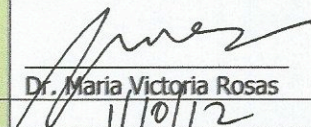


Policy No:	ACA-POL-REG-0012
Policy Title:	Issuance of Good Moral Character Certificate Policy
Implementation Procedure:	ACA-PROC-REG-0012 Application and Releasing of Good Moral Character Certificate
Date of Issuance:	S.Y.2010-20011
Effectivity:	S.Y. 2010-2001 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Office of the Registrar
"Supersedes" Notification:	
Purpose of Policy:	This policy details the application and releasing of certificate of good moral character.
Detailed Policy Statement:	<ol style="list-style-type: none"> 1. Only the student or the parent (in cases the student is still a minor) can request for Certificate of Good Moral Character. 2. Clearance should be secured from the departments stipulated in the Student's Clearance Form, in the case of non-graduates and are not enrolled, 3. All students requesting for Certificate of Good Moral shall be verified whether they are eligible for issuance. Verifications will be done from the offices included in the Student's Clearance Form. 4. In case the student has a representative, the following documents should be presented <ol style="list-style-type: none"> 4.1 Claim Stub 4.2 Valid ID of the requisitioner and the representative (government issued IDs: SSS ID, voter's ID, passport, driver's license). 4.3 Authorization Letter
Applicability:	All students and graduates
Policy Approval Authority:	Registrar
Related Policies or References	Student's Clearance Form Records Request Application Form
Definition:	
Approved by	 <u>Dr. Maria Victoria Rosas</u>
Date of Approval	1/10