

REQUESTS FOR STUDENT ACADEMIC RECORDS & OTHER DOCUMENTS

Schedule of Availability of Service:

Monday - Friday, 8:00 a.m. – 5:00 p.m.

Saturday – 8:00 a.m.-5:00 p.m. (By Schedule only - to serve the Masteral & Doctoral students)

Who May Avail of the Service:

Students (High School, College, Masteral & Doctoral, PCCT Students), Parents, Deans & Program Chairpersons, Alumni, Government & Private Agencies Representatives

What are the Requirements:

1. If the request is to be filed by a duly authorized person, Personal Letter Request (State course, major, year & State/specify purpose) and, Authorization Letter, and clear copies of valid IDs of the student and the authorized person.
2. If the request is to be claimed by a duly authorized person, Authorization Letter with clear copies of valid IDs of the student and the authorized person & Claim Stub.
3. Duly filled up and Approved Student Clearance (for Drop-outs, to Transfer school, to Shift Course & Graduating Students/Graduates).
4. Request of Payment Slip and Official Receipt attached.
5. Enrolment requirements not submitted or complied.
6. Claim Stub. And, other Requirements as required for every specific office transactions.

Duration: 1 hour

HOW TO AVAIL OF THE SERVICE:

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	<ul style="list-style-type: none"> • Secure priority number and log in the Transaction Log Book. • Fill Up Student Clearance/Application for Graduation (AFG), Request of Payment Slip. • Submit enrolment requirements not complied during enrolment the period. • Wait for the request to be processed. 	<p>Verifies/Checks the student's individual record in the Requirements & Transaction Monitoring System (RTMS). Encodes the transaction in the RTMS & prints Request of Payment Slip. Issues list of requirements, Student Clearance/Application for Graduation (AFG). If enrolment requirements are complete, signs the Student Clearance/AFG.</p>	<p>5-7 minutes</p>	<p>JO In charge</p> <p>Registrar/Staff</p>	None	Student Clearance/ Request of Payment Slip; Requi- rements
2	<ul style="list-style-type: none"> • Secure the Signatures of the Student Clearance/AFG. • Make Payment at the Cashier as indicated in the Request of Payment Slip. 	<p>Checks Student List. Signs the Student Clearance/AFG.</p> <p>Accepts Payments. Issues Official Receipt. Signs the Student Clearance/ AFG.</p>	<p>25-40 minutes</p> <p>1-3 minutes</p>	Office Head/Staff	Indicated Fees	Student Clearance, Request of Payment Slip; Official Receipt
3	<ul style="list-style-type: none"> • Submit Accomplished Clearance/AFG. • For Currently Enrolled Students, Submit Request of Payment Slip and Official Receipt . 	<p>Accepts & Files Accomplished Student Clearance, Request of Payment Slip with Official Receipt.</p> <p>Accepts & Files Clearance, Request of Payment Slip with Official Receipt.</p>	1 minute	JO In charge	None	Student Clearance/ Request of Payment Stub, Offic'l Receipt

4	<ul style="list-style-type: none"> • Secure Claim Stub with the Schedule of Release. <ul style="list-style-type: none"> • Diploma (Original Copy) • Diploma (Subsequent Copies) 	<p>Issues Claim Stub.</p> <ul style="list-style-type: none"> • Issues upon request/payment of Certification of Grades/Rating, 2nd copies Enrolment Form, Temp ID, Exam Permits, Enrollment & Student List, Summary of Enrollment if generated through the Enrollment Information System (EIS). • Three (3) Days for Certification, Authentication & Verification (CAV) only. • One (1) to Two (2) Weeks during non Enrollment, Evaluation of Grades & Graduation periods. • Three (3) to Four (4) Weeks during/and/or after the Enrollment, Evaluation of Grades & Graduation periods. <p>Issued upon graduation ceremonies. One (1) month upon request.</p>	<p>30 sec-1 minute.</p> <p>1 minute 30 sec-1 minute</p>	<p>JO In charge</p> <p>Registrar/Staff Registrar/Staff</p>	<p>None</p> <p>Grad Fee 200.00</p>	<p>Claim Stub; COR, COE, Temp ID, Permits, Lists, Sum.</p> <p>CAV OTR, HD, Certifica- tions</p> <p>Diploma Claim Stub, Diploma</p>
END OF TRANSACTION						