

Republic of the Philippines
MOUNTAIN PROVINCE STATE POLYTECHNIC COLLEGE
Bontoc Campus
Bontoc, Mountain Province

The logo of Mountain Province State Polytechnic College is a circular emblem. It features a central globe with a yellow sunburst or gear-like shape in the middle. The globe is surrounded by a red ring, and the entire emblem is enclosed in a green outer ring. The text "MOUNTAIN PROVINCE STATE POLYTECHNIC COLLEGE" is written in yellow capital letters around the perimeter of the green ring. At the bottom of the green ring, the year "1969" is also written in yellow. The title "ADMISSION AND REGISTRAR'S MANUAL" is superimposed over the center of the logo in large, bold, black capital letters with a blue outline.

**ADMISSION AND
REGISTRAR'S
MANUAL**

BOT RES. NO. 079, S. 2015

PREFACE

This manual contains the policies, procedures and the flow of various activities or services provided by the college registrar's office including templates of communications, instruments and related documents.

It is intended to be a reference primarily for faculty, concerned officials and students in understanding academic policies approved by the Board of Trustees and it is a ready reference for registrars in all campuses of the Mountain Province State Polytechnic College to achieve uniformity in the implementation of policies, standards and guidelines. These policies are under continuous review and subject to modification.

With this manual, it is hope that all concerned will read it carefully, abide by it to improve the delivery of services to various stakeholders of the college.

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VISION, MISSION, GOALS AND MAJOR THRUSTS OF THE COLLEGE

Vision: **A preferred university of developmental culture and inclusive growth**

Mission: It shall produce globally competitive leaders molded from a tradition of excellence in instruction, research, effective governance, sustainable entrepreneurship and an environment that assumes major responsibility in cultural vitality and well-being of the community.

Goals:

1. Attain and sustain quality and excellence;
2. Promote relevance and responsiveness;
3. Broaden access and equity;
4. Enhance efficiency and effectiveness; and
5. Develop harmony within the college, and with stakeholders and benefactors.

Major Thrusts:

- H** – early approach to management & governance, and transformational leadership
- E** – enriched academic programs
- R** – relevant student services, development and welfare program
- I** – international and local linkages
- T** – technology, facilities, and assets enhancement program
- A** – aggressive staff development and welfare program
- G** – gainful resource generation and enterprise development program
- E** – excellent researches and relevant extension programs

THE ADMISSION AND REGISTRAR'S OFFICE

Over the years, the Office of the Registrar has improved considerably in terms of its services to the different stakeholders of the college. Some of these developments include the following:

As a frontline service of the college in line with academic record information, the Office of the Registrar has standardized its operation to best serve the students and the public. With the use of the Student Information and Accounting System (SIAS), the Office can now easily generate in five minutes transcript of records and two or less than a minute for certifications. Thus, the burden of encoding and the agony of waiting are reduced, if not totally eradicated.

Automation of students' records is a dream come true for the Office of the Registrar. In 2006, Bontoc campus implemented the Student Information and Accounting System (SIAS) while in Tadian campus, the SIAS was implemented in 2014. With the SIAS, reports on real-time enrolment head count, list of students per department, per gender, per subject and the like are conveniently accessed. This operation paved way for easier transactions and sound management of data. Such technological marvel has vastly improved the records management of the Office of the Registrar.

VISION

The Office of Admissions and the Registrar (OAR) envisions itself to be completely automated and would be able to provide on-line services to clientele.

MISSION

The Office of Admissions and the Registrar (OAR) shall provide academic and administrative support to instruction to enable it to attain its educational mandate.

STATEMENT

The Office of Admissions and the Registrar commitment is to be:

Service-oriented,

Service-effective,

Service-efficient,

Clientele-friendly, and

Trustworthy

OBJECTIVES

1. Implement selective admission and retention policies to insure the quality of entering students.
2. To efficiently and effectively manage student records.
3. Provide total quality service to the students.

GENERAL FUNCTIONS

1. Student Admissions
2. Registration/Enrollment
3. Evaluation of Student Records
4. Records Management
5. Curricular Information Dissemination
6. Evaluate eligibility of students for graduation

THE POSITION OF THE REGISTRAR

The Registrar is inherently part of the administration and a member of the policy-recommending body of the institution. His/Her office is the repository of highly important and delicate vital documents. His/Her decision carries weight in cases involving academic regulations, credentials, academic records, evaluation of subjects or credits, student accounting, academic placement, and eligibility for graduation.

His/ Her rank is not lower than the Chairman of an academic department. He/ She represent the school in matters related to his/ her duties and responsibilities.

He/ She is classified as “an academic non-teaching personnel” or a person “holding some academic qualifications and performing academic functions directly supportive of teaching.” (Letter “c”, Paragraph 3, Section 6, Chapter 1, The Educational Community, Education Act of 1982).

TRAINING AND QUALIFICATIONS

A Registrar should at least have three (3) – year experience and training in student accounting, records, evaluation, and office-files-records-personnel management of related work.

He/She should at least be a holder of a baccalaureate or master’s degree preferably in education, management, or law. For a school offering graduate courses, it is preferable for the Registrar to have a master’s/doctoral degree. The position requires good public relations.

FUNCTIONS AND RESPONSIBILITIES OF OR PERSONNEL

A. COLLEGE REGISTRAR

1. Assists top administration in the formulation and enforcement of policies on admission, enrollment, accreditation, graduation, and other related academic matters.
2. Plans, supervises, and is responsible for:
 - a. Academic and selective retention of students.
 - b. Compliance of admission and academic requirements.
 - c. Registration/ Enrollment of students.
 - d. Enforcement of government and college regulations on academic scholarships, scholastic delinquency, transferees, accreditation, student loading, subject sequence, cross-enrollment, graduation, graduation with honors, changing/ adding/ dropping of subjects, and other related matters.
 - e. Evaluation of scholastic records/ credits for purposes of accreditation of transfer units, determination of curricular level, scholastic standing, promotion, graduation, etc.
 - f. Selection of honor students.
 - g. Custody, security, integrity, and confidentiality of students’ records.
 - h. Management, accounting, control, maintenance, and issuance/ release of students’ academic records.
 - i. Dissemination of information on the curricular offerings, admission requirements, academic policies and regulations, and CHED issuances.
 - j. Orientation of students on academic polices rules and regulations.

- k. Information on statistical data of enrollment, graduates, dropped-outs, etc.
3. Signs Official Transcript of Records, certifications, and other related documents.
4. Maintains linkages with other Registrars in connection with student records and registrar's concerns.
5. Sets a standard operating procedure for the OAR.
6. Periodically reviews and improves present systems and procedures.
7. Assigns, supervises, coordinates, checks and reviews work of OAR personnel.
8. Evaluates performance of the OAR personnel.
9. Designs and revises forms needed for the OAR use and transactions.
10. Oversees the proper use, maintenance, control, and safekeeping of property and equipment of the office.
11. Requests the needed office equipment and supplies.
12. Submits Monthly and Annual Accomplishment Reports to higher authorities.

B. IN-CHARGE OF ADMISSIONS

1. Prepare admission and enrollment paraphernalia.
2. Coordinates admission and enrollment of new students.
3. Reviews, checks, and verifies authenticity of submitted credentials of new students.
4. Requests for F137A/Secondary OTRs and OTRs of newly admitted transferee students.
5. Arranges and files admission credentials of new students before they are turned over to In-charge of Records.
6. Prepares enrollment list.

C. IN-CHARGE OF RECORDS/ EVALUATORS

1. Prepares individual student records (worksheets of consolidated grade, evaluation record, etc.)
2. Coordinates enrollment of students.
3. Posts grades and updates regularly student records.
4. Reconstructs lost or missing records or files.
5. Advises the students on curricular program, enrollment, subject load and sequence.
6. Evaluates student records as to curricular level, scholastic standing, graduation, etc.
7. Evaluates subjects and credits earned in other schools.
8. Assists in the enforcement of academic policies and regulations.
9. Informs the students of course deficiency.
10. Prepares enrollment lists, list of academic scholars, list of candidate for graduation, list of candidates for graduation with honors, and their corresponding g statistical data.
11. Checks, verifies, and signs prepared Official Transcript of Records and certifications.
12. Manages, accounts, controls, and maintains students' records and secure their integrity and confidentiality.
13. Makes follow-up requests for records of new students in previous institutions.

D. IN-CHARGE OF REQUESTS

1. Accommodates, receives, processes, and releases requests for transcript of records, certifications, transfer credentials, and other academic records.
2. Attends to prompt compliance and release of requested records and other information.
3. Keeps a daily record of all incoming and outgoing records.
4. Prepares and generates requested academic records.
5. Prepares various OAR forms and enrollment paraphernalia.
6. Maintains logbooks for recording of incoming requests for academic records and their releases.
7. Manages, accounts, controls, and maintains students' records and secures their integrity and confidentiality.
8. Classifies, arranges, files and stores active and inactive records and files.

E. IN-CHARGE OF DATA PROCESSING

1. Encodes data on course and subject codes.
2. Encodes complete data of new students.

3. Encodes and updates student grades.
4. Generates worksheet of consolidated grades, transcript of records and certifications.
5. Prepares and generates enrollment lists and all needed statistical data.
6. Manages, accounts, maintains, and secures the integrity and confidentiality of students' records.
7. Assists in the accomplishment of various survey forms.

CODE OF ETHICS

A. PUBLIC RELATIONS OF THE REGISTRAR AND STAFF

1. The Registrar as school official and the staff as members of the academic community must always show courtesy, tolerance, politeness, friendliness, humaneness, and respect for the dignity of the individual they serve.
2. They must at all times be responsive to the needs of their clients without being unkind and oppressive.
3. They must adhere to the principle, "A public office is a public trust" thus, they are expected to perform to the best of their ability and earn the trust and confidence of their clientele.

B. EXERCISE OF INDIVIDUAL RESPONSIBILITY IN MAINTAINING THE HIGHEST STANDARD OF PROFESSIONAL CONDUCT

The Registrar and staff must always endeavor to maintain the highest standard and degree of professional conduct through the following:

1. Toward Students
 - a. Ensures the confidentiality and security of students' records.
 - b. Ensures the accurateness of the students' records.
 - c. Must be prompt in the issuance and release of requested records and documents.
 - d. Extends guidance and assistance to students with problems pertaining academic regulations.
2. Toward Fellow Registrars
 - a. Attends promptly to requests for student records by another school.
 - b. Extends courtesy to a Registrar verifying the authenticity of records.
 - c. Honors, free of charge, a request made by another Registrar for a second copy of records to replace a lost or damaged one.
 - d. Secures the consent of the school last attended by a former student whose records in each of different schools the student has attended is being usually by a college/ university abroad.
 - e. Maintains rapport, open communication and exchange of useful information with other registrars.
3. Toward Other MPSPC Personnel
 - a. Maintains a cordial and professional relation with other personnel of the College.
 - b. Extends advice to the Chairman and faculty on curricular and academic matters and problems.
 - c. Coordinates and seeks the help of the departments, offices, and persons concerned in matters involving OAR activities.
 - d. Consults with the Executive Dean/ Chairmen on matters involving student academic performance, standing, and problems.
 - e. Conscientiously informs the College and persons concerned of all pertinent communications from CHED.
 - f. Entertains request for statistical data, surveys, etc. from colleagues.
4. Toward the College Administration
 - a. Holds with high regards the College Administration.
 - b. Attends to meetings called for by the administration promptly.
 - c. Cooperates with the administration in all its activities.
 - d. Assists the administration in solving students' academic problems.
 - e. Readily submits reports, surveys, and other data requested by the administration.

5. Toward the Commission on Higher Education
 - a. Enforces CHED regulations on curricular and academic matters, in cooperation with the administration and other college personnel.
 - b. Readily submits required reports, surveys, and other data as requested by CHED.
 - c. Cooperates with the CHED by the attendance to conferences, meetings, seminars, etc. called for by the CHED.

