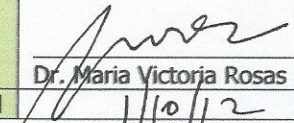


Policy No:	ACA-POL-REG-0008
Policy Title:	Requisition and Issuance of Diploma
Implementation Procedure:	ACA-PROC-REG-0008 Application and Issuance of Diploma
Date of Issuance:	S.Y.2010-20011
Effectivity:	S.Y. 2010-2001 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Office of the Registrar
"Supersedes" Notification:	
Purpose of Policy:	This policy details the application and releasing of diploma.
Detailed Policy Statement:	<ol style="list-style-type: none"> 1. The Registrar's Office is the only department in the Colegio authorized to accept and process requests for diploma. 2. All requests for diploma shall be released after 7 working days from the date of request. 3. No diploma can be issued to any graduate, unless they were cleared from accountabilities. 4. Only the graduate himself can request for his diploma, or his representative with authorization letter and valid ID together with the student's ID. 5. The Diploma is released to the graduate himself with the claim slip and valid ID. In the absence of the requisitioner, a representative with the authorization letter, claim stub and valid IDs of the graduate and the representative are required. Absence of any of the above documents will prohibit the release of diploma. 6. Valid IDs include the school ID issued by the Colegio and government issued identifications such as SSS ID, Postal ID, Driver's License, Voter's ID and Passport.
Applicability:	All graduates
Policy Approval Authority:	Registrar
Related Policies or References	Registrar's Guidebook page 26 re: Diploma
Definition:	
Approved by	 Dr. Maria Victoria Rosas
Date of Approval	1/10/12

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