

APPLICATION AND ISSUANCE OF TRANSCRIPT OF RECORDS, HONORABLE DISMISSAL AND CERTIFICATION OF GRADES (WALK-IN)

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Secure clearance form at the Registrar's Office	Issue Clearance Form	2 minutes	Registrar's Staff at the Window	None	Clearance Form
2	Fill-in all the items in the clearance form & have it signed by the concerned offices.	Sign the form if applicant is free from any obligation	30 minutes	Concerned Offices	None	Clearance Form
3	Pay the corresponding fee at the Cashier's Office.	Process payment and issue Official Receipt of Payment (OR)	5 minutes	Cashier's Staff	Php. 50.00 per page TOR Fee Php. 25.00 Certification Fee	None
4	Submit all necessary documents at the designated Registrar's Window	Receive Documents	2 minutes	Registrar's Staff at the Window	None	None
		The concerned evaluator will check, update and evaluate the record of the student, in case all the requirements were compiled with.	30 minutes	Evaluator	None	None

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
5	Receive the claim stub	Schedule the release of the request and issue the claim stub to the student / client (Within 10 working days from the date of receipt, the requested record will be available except for newly graduates.)	5 minutes	Registrar's Staff at the Window	None	Claim Stub
6	Claim the Document	Release the requested document	1 minute	Registrar's Staff at the Window	None	None

END OF TRANSACTION (TOTAL = 1 Hour and 15 Minutes)