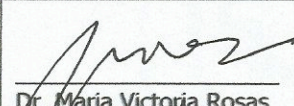


Policy No:	ACA-POL-REG-0010
Policy Title:	Requisition and Issuance of True Copy of Grades (TCG)
Implementation Procedure:	ACA-PROC-REG-0010 Application and Release of True Copy of Grades
Date of Issuance:	S.Y.2010-20011
Effectivity:	S.Y. 2010-2001 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Office of the Registrar
"Supersedes" Notification:	
Purpose of Policy:	This policy details the application and releasing of TCG.
Detailed Policy Statement:	<ol style="list-style-type: none"> 1. All requests for TCG for currently enrolled students shall be covered only by a request slip and clearance is not required. 2. A Records Request Application Form (RRAF) and the student clearance form are required for graduates and students who are not currently enrolled. 3. No TCG will be released unless the student or graduate is cleared from any form of accountability in the Colegio. 4. All TCGs are released after 3 (three) working days from the date the student have submitted the complete requirements. 5. Only the student or his representative can claim the TCG of the student or graduate. In case the child is still a minor, the parent or guardian can claim the TCG. 6. The representative is required to present authorization letter, valid IDs of the student or graduate and the representative and the claim stub. 7. 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 students and graduates
Policy Approval Authority:	Registrar
Related Policies or References	Registrar's Guidebook page 27-28 Transcript of Records
Definition:	
Approved by	 _____ Dr. Maria Victoria Rosas
Date of Approval	1/10/12

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