6. Toward the Profession
 - a. Must be honest, competent, trustworthy, and sincere in his/ her work.
 - b. Must continuously aim for professional growth and advancement.
 - c. Must be professional in the delivery of service to the clientele.
 - d. Must be courteous at all times to all he/ she deals with.
 - e. Must always be present and punctual in coming to work and in the performance of assigned task and responsibilities.
 - f. Must have harmonious and cooperative relations with all members of the academic community.
 - g. Must have the right work attitude.
 - h. Must give his/ her best in the performance of his/ her task for the welfare of the College.
 - i. Must be open to suggestions for his/ her personal and work improvement.
 - j. Must continually improve and develop an effective and efficient system work procedures.

OFFICE MANAGEMENT

A. OFFICE LAYOUT

1. Office and working area should be spacious and adequate for the number of employees.
2. There should be enough windows at the service counters to accommodate students and other clientele.
3. Rooms should be provided for inactive files.
4. Active files should be in the working space or immediate vicinity of the evaluators.
5. There should be enough furniture, equipment, supplies, ventilation, and lighting facilities.
6. There should be one computer set for every personnel.

B. PERSONNEL ASSIGNMENTS

1. Every personnel should have definite duties and responsibilities to perform and to attend to.
2. The number of employees should be in proportion to the number of students and the volume of work to be performed.

C. FILE ARRANGEMENT

Classification	Arrangement	Location
1. Active Files/Records Sex	By Course, year level,	Immediate vicinity
2. Inactive Files/Records	Numerical	Filing Station

D. OPERATING PROCEDURES

Office Days and Hours

1. OAR personnel are encouraged to be punctual in attendance. A daily time record of attendance for each personnel is placed in the rack and is attended daily.
2. Office days, hours are observed and whereabouts of personnel should be posted in a conspicuous place for the information and guidance of the public.
3. OAR personnel are required to render overtime service after their regular hours to serve and accommodate evening and working students, if so needed.

Records of Communications, Credentials and Documents received and issued/released.

1. The person in-charge of admissions is responsible for receiving, sorting, classifying, and recording all communications, credentials, and records and routing them to concerned personnel.
2. A personnel is assigned to route communications emanating from the OAR to the different departments and offices. Records of outgoing communications should indicate the name and classification of communications, receiving department/office, date issued, and signature over printed name of receiver.
3. An office personnel is assigned to prepare and reply to correspondences regarding curricular offerings and statistical data.

Safety and Security of Files and Records

1. Every employee should be personally responsible and accountable for records and files in their possession needed in the performance of their work.
2. Classified or Strictly Confidential records and files (e.g. Student's academic records are not allowed to be accessed by anybody, taken out of the office or borrowed.)
3. Unclassified or Non-confidential files (e.g. statistical records) may be accessed or borrowed only with the knowledge and permission of the Registrar.
4. Records/Files that are allowed to be borrowed should always be recorded in the record book specifying the following: name of the record/file, name and signature of the borrower, department/office, date, and name of issuing OAR personnel. The date and time the borrowed record was returned must be noted by receiving personnel.
5. The filing station is for record files and to store supplies. It is a restricted area and only authorized personnel are allowed in it.
6. Every employee has their account in the SIAS thereby activities are recorded in the database. The head of office has the authority to input the completed grades of the students.

Work Area and Filing Station

1. The work area and filing station should be free from any fire hazard or combustible materials and must be provided with fire extinguishers.
2. Files in the filing station or cabinets should be occasionally inspected and treated with insecticides or pesticides.
3. Filing station should be able to accommodate foreseeable volumes that may accumulate from year to year.
4. Proper temperature should be maintained in the Filing Station for preservation of records. It should be installed with air condition units.

Equipment and Supplies

1. Office equipment should always be in good working condition. Personnel in-charge of said equipment is responsible for its upkeep and maintenance. Any malfunctioning equipment should be readily reported for repair or replacement
2. Economy should be observed in using forms or supplies.

FILES AND RECORDS MANAGEMENT

A. CLASSIFICATION OF FILES AND RECORDS

The records at the OAR are classified as follows:

1. Classified or Strictly Confidential. This refers to records of students submitted in pursuance of the "special relationship" it has with the school. That is, information disclosed to the school, for the latter's use only for admission and or promotion and no other. The following are classified or strictly confidential records:

Academic reports	Disciplinary Records
Adoption papers	Medical and Guidance Reports
Alien Certificate of Registration	Personal& Academic records
Baptismal or Birth Certificate	

2. Unclassified or Non-confidential. This refers to other school records that should necessarily be made public to enable the State (government) and students or

parents to determine legal existence and operation of the school and assess its performance.

The following are unclassified or non-confidential records:

Approval of Courses	Permits and recognition
Catalogues	Prospectus
Class Program	School annuals
Directory of Graduates	Statistical Records
Enrollment List	

3. Active-classified or unclassified. This refers to records of students who are currently enrolled and studying in the College. These should be in a separate cabinet. They should be easily accessible because they are needed from time to time.

Active files to be kept in Individual jackets are as follows:

- Adding and Dropping Form
- Affidavit, correction of name
- Approval Request for Overload, substitution of subjects, waiver of pre-requisites
- Certificate of Transfer Credential
- Transcript of Records
- Clearance
- Form 138
- Permanent Record

4. Inactive-Classified or unclassified. This refers to records of students who are no longer studying, dropped or graduated. This should be kept in a separate cabinet for safekeeping.

B. CREDENTIALS TO BE FILED IN THE STUDENTS JACKET

- Enrollment Form
- Adding/Changing/Dropping Form
- Affidavit, Order for Change of Name or Correction of name
- Applications for Graduation, Shift of Course, and Transfer
- Approved Permit for Cross-enrollment
- Approved Request for: Overload, Substitution of Subject/s and
- Waiver of Prerequisite
- OJT Permit, Certificate of Transfer Credential
- Clearance, Completion, Evaluation Forms
- Forms 138, 137A/Secondary OTR and OTRs
- Machine copy of Birth certificate and Marriage Contract
- Study Permits for Working Students and Foreign Student

GENERAL WORKFLOW AT THE OFFICE OF THE REGISTRAR

A. PRE-REGISTRATION

- Preparation of enrolment paraphernalia
- Preparation of admission slip (showing the deficiencies and scholastic standing for old students)

B. ADMISSION

- Admission of old and new students

C. REGISTRATION

- Registration of old and new students

D. POST REGISTRATION

- Sorting of Registration Forms (by department, Course, Major, Curricular Level, and Sex)
- Preparation of enrolment list (by department, Course, Major, Curricular Level, and Sex)
- Preparation of document jackets for new student's records

E. FILING, SORTING, AND ARRANGEMENT OF STUDENTS' RECORD

- Checking and filing of entrance credentials, Registration Forms, and other pertinent student records in the document jacket
- Sorting of document jackets of dropped-out and transferred students
- Arrangement of students' individual document jackets.

F. STUDENT RECORDS PREPARATION

- Requesting for Form 137A/Secondary Official Transcript of Records (Freshmen Students) and Official Transcript of Records (for Transferees)
- Encoding of New Student's personal data information
- Encoding of currently enrolled subjects to students in Form IX (collegiate permanent record)

G. POSTING

- Posting of students' grades from Grade Sheet to Consolidated Work Sheet in the SIAS

H. EVALUATION

- Updating of records of deficiencies of students
- Evaluating students' records for purposes of enrolment (year level, scholastic standing)
- Evaluating students' records for purposes of graduation

I. GRADUATION

- Processing of application for graduation
- Preparation of list of candidates for graduation
- Preparation of list of honor students
- Presentation of candidates for graduation to the College Academic Council
- Preparation and generation of transcript of records, certifications, etc. as requested by students

J. PREPARATION & ISSUANCE OF REQUESTED ACADEMIC RECORDS

- Accommodation of requests for academic records
- Preparation and generation of transcript of records of graduated students
- Preparation and generation of transcript of records, certifications, etc. as requested by students

OFFICE OF THE REGISTRAR WORK PROGRAM CHART

Activities	J	F	M	A	M	J	J	A	S	O	N	D
A. Pre-registration			x	x	x					x		
B. Admission				x	x	x				x	x	
C. Registration				x	x	x				x	x	
D. Post Registration							x	x			x	x
E. Filing of Students' Record	x					x	x					x
F. Students' Records Preparation/ Encoding of Students' Personal Data	x						x	x	x		x	x
G. Posting/Encoding/Updating of Grades		x	x	x	x	x	x	x		x	x	x
H. Evaluation	x			x	x			x	x		x	x
I. Graduation	x	x	x									
J. Preparation & Issuance of OTRs, Certifications, Transfer Credentials, etc.	x	x	x	x	x	x	x	x	x	x	x	x

ACADEMIC CALENDAR

- A. The annual school calendar shall be prepared in accordance with the rules and regulations as may be prescribed by the Board of Trustees. The framework of the school calendar including major activities of the Polytechnic shall be approved by the

Administrative Council, and the details thereof prepared by the Registrar's Office in coordination with the Vice-President for Academic Affairs.

- B. The academic year consists of two semesters. Each semester shall consist of 18 weeks with two weeks of semestral vacation and two (2) weeks of Christmas break.
- C. A minimum of 18 class hours per unit is spread over 18 weeks per semester. Additional hours for laboratory activities shall be provided by the Academic Council subject to the approval of the Board of Trustees.
- D. During each academic year, the College shall observe its Charter day every 17th day of January.

SCHEDULE OF CLASSES

- A. The Executive Deans and the Department Chairs shall prepare the schedule of classes in coordination with the Registrar's Office.
- B. As a rule, classes shall be scheduled during the regular school hours and in consideration of available facilities and/or faculty members. No class schedule shall be altered without the approval of the executive dean.

CLASS SIZE

- A. In the undergraduate level, the maximum size of a class shall be fifty (50) for lecture, twenty five (25) for laboratory and forty (40) for seminar-classes and technology transfer classes.

The minimum size to warrant the opening of a class shall not be less than fifteen (15) students except in cases as determined by the Vice President for Academic Affairs and approved by the College President.

- B. No classes shall be split or fused after it has been duly opened and organized without the knowledge and approval of the Executive Dean.
- C. Subject to approval of the College President, as recommended by the Vice President and the respective Executive Deans, certain departments of the Polytechnic may be authorized to limit the enrollment in their department if such limitation is urgently necessary.
- D. At the end of each semester, each academic Department Chairman shall make a report to the Vice President through the Executive Dean concerned with his recommendation on his observations during the school

OFFICE PROCEDURES AND ITS OPERATION

A. ADMISSIONS

The Admissions Unit is manned by personnel who takes charge of admitting new freshmen students, transferees, and foreign students. One takes charge of old students. Admission of students is done in coordination with the different departments.

- a. The Admission of new students shall adhere to the policy of the College.
- b. The In-charge of Admissions shall coordinate with the departments as to the admission of students.
- c. The In-charge of Admissions shall process, examine, and evaluate carefully the entrance credentials and requirements of applicants and new enrollees.
- d. In cases of incomplete requirements and credentials submitted, the concerned student shall be informed by the In-charge of Admissions.
- e. The In-Charge of Admissions shall be responsible for requesting the Form 137A of new freshmen students and the Official Transcript of Records of transferees to concerned institutions.
- f. The In-charge of Admissions shall process the requirements and admission of foreign students.

1. EVALUATION OF CREDENTIALS

- a. The following are not valid as transfer credentials or records for purposes of registration.
 - 1) A high school card (F138) which does not state the eligibility of the student to the course; is not signed by the Principal or Registrar; is marked "used for enrollment in another school" or "cancelled"; or has erasures or alterations and machine copied.
 - 2) a diploma

- 3) A transcript of record marked "For Evaluation only", "For Personal reference only", "For Employment Purposes", "Not Valid for transfer", etc.
 - 4) For 138 or Transcript of Records of applicant from any private school, that has neither government permit to operate, or government recognition.
- b. The OAR shall be the one to make an official request to the school concerned for an official copy.
 - c. Any credential with a mark of erasures will not be honored, unless signed/initialed by the Registrar concerned.
 - d. If in doubt as to the signature or the signatories, the credentials should be sent back for verification as to its authenticity and validity.

