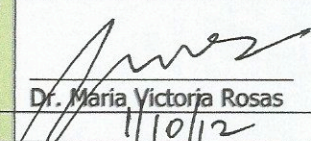


Policy No:	ACA-POL-REG-0009
Policy Title:	Requisition and Issuance of Transcript of Records (TOR)
Implementation Procedure:	ACA-PROC-REG-0009 Application and Release of Transcript of Records
Date of Issuance:	S.Y.2010-20011
Effectivity:	S.Y. 2010-2001 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Office of the Registrar
"Supersedes" Notification:	
Purpose of Policy:	This policy details the application and releasing of transcript of records.
Detailed Policy Statement:	<ol style="list-style-type: none"> 1. All requests for TOR shall be released 7 working days from the date of request. 2. Only TOR applications with complete requirements shall be processed by the Office of the Registrar. 3. No TOR shall be issued to any graduate or student unless they were cleared from any accountability. 4. Only the requisitioner (student or graduate) can request for a copy of the TOR. A representative is allowed upon presentation of letter of authorization and valid IDs of the student and the representative. 5. During the release, only the requisitioner can claim the TOR upon presentation of his claim stub and valid ID. A representative is allowed to claim the TOR provided with the following documents, claim stub, authorization letter and valid IDs of the requisitioner and the representative. 6. Valid IDs include the school ID issued by the Colegio and government issued identifications such as SSS ID, Postal ID, Driver's License, Voter's ID and Passport.
Applicability:	All graduates
Policy Approval Authority:	Registrar
Related Policies or References	Registrar's Guidebook page 27
Definition:	
Approved by	 Dr. Maria Victorja Rosas
Date of Approval	1/10/12