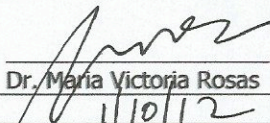


Policy No:	ACA-POL-REG-0013
Policy Title:	New Permanent Records Policy
Implementation Procedure:	ACA-PROC-REG-0013 Generation of Permanent Records
Date of Issuance:	S.Y.2010-20011
Effectivity:	S.Y. 2010-2001 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Office of the Registrar
"Supersedes" Notification:	
Purpose of Policy:	This policy details the creation of Student Permanent Record (SPR) for new students and transferees. The requirements, process and policies are enumerated.
Detailed Policy Statement:	<ol style="list-style-type: none"> 1. All new students and transferees should submit the complete admission requirements to the Admissions Office. The requirements are the following <ol style="list-style-type: none"> 1.1 Original Form 138 stamped with Cancelled 1.2 Transcript of Records (Graduate School) 1.3 Certificate of Employment (Graduate School) 1.4 Honorable Dismissal (for transferees) 2. The Admissions Office will forward the mentioned documents to the Registrar's Office before the student enrolls. 3. All permanent records are verified and filed by the Records Officer. 4. All Student Permanent Records become an exclusive document for the Colegio and only authorized personnel from the Registrar's Office are granted access to the files.
Applicability:	All students
Policy Approval Authority:	Registrar
Related Policies or References	
Definition:	
Approved by	 Dr. Maria Victoria Rosas
Date of Approval	1/10/12

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