



OFFICE OF THE CAMPUS REGISTRAR

Title of Frontline Services	: ENROLMENT OF UNDERGRADUATE AND GRADUATE STUDENTS
Schedule of Availability of Service	: Monday-Friday 8:00am-5:00pm
Key Person	: Campus Registrar, Director OSS; KMO Head, Medical Officer, Finance Group
Who may avail of the service	: Undergraduate and Graduate Students
What are the Requirements	: Notice of Admission/Enrolment (for Freshmen) Clearance (FOR Readmitted and Old students)

HOW TO AVAIL OF THE SERVICE

Step	Please follow these Steps	Service Provided	Duration of Activity	Person in-Charge	Form/Documents of Applicant
1.	Receive requirements for enrolment (for Incoming Freshmen) (for Old Students)	Retrieval of Documents	5 minutes	OCR Staff	Form 138/137, PSA, Cert. of Good Moral Character, Cert. of Honors received Clearance
2.	Enlist Students through PWEBSS	Enlistment through PWEBSS	3 minutes	OCR Staff	
3.	Generate assessment of fees	Assessment of fees	3 minutes	OCR Staff	Assessment of fees
4.	Proceed to the ACO for order of payment (for Graduate students)	Order of Payment	3 minutes	ACO Staff	Order of payment
5.	Pay tuition and miscellaneous fees at the CDO (for Graduate students)	Payment acceptance	5 minutes	CDO Staff	OR of payment, PWEBB registration form
6.	Confirm enrolment	Confirmation of enrolment	1 minute	OCR staff	PWEBSS Certificate of Registration



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REGISTRAR’S SERVICES

Title of Frontline Services	: FILING OF APPLICATION FOR DOCUMENTS/ CORRECTION OF PERSONAL DATA
Schedule of Availability of Service	: Monday-Friday 8:00am-5:00pm
Key Person	: Campus Registrar
Who may avail of the service	: Stakeholders/ Graduate and Undergraduate Students
What are the Requirements	: Accomplished Application Form/Receipt of Payment for Document/s Applied for

Applicants may apply for the issuance of the following documents:

- 1. Transcript of Records
- 2. Diploma
- 3. Evaluation of Grades (Graduate Level) including units earned
- 4. Honorable Dismissal/Transfer Credentials
- 5. Certification of Units Earned/ Completion of Grades/ Grades/ Graduation
- 6. Checklist of Courses (Undergraduate Level)
- 7. Certified True Copy of Entrance Data
- 8. Permit to Cross-enroll
- 9. Withdrawal of Courses
- 10. Corrections of Name/Birth Date/ Change of Family Name
- 11. Others
 - *DFA Endorsement
 - *General Weighted Average (GWA)
 - *Exemption from Special Order of Graduation (S.O.)

What are the Requirements:


Document Requested	Requirements
For Duplicate Diploma:	*Notarized Affidavit of Loss to Secure Duplicate Diploma *Documentary Stamp (for Diploma)
For Correction of Name/ Birth Date:	*Original and certified True Copy of Birth Certificate issued by PSA *Joint affidavit of two disinterested persons *Notarized Affidavit on Correction of Name / Birth Date
For Change of Family Name (for Female Married Students):	*Original (to be returned) and Photocopy of Marriage Contract (to be attached to Registrar’s Copy of Registration Form) *Court Order on Annulment of Marriage (if applicable)



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Step	Please follow these Steps	Service Provider	Duration of Activity	Person in-Charge	Fees	Form/Document/s of Applicant
1	File application for documents needed	Processes application subject to retrieval of individual record envelopes		Clerk at Registrar's Office	Computed based on type of documents and number of copies	
Documents				Duration of Processing		
Undergraduate Transcript of Records MIS (Available on Database)				3 working days		
Graduate Transcript of Records				3 working days* upon receipt of General Clearance		
Post-Baccalaureate Transcript of Records				3 working days* upon receipt of General Clearance		
*If second request- 3 working days						
Certification (Certification of Grades) - Individual				3 working days		
*Group				5 working days		
Detailed Description of courses					5 working days	
Checklist					3 working days	
Evaluation of Grades (Graduate Level)					3 working days	
Duplicate Diploma					3 working days	
Authentication					1 working day	
Honorable Dismissal/Transfer Credential					1 working day upon receipt of General Clearance	

2	Present Claim Stub at the Counter (Registrar's Office) on the scheduled date of release	Accepts claim Stub	1 minute	OCR Staff	None	Claim Stub Document/s applied for
3	Releases the document/s being requested		2 minutes	OCR Staff	None	Claim Stub Document/s applied for
4	Require the applicant to sign in the Logbook		1 minute	OCR Staff	None	Claim Stub Document/s applied for


MA. LINA P. SARIO, Ed. D.
Campus Registrar

