**Policy No:** ACA-POL-REG-0010  
**Policy Title:** Requisition and Issuance of True Copy of Grades (TCG)  
**Implementation Procedure:** ACA-PROC-REG-0010 Application and Release of True Copy of Grades  
**Date of Issuance:** S.Y. 2010-20011  
**Effectivity:** S.Y. 2010-20011 to present  
**Page Number:** One (1)  
**Office of Origin:** Office of the Registrar  

**"Supersedes" Notification:**

<table>
<thead>
<tr>
<th>Purpose of Policy:</th>
<th>This policy details the application and releasing of TCG.</th>
</tr>
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</table>
| Detailed Policy Statement: | 1. All requests for TCG for currently enrolled students shall be covered only by a request slip and clearance is not required.  
2. A Records Request Application Form (RRAF) and the student clearance form are required for graduates and students who are not currently enrolled.  
3. No TCG will be released unless the student or graduate is cleared from any form of accountability in the Colegio.  
4. All TCGs are released after 3 (three) working days from the date the student have submitted the complete requirements.  
5. Only the student or his representative can claim the TCG of the student or graduate. In case the child is still a minor, the parent or guardian can claim the TCG.  
6. The representative is required to present authorization letter, valid IDs of the student or graduate and the representative and the claim stub.  
7. 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. |

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<thead>
<tr>
<th>Applicability:</th>
<th>All students and graduates</th>
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<tbody>
<tr>
<td>Policy Approval Authority:</td>
<td>Registrar</td>
</tr>
<tr>
<td>Related Policies or References:</td>
<td>Registrar's Guidebook page 27-28 Transcript of Records</td>
</tr>
</tbody>
</table>

**Definition:**

**Approved by:**

Dr. Maria Victoria Rosas  

**Date of Approval:** 11/01/12

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