B. REGISTRATION / ENROLLMENT

- a. The OAR coordinates with the different departments and offices regarding enrolment procedures.
- b. The schedule of enrollment follows the dates given in the Academic calendar.
- c. The department takes care of enrolling their students.
- d. Graduating students are provided with Notice of Deficiencies
- e. Complete set of class cards or grade slip from the previous semester are required in the enrollment of old students to serve as credentials.
- f. An enrollment form is being used to indicate the proposed subjects to be enrolled and has to be approved by the Department Chairs before encoding to the SIAS.
- g. Enrollment of scholastic delinquent students shall be guided by the rules on scholastic delinquency.
- h. Enrollment of academic scholars shall follow the rules on academic scholarship, while other scholars in the college shall also follow the requirements specified in the scholarship contracts.
- i. Rules and procedures on adding/changing/dropping, prerequisites, overloading, substitution, waiver of prerequisite, and cross-enrollment of subjects should be observed.
- j. Practice teaching should not be taken with any other subjects to afford the student teachers with full concentration and total immersion in actual teaching. (CMO 11, S. 1999).
- k. Care should be taken that any request (e.g. overloading, cross enrollment, waiver of prerequisite, etc.) of students during enrollment shall be done officially, signed and approved by authorities concerned, and copy furnished the OAR.
- l. For enrolling transferees, advanced subjects should not be enrolled unless prerequisites subject/s had already been validated.
- m. Students who have not submitted their enrollment forms to the Department Chairs are not in the SIAS.
- n. Late submission of Registration form by a student shall not be entertained by the OAR, unless otherwise permitted by the Executive Dean after giving necessary sanction and payment of late registration fee.

1. REQUEST FOR CROSS- ENROLLMENT

A student may be allowed to cross-enroll in another school under the following conditions:

- a. The student is graduating at the end of the academic year or because of a justifiable reason.
- b. The subject to be cross-enrolled is not a major subject and is not offered in the college in the current term.
- c. The maximum number of units allowed for cross-enrollment is six (6), unless the subjects to cross-enroll are the last number of units to be taken by the students to qualify him for graduation.
- d. Request for cross-enrollment shall be approved by the Department Chairman and Executive Dean noted by the Registrar.
- e. The OAR shall prepare the cross-enrollment form to be carried by the student to the chosen school.

2. REQUEST FOR OVERLOADING OF UNITS

- a. Overloading of units is allowed only for a graduating student.
- b. The maximum number of units allowed for a student to enroll with overloading is twenty eight (28) units during the regular semester and twelve (12) units during summer term to qualify him/her for graduation.
- c. Overloading is not allowed for a delinquent student.

- d. The faculty concerned shall initial the changes or corrections made in the grade sheet.

5. ISSUANCE OF GRADE SLIP

- a. Grade slip for the last semester attended is issued two (2) weeks after the final examination.

D. RECORDS MANAGEMENT

1. AUTHENTICATION OF RECORDS/DOCUMENT

- a. Students may have their records/document authenticated by this office.
- b. The In-charge of Requests shall countercheck the authenticity of the records/document from the original copy to be authenticated.
- c. The remark, AUTHENTICATED COPY or CERTIFIED REPRODUCED COPY, shall be indicated in the machine copy to be signed by the Registrar.
- d. The student is required to pay the required fee for authentication of document.
- e. A certificate of authentication can also be requested. This is issued together with the machine copies of documents that are impressed with the College dry seal and signed by the Registrar.

PROCEDURE:

- 1.1. Pay authentication fee at the Cashier's Office
- 1.2. Present the original and photocopied student document or record to be authenticated together with the receipt
- 1.3. Present Authorization letter with valid ID card (in the case of representative)

2. FALSIFICATION OF A CREDENTIAL, DOCUMENT OR RECORD

Falsification is committed by changing a credential, document or records by alteration, erasures, forgery of signatures of designated OAR personnel or otherwise. It is a criminal act punishable by the Revised Penal Code.

- a. Requests made by the Civil Service Commission and Agencies requiring the same and veracity of documents submitted to them by MPSPC students must be attended to immediately.
- b. An MPSPC student who was found to falsify his/her academic records shall be reported to the Student Services and Development Office (SSDO) for disciplinary actions without prejudice to filing of criminal case against the offender.

3. PRODUCTION OF CERTIFICATION

- a. The prepared standard form of certification for each type of request shall be used.
- b. A uniform heading, format, style and size of paper for each kind of request shall be followed.
- c. Certifications not produced by this office will not be entertained for signing and impressed marking of College Dry Seal.

4. PRODUCTION OF OFFICIAL TRANSCRIPT OF RECORDS (OTRS)

Official Transcript of Records are complete and permanent academic record of students prepared by the Registrar and have the college seal imprinted on it. They are typically accepted for any official transactions such as proof of a degree or applications

- a. Only requested OTRs of students will be released.
- b. The official paper for the OTRs will be used. A uniform format style shall also be followed.
- c. The correct and complete name, middle name and family name of the student should be counter-checked before these are encoded.
- d. Name in the OTR must be the same with the name on the Birth certificate (NSO copy) with special emphasis on the spacing of letters/hyphenation and use of symbols in the names.
- e. Name printed must be the same in all pages.
- f. The course, subjects, descriptive titles, number of units, and grades must be completely entered and clearly printed in the OTR.
- g. Failure and incomplete grades should be indicated, even if already repeated, passed or has been removed. Dropped subject will also be indicated.
- h. The OTR must not contain any erasures/typographical errors. In the event an erasure is made, it has to be initialed by the Registrar.

- i. Remarks for graduated students must contain the degree obtained, date of graduation (month, date, year), BOT Resolution and honors received (cum laude, magna cum laude or summa cum laude), if any.
- j. The OTR should bear the signatures of the following: the one who prepared it, the Registrar and Executive Dean. In the absence of the Executive Dean, the President or the VPAA may sign.
- k. The OTR should be impressed with the college dry seal.
- l. Scanned 2x2 ID picture will be placed at the upper right corner of the OTR form.
- m. A documentary stamp will be affixed and duly cancelled in the OTR.

5. REQUEST FOR ACADEMIC RECORDS

- a. The requests by schools for OTRs or similar records, on the basis of a certificate of transfer, should be attended to promptly within 15 working days.
- b. The student concerned shall personally request for his/her academic record. In the event that he/she cannot be able to do it personally, he/she may authorize a person in writing to do the said request. This proxy is obliged to submit a letter of authorization duly signed by the student concerned and a photocopy of any valid ID to the OAR.
- c. A request for another copy of record, which was previously forwarded upon written request to another school, cannot be honored. The party concerned should be directed to go to the school to which the record was sent.

6. RELEASE ISSUANCE OF RECORDS

- a. Academic records are sent directly to requesting school. It cannot be entrusted to the former student, unless authorized to hand carry the said record. It has to be placed in a sealed envelope addressed to the Registrar concerned. The flap of the envelope shall bear the signature/initial of the Registrar.
- b. In cases where a subject with the corresponding grade and units was inadvertently omitted, a certification in supplement to the OTR already issued is made and sent to the school concerned.
- c. More than one copy of the OTR may be issued to a requesting student as long as no copy previously issued was used for enrollment in another school.
- d. OTRs released shall always indicate the purpose for which the record will be used ("For Employment Purposes", "For Reference Purposes Only", "For Board Examination Purpose Only", "For PNP Application Purpose Only"). On the other hand, the following purposes are not allowed as requested by the student: "For Enrollment Purposes". "For Miscellaneous Purpose", "For Transfer Purposes", and "For General Purposes".
- e. OAR personnel shall attend request and release of records right away, by having the requester to fill-up the application for request of record.
- f. All records to be released must be recorded in the Record Book of the OAR. The Record Book contains the following: name of student, date of release, course graduated, official receipt number, purpose and personnel who prepared the document.
- g. For graduates applying for Official Transcript of Records (first copy), a clearance is required. No graduated student shall be issued an Official Transcript of Records unless he/she has been cleared of all accountabilities.
- h. Precautions to be observed in the release requested OTRs:
Under no circumstance shall the Official Transcript of Records be given to the students or parents, unless it has the written permission from the school concerned. The OAR is responsible in sending said records to the requesting school.

7. ISSUANCE OF TRANSFER CREDENTIAL

- a. Certificate of Transfer Credential is issued to a student who wishes to transfer to another school and is issued only once.
- b. A student who was not able to use his/her Certificate Transfer Credential to another school and wishes to return to MPSPC is required to surrender the Certificate of Transfer Credential issued to him/her together with all accompanying documents.
- c. Before a Certificate of Transfer Credential is issued, the student is required to submit an accomplished clearance form and pay the required amount.
- d. The OAR personnel in-charge of issuing the Certificate of Transfer Credential must see to it that the Form 137-A/OTR, NSO copy of Certificate of Live Birth are in file and all subjects and grades accounted for.

- e. Certificate of Transfer Credential issued to a student is always accompanied by a copy of the duplicate of OTR or scholastic record and Good Moral Character.

PROCEDURE:

1. Accomplish clearance form for OTR at the Registrar's Office
2. Secure the required signatures indicated in the clearance form
3. Return the form to the Registrar's office , present receipt and claim the transfer credential

8. ISSUANCE OF DIPLOMA

- a. A diploma of graduated student is issued only once.
- b. Signatories in the diploma include the President, Executive Dean of the Campus, and Registrar.
- c. The student is required to have requested first his/her Official Transcript of Records before he/she is issued his/her diploma.
- d. For lost diplomas, a second copy maybe issued with the remarks "a second copy" at the lower left hand portion of the document, but the party concerned should execute an affidavit before a notary public, stating the circumstances of loss or destruction and a request letter addressed to the College President. (for approval by the Board)

9. ISSUANCE OF A CERTIFICATION, RECORD OR DIPLOMA TO A PROXY

The proxy has to present a written authority from the owner of the academic record that he/she has been authorized to secure the said certification, record, or diploma.

E. RIGHTS OF STAKEHOLDERS

1. RIGHTS OF PARENTS

Sec. 8, Chapter 2, paragraph 2 of the Education Act of 1982 gives parents who have children enrolled in a school "the right to access to any official record directly relating to the children who are under their parental responsibility."

2. RIGHTS OF THE STUDENTS

Sec. 9, chapter 2 of Education Act of 1982 provides, in addition to other rights, and subject to limitations prescribed by law and regulations, that students and pupils in all schools shall enjoy (No. 4) "the right of access to his own school records, the confidentiality of which the school shall maintain and preserve" and (No. 5) "the right to the issuance of official certificates, diplomas, transcript of records, grades, transfer credentials and other similar documents within thirty days from request."

CONFIDENTIALITY OF RECORDS

The Registrar's files and records are classified into four categories, namely:

Classified or Strictly Confidential
Unclassified or Non-confidential
Active-Classified or unclassified
Inactive-Classified or unclassified

Disclosure of student records is governed by very strict policies. The Handbook for School Registrars suggests the following guidelines:

- A student is entitled to a transcript of records, but he is not entitled to know other records in his file which are confidential in nature.
- A student has the right to see his academic records, from which a copy was made, and is entitled to any explanation of any information recorded on it.
- The student's file or folder cannot be taken out of the office unless specifically authorized by the Registrar, depending on the purpose for which it was needed.
- School officials and faculty members of the institution may be permitted to look at the academic records of any student if needed in the evaluation of the academic standing of the student concerned.
- Requests for the production of a student's record from the court are usually on a duly issued subpoena *duces tecum*, but the student must be notified of said

subpoena if he is available or if he can be reached through any media of communication.

- Records or grades may be released to parents or guardians without prior approval of the student concerned if he is still a minor or have not yet been emancipated from parental authority.
- Requests for academic information from a company or firm to whom a student has applied for employment or where he is employed, should be honored, if they are of vital importance to his being employed or his being promoted position. No company or firm would employ a person without ascertaining his eligibility for hiring or employment.
- The same consideration should be accorded to requests from research or philanthropic organizations or government agencies supporting the student concerned.
- Request for information on a student's record, made in an official communication by an official of any government office or agency, should be honored even without the prior approval of the person concerned, as long as the information sought for is limited to his enrollment, academic standing or school work, for the purpose of ascertaining his qualification or eligibility as employee of this particular government agency.
- Transcript of academic records should only contain information about academic status. Other matters such as disciplinary may be recorded to determine readmission.
- All requests regarding disclosure of the student's academic record should be in writing and filed with his jacket or folder.

