

OTHER TRANSACTIONS

<p>1. Student proceeds at the Registrar's Office for the order of payment /clearance form for document/s request.</p> <p>1.1 Client will fill - up order of payment</p> <p>1.2 Non grad, returnee need to secure clearance request form.</p>	<p>Requirements needed:</p> <p style="text-align: center;">None</p>	<p>Persons involved:</p> <p style="text-align: center;">Evaluators</p>	<p>Amount to be Paid:</p> <p style="text-align: center;">None</p>	<p>Duration:</p> <p style="text-align: center;">10 seconds</p>
<p>2. Client pays the corresponding amount at the cashier and official receipt be released.</p> <p>➤ OTR (Official Transcript of Records).</p> <p>➤ Certificate of Grades/ Enrollment/ Graduation/ etc</p> <p>➤ Honorable Dismissal</p> <p>➤ Shifting Form/ Completion/ Dropping and AW /Subject Credit Form</p> <p>➤ Evaluation of Grades</p> <p>➤ Certification / Authentication / Verification (CAV)</p> <p>➤ Diploma</p> <p>➤ Reprint of COM (Certificate of Matriculation)</p>	<p>Requirements needed:</p> <p>➤ Duly accomplished Clearance /request form and official receipt.</p> <p>➤ Duly accomplish clearance/request form. Order of payment</p> <p>➤ Duly accomplish clearance/request form</p> <p>➤ Order of payment</p> <p>➤ Order of payment</p> <p>➤ Order of payment</p> <p>➤ Order of payment</p> <p>➤ Order of payment</p> <p>➤ Order of payment</p>	<p>Persons involved:</p> <p style="text-align: center;">Cashiers Office:</p> <p>➤ Kristine B. Yap</p> <p>➤ Josie Jimenez</p>	<p>Amount to be Paid:</p> <p>P50.00 per page</p> <p>P15.00 per request</p> <p>P10.00</p> <p>P10.00</p> <p>P20.00</p> <p>P40.00</p> <p>P100.00</p> <p>P100.00</p>	<p>Duration:</p> <p style="text-align: center;">1 – 2 minutes per student</p>
<p>3. Student / client present official receipt to the Frontline (Evaluators) for appropriate action. Requested document/s <u>will be released as per agreed scheduled date.</u></p>	<p>Requirements needed:</p> <p>➤ Official receipt w/ order of payment.</p> <p>➤ Accomplished clearance/request form and official receipt</p>	<p>Persons involved:</p> <p>➤ Almira P. Hernandez</p> <p>➤ Juvi C. Sedano</p> <p>➤ Rochel S. Rodriguez</p> <p>➤ Jan Vincent D. Aranza</p> <p>➤ Rachel L. Rodriguez</p> <p>➤ Elisa B. Hayo</p> <p>➤ Manilyn Dela Cruz</p> <p>➤ Prince Cabusao</p>	<p>Amount to be Paid:</p> <p style="text-align: center;">None</p>	<p>Duration:</p> <p style="text-align: center;">15 seconds</p>
<p>4. Evaluators encode the requested documents to the Tracer then process.</p>	<p>Requirements needed:</p> <p>➤ Official receipt w/ order of payment.</p> <p>➤ Accomplished clearance/request form and official receipt</p>	<p>Persons involved:</p> <p>➤ Almira P. Hernandez</p> <p>➤ Juvi C. Sedano</p> <p>➤ Rochel S. Rodriguez</p> <p>➤ Jan Vincent D. Aranza</p> <p>➤ Rachel L. Rodriguez</p> <p>➤ Elisa B. Hayo</p> <p>➤ Manilyn Dela Cruz</p> <p>➤ Prince Cabusao</p>	<p>Amount to be Paid:</p> <p style="text-align: center;">None</p>	<p>Duration:</p> <p>20 working days (2005-present)</p> <p>(MPC minimum of 1 month max of 2 mos.)</p> <p>Depends on the requested documents.</p>