Malupeng(Grad. Sch., LLB,CBEA, CAHS In-Charge) Alejandra Baluyan (CTE In-Charge) Carlos Carag (CHIM In-charge)	Document Request Form (DRF)
6	On the scheduled date, submits the DRF to the records In-charge and gets OTR	Receives DRF and gives OTR	1-2 minutes	None	Eva Malupeng (Grad. Sch., LLB,CBEA, CAHS In-Charge) Alejandra Baluyan (CTE In-Charge) Carlos Carag (CHIM In-charge)	Official Transcript of Records
END OF TRANSACTION						



## Student Records Management Services

### REQUEST FOR TRANSCRIPT OF RECORDS (Re-Issuance)

Schedule of Availability of Service: 8:00 am-5:00 am; Monday to Friday (for Undergraduate students)  
8:00 am-5:00 am; Monday to Saturday (for Graduate School students) (during Enrolment Period)

Clients/Customers: Graduates

Requirement/s: Document Request Form (DRF)

Processing Time: 8-11 minutes

STEP	CLIENT/APPLICANT	SERVICE PROVIDER	DURATION OF ACTIVITY	FEE	PERSON/S RESPONSIBLE	FORMS
1	Requests for Document Request Form (DRF) and accomplishes it	Provides the Document Request Form	1 minute	None	Iris Addatu	Document Request Form(DRF)
2	Submits accomplished DRF	Receives DRF; verifies the completeness and checks status of client record	2-3 minutes	None	Eva Malupeng(Grad.Sch., LLB,CBEA, CAHS In-Charge) Alejandra Baluyan (CTE In-Charge) Carlos Carag (CHIM In-charge)	Document Request Form (DRF)
3	Receives DRF with assessed payment and pays to the Cashier	Indicates in DRF the assessed fees	1 minute	P 50.00 per page	Rexeo Baliuag Lei Nerika Andal	Student Advising Form (SAF)





## Student Records Management Services

### REQUEST FOR OFFICIAL TRANSCRIPT OF RECORDS (Re-Issuance)

Schedule of Availability of Service: 8:00 am-5:00 am; Monday to Friday (for Undergraduate students)  
8:00 am-5:00 am; Monday to Saturday (for Graduate School students)(during Enrolment Period)

Clients/Customers: Graduates

Requirement/s: Document Request Form (DRF)

Processing Time: 8-11 minutes

STEP	CLIENT/APPLICANT	SERVICE PROVIDER	DURATION OF ACTIVITY	FEE	PERSON/S RESPONSIBLE	FORMS
4	Returns DRF and submits Official Receipts (OR) of payment to the Registrar	Receives DRF and OR and Records-in-charge prints and signs OTR	3-5 minutes	None	Eva Malupeng(Grad.Sch., LLB,CBEA, CAHS In-Charge) Alejandra Baluyan(CTE In-Charge) Carlos Carag (CHIM In-charge)	Document Request Form (DRF); Official Receipt of payment (OR)
5	Waits for the release of the OTR	Registrar signs OTR	1 minute	None	Samuel Gaspar	OTR
6	Receives OTR	Releases the OTR and asks the client to sign in the Logbook	1 minute	None	Eva Malupeng(Grad. Sch. LLB,CBEA, CAHS In-Charge) Alejandra Baluyan (CTE In-Charge) Carlos Carag (CHIM In-charge)	OTR
END OF TRANSACTION						





## Student Records Management Services

### ISSUANCE OF SCHOOL IDENTIFICATION CARD

Schedule of Availability of Service: 8:00 am – 5:00 am; Monday to Friday (for Undergraduate Students)  
8:00 am – 5:00 am; Monday to Saturday (for Graduate School Students)  
(During Enrolment period)

Clients/Customers: Freshmen and Transferee Students

Requirement/s: Enrolment/Assessment form

Processing Time: 2-3 minutes

STEP	CLIENT/APPLICANT	SERVICE PROVIDER	DURATION OF ACTIVITY	FEE	PERSON/S RESPONSIBLE	FORMS
1	On the scheduled date, proceeds to the Registrar's Office and presents enrolment/assessment form	Receives Enrolment/ Assessment Form; Encodes information needed and takes picture of the client	1-2 minutes	None	Carlos Carag	Enrolment Form
2	Waits for the release of School ID	Prints school ID	1 minute	None	Carlos Carag	School Identification Card
3	Receives school ID	Releases the school ID and asks client to sign in the Logbook	1 minute	None	Carlos Carag	None



## Student Records Management Services

### REQUEST FOR CERTIFICATE OF GRADES/ENROLMENT& BILLING/RE-ASSESSMENT

Schedule of Availability of Service: 8:00 am-5:00am; Monday to Friday (for Undergraduate students)  
8:00am-5:00am; Monday to Saturday - for Graduate School student (during Enrolment Period)

Clients/Customers: Students

Requirement/s: Document Request Form (DFR)

Processing Time: 4-5 minutes

STEP	CLIENT/ APPLICANT	SERVICE PROVIDER	DURATION OF ACTIVITY	FEE	PERSON/S RESPONSIBLE	FORMS
1	Pays certification fee to Cashier	Receives payment and issues Official Receipt	1 minute	P 30.00 – Certificate of Grade; P 30.00 – Enrolment & Billing; P 20.00 – Re-assessment	Rexeo Baliuag Lei Nerika Andal	None
2	Proceeds to the Registrar's Office, submits Official Receipt and shows student ID	Receives and verifies receipt, retrieves, prints, signs and seals Certificate	2-3 minutes	None	Iris Addatu	Certificate of Grade/ Enrolment and/or Re-assessment
3	Receives Certificate of Grades/ Enrollment and/or Re-assessment	Releases the certificate requested	1 minute	None	Iris Addatu	None
END OF TRANSACTION						