ACADEMIC POLICIES AND PROCEDURES

A. ADMISSIONS

1. NEW/ BEGINNING FRESHMEN STUDENTS

- a. Students shall be accepted regardless of age, sex, nationality, religious beliefs, socio-economic status or political affiliations.
- b. Students must have graduated from recognized secondary schools.
- c. Students must meet all the prescribed requirements of the Polytechnic.
 - i. Must qualify in the College Guided Test.
 - ii. Must have complete and valid credentials (Form 138, Original copy of ALS Report Card, Original copy of PEPT, Certificate of Good Moral Character, Health Examination Certificate, and NSO copy of Certificate of Live Birth, Marriage Contract for married female students)
 - iii. Students must qualify in the average grade requirements (GWA) set by the specific program:
 - New students
 - BSA – 80%
 - Teacher Education – 80%
 - iv. Students must qualify in the Physical or Health Examination
 - vi. Permit to study from the agency in cases of employed students (government or private)
- d. Students must pledge to abide by and comply with all the rules and regulations of the Polytechnic.
- e. Students must not have enrolled in any academic or college subject/s prior to the enrollment as beginning freshmen; otherwise, they shall be classified as transferees.
- f. Students enrolled in vocational courses or those not leading to a degree program are admitted as beginning freshmen.

2. TRANSFEREES

- a. Must have complete and valid credentials.
- b. Must meet all the prescribed admission requirements of the Polytechnic and the concerned department.
 - i. Qualifying test for transferees.
 - ii. Average grade requirement (GWA) from previous course.
 - Bachelor of Science in Accountancy – 80%
 - Teacher Education – 80%
 - iii. Copy of grades signed by the Registrar or duplicate of OTR for evaluation purposes.
 - iv. Certificate of Transfer Credential
 - v. Physical or Health Examination
 - vi. Certificate of Good Moral Character
 - vii. Marriage Contract for married female students
 - viii. Certificate of Live Birth, NSO copy
 - ix. Permit to study from the agency in cases of employed students (government or private).
- c. Only students who have enrolled in any course leading to a degree program are admitted as transferees and must submit Certificate of Transfer Credential.
- d. Admission shall be on probation basis during the first term of stay in the Polytechnic or until such time as they shall have validated/repeated in accordance with the Polytechnic policies all the subjects taken outside the Polytechnic which are required for their course.
- e. Official Transcript of Records (OTR) shall be submitted prior to admission for the following semester. Otherwise, enrollment will not be allowed.
- f. Transferees from SUC institutions shall be admitted and treated as regular students in accordance with the existing policies of the Polytechnic.
- g. Must pledge to abide by and comply will all the rules and regulations of the Polytechnic

3. FOREIGN STUDENTS

- a. Must have complete and valid credentials.
- b. Must meet all the prescribed admission requirements of the Polytechnic and the course applied for:

- i. College Guided Test
- ii. Certificate of Completion of a Secondary Curriculum
- iii. Original Transcript of Record
- iv. Personal Data
- v. Affidavit of Support
- vi. Alien Certificate of Registration (ACR)
- vii. Student Visa
- viii. Security Clearance from his/her Embassy
- ix. Resident Guarantor of his/her Character
- c. Must meet the entire prescribed requirement by the DFA and BI.

4. CROSS-ENROLLEES (COLLEGE CODE)

- a. A student registered in another institution may be admitted as cross enrollee to the College provided he presents a written permit from the director of admission of his college setting forth the course and the total number of units in which the student will be registered.
- b. The College shall credit only the course taken by its students from any other college or school with expressed approval in writing by the Dean in consultation with the Department Chairman.

5. SPECIAL STUDENTS

- a. A special student is one who is registered but not earning formal academic credits for his work.
- b. Sign an agreement in which he/she waives the right to receive and to demand credentials for work done
- c. Their admission shall be approved by the Vice President for Academic Affairs and the Registrar upon recommendation of the Chairman of the Department concerned.

6. REFRESHER COURSE STUDENT

- a. A refresher course student maybe admitted to a higher education institution at any time during a school term for audit purposes without earning credits, subject to such requirements and conditions as the school may prescribe.
- b. At the discretion of the institution, a refresher course student may be exempted from class assignments and examinations.

REGISTRATION PROCEDURE

During the registration period, the Office of the Admission and Registrar shall coordinate and provide all the colleges with necessary enrollment documents such as enrollment schedule for all year levels and enrollment procedures to serve as enrollment guide to faculty members assigned to assist during this period.

- 1. Old/Returning Students proceed to the Registrar's office for the issuance of grade slip. This will serve as reference for the department chairperson in determining the subjects to be enrolled.
- 2. Pay SSC and School Paper "Tala" Fees.
- 3. Get Enrolment Form upon payment of Departmental Fee in your respective room assignments.
- 4. Accomplish or fill-in the details of the Enrolment Form clearly and legibly.
- 5. Proceed to the auditorium for the Enrolment Form evaluation and approval of the Department Chair. (Each department is assigned a table.)
- 6. Submit the Enrolment Form to Registrar staff for encoding.

- The In-charge of enrollment will accept credentials of new/transferee students. Check and verify accomplished enrollment form. Create an account for that student in the SIAS then input the subjects enrolled for the term. Generate a copy of the assessment form
- for old/returning students, the in-charge of enrollment will check and verify accomplished enrollment form to ensure accuracy and adherence to proper subject sequence and allowable number of units. Input subjects enrolled for the term in the SIAS.

7. Wait for your Assessment/Student Copy.
8. Proceed to the Guidance Office. New and Transferee Students will fill-in individual inventory record. Old students are required to fill-in update form of the individual inventory record.
9. Proceed to Cashier's Office for payment (2nd floor, Science Building)
10. Claim class cards at the Dean's Office after making a down payment.
No down payment, no class cards.
11. Proceed to SSDO Office for the validation of student ID or release of new student ID.
12. Proceed to the Library for the application of library ID.

B. REGISTRATION

- Registration of students shall only be on the regular registration period indicated in the academic calendar. No student shall be registered in any subject after 12 percent of the regular class meetings had been held.
- A student is considered officially enrolled when he has paid his tuition and other fees.
- A student must be officially registered in order to receive credit for subject.
- A student is not allowed to enroll in more than one course during his stay in the Polytechnic unless he/she secures permit/approval from the Vice President for Academic Affairs.
- Rules on sequencing of subjects (prerequisites) in a curriculum are observed and followed.
- Registration of a returning student is dependent on his previous scholastic standing.
- Special students are allowed to enroll only 6 units per semester and 12 units a year, for a period of only one year
- Late registration fee is charged to a student who enrolls after the regular registration period as provided for in the academic calendar.

1. ACADEMIC LOAD

- a. The total number of units in a semester for which a student may register shall be in accordance with curricular programs the student is enrolled in.
- b. During Summer Term, the normal load shall be six (6) units of technical or laboratory subjects provided, that in justifiable cases the Executive Dean in consultation with the Department Chairman may allow a student to take nine (9) unites of laboratory subjects. Graduating students who shall be allowed a higher load not exceeding 12 units.
- c. Only graduating student's area allowed to overload subjects to their academic standing.
- d. A graduating student may be permitted to carry a heavier load but not exceed 28 units subject to approval by authorities concerned.

- e. Teacher education students taking up Practice Teaching are not allowed to have any other subjects taken alongside with Practice Teaching.
- f. Students who are scholastic delinquents are not allowed to have an overload.
- g. Load of transfer students shall be limited only to those subjects without prerequisite, until such time this subject had already been validated/ accredited.
- h. The agency/ employer of any working student shall recommend maximum load of the said student to be approved by the Department Chair; in any case, the load should not exceed those allowed of regular students.

2. CROSS-ENROLLMENT

- a. Cross-enrollment should be done within the period of registration.
- b. Cross-enrollment is allowed only for graduating students for a maximum of nine (9) units, unless otherwise those are the last number of units to be taken to qualify for graduation, and provided that these subjects are not offered in the institution, must have the same course descriptions and number of units, and must not be a major subject.
- c. No student is allowed to cross-register in two or more schools outside the Polytechnic.
- d. Cross-enrollment of students outside the Polytechnic must have the approval of the chairman and authorized by the Registrar for the subject/s to be given credit by the Polytechnic.
- e. Cross-enrollment of student of common subjects within the Polytechnic is allowed and does not require prior approval by the department faculty concerned.
- f. Students coming from other institutions may be allowed to cross-register within the enrollment period only and with a permit to cross-enroll from his/her Registrar.

PROCEDURE:

Any student who wish to cross-enroll in another institution must go through the following steps:

- 2.1. Accomplish Request for Permit to Cross-enroll form to be signed by the student and approved by the department chairman.
- 2.2. Submit duly approved request to the Registrar's Office for recording and issuance of permit to cross enroll.
- 2.3. After the term, the student must secure a certification of grades signed by the registrar and placed in a sealed envelope addressed to the registrar.
- 2.4. To facilitate the crediting of the approved cross-enrolled subject/s, the document above should be submitted not later than the 2nd week of the following term,

Any student who wish to cross-enroll at MPSPC must go through the following procedures.

- 2.1.1. Present Permit to cross enroll from home school
- 2.1.2. Fill-in Enrollment form to be approved by the department chairperson
- 2.1.3. Submit Accomplished enrollment form to be entered in the system

Final grades will be sent to the home school via mail or through the student concerned provided a letter of authorization be given by the Registrar of the home school.

3. CHANGING/ADDING/DROPPING OF SUBJECTS

- a. Changing/Adding/Dropping of subject shall be made only for valid reasons and stated in writing to be approved by the Chairman and acknowledged by the Registrar.
- b. Changing/Adding/Dropping of subjects shall be made within the specified period and subjects to payment of corresponding fees.

- c. Changing/Adding/Dropping of subjects shall be made only for valid reasons and when schedules allow the same.
- d. Subjects changed/ added unofficially or within prior approval of the Chairman shall not be given credit.
- e. Total load carried by a student including the additional subject/s must not exceed the maximum under the rule on academic load or that which is prescribed for his curriculum year during the term/semester.
- f. Dropping a subject shall be allowed before the mid-term, provided he/she submits a letter stating the valid and justifiable reason for the dropping the subject. After the mid-term, a student may be allowed to drop a subject for a valid and justifiable reason. This shall be done with the knowledge and approval of the Instructor concerned, the Department Chairman and the Executive Dean concerned. (College Code)
- g. Unofficial dropping of subject after the mid-term shall earn the student a failing grade or 70.

4. WITHDRAWAL OF REGISTRATION

- a. Withdrawal of registration shall be made and approved based on existing rules and regulations of the institution.
- b. A student who withdraws his registration shall be entitled to refund its matriculation and entrance fees.
- c. A student who withdraws his registration shall be entitled to withdraw his credentials submitted as requirement for enrollment.
- d. No withdrawal of registration shall be made after the specified period. The rule/s for dropping shall apply.

C. VALIDATION /ACCREDITATION

- Validation of courses taken from non-member of PASUC, AACUP is required. The regular period for validation tests shall be (2) weeks before the first day of registration for each term of semester. No validating fee shall be charged during the regular period. Validating tests given after the first day of registration shall be levied fee of Php15.00 per subject and only upon approval of the admission office.
- All subjects and units taken from any private institution with courses duly accredited by any accrediting agency under the Federation of Accrediting Agencies in the Philippines (FAAP) may be accredited, provided that, they are prescribed in the curriculum and have the same course content and number of units, and subjects to residency requirement.
- Only units earned by foreign students in the collegiate level shall be given credit. Units earned in technical/vocational courses and shall not be credited towards a degree program.

