

**Title of Frontline Service**  
**Schedule of Availability**

**Key Person**  
**Who May Avail of the Service**  
**What are the requirements**

**Duration**  
**Fee/Charge**  
**How to Avail of the Service**

**: ISSUANCE OF CERTIFICATE OF GOOD MORAL CHARACTER**

: Monday - Friday, 8:00 a.m. - 5:00 p.m.  
: Dean, Office of Student Affairs and Student Services  
: Students/Alumni  
: Letter of Request &/or Transcript of Records (TOR) for employment, transfer, board examination, admission purposes

: 2 days

: P 50.00

<b>Step</b>	<b>Please Follow the Steps</b>	<b>Service Provider Action</b>	<b>Duration</b>	<b>Person in Charge</b>	<b>Form/Document</b>
1.	Submits requirements for Certificate of Good Moral Character	1. Receive and evaluate the request 2. Instruct the requesting person to log in to the logbook 3. Prepare request for Order of Payment 4. Directs requesting person to the Accounting Unit to secure an Order of Payment	10 mins.	OSASS staff	Letter of request & TOR Logbook
2.	Secure Request for Order of Payment	1. Provide an Order of Payment form	5 mins.	Accounting Staff	Order of payment
3.	Pays to Collection and Disbursement Unit and obtains official receipt	1. Accepts and verifies the Official Receipt (OR) 2. Issues Claim Stub 3. Check student records 3. Prepares GMC for signature	5 mins. 15 mins.	OSASS Staff	Official Receipt Claim Stub GMC
4.	Presents the Claim Stub to the OSASS & signs in the logbook	Obtains the Claim Stub and releases the GMC.	5 mins	OSASS staff	Claim Stub & Logbook

END OF TRANSACTION

Prepared by:



TERESITA T. RUNGDUIN, Ph.D.  
DEAN, OSASS

**Title of Frontline Service**  
**Schedule of Availability**  
**Key Person**  
**Who May Avail of the Service**  
**What are the Requirements**  
**Duration**  
**Fee Charged**  
**How to Avail of the Service:**

**: LOST AND FOUND**  
: Monday – Friday, 8:00 a.m. - 5:00 p.m.  
: Dean, Office of Student Affairs and Student Services  
: Students  
: None  
: 1 hour  
: None

Step	Please Follow the Steps	Service Provider Action/s	Duration	Person in Charge	Form/ Document
1.	Surrenders the found item to the OSASS	Receives and logs the found item	30 mins.	OSASS Staff	logbook
2.	Signs the logbook	Keeps the record and the found item until is claimed by the owner.	30 mins.	OSASS Staff	

END OF TRANSACTION

Prepared by:



TERESITA T. RUNGDUIN, Ph.D.  
DEAN, OSASS