## Student Records Management Services

### REQUEST FOR ISSUANCE OF TRANSFER CREDENTIAL

Schedule of Availability of Service: 8:00 am 5:00 am; Monday to Friday (for Undergraduate students)  
8:00 am 5:00 am; Monday to Saturday (for Graduate School students)ttt  
(during Enrolment Period)

Clients/Customers: Student Transferring to Other School (Transferring-Out)

Requirement/s: Student Clearance (undergraduate)

Processing Time: 20-30 minutes

STEP	CLIENT/ APPLICANT	SERVICE PROVIDER	DURATION OF ACTIVITY	FEE	PERSON/S RESPONSIBLE	FORMS
1	Gets and accomplishes Student Clearance for undergraduate & Request Form for Form 137A	Provides the Document Request Form	1 minute	None	Shirley Balauag	Student Clearance (undergraduate) Request Form
2	Pays certification and Transcript fee to the Cashier	Receives payment and issues official receipt	2-3 minutes	P 50.00 per page of OTR; P 30.00 for Honorable Dismissal Form	Rexeo Baliuag Lei Nerika Andal	Official Receipt
3	Proceeds to the Registrar's Office, submits accomplished Clearance, Official Receipt (OR) and Form 137A or Transcript of Records	Receives Clearance & Form 137A or OTR and verifies status of client record; Prints Honorable Dismissal and Certificate of Grades	15-25 minutes	None	Shirley Balauag	Document Request Form (DRF) Official Receipt of payment (OR)
4	Waits for the issuance of Transfer credentials. However, a scheduled date is calendared only during enrolment period	Signs Honorable Dismissal and Certificate of Grades	1 minute	None	Samuel Gaspar	Honorable Dismissal with Certification of Grades
5	Receives Transfer Credentials	Requires the client to sign the Logbook	1 minute	None	Shirley Balauag	Transfer Credential
END OF TRANSACTION						





## Student Records Management Services

### REQUEST FOR DIPLOMA

Schedule of Availability of Service: 8:00 am – 5:00 pm (Monday-Friday – For undergraduate students)  
8:00 am – 5:00 pm (Monday to Saturday – For graduate school students)

Clients/Customers:

Graduates

Requirement/s:

Document Request Form (DRF)

Processing Time:

7-9 minutes

STEP	CLIENT/ APPLICANT	SERVICE PROVIDER	DURATION OF ACTIVITY	FEE	PERSON/S RESPONSIBLE	FORMS
1	Requests for Document Request Form (DRF) and accomplishes it	Provides the Document Request Form	1 minute	None	Iris Addatu	Document Request Form
2	Submits accomplished Document Request Form (DRF)	Receives Document Request Form & checks status of client's record	1 minute	None	Eva Malupeng	Document Request Form
3	Receives DRF with assessed payment and pays to the Cashier	Indicates in the DRF the assessed fees	1 minute	P 200.00 for 2nd issuance	Rexeo Balauag Lei Nerika Andal	Document Request Form
4	Returns DRF and submits Official Receipt of payment to the registrar	Receives DRF and Official receipt	1 minute	None	Eva Malupeng	Document Request Form; Official Receipt
5	Retrieves DRF and returns on the scheduled date to receive diploma	Returns the DRF to the client	1 minute	None	Eva Malupeng	Document Request Form
6	On the scheduled date, submits the DRF to the releasing clerk and gets diploma	Receives DRF and releases diploma; requests client to sign in the Logbook	3 minutes	None	Iris Addatu	Diploma
END OF TRANSACTION						





## Student Records Management Services

### REQUEST FOR CHED AUTHENTICATION (CAV/RED RIBBON)

Schedule of Availability of Service: 8:00 am-5:00 am; Monday to Friday - for Undergraduate students  
8:00 am-5:00am; Monday to Saturday - for graduate School students - (during Enrolment Period)

Clients/Customers:

Graduates

Requirement/s:

Document Request Form (DFR); 3 sets of Transcript of Records (Photocopy);  
3 sets of diploma (photocopy)

Processing Time:

4-6 minutes

STEP	CLIENT/ APPLICANT	SERVICE PROVIDER	DURATION OF ACTIVITY	FEE	PERSON/S RESPONSIBLE	FORMS
1	Pays certification fee (CAV) to the Cashier	Receives payment and issues Official Receipt	1 minute	P 45.00 – Diploma (3 sets) and OTR (3 sets) P 30.00 - CAV	Rexeo Balauag Lei Nerika Andal	None
2	Proceeds to the Registrar's Office, submits Official Receipt and photocopies of OTR and diploma	Receives and checks payment; verifies and authenticates OTRs/ Diploma; Prints Certificate Of Authentication and Verification (CAV)	3-5 minutes	None	Iris Addatu Alejandra Baluyan	Official Receipt (OR) Transcript of Records (photocopy) Diploma (Photocopy)
3	Waits for the release of CAV and authenticated OTR and diploma	Signs CAV, OTR and Diploma	1 minute	None	Samuel Gaspar	Certification of Authentication & Verification OTR and Diploma
4	Receives the CAV and authenticated OTR and diploma	Releases the CAV and requests the client to sign the Logbook	1 minute	None	Iris Addatu Alejandra Baluyan	None
END OF TRANSACTION						