<table>
<thead>
<tr>
<th>Policy No:</th>
<th>ACA-POL-REG-0015</th>
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<tbody>
<tr>
<td>Policy Title:</td>
<td>Schooled Issued Certifications</td>
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<tr>
<td>Implementation Procedure:</td>
<td>ACA-PROC-REG-0015 Issuance of School Certifications</td>
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<td>Date of Issuance:</td>
<td>S.Y. 2010-20011</td>
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<td>Effectivity:</td>
<td>S.Y. 2010-2001 to present</td>
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<td>Page Number:</td>
<td>One (1)</td>
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<td>Office of Origin:</td>
<td>Office of the Registrar</td>
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<tr>
<td>(Policy Expert)</td>
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<td>&quot;Supersedes&quot; Notification:</td>
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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:

1. The Registrar's Office issues official certifications that relate details about the students' enrollment.
   1.1 Certificate of Enrollment
   2.2 Certificate of the Number of Subjects / Units Taken
   2.3 Certificate of Completion of Studies or Degree
   2.4 Certificate of Medium of Instruction
   2.5 Certificate of Good Moral
   2.6 Certificate of Candidacy for Graduation
   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.
   4. The Registrar's Office reserves the right to prescribe the number of working days for a particular certificate.
   5. The school also charges a particular fee for every requested certification.
   6. Only the student / graduate or the parent / legal guardian can request for certification.
   7. Only the student / graduate or the parent / legal guardian can claim the copy of the requested certificate.
   8. In case of a representative, the following documents must be presented
      8.1 claim stub of the request
      8.2 valid ID of the student / graduate
      8.3 letter of authorization
      8.4 valid ID of the representative (valid IDs include government issued IDs such as passport, driver's license, voter's ID, SSS ID)

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