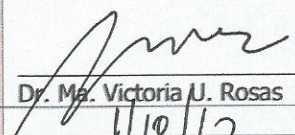


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| Procedure No: | ACA-PROC-REG-0007 |
| Procedure Title: | Application for Certification, Authentication, and Validation (CAV) |
| Related Policy: | ACA-POL-REG-0007 Certification, Authentication, and Validation (CAV) Policy |
| Date of Issuance: | S.Y. 2009-2010 |
| Effectivity: | S.Y. 2009-2010 to present |
| Page Number: | One (1) |
| Office of Origin: (Procedure Expert) | Office of the Registrar |
| "Supersedes" Notification: | |
| Procedure Description: | This procedure details the application, processing and offices involved in the application for CAV. |
| Areas of Responsibility: | Office of the Registrar |
| Procedure Details: | <p>Step 1. The Information Desk Officer receives and validates the original copies of the graduate's diploma and transcript of records. In case the requisitioner (graduate) doesn't have copies of the documents, he will be asked to accomplish a Records Request Application Form (RRAF). The requisitioner has to wait for additional seven days for his request.</p> <p>Step 2. The Information Desk Officer verifies whether the requisitioner is cleared from all accountabilities. In case the requisitioner has pending liabilities to the Colegio, he will be requested to settle it with the concerned department.</p> <p>Step 3. The requisitioner's documents will be brought to the CHED.</p> <p>Step 4. The CHED will issue a claim stub indicating when the requisitioner can claim his authenticated documents to the DFA.</p> <p>Step 5. The claim stub is returned by the Registrar's Office to the requisitioner.</p> <p>Step 6. The requisitioner claims his authenticated documents to the DFA on the prescribed date.</p> |
| Procedure Approval Authority: | Registrar |
| References: | Student's Clearance Form |
| Definition: | |
| Help Page: | Office of the Registrar |
| Prepared by: | Planning, Funding and Development Office |
| Approved by: |  Dr. Ma. Victoria J. Rosas |
| Date of Approval: | 1/10/12 |

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