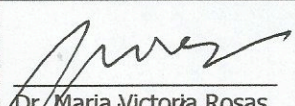


Policy No:	ACA-POL-REG-0015
Policy Title:	Schooled Issued Certifications
Implementation Procedure:	ACA-PROC-REG-0015 Issuance of School Certifications
Date of Issuance:	S.Y.2010-20011
Effectivity:	S.Y. 2010-2001 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Office of the Registrar
"Supersedes" Notification:	
Purpose of Policy:	This policy details the Colegio's policies in the issuance of certifications that relate the existing records of a student.
Detailed Policy Statement:	<ol style="list-style-type: none"> <li>1. The Registrar's Office issues official certifications that relate details about the students' enrollment.</li> <li>2. The certifications issued by the Registrar's Office include <ol style="list-style-type: none"> <li>2.1 Certificate of Enrollment</li> <li>2.2 Certificate of the Number of Subjects / Units Taken</li> <li>2.3 Certificate of Completion of Studies or Degree</li> <li>2.4 Certificate of Medium of Instruction</li> <li>2.5 Certificate of Good Moral</li> <li>2.6 Certificate of Candidacy for Graduation</li> </ol> </li> <li>3. Other types of certifications requested by a student or graduate that relate to student records can be issued only upon the approval of the Registrar.</li> <li>4. The Registrar's Office reserves the right to prescribe the number of working days for a particular certificate.</li> <li>5. The school also charges a particular fee for every requested certification.</li> <li>6. Only the student / graduate or the parent / legal guardian can request for certification.</li> <li>7. Only the student / graduate or the parent / legal guardian can claim the copy of the requested certificate.</li> <li>8. In case of a representative, the following documents must be presented <ol style="list-style-type: none"> <li>8.1 claim stub of the request</li> <li>8.2 valid ID of the student / graduate</li> <li>8.3 letter of authorization</li> <li>8.4 valid ID of the representative (valid IDs include government issued IDs such as passport, driver's license, voter's ID, SSS ID)</li> </ol> </li> </ol>
Applicability:	All students and graduates
Policy Approval Authority:	Registrar
Related Policies or References	Records Request Application Form
Definition:	
Approved by	 Dr. Maria Victoria Rosas
Date of Approval	1/10/12