**Procedure No:** ACA-PROC-REG-0015  
**Procedure Title:** Issuance of School Certifications  
**Related Policy:** ACA-POL-REG-0015 Schooled Issued Certifications  
**Date of Issuance:** S.Y. 2009-2010  
**Effectivity:** S.Y. 2009-2010 to present  
**Page Number:** One (1)  
**Office of Origin:** Office of the Registrar  

**Procedure Description:** This procedure details the application, processing, and conditions implemented in the issuance of certifications that relate information on the student’s records.

**Areas of Responsibility:** Office of the Registrar

**Procedure Details:**

1. The student / graduate / parent or legal guardian in case the student is a minor accomplishes a Records Request Application Form (RRAF).
2. In case the type of certification requested is not included in the RRAF, the Information Desk Officer addresses the concern of the requisitioner.
3. The requisitioner pays to the cashier once his request is identified and clarified with the Information Desk Officer.
4. The requisitioner submits his receipt to the Information Desk Officer.
5. The Information Desk Officer issues a stub indicating when the requisitioner can claim his document.
6. The requisitioner claims his document on the prescribed date upon presentation of the following documents:
   - 6.1 Claim Stub
   - 6.2 Valid ID of the student
   - 6.3 Letter of Authorization in case of the representative
   - 6.4 Valid ID of the representative (see ACA-POL-REG-0015) for the list of accepted IDs.

**Procedure Approval Authority:** Registrar

**References:** Records Request Application Form

**Definition:**

**Help Page:** Office of the Registrar

**Prepared by:** Planning, Funding and Development Office

**Approved by:** Dr. Ms. Victoria U. Rosas  
**Date of Approval:** 1/10/12