



## 1. ONLINE ENROLMENT OF UNDERGRADUATE FRESHMEN

<b>Office or Division:</b>	Registrar			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Client			
<b>Who may avail:</b>	Incoming Freshmen			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Notice/Certificate of Admission (C.A.) (*Note: Entrance Data Requirements to be forwarded by the OSS)		Office of Student Services (OSS)		
Form 138, Good Moral, Photocopy of Birth Certificate				
(NSO copy), Medical Certificate, Long White Folder, and 1 pc. 2x2 picture				
For transferees: Honorable Dismissal, Transcript of Records and other requirements				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Get the Registration Form (RF)	Print and Issue Student's Copy Registration Form	none	3 minutes	Registrar's Office Staff
END OF TRANSACTION		Total No. of Minutes: 3		

## 2. ONLINE ENROLMENT OF UNDERGRADUATE REGULAR STUDENTS

<b>Office or Division:</b>	Registrar			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Client			
<b>Who may avail:</b>	Undergraduate Regular Students			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Clearance		Undergraduate Regular Students		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Get the Registration Form (RF)	Print and Issue Student's Copy Registration Form	none	3 minutes	Registrar's Office Staff
END OF TRANSACTION		Total No. of Minutes: 3		



### 3. ENROLMENT OF UNDERGRADUATE IRREGULAR AND READMITTED STUDENTS

<b>Office or Division:</b>	Registrar			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Client			
<b>Who may avail:</b>	Undergraduate Irregular and Readmitted Students			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Clearance, O.R, for Payment, Certificate of Readmission (for readmitted students)		Undergraduate Irregular and Readmitted Students		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
See the Registrar for evaluation of scholastic record. For Readmitted Students, present Certificate of Readmission	Evaluate student's records/file. Enlistment of subjects to be enrolled	none	5 minutes	Registrar
Present Clearance	Get the Clearance. Check the Certificate of Re-admission, Issue Registration Form	none	3 minutes	Registrar's Office Staff
END OF TRANSACTION		Total No. of Minutes: 8		

### 4. ENROLMENT OF CTP / POST-BACCALAUREATE AND GRADUATE MASTER'S / DOCTORATE) PROGRAMS

<b>Office or Division:</b>	Registrar			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Client			
<b>Who may avail:</b>	CTP/Post Baccalaureate and Graduate Students			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		



<b>For Old/Continuing Students:</b> Clearance and O.R. for Payment  <b>For New Students:</b> Certificate of Admission, Honorable Dismissal, Transcript of Records, 1 pc. 2x2 Picture, 1 pc. Long Folder, Evaluation by the Asso. Dean of FGSTER		CTP/Post Baccalaureate and Graduate Students, OSS, FGSTER		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
The Associate Dean evaluate records for advising	<b>Office of the Graduate School:</b>  Advise and approve courses to be taken	none	5 minutes	Associate Dean (Graduate School)
Present list of subjects to be taken	Enlistment of subjects	none	3 minutes	Registrar's Office Staff
Pay tuition and miscellaneous fees at the Cashier's Office	Cashier			
Present O.R and clearance. Get Registration Form from the Registrar's Office.	Get O.R. and clearance. Print and Issue R.F.	none	2 minutes	Registrar's Office Staff
END OF TRANSACTION		Total No. of Minutes: 10		

## 5. FILING OF APPLICATION FOR REQUESTED DOCUMENTS

<b>Office or Division:</b>	Registrar
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C- Government to Client
<b>Who may avail:</b>	Interested Applicants
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	



Accomplished Application Form; Clearance/ General Clearance (for new graduates) Receipt of Payment for Document/s	Registrar's Office
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- Applicants may apply for the following documents:
1. Transcript of Records: Graduate (G); CTP/Post-Baccalaureate; Undergraduate (UG)
  2. Honorable Dismissal/Transfer Credential (with TOR)
  3. Certification: Completion of Academic Requirements (CAR); Detailed Description of Courses; English as the Medium of Instruction; Enrolment; Exemption from Special Order of Graduation (S.O.); General Weighted Average (GWA); Grades; Graduation; Units Earned, etc.
  4. CAV (Certification, Authentication, and Verification of Documents)
  5. Diploma Reissuance
  6. Authenticated Document/s (TOR, Diploma, Certification)
  7. Checklist of Courses (Undergraduate Level)
  8. Completion of Grades Form, and Adding/changing of subjects
  9. Permit to Study
  10. Form 137 (CTL)
  11. Withdrawal from Courses, Changing of courses, Dropping of Subjects Form

**Requirements:**

**For Diploma Reissuance:**

- Notarized Affidavit of Loss
- O.R. for Payment

**For CAV (Certification, Authentication and Verification of Documents)**

- Original (to be returned) and Photocopy of Documents (for authentication)
- O.R. for Payment

**Note: For applicants issued Honorable Dismissal:**

- Certificate of No Objection from present school

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Secure and fill out application form for document/s	Issue Application Form for Document/s Check/examine filled-up Application Form Check records/file if available and for verification	none	2 minutes	Registrar's Office Staff



Pay corresponding fees at the Cashier's Office and secure clearance			3 minutes	Cashier
File the Application Form at the Office of the Registrar and get Claim Stub	Check entries in the Application Form, making sure that the O.R. and the Clearance Form duly signed by all Authorities concerned. Give schedule of release of document.	none	3 minutes	Registrar's Office Staff
END OF TRANSACTION      Total No. of Minutes: 8				

## 6. PROCESSING AND RELEASING OF DOCUMENT/S APPLIED FOR

<b>Office or Division:</b>	Registrar			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Client			
<b>Who may avail:</b>	Graduate and Undergraduate Students, Alumni, Schools, Companies, Foreign and Local Evaluators who filed Application for Document/s			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Authorization Letter, Photocopy of Valid IDs, Forms		Graduate and Undergraduate Students, Alumni, Schools, Companies, Foreign and Local Evaluators who filed Application for Document/s		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Process document/s applied for	Document/s applied for are processed immediately. After filing of application, subject to retrieval of individual record envelopes	none		Registrar's Office Staff



Present Claim Stub at the Office of the Registrar on the scheduled date of release	Release the document/s being requested Ask the applicant to sign in the Logbook	none	3 minutes	Registrar's Office Staff
END OF TRANSACTION		Total No. of Minutes: 3		

<b>SCHEDULE OF RELEASE</b>	
<b>Documents</b>	<b>Duration of Processing</b>
Undergraduate Transcript of Records MIS (Available on Database, Year 2010 onward) - Old (for re-encoding and rechecking) (for reconstruction of burnt TOR)	2 - 3 working days (for reissuance) * 2 - 3 working days (for first request) * 3 - 5 working days* 2 - 3 weeks
Graduate Transcript of Records	2 - 3 working days*
CTP Transcript of Records	2 - 3 working days
Honorable Dismissal/Transfer Credential with TOR	2 - 3 working days*
Duplicate Diploma	2 - 3 working days*
Certification	Within the day - 1 working day*
Detailed Description of courses	1 - 2 working days*
Permit to Study	3 minutes*
Certification and Verification	1 - 2 working days*
Authentication	3 minutes*

**MADELENE G. JOSE, EdD**  
Campus Registrar

