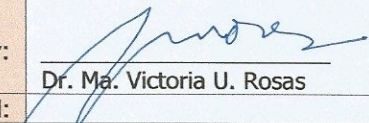


Procedure No:	ACA-PROC-REG-0012
Procedure Title:	Application for Good Moral Character Certificate
Related Policy:	ACA-POL-REG-0012 Issuance of Good Moral Character Certificate Policy
Date of Issuance:	S.Y. 2009-2010
Effectivity:	S.Y. 2009-2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Office of the Registrar
"Supersedes" Notification:	
Procedure Description:	This procedure details the application and processing of request for Certificate of Good Moral Character.
Areas of Responsibility:	Office of the Registrar
Procedure Details:	<p>Step 1. The requisitioner (student, graduate, parent of the minor) accomplishes a Records Request Application Form (RRAF), which can be secured from the Registrar's Office. If the requisitioner is a non-graduate and not enrolled, he has to accomplish and submit a Student's Clearance Form.</p> <p>Step 2. The requisitioner pays the processing fee to the cashier.</p> <p>Step 3. The requisitioner presents the receipt to the Information Desk Officer of the Registrar's Office. The Information Desk Officer issues a claim stub indicating when the requisitioner can claim his Certificate.</p> <p>Step 4. The requisitioner claims his Certificate of Good Moral upon presentation of his claim stub and valid ID. In case of a representative, an authorization letter, claim stub and valid ID of the requisitioner and representative (see ACA-POL-REG-0012 for list of accepted IDs) should be presented upon release of the document.</p>
Procedure Approval Authority:	Registrar
References:	Records Request Application Form Student's Clearance Form
Definition:	
Help Page:	Office of the Registrar
Prepared by:	Planning, Funding and Development Office
Approved by:	
Date of Approval:	Dr. Ma. Victoria U. Rosas

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