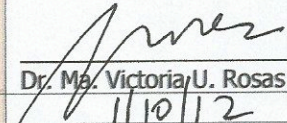


Procedure No:	ACA-PROC-REG-0015
Procedure Title:	Issuance of School Certifications
Related Policy:	ACA-POL-REG-0015 Schooled Issued Certifications
Date of Issuance:	S.Y. 2009-2010
Effectivity:	S.Y. 2009-2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Office of the Registrar
"Supersedes" Notification:	
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:	<p>Step 1. The student / graduate / parent or legal guardian in case the student is a minor accomplishes a Records Request Application Form (RRAF).</p> <p>Step 2. In case the type of certification requested is not included in the RRAF, the Information Desk Officer addresses the concern of the requisitioner.</p> <p>Step 3. The requisitioner pays to the cashier once his request is identified and clarified with the Information Desk Officer.</p> <p>Step 4. The requisitioner submits his receipt to the Information Desk Officer.</p> <p>Step 5. The Information Desk Officer issues a stub indicating when the requisitioner can claim his document.</p> <p>Step 6. The requisitioner claims his document on the prescribed date upon presentation of the following documents</p> <ul style="list-style-type: none"> 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. Ma. Victoria U. Rosas
Date of Approval:	1/10/12

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