

## OLD STUDENTS

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|--|---|--|--|--|
| <p>1. Student proceeds to the College for the encoding of subjects.</p> <p>Colleges involved:</p> <ul style="list-style-type: none"> <li>➤ College of Business Administration</li> <li>➤ College of Arts and Sciences</li> <li>➤ College of Teachers Education</li> <li>➤ College of Criminal Justice</li> <li>➤ College of Information Technology and Computer Studies</li> </ul> | <p><b>Requirements needed:</b></p> <p style="text-align: center;">College Clearance</p>                     | <p><b>Persons involved:</b></p> <ul style="list-style-type: none"> <li>➤ Ghiebert Son I. Octavio (CBA)</li> <li>➤ Carlo C. Magparoc (CAS)</li> <li>➤ Maricel Garcia (CTE)</li> <li>➤ Angel Abuya (CCJ)</li> <li>➤ Mari Grace Bachoco (CITCS)</li> </ul>  | <p><b>Amount to be Paid:</b></p> <p style="text-align: center;">None</p>                             | <p><b>Duration:</b></p> <p style="text-align: center;">5 – 15 minutes</p>                |
| <p>2. Student pays the accounts for the encoded subject at the Cashier asks for Official receipt. (treasury office)</p>  | <p><b>Requirements needed:</b></p> <p style="text-align: center;">Pre – encoded slip</p>                    | <p><b>Persons involved:</b></p> <ul style="list-style-type: none"> <li>➤ Ms. Kristine B. Yap</li> <li>➤ Ms. Josie T. Jimenez</li> </ul>  | <p><b>Amount to be Paid:</b></p> <p style="text-align: center;">Depending on the students status</p> | <p><b>Duration:</b></p> <p style="text-align: center;">2 – 3 minutes</p>                 |
| <p>3. Student presents the official receipt at the Registrar’s Office for the release of the Certificate of Matriculation (COM) and for processing.</p>  | <p><b>Requirements needed:</b></p> <p style="text-align: center;">Official receipt from treasury office</p> | <p><b>Persons involved:</b></p> <ul style="list-style-type: none"> <li>➤ Almira P. Hernandez (I.T/CS)</li> <li>➤ Juvi Sedano (ACT)</li> <li>➤ Rochel S. Gundayao (CCJ)</li> <li>➤ Jan Vincent Aranza (CBA)</li> <li>➤ Rachel Rodriguez (CAS)</li> <li>➤ Elisa B. Hayo (CTE)</li> <li>➤ Manilyn dela Cruz (MSCA/MBA)</li> <li>➤ Prince Cabusao (MAED / MAEM)</li> </ul> | <p><b>Amount to be Paid:</b></p> <p style="text-align: center;">None</p>                             | <p><b>Duration:</b></p> <p style="text-align: center;">15 seconds per students</p>       |
| <p>4. Returnee student proceeds to the Registrar’s Office for student number activation.</p>   | <p><b>Requirements needed:</b></p> <p style="text-align: center;">Certificate of Grade</p>                  | <p><b>Persons involved:</b></p> <p style="text-align: center;">Evaluators</p>  | <p><b>Amount to be Paid:</b></p> <p style="text-align: center;">None</p>                             | <p><b>Duration:</b></p> <p style="text-align: center;">20 seconds</p>                    |
| <p>5. Scholars / Iskolar ng Bayan student presents COM to the Scholarship Program Coordinator.</p>   | <p><b>Requirements needed:</b></p> <p style="text-align: center;">Certificate of Matriculation</p>          | <p><b>Persons involved:</b></p> <ul style="list-style-type: none"> <li>➤ Ms. Joanne Collin O. Vigilla</li> </ul>   | <p><b>Amount to be Paid:</b></p> <p style="text-align: center;">None</p>                             | <p><b>Duration:</b></p> <p style="text-align: center;">3 – 5 minutes per transaction</p> |