

## OFFICE OF THE COLLEGE REGISTRAR

### A. ENROLLMENT SERVICES

#### 1. Title of Frontline Service: Enrollment for Old Students

Schedule of Availability: Approved Schedule of Enrollment (8:00am-5:00pm)

Who may avail of the service: Old Students

What are the requirement/s: Issued School ID, Last Semester Grades

Duration: 10 minutes (not applicable for those who are

#### HOW TO AVAIL OF THE SERVICE

Step	Applicant/Client Activity	Fee	Forms	Processing Time/Period	Person In Charge
1	Pay SSC & School Paper Fees at the SSC Office and Tala Office respectively	SSC & School Paper Fee	None	2 mins	SSC Officers
2	Secure Enrollment Form from your department	None	Enrollment form	1 min	Departmental Faculty
3	Accomplish enrollment form & have it approved by the Department Chairman (check pre-requisite)	None	Enrollment form	5 mins	Enrollment In-charge
4	Submit approved enrollment form and show payment for SSC & School Paper Fee receipts (actual processing of enrollment form)	None	None	2 mins	Registrar's Office Staff
5	Received the Assessment form and proceed to Cashiers Office for payment of fees				

#### 2. Title of Frontline Service: Enrollment for New Students

Schedule of Availability: Approved Schedule of Enrollment (8:00am-5:00pm)

Who may avail of the service: New Students

What are the requirement/s:

1. High school card or its equivalent for new/freshman students
2. Certificate of good moral character
3. Birth certificate issued by NSO
4. Transfer credentials for transferees
  - a. Certificate of transfer credential
  - b. True copy of grades

Duration: 11 minutes (not applicable for those who are in queue)

#### HOW TO AVAIL OF THE SERVICE

Step	Applicant/Client Activity	Fee	Forms	Processing Time/Period	Person In Charge
1	Pay SSC & School Paper Fees at the SSC Office and Tala Office respectively	SSC & School Paper Fee	None	2 mins	SSC Officers
2	Secure Enrollment Form from your department	None	Enrollment form	1 min	Departmental Faculty
3	Accomplish enrollment form & have it approved by the Department Chairman (check pre-requisite)	None	Enrollment form	5 mins	Enrollment In-charge
4	Present approved enrollment form together with the SSC & Tala receipts and entrance credentials (actual processing of enrollment form)	None	None	3 mins	Registrar's Office Staff
5	Received the Assessment form and proceed to Cashiers Office for payment of fees				

## B. ISSUANCE OF SCHOLASTIC DOCUMENTS

### 1. Title of Frontline Service: Issuance of Official Transcript of Records and Transfer Credentials

Schedule of Availability: Monday-Friday (8:00am-5:00pm)

Who may avail of the service: Students, any authorized representatives

What are the requirement/s: Duly accomplished clearance for OTR

Duration: 1 to 15 working days (depends upon the presence of the signatories)

#### HOW TO AVAIL OF THE SERVICE

Step	Applicant/Client Activity	Fee	Forms	Processing Time/Period	Person In Charge
1	Gets clearance form and secures required signatories	None	Clearance for OTR form	1 min	Registrar's Office Staff
2	Submit accomplished clearance for OTR	OTR Fee - Undergrad - P50.00/page Graduate School - P100.00/page	None	1 min	Registrar's Office Staff/ Cashier's Office Staff
3	Actual Preparation of OTR/ Transfer Credentials requested (for regular days)	none	None	within the day (depends upon the presence of the	Registrar's Office Staff
	Actual Preparation of OTR/ Transfer Credentials requested (during and after enrollment and graduation period)	none	None	15 working days	Registrar's Office Staff
4	Present claim stub/ Authorization letter	Documentary Stamp - P20.00	None	3 mins	Registrar's Office Staff
5	Received the requested document				

### 2. Title of Frontline Service: Issuance of Diploma

Schedule of Availability: Monday-Friday (8:00am-5:00pm)

Who may avail of the service: Students, any authorized representatives

What are the requirement/s: Valid Identification Card or Authorization Letter

Duration: 3 mins ( unclaimed diploma),

5-10 working days (for replacement of lost diploma)

#### HOW TO AVAIL OF THE SERVICE

Step	Applicant/Client Activity	Fee	Forms	Processing Time/Period	Person In Charge
1	For unclaimed diploma: Present valid ID and authorization letter together with a valid ID if through a representative	None	None	3 mins	Registrar's Office Staff
2	For replacement of lost diploma: submit letter of request addressed to the College President, Affidavit of	Diploma Fee - P150.00	None	1 day (depending on the action of	Office of the President Staff
3	Prepare requested document for signature	None	None	5-10 working days (depending on the presence of	Registrar's Office Staff
4	Present claim stub and valid ID (and authorization letter together with a valid ID if through a representative)	None	None	3 mins	Registrar's Office Staff

**3. Title of Frontline Service: Issuance of Certification, Evaluation and Authentication of OTR and Diploma**

Schedule of Availability: Monday-Friday (8:00am-5:00pm)

Who may avail of the service: Students, any authorized representatives

What are the requirement/s: Valid Identification Card

Duration: 5 mins (depends upon the presence of the signatories)

**HOW TO AVAIL OF THE SERVICE**

Step	Applicant/Client Activity	Fee	Forms	Processing Time/Period	Person In Charge
1	Pay at the Cashier's Office for documents being requested	Certification Fee - P25.00 Authentication Fee - P20.00 for 5 sets of document being authenticated	None	2 mins	Cashiers Office
2	Present Official Receipt	None	None	3 mins	Registrar's Office Staff

**4. Title of Frontline Service: Issuance of Grade Slip**

Schedule of Availability: Monday-Friday (8:00am-5:00pm)

Who may avail of the service: Students, any authorized representatives

What are the requirement/s: Valid Identification Card

Duration: 3 minutes (provided all grades are submitted by the instructors)

**HOW TO AVAIL OF THE SERVICE**

Step	Applicant/Client Activity	Fee	Forms	Processing Time/Period	Person In Charge
1	Present issued School Identification Card for walk-in clients (not applicable for those who are in queue)	None	None	3 mins	Registrar's Office Staff

**NOTE: WE GIVE PRIORITY ATTENTION AND ACTION TO ELDERLY, DIFFERENTLY ABLED AND PREGNANT WOMEN PLEASE PROCEED TO WINDOW ONE (1) - PRIORITY LANE**