



SERVICES OFFERED

Step	Procedure	Office	Timeframe
Request for True Copy of Grades (TCG) and certification			
1	Secure Charge Slip & request form	OCS (Office of the College Secretary)	5 mins
2	Settle payment (P 20.00/request)	Cash Office	5 mins
3	Claim TCG on date indicated-after 5 days (present charge slip/OR)	OCS (Office of the College Secretary)	5 working days
Dropping of Subjects			
1	Secure & Fill-up Dropping Form	OCS	5 mins.
2	Secure consent of Faculty	Instructor & Adviser	
3	Settle Payment (P10.00/unit)	Cash Office	
4	Submit Form for final action/ file	OCS (Office of the College Secretary)	
Completion /Removal			
1	Secure and Fill -up Form	OCS	5 mins
2	Secure consent of Instructor	Faculty-in-charge	
3	Settle Payment (P20.00)	Cash Office	
4	Submit Form to OCS for College Secretary's approval	SRE-College Secretary	
5	Submit Form to concerned Faculty	Faculty/OCS- SRE	
Excuse for Absences			
1	Secure and Fill-up Excuse Slip	OCS	after 1 working day
2	Submit excuse slip for approval of College Secretary w/ attached a) Medical Certificate/Letter from parents or guardian b.) Photocopy of Valid ID of parents or guardian	OCS –SRE	
3	Claim approved Excuse of Absence	OCS –SRE	
4	Secure Approval from Instructor(s)	OCS –SRE	
5	Return daily accomplished form for filing	OCS –SRE	

Step	Procedure	Office	Timeframe
Leave of Absence (LOA)			
1	Secure and Fill-up LOA Form	OCS	
2	If enrolled, secure signature of Instructors (parents/guardian's signature is required for undergraduate students)	OSA, Library	
3	Secure clearance from concerned office	OSA, Library OCS	
4	Settle LOA Fee (P150.00)	Cash Office	
5	Return LOA Form to OCS for final Action	OCS	
Clearances			
a. For Graduating Students			
1	Secure and Fill-up Clearance Form	OCS and OUR	
2	Secure Signatures required the following	Concerned Offices	
3	Settle Graduation Fee (P300.00) • Sablay Fee (P850.00) • Alumni Fee (P250.00 - annual membership) (P1,000.00 –lifetime membership)	Cash Office Cash Office Alumni Office	
4	Submit signed clearance	OUR	
b. For other students			
1	Secure and Fill-up Clearance Form	OCS and OUR	
2	Secure Signatures required	Concerned Offices	
3	Submit signed clearance	OUR	
MM Application			
1	Secure and fill-up Application Form	OCS or Dean's Office	After 2 weeks
2	Submit with required documents (recommendation, transcript of records or transfer credential/ honorable dismissal/clearance - for UP Min graduates)	OCS and Dean Office	
3	Settle Application Fee (P200)	Cash Office	
4	Settle Examination Fee (P250)	UPSTREAM	
5	Claim Notice of GAT Schedule (Exam permit)	OCS-SRE	