FOR THOSE UNDERGOING THE VALIDATION/ACCREDITATION PROCESS:

1. Transferees must have taken the validation examination for every subject the student would like to have accredited for advanced credits.
2. Subjects to be accredited must not exceed 30% of the total number of units prescribed in the curriculum.

FOR A SECOND BACCALAUREATE DEGREE/ MAJOR SUBJECT

1. Students undertaking their second baccalaureate degree will not have to undergo anymore the validation/accreditation process.
2. For subjects to be credited, the first baccalaureate degree must be of the same or parallel level with the chosen second baccalaureate course.
3. All subjects earned from the first baccalaureate degree and are prescribed in the course applied for of parallel level, may be credited upon due notification to the concerned authorities, provided that, they have the same course content and number of units, and subjects to other requirements of the concerned department.

4. For students enrolled under the Bachelor Secondary Education who wish to have two (2) majors, must undergo Observation and Practice Teaching for each major subject to be entitled for the two majors.

D. EVALUATION

1. STUDENT CLASSIFICATION

Students are classified as follows:

- a. A full time/regular student is one who carries the full load in any given semester as specified in the curriculum.
- b. A part-time/irregular student is one who carries less than the full load specified in the curriculum.
- c. A transfer student is one who comes from another institution where he/she started studying for a course and who is now registered in the Polytechnic after qualifying for admission.
- d. A foreign student is one who is not a citizen of the Philippines.
- e. A special student is one who is not entitled to received official credit for his/her work because he/she does not satisfy the requirements for admission to the course or the subjects.

2. CURRICULAR LEVEL PLACEMENT

- a. Evaluation of curricular level placement of students according to progress toward graduation shall be based on the following:

YEAR LEVEL	NUMBER OF UNITS EARNED
Freshmen (First)	A freshman is a student who is taking up the first year of his curriculum or 35% of the total number of units required in his entire course.
Sophomore (Second)	A sophomore is a student who has satisfactorily completed the prescribed subjects of the first year of his degree program and is enrolled in the second year.
Junior (third)	A junior is a student who has completed the prescribed subjects for the first two years of his curriculum or who has finished not less than 50% nor more than 75% of the total number of units prescribed in his entire course.
Senior (Fourth)	A senior is a student who has completed the prescribed subjects of the first, second, third year of the curriculum or who has finished not less than 75% of the total number of units required in his entire course.
Terminal (Fifth)	Completed the first 4 years of his/her curriculum or has finished 85% of the total number of units required in his/her course. In a five or six-year degree program, the last is considered the senior year.

3. RESIDENT CREDITS

Resident Credits refer to all academic subjects and units earned in the Polytechnic including those earned in other institutions that are required for a particular degree and had already been validated/accredited in the Polytechnic.

Only resident credits are considered in evaluating subjects and units for a particular curriculum.

4. LIMITS FOR COMPLETION OF DEGREE PROGRAMS/RESIDENCY REQUIREMENT

Residence refers to the number of years or terms required for a student to finish the course.

- a. An undergraduate student must finish the requirements of a course within a period of actual residence equivalent to a maximum of two (2) years of the normal length prescribed for the course; otherwise he/she shall not be allowed to re-enroll further in that course or advised to take additional subjects under justifiable reasons. Exceptions to this rule may be allowed on a case to case basis.
- b. Transfer students must have taken at least 50% of the total number of required units in the curriculum at the Polytechnic.
- c. No student shall be graduated from the Polytechnic unless he/she has completed at least one (1) year of residence work immediately prior to graduation.

5. PREREQUISITE/S OF SUBJECT/S

- a. The rules on sequence of subjects in the curriculum of the course being taken must be followed.
- b. Enrolling in and attendance in a subject without passing its prerequisite shall earn the student no academic credit.
- c. Graduating student shall be allowed to take the prerequisite subject and higher subject simultaneously with the approval of the Chairman and the VP for Academic Affairs. However, if the student failed the prerequisite subject, the higher subject shall not be given credit.
- d. Subjects common to all Departments must have the same prerequisite/s

6. ACADEMIC SCHOLARSHIPS

Evaluation of student records for purposes of scholarships shall be based on the following standards:

- a. Scholarship in the College shall be classified into (1) honorific scholarships, (2) full academic scholarships, and (3) College scholarships and other privileges.
- b. Honorific scholarships shall be awarded to valedictorians and salutatorians from public or duly recognized private schools in the country. Valedictorians and salutatorians shall enjoy full free tuition fee and half free tuition fee, respectively on a semestral basis, renewable for each succeeding term, subject to certain terms and conditions.
- c. Full scholarships on tuition fee shall be extended to any undergraduate student (President's List) in any curricular program of the Polytechnic who shall obtain an average of 92% or better, with no failing grade in any subject during the previous semester, provided that the scholar carries an academic load of not less than 18 units per semester and provided further that the scholar is of good moral character.
- d. Partial academic scholars shall be extended 75% scholarship on tuition fees to an undergraduate student (Dean's List) who shall obtain an average of 89% or better with no failing grade in any subject during each previous semester, provided that the scholar carries an academic load of not less than 18 units per semester and provided further that the scholar is of good moral character.
- e. The Polytechnic shall also extend scholarships or other privileges in the form of full or half tuition to qualified members of the ROTC Corp commander, outstanding athletes, editors and staff of the college organ, members of the band, members of the School of Living Traditions Arts Group and the Theater Arts Group [BOT Resolution No. 038, s. 2008], SSC officers and others in accordance with the general rules promulgated by the Polytechnic as approved by the Board of Trustees.

- f. Subject to the general rules promulgated by the Polytechnic as approved by the Board of Trustees the college shall accept scholarship grants from any private or public institution for individuals.
- g. Any student who shall qualify for two (2) or more government scholarship programs shall avail himself of only one but without prejudice to accepting privately sponsored scholarships or assistantships.
- h. There shall be a Scholarship Committee which shall be tasked to screen students availing for scholarships. The Scholarship Committee shall be composed of the Director for Instruction and Accreditation as chair and as members, the Director for Office of Student Affairs, Registrar, Finance Officer/Admin Officer and a representative from the student council.

7. SCHOLARSHIP DELINQUENCY

The following minimum standards shall be observed in dealing with this matter.

- a. Failure in one subject for the first time shall be given warning by the Guidance Counselor but shall retain his/her College scholarship grant. Failing one subject for the second time shall suffice to terminate the scholarship.
- b. The rules governing other government or private scholarships shall prevail.
- c. If a student is a recipient of 2 or more scholarships, he/she shall be required to choose only one.

8. RETENTION POLICIES

- a. Evaluation of student records for purpose of retentions is guided by the following standards:

% FAILURE	NO. OF UNITS ENROLLED	STATUS	ALLOWABLE LOAD THE FF. SEMESTER
25%-49%	Any number of academic units	Warning	Less 3 units from normal load
50% - 75%	6 academic units or more	Probation	15 units only
76% or more	9 academic units or more	Dismissal from the department	Not allowed to enroll
100%		Permanent disqualification from the Polytechnic	

- b. Any student who has received two (2) Successive warning shall be placed on Probation.
- c. Probation status of a student may be lifted upon passing all the subjects carried during the term he is on probation.
- d. Any student under probation who again fails in 50% or more of the total number of academic units enrolled will be dismissed from the college.
- e. Any student dropped from one department shall not be admitted to another in the Polytechnic, unless in which case, he may be allowed to enroll in the appropriate course. Such student shall be placed on probation.
- f. Permanent disqualification does not apply to cases, where, on recommendation of the faculty concerned, he certifies that the grades of 70 is due to unauthorized dropping of the student and not to poor scholarship.

9. ENFORCING A NEW CURRICULUM

- a. When a new curriculum is enforced, only new students or freshmen shall be covered.
- b. A student shall follow the same curriculum that he started on within the maximum length of time allowed for residence.

- c. If a student fails to finish the course within the prescribed maximum number of years of residence, he shall be required to follow the new curriculum.

10. SUBSTITUTION OF SUBJECTS

- a. Substitution of subjects is allowed when a student is pursuing a curriculum that has been superseded by a new one and the substitution tends to bring the old curriculum in line with the new.
- b. Every petition for substitution must involve subjects allowed to each other and with the same number of units or greater than the units of the required subject.
- c. No substitution shall be allowed for a subject prescribed in a curriculum in which a student has failed, except when the subject is no longer offered, provided, that the proposed substitution substantially covers the same subject matter as the required subject.
- d. Petition for substitution must be recommended by the Chairman of the department, and approved by the VP for Academic Affairs and noted and duly recorded by the registrar.

11. GRADING SYSTEM

- a. The work of students shall be rated at the end of each term in accordance with the following system:

Percentage Equivalent	Descriptive Rating
98-100	Excellent/Very Superior
95-97	Superior
92-94	Very Good/Above Average
89-91	Very Good/Above Average
86-88	Very Good/Above Average
83-85	Good/Average
80-82	Good/Average
77-79	Satisfactory/Fair
75-76	Satisfactory/Fair
50-74	Failure
CND	Condition

Percentage Equivalent	Descriptive Rating
IP	In Progress
DRP	Dropped
INC	Incomplete
NE	No Exam
NFE	No Final Exam
WP	Withdrawn with permission
WOP	Withdrawn w/o permission
NA	No Attendance
OD	Officially dropped
UD	Unofficially dropped

The passing grade in the undergraduate level is 75%-100%. **Incomplete, INC** mark is given when student whose class standing throughout the semester is passing; passed the final examination but failed to submit other requirements of the course due to illness or valid reasons.

If a student passes an examination for the removal of an "INC" the final grade shall be 75% or higher. If he fails a final grade of 70% shall be given. An incomplete (INC) mark not removed within the period provided for removal shall automatically be 70%.

In progress (IP) shall be given for a work actually being undertaken at the time the grades are submitted. This should be written under remarks. The Registrar's Office will automatically convert the IP to 70% if after one semester no grade shall be submitted.

WP (withdrawn with permit) mark is given for courses or subjects that are dropped before the mid-term examinations.

DRP mark is given for students who drop their subjects after the mid-term test with permission and 70% without permission.

NFE mark is given to a student who has completed requirements of the course but fails to take the final examinations. The student is given one semester to take the exam, otherwise, the Registrar's Office will automatically convert the NFE to 70%.

- b. All reports of grades must be in the admission office within one (1) week after the final examinations at the end of each semester/term. Grading sheets must be in electronic and hard copy format.
- c. Grades shall not be changed after they have been submitted to the Admission Office. However, should there be a need to make a change, the instructor concerned should notify in writing the Department Chairman, the Dean and the Registrar.

12. REMOVAL OF INCOMPLETE MARKS

- a. Removal examinations due to failure to take the final examinations shall be taken without fee under the following conditions:
 - i. It is taken during the regular examination period wherein an examination on the subject is included.
 - ii. The Validating Examination period starts two weeks prior to registration period, provided that the examination for the particular subject is handled by the same faculty member under whom the student received an "INC" or Condition
- b. On the event that the subject instructor is on leave or separated from the service, whoever takes over these subjects handled by him shall be responsible to ascertain or determine the completion grade for students.
- c. Removal of incomplete shall be done within one (1) semester. Failure of students to do shall be enough cause for conversion of the ("INC" to a grade of 70%.) by the OAR.

PROCEDURE:

11.1. Secure completion form at the Registrar's office

11.2. The instructor concerned fill-in the completion form and submit personally at the Registrar's Office for recording purposes

13. CHANGE OF GRADES

- a. A student who has received a passing in a given course is not allowed reexamination for the purpose of improving his grades.
- b. No faculty member shall change any grade after the report of record has been filed with the OAR. In Exceptional cases, as where an error has been committed, the instructor may request authority from the Chairman of his Department to make the necessary change. If the request is granted, a copy of the authority from the Chairman authorizing the changes shall be forwarded to the OAR for recording.
- c. No student in the Polytechnic shall directly or indirectly solicit assistance from any person, which may influence his instructor to change entries made in his record, examination paper, or final report of grades.

14. THE LIMITS FOR COMPLETION OF DEGREE PROGRAMS

- 1. A degree program in the undergraduate shall be finished by a student within a maximum of six (6) years for a four year course, eight(8) years for a six-year course.

Exceptions to this rule may be allowed on a case to case basis by the Executive Dean specially if applied to working students.

2. Any student can avail of a leave of absence from school for justifiable cause without prejudice to the time limit.
3. Any graduate or undergraduate student who failed to finish his degree within the specified time shall be advised to take additional subjects under justifiable reasons.

E. GRADUATION

1. GRADUATION PREREQUISITES

- a. Candidates for graduation must have satisfied all academic and non-academic requirements prior to graduation.
- b. No student shall be graduated from the Polytechnic unless his name is approved as candidate for graduation by the Academic Council and confirmed by the Board of Trustees.
- c. The list of candidates for graduation shall be prepared by the OAR and presented to the Department concerned for approval, and finally to the Academic Council for endorsement to the Board of Trustees.
- d. No student shall be graduated from the Polytechnic unless he has completed at least one (1) year of residence work immediately prior to graduation.
- e. All candidates for graduation must have their deficiencies made up and their records cleared with the exception of their currently enrolled subjects not later than one (1) month before the end of the last semester at the Polytechnic with the exception of subjects currently enrolled (College Code).
- f. All candidates for graduation shall have satisfactorily completed all the academic requirements for graduation one-week before graduation. (College Code).
- g. No transfer student shall be graduated unless he has completed in the Polytechnic at least 36 academic units for undergraduate studies. (College Code).
- h. All graduating students shall attend the commencement exercises as scheduled/
- i. Graduation in absentia for just reason shall be allowed, but must be properly supported by valid certifications and presented before the commencement program to the OAR.
- j. No student shall be graduated unless he pays the required graduation fee.
- k. The date of graduation in the diploma and transcript of Records shall bear the original date of graduation.

2. ATTIRE

- a. Candidates for graduation with baccalaureate degrees shall wear costumes during the commencement exercises in accordance with the rules and regulations to be adopted. (College Code).
- b. Members of the faculty and officers of the Administration attending the commencement exercises shall wear academic costumes.
- c. Candidates for graduation in the non-degree program of the college shall wear appropriate attire as recommended by the Academic Department concerned.

3. GRADUATION WITH HONORS

Undergraduate students, who have completed their courses with the following weighted averages, shall be graduated with honors to be inscribed in their diplomas and transcript of records.

FOR FOUR - YEAR COURSES, HONORS SHALL BE GRANTED AS FOLLOWS:

- d. Summa Cum Laude. This honor is granted to a graduate whose general average is 98% to 100% without a grade lower than 89% in any subject and provided that all credits have been earned at MPSPC, and was able to finish the program as prescribed in the curriculum.
- e. Magna Cum Laude. This honor is granted to a graduate whose general weighted average of 95% to 97%, without a grade lower than 86% in any subject, provided that all credits have been earned in the College, and was able to finish the program as prescribed in the curriculum.
- f. Cum Laude. This honor is granted to a graduate with a general weighted average of 92% to 94% without a grade lower than 80% in any subject, provided that all credits have been earned in the College, and was able to finish the program as prescribed in the curriculum.

Computation of the weighted average shall be carried to the third decimal place and rounded up to the second decimal place; provided that all the grades in the academic courses which are prescribed in the curriculum and taken in the college shall be included on the computation of the average excluding physical education, social orientation and ROTC.

FOR TWO - YEAR COURSES, HONORS SHALL BE GRANTED AS FOLLOWS:

Honors are also given to deserving graduates from two-year courses. The following honors may be granted with the corresponding requirements for such honors:

honor	general weighted average	lowest grade in any subject	residence (in years)
With Highest Honors	95% or better	90% or better	2
With High Honors	93% to 94%	85% or Better	2
With Honors	90% to 92%	85% or Better	2

In any case, the maximum residence of a graduate to be granted honors should not be longer than what is indicated or evident in the curricular program. Furthermore, he should not have shunned extra-curricular activities although he may not have been active in all, and not have intentionally violated any law, ordinance or regulation enforced on the Polytechnic. This shall be applied to all course whether short or baccalaureate courses.

- g. In the final result of the computation of grade of candidates for honors, rounding of grade of candidates for honors, rounding off of final grades shall not be allowed.
- h. Only final grades shall be considered on the computation of the general average.
- i. In the computation of the final average of students who are candidates for graduation with honors, only resident credits shall be included.
- j. The candidate for graduation with honors should not have any grade lower than 75% and/or an unremoved "incomplete" or "INC" in any academic or non-academic subject, whether prescribed or not in his curriculum, taken in the Polytechnic or in any other educational institution.
- k. Students who are candidates for graduation with honors must not have repeated a subject in another educational institution.
- l. Students who are candidates for graduation with honors must have completed in the Polytechnic at least 75% of the total number of academic units for graduation and must have been in residence therein for at least 2 years immediately prior to graduation.
- m. Students who are candidates for graduation with honors must have taken during each semester not less than 18 units of credit or in the normal/regular load prescribed in the curriculum. In case where such

normal load is less than 18 units but not lower than 15 units, it shall be the responsibility of the students to establish the reason for underloading within the semester in which it takes place, subject to the consideration and approval of the Department Chairman, Executive Dean, Registrar and the VP for Academic Affairs.

- n. A candidate for graduation with honors who meet the prescribed grade average but failed to satisfy any of the requirements shall be awarded the "Certificate of Graduation with Academic Distinction".

F. GRADUATION EXERCISES

- a. The OAR shall coordinate the arrangement for the commencement exercises.
- b. The commencement exercises for all graduating students of the Polytechnic including those who are to receive their titles and certificates below the Bachelor's Degree, shall be held on the same day and on the same date fixed for graduation on the academic calendar. Each campus may have its own separate graduation rites.
- c. All graduating students shall attend the commencement exercises as scheduled.

DEFINITION OF TERMS

Academic Records	- Refer to the transcript of records, copy of grades, registration forms, Form 137 A/Secondary Official Transcript of Records, evaluation record, tertiary permanent record, permits, etc.
Academic Staff	- Include officials and employees engaged in academic affairs, either with or without regular teaching load.
Accreditation	- Process of giving credit to the grades, subjects, and units earned by transferees from their previous institution.
Admission	- The power of permission to enter. Admission of students is governed by the policies on admissions of the institution.
Certificate of Transfer	- A document permitting a student to transfer to another school. This includes a duplicate copy of the OTR and Certificate of Good Moral Character.
Certification	- The act of certifying graduation, degree earned, course taken, subjects, grades, units earned, authenticity of records, and the like of the students by the College Registrar.
Checklist/Evaluation	- A form indicating all the subjects and number of units to be taken the student in every semester for a particular course/curriculum.
Class Cards	- Ticket regulating admission to a specific subject at a particular time in a determined classroom. It is to be submitted on the first day of class to the instructor/professor of the class of which the student is officially enrolled. The final grade is written on it at the end of the term and then returned to the student.
Curricular Offerings	- Refer to the degree courses and subjects offered by the College.
Documents	- Refer to worksheets, student's permanent records, grade sheets, enrollment list, statistical data, transcript of records, Form 137-A/Secondary Official Transcript of Records, diplomas, memoranda, etc.
Evaluation	- Process of determining student's scholastic standing, curricular year level, subjects, grades and units earned, deficiencies, and graduation.
Filing	- Refers to the method of keeping and preserving student's records.
Form 137-A	- Secondary Students' permanent record/Secondary Official Transcript of Records.
Information Dissemination	- Process of spreading information regarding curricular offerings, subjects offered, admissions and registration policies and procedures, entrance testing policies and procedures, entrance testing program requirements, prerequisites, OAR activities, and the likes.
Instructional Staff	- Refers to faculty members of the institution.
Non-Academic Staff	- Consist of officials and employees not concerned with academic matters.
OAR	- Office of Admissions and the Registrar
Practices	- Exercise of procedures regarding a specific matter.
Posting	- Process of entering students' grades and credits in the permanent record worksheet, and evaluation sheet.
Records Management	- An official activity dealing with the proper creation, maintenance, utilization, control, and disposition of records.

Registration Form	- Document showing that a student is officially enrolled. List of subjects, number of units, time schedule, and room assignment taken are indicated in the form.
SIAS	- Student Information and Accounting System
Sorting	- Process of segregating registration forms according to course, major, year level, section, sex. After this process is done, registration forms are arranged alphabetically.
Official Transcript of Records	- an official document containing the e-list of all subjects taken and the chronological sequence with the final grades obtained and credits earned.
Validation	- Process of giving legal form to subjects and units earned by transfer students in their previous school by undergoing the validation examination.

SEPARABILITY CLAUSE

Any part or provision of this manual that is invalid by virtue of the College Code or policies of another units/departments, other sections or provisions hereof not affected by such inconsistency shall remain in full force and effect.

REPEALING CLAUSE

Existing policy/standards previously prepared, if there's any, is hereby repealed or modified accordingly.

EFFECTIVITY

This MPSPC – Registrar's Manual shall take effect upon its approval by the Board of Trustees.

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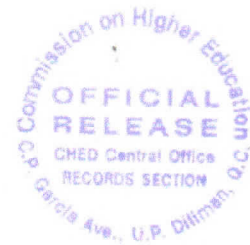
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Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION



CHED MEMORANDUM ORDER (CMO)

No. 17
Series of 2013

SUBJECT: ENHANCED POLICIES AND GUIDELINES FOR THE CERTIFICATION, AUTHENTICATION AND VERIFICATION (CAV) OF SCHOOL DOCUMENTS

In accordance with the pertinent provisions of RA 7722, otherwise known as the "Higher Education Act of 1994", Administrative Order No. 56 s. 2003 "Creating the Philippine Seafarers' One Stop Processing Center and expanded through DOLE Department Order No. 58-04 and Executive Order 582 " Streamlining the Process of Authenticating Documents Intended for Use Abroad and Transferring the Authentication Office from the Office of the President to the Department of Foreign Affairs, and pursuant to Commission en Banc Resolution No. 363-2013 dated May 14, 2013 this Commission hereby adopts the policies and guidelines for the certification, authentication and verification of school documents for the information, guidance and compliance of all concerned.

**ARTICLE I
STATEMENT OF POLICIES**

- Section 1.** It is the policy of the state to afford full protection to Filipino workers and their families, promote their interests, and safeguard their well-being and address their needs through a streamlined system and procedures governing application for and acquisition of the documents required for their employment.
- Section 2.** It is also the policy of the state to continuously adopt appropriate mechanism through information technology in order to respond to the magnitude of Filipino workers' concerns and demands and ensure a timely and efficient delivery of Certification, Authentication and Verification services.

**ARTICLE II
OBJECTIVES**

- Section 3.** These policies and guidelines aim to:
- 3.1 facilitate the processing of the application for Certification, Authentication and Verification (CAV) of student's records;
 - 3.2 simplify the recording and retrieval of school records for the use of applicants for deployment; and

3.3 adopt a streamlined system and procedure to ensure the authenticity of school documents.

ARTICLE III COVERAGE

Section 4. These policies and guidelines shall cover the Certification, Authentication and Verification (CAV) of school documents of students and/or graduates from both public and private higher education institutions (HEI) in the Philippines. These shall apply to all applicants requesting for issuance of a CAV for landbased, seabased, overseas and local employment and other purposes.

ARTICLE IV IMPLEMENTING GUIDELINES

The subsequent implementing guidelines shall govern and apply to the issuance of Certification, Authentication and Verification of school documents.

Section 5. Documentary Requirements The applicants are required to present the following original copy of documents for the processing of the issuance of CAV:

- 5.1 Official Transcript of Records
- 5.2 Certification of Additional units earned, if applicable
- 5.3 Diploma (for the graduates)
- 5.4 Diploma Supplement, if required
- 5.5 Authorization Letter duly notarized to safeguard the integrity of document and photo copy of valid identifications of both parties - for applicant who will apply through a representative.

All the information of the documentary requirements must be consistent in Spelling of Name, Program, Year of Graduation, Special Order Number or with Accredited Programs or with Deregulated/Autonomous Status for private Higher Education Institutions, or BOT/BOR Resolution Number in the case of Public Higher Education Institutions.

Section 6. The procedures in applying for CAV

6.1 Applicant to HEI

- 6.1.1 The applicant submits photocopy of the documents to be authenticated or verified.
- 6.1.2 The applicant fills-up the CAV Request Letter, see "Attachment 1".
- 6.1.3 The applicant pays the approved required fees.



6.1.4 The applicant receives the Claim Stub upon payment, see "Attachment 2"

6.2 From Higher Education Institution (HEI) to CHED

6.2.1 The Registrar certifies to the authenticity of documents and endorses the same to CHED using the prescribed form, see "Attachment 3" Endorsement letter form.

6.2.2 The Registrar or the designated Liaison Officer (LO) transmits to CHEDRO within three (3) days in a sealed envelop the applicant's certified true copy of diploma, transcript of records, HEI's endorsement letter and applicant's request. In highly exceptional cases, the applicant may be allowed to hand carry the said documents to CHEDROs.

6.3 From Public Higher Education Institution (Public HEI) to DFA

In the case of applicants from public higher education institutions and other institutions created by special laws, issuance of Certification, Authentication and Verification (CAV) is now left to the concerned Public HEI and no longer requires authentication by CHED. Thus, the CAV issued by the same shall be directly submitted to the Department of Foreign Affairs (DFA) for red ribbon.

6.3.1 The Registrar certifies to the authenticity of documents and endorses the same to DFA.

6.3.2 The Registrar within three (3) days releases in a signed and sealed envelop the CAV, applicant's certified true copy of diploma, and transcript of records. The applicant is allowed to hand carry the said sealed envelop to DFA.

6.3.3 The Registrar prepares and signs the certification, see "Attachment 4"

6.3.4 The Public HEI shall submit to CHED, DFA, POEA and other concerned government agencies an updated specimen signatures of the school officials authorized to sign the CAV issued by them.

6.3.5 In highly exceptional cases, CHED may issue the CAV upon the request of the applicant based on the CAV issued by the Public HEI to him/her.



6.4 From CHEDRO to Applicant

6.4.1 From CHED Regional Office (CHEDRO) to DFA

6.4.1.1 The Records Officer receives the application and advises the Registrar or the Liaison Officer (LO) to pay the required fees to the Cashier;

6.4.1.2 The Records Officer provides the following information to the LO: a) CAV/control number; b) date of DFA release and housewaybill number.

6.4.1.3 The Records Officer prepares the certification, see "Attachment 4"

6.4.1.4 The Chief Administrative Officer or any authorized officer signs the CAV, and

6.4.1.5 The Records Officer transmits the CAV and masterlist through the DFA official courier for DFA authentication five (5) days prior to the date of DFA release, see "Attachment 5". The schedule of pick up of applications by DFA official courier from CHEDRO shall be in the afternoon at 5:00 pm on daily basis.

6.4.1.6 The CAV for red ribbon shall be claimed within three (3) months.

6.4.2 From CHED Regional Office (CHEDRO) to Applicant (for Seafarers Registration Certificate (SRC) and other purposes)

6.4.2.1 The Records Officer receives the application and advises the Registrar or the LO to pay the required fee to the Cashier;

6.4.2.2 The Records Officer prepares the certification, see "Attachment 4".

6.4.2.3 The Chief Administrative Officer or any authorized officer signs the CAV;

6.4.2.4 The CHEDRO releases the CHED CAV to the Registrar or LO within three (3) working days upon receipt of the application;

6.4.2.5 For other purposes such as local employment and POEA application for Seafarers Registration Certificate (SRC), the applicant shall receive and submit the same to the concerned agency.



6.5 OFW One- Stop-Processing Center (OFW-OSPC) – CHED Office of Student Services to Applicant

6.5.1 The applicant who were students/graduates from far flung regions and who were already in Metro Manila files application with CHED-OSS using the prescribed form. He/She must indicate the purpose of application by putting a check on the box provided and number of copies requested in the application form.

6.5.2 The applicant pays the required fees to the Cashier.

6.5.3 CHED-OSS receives applications and issues claim stub for both sea-based and land-based applicants, see "**Attachment 2**"

6.5.4 CHED-OSS issues blank claim stub to the applicant for DFA authentication and inform him/her to claim his/her CAV at the DFA Authentication Division. However, he/she is likewise advise to make follow-up through telephone to OSS to know his/her CAV control and houseway bill number and date of DFA release. These information will be provided by OSS upon securing appropriate information from the concerned CHEDRO or HEI.

For the sea-based, local employment and other purposes, the CAV shall be claimed by the applicant to CHED-OSS.

6.5.5 The school documents submitted by the applicant shall be reviewed and endorsed by CHED-OSS to the CHEDRO concerned for verification. The applicant who is undergraduate shall be endorsed to the concerned higher education institution where he/she is enrolled for verification.

The said indorsement letter from CHED-OSS shall be responded and confirmed accordingly by concerned CHEDRO and HEI within ten (10) working days upon receipt by them.

6.5.6 When CHEDRO replies, CHED-OSS processes, reviews and prepares the CAV, for signature of the Director. The Division Chief will sign the CAV in the absence of the Director, see "**Attachment 4**"

6.5.7 CHED-OSS shall prepare CAV transmittal to be forwarded to DFA for authentication, see "**Attachment 5**". DFA Authenticated documents shall be released to the applicant on the date specified upon payment of appropriate fee to DFA. For seabased and other purposes, the CAV shall be released to the applicant by CHED-OSS.

6.5.8 CHED-OSS shall transmit directly the CAV to DFA for authentication through the DFA official courier.

Please see "**Annex A**" for the procedure Flow Chart.



- Section 7.** In certain cases wherein the agency or company requested for verification of school documents of the applicant, the request will be evaluated meritoriously and will be treated as a special case.
- Section 8.** The CAV to be issued by CHED shall bear no validity period unless otherwise requested for renewal by the applicant/requesting agency.
- Section 9.** An applicant's CAV can be authenticated by the DFA Authentication Division if submitted within five (5) years from the date of its issuance by CHED. For the year 2012, it should have been issued last 2007. The aforesaid CAV must include the same transcript of records and diploma originally attached therewith. The documents presented for authentication should not bear any visible physical tampering, erasure and not soiled or worn out.
- Section 10.** In certain cases wherein there is a typographical error or unsigned/unsealed CAV issued by CHEDRO for DFA authentication, the CAV may be re-issued by CHED-OSS to the applicant after verification was made from the concerned CHEDRO.

**ARTICLE V
ESTABLISHMENT OF ELECTRONIC VERIFICATION AND
CERTIFICATION SYSTEM (EVCS)**

- Section 11.** The Commission provides the necessary mechanisms to operationalize and maintain the CHED Electronic Verification and Certification System (EVCS). The CHED-MIS in coordination with CHED-OSS and CHEDROs will help provide the updated data/information from HEIs.
- Section 12.** The Commission will provide DFA Authentication Division and Professional Regulations Commission (PRC) and Philippine Overseas Employment Agency (POEA) electronic access to the CHED EVCS to verify CAV records issued through the system and the legitimacy of graduates who will take licensure examinations. The other stakeholders will also be provided access through CHED registration/accreditation upon electronic CAVs (eCAVs) full operationalization.
- Section 13.** The CHEDRO/CHED-OSS will collect and upload the list of graduates of all HEIs.
- Section 14.** The CHED will collect and store the list of graduates of all HEIs to expand the coverage of graduates database for authentication purposes. HEIs are enjoined to submit the said list in electronic format stored in CD-ROM/optical media format with cover letter signed by the Registrar one month after graduation. This requirement is in accordance with CMO No. 1 series of 2005, CMO No. 32 s. 2001 and Manual of Regulations for Private Higher Education Institution (MORPHE).



**ARTICLE VI
SANCTIONS**

Section 15. Strict compliance of this CMO is required. Violations of the provisions contained in these guidelines shall result in sanctions to be imposed by CHED as provided by relevant laws. Names of applicants who submitted bogus and spurious school documents will be transmitted to the Department of Foreign Affairs, Professional Regulation Commission, Philippine Overseas Employment Agency, Bureau of Immigration and National Bureau of Investigation for information and appropriate action.

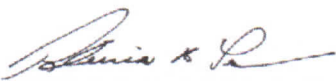
**ARTICLE VII
REPEALING CLAUSE**

Section 16. The foregoing guidelines shall supersede all previous issuances by the CHED on the Authentication of School Documents. As such CMO 14, s. 2007 and all other related CHED issuances are hereby repealed and revoked.

**ARTICLE VIII
EFFECTIVITY**

Section 17. These guidelines shall take effect 15 days from publication in a newspaper of general circulation or in the Official Gazette.

Issued this June 10, 2013, Quezon City, Philippines.


PATRICIA B. LICUANAN, Ph.D.
Chairperson

Enclosures.

Attachment 1- CAV Request Letter

Attachment 2 - Claim Stub

Attachment 3 - HEI Indorsement

Attachment 4A - CAV Form for CHEDRO

Attachment 4B - CAV Form for CHED-OSS

Attachment 4C - CAV Form for SUC/LUC

Attachment 5 - Form for the Masterlist of Documents for DFA Authentication

Annex A - Flow Chart of OSS One-Stop Processing Center CAV Procedure



ATTACHMENT 1

CAV Request Letter

Date

Dr. _____

Regional Director

Region _____

CHED

Sir/Madam:

I, (print complete name, including middle initial), would like to request your good office for the authentication of my academic records in (print course/program), issued by (print college/university). In this connection, I am submitting the following records through the Office of the Registrar.

1. Official Transcript of Records
2. Diploma

Thank you,

Respectfully yours,

Student

(Signature over printed name)




ATTACHMENT 2

1. Claim Stub for DFA

CLAIM STUB FOR DFA AUTHENTICATION			
Name of Agency:	CHED	FOR DFA RELEASE ON:	
Name of Applicant:			
	Surname	First Name	Middle Name
Nature of Document:	CAV, TOR & DIPLOMA	CONTROL NO.:	
WWW Express HOTLINE: (02) 879-8888			
CHED- () NO.:	HOUSEWAYBILL NO.:		
CHED ADDRESS:			
DFA Address: DFA Authentication Division, ASEANA Business Park, Bradco Avenue corner Macapagal Boulevard, Paranaque City (New Building)			
Note: CAV should be claimed within three (3) months of release to DFA. If unclaimed after three (3) months CAV and Support documents will be automatically shredded by DFA Authentication Division			

2. Claim Stub for Other Purposed (e.g. SRC, Local Employment)

 COMMISSION ON HIGHER EDUCATION OFFICE OF STUDENT SERVICES 3rd Flr. HEDC Bldg., C.P. Garcia Ave., U.P., Diliman, Q.C. Tel. Nos.: (02) 441-1220 / 385-4388 CHED Trunklines: 441-1149, 441-1260, 441-1404 LOC. 184	
NAME:	_____
COURSE:	_____
PURPOSE:	_____
COPIES:	_____
DATE APPLIED:	_____
RECEIVED BY:	_____



ATTACHMENT 3

1ST INDORSEMENT

Name of Institution _____

Date

Respectfully forwarded to the Regional Director, Commission on Higher Education, the request of (name of student, status, etc) for the authentication of his records, recommending approval, with the certification that the documents *forwarded herewith are true and authentic copies of the documents issued and/or kept by this institution.

Registrar
(Signature over printed name) .

***Note:** The following documents are attached:

1. Official Transcript of Records
2. Diploma



ATTACHMENT 4A – Form for CHEDRO

(Date)

CAV (Region) No.: _____
Series of (Year): _____

CERTIFICATION, AUTHENTICATION AND VERIFICATION

To Whom It May Concern:

This is to certify that based on the records forwarded by the concerned Higher Education Institution, mentioned below:

Name of Student : _____
Degree : _____
Date of Graduation/ : _____
Units Earned : _____
Special Order No. : _____
Name of Institution : _____
Address : _____

This is to further certify that the above institution is a duly authorized private higher education institution and that the entries that appear in Transcript of Record and Diploma are authentic copies and the signatures appearing are those of the President and other authorities of the said institution.

This certification must not be honored if the copies of the student's Transcript of Record and Diploma presented are not duly authenticated/certified by the School Registrar.

Issued upon the request of Mr/Ms. (Last Name of Applicant) for whatever legal purpose it may serve.

For the Commission:

Authorized Signatory

NOT VALID WITHOUT CHED SEAL OR WITH ERASURE OR ALTERATION

Processed by : _____
Reviewed by : _____
OR No : _____
Date Issued : _____
Amount : _____



ATTACHMENT 4B – Form for CHED-OSS

(Date)

CAV (Region) No.: _____
Series of (Year): _____

CERTIFICATION, AUTHENTICATION AND VERIFICATION

To Whom It May Concern:

This is to certify that based on the certification/confirmation forwarded by the concerned CHEDRO, mentioned below:

Name of Student : _____
Degree : _____
Date of Graduation/ : _____
Units Earned : _____
Special Order No. : _____
Name of Institution : _____
Address : _____

This is to further certify that the above institution is a duly authorized private higher education institution and that the entries that appear in Transcript of Record and Diploma are authentic copies and the signatures appearing are those of the President and other authorities of the said institution.

Issued upon the request of Mr/Ms. (Last Name of Applicant) for whatever legal purpose it may serve.

For the Commission:

Authorized Signatory

**NOT VALID WITHOUT CHED SEAL OR
WITH ERASURE OR ALTERATION**

Processed by : _____
Reviewed by : _____
OR No. : _____
Date Issued : _____
Amount : _____



ATTACHMENT 4C – Form for SUC/LUC

(Date)

CAV (SUC/LUC) No.: _____
Series of (Year): _____

CERTIFICATION, AUTHENTICATION AND VERIFICATION

To Whom It May Concern:

This is to certify that based on our record, mentioned below:

Name of Student : _____
Degree : _____
Date of Graduation/ : _____
Units Earned : _____
Name of Institution : _____
Address : _____

This is to further certify that the above institution is a duly authorized public higher education institution created by virtue of RA _____, hence it is exempted from the issuance of Special Order by the Commission on Higher Education.

This certification must not be honored if the copies of the student's Transcript of Record and Diploma presented are not duly authenticated/certified by the School Registrar.

Issued upon the request of Mr/Ms. (Last Name of Applicant) for whatever legal purpose it may serve.

Authorized Signatory

**NOT VALID WITHOUT UNIVERSITY SEAL OR
WITH ERASURE OR ALTERATION**

Processed by : _____
Reviewed by : _____
OR No. : _____
Date Issued : _____
Amount : _____



ATTACHMENT 5

MASTERLIST OF DOCUMENTS FOR DFA AUTHENTICATION
CHED

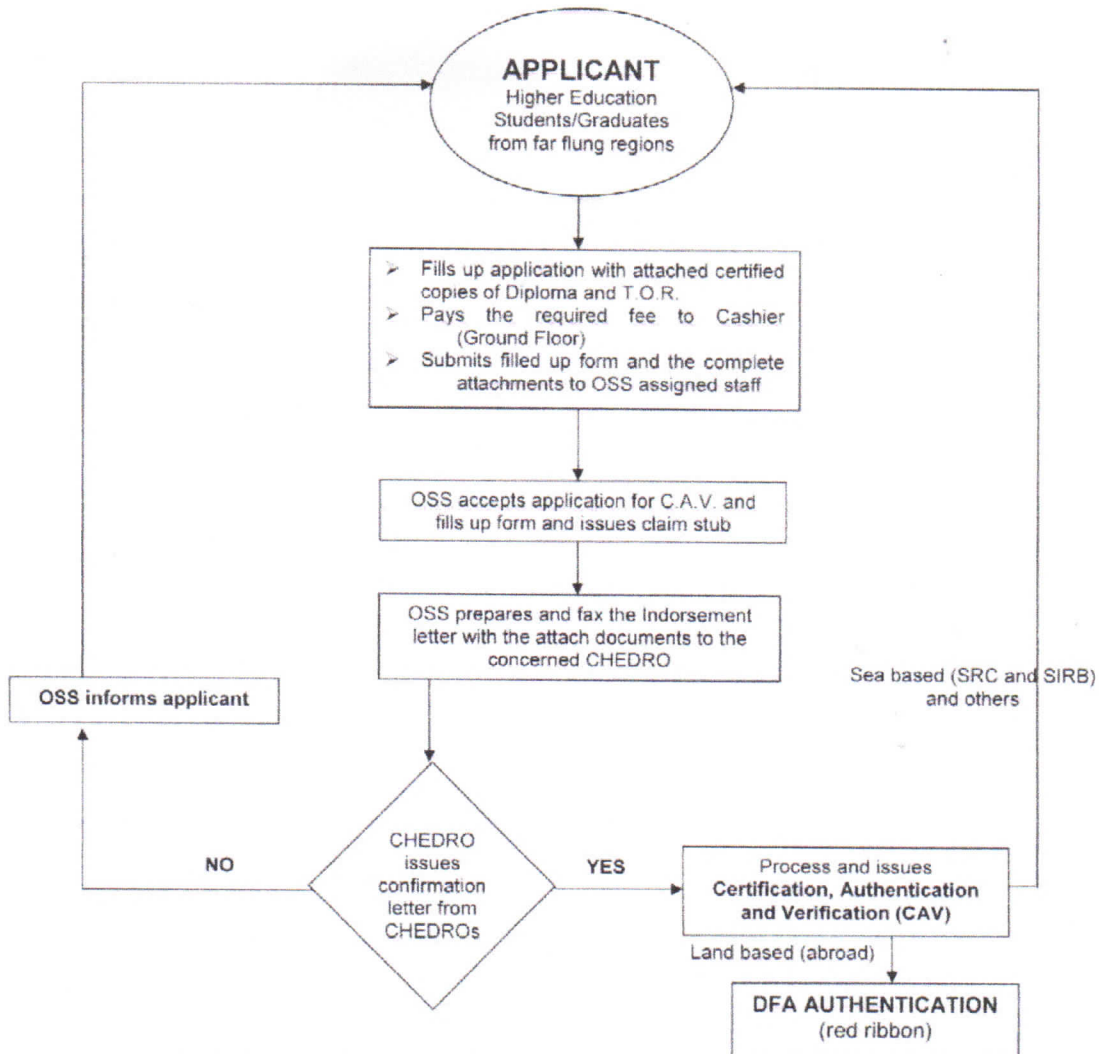
Date of Transmittal: Month/Date/Year
For DFA Release on: Month/Date/Year

Reference No.	Name of Applicant (Family Name, First Name, Middle Name)	Nature of Document	Agency Control No. / Official Receipt No.	Signed/Certified by	Designation	DFA Claim Stub Control No.
1	DREZA RICO GONZALES	CAJ TOR & DFLA/DA	14335/06/U	AUTHORIZED SIGNATORY		04-0736
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
Prepared by	[Signature]		Verified by	[Signature]		PAGE 1

HOUSEWAYBILL NO.



**OSS ONE-STOP PROCESSING CENTER
CERTIFICATION, AUTHENTICATION AND VERIFICATION OF
HIGHER EDUCATION SCHOLASTIC RECORDS**



Note: For applicant's who studied or graduated:

Concerned Government Agency	Address
1. College from National Capital Region	Commission on Higher Education Regional Office – National Capital Region 2 nd Floor HEDC Bldg., C.P. Garcia Ave., U.P., Diliman, Quezon City Tel. No. (02) 441-1224
2. College from ARMM	Commission on Higher Education Regional Office – ARMM 2F DILG 12 Bldg. ARMM Compound, Cotabato City Tel. No. (064) 421-9575
3. Technical/Vocational Courses	Technical Education and Skills Development Authority (TESDA) Central Office Address: TESDA Complex, East Service Road South Superhighway, Taguig City, Tel. No.: (02) 817-4076 to 82
4. Elementary and Secondary Level	Department of Education (DepEd) DepEd Complex, Meralco Ave., Pasig City Tel. No.: (02) 632-1361 to 71



GENERAL FEATURES OF SIAS AT THE REGISTRAR'S OFFICE

1. Fast enrollment preventing long lines.
2. Finds available schedules when subject is already closed.
3. Automatically evaluate students based on their curriculum.
4. Saves student performance, absences and violations.
5. Prints all enrollment reports (with statistics)
6. Protects grades from unauthorized editing.
7. Prints grades, transcript, true copy of grades, scholastic and diploma.
8. Prints certification of enrollment, grades, and billing of students.



APPENDICES

Republic of the Philippines
COMMISSION ON HIGHER EDUCATION
CORDILLERA ADMINISTRATIVE REGION
Upper P. Burgos, Baguio City

MEMO FROM THE REGIONAL DIRECTOR

To : Presidents, Heads, Public, and Private HEIs
Attention : Registrar
Subject : Guidelines-on-Summer Classes and Over-Load of Subjects
Date : 22 March 2000

x-----
--x

In view of myriad inquiries emanating from students of the different higher education institutions in the region, please be informed that overloading of subjects and the offering of Summer Classes are left to the discretion of the concerned HEIs as per the following guidelines, via:

1. Summer classes are offered as compliance for students who flunk/fail in some subjects on order for them to be included on the block and the part of the regular classes.
2. If viability is compromised due to low enrolment, cross enrolling to reputable institutions offering the same courses is allowed on order not to delay the graduation of students.
3. Normally, the maximum unit to be taken is 9, except for the graduating students wherein a maximum of 12 units may be allowed.

However, since the HEIs set their own policies are the aforementioned, utmost care should be observed in evaluating the subjects taken by students in order to forestall any repetition or occurrence of any problem in the future.

For your information and guidance.

(SGD.) JOSEPH B. DE LOS SANTOS, Ph. D.
Director IV

Republic of the Philippines
COMMISSION ON HIGHER EDUCATION
CORDILLERA ADMINISTRATIVE REGION
Upper P. Burgos, Baguio City

MEMO FROM THE REGIONAL DIRECTOR

To : Presidents, Heads, Public, and Private HEIs
Attention : Registrar
Subject : "Addendum to memo from the Regional Director re Guidelines-on-Summer Classes and Over-Load of Subjects dated on 22 March 2000"
Date : 07 April 2000

X-----
--X

The aforementioned "Addendum to memo from the Regional Director re Guidelines-on-Summer Classes and Over-Load of Subjects dated on 22 March 2000" is hereby strengthened by the addendum and shall read as follows:

4. Over-loading of subjects, it being an institutional prerogative, need no permission from this Office taking into considerations the following:
 - 4.1 the capability of the student; and that
 - 4.2 the student is graduating

For your information and guidance.

(SGD.) JOSEPH B. DE LOS SANTOS, Ph. D.
Director IV

MOUNTAIN PROVINCE STATE POLYTECHNIC COLLEGE
BONTOC CAMPUS
Bontoc, Mountain Province

Date

The Registrar

MADAM:

This is to request for the Official Transcript of Records of the student/s listed below who was granted transfer credential from that institution and is temporarily enrolled in this college.

NAME OF STUDENT/S	DATE OF TRANSFER CREDENTIAL
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

- The bearer is authorized to hand carry this request and the requested document back to this school in a sealed envelope addressed to the Registrar

Very truly yours,

Registrar

Republic of the Philippines
MOUNTAIN PROVINCE STATE POLYTECHNIC COLLEGE
College of Arts and Sciences
Bontoc, Mountain Province

PERMIT TO CROSS-ENROLL

The Registrar

SIR/MADAM:

Permission is granted _____ to enroll at your school
this _____ with the following subjects:

COURSE NUMBER

DESCRIPTIVE TITLE

UNITS

Valid for ____ units only

It is very much appreciated if his/her final report on ratings be sent to our school after the Semester Term, addressed to the Registrar with the document placed in a SECURITY SEALED envelope.

Very truly yours,

School Seal

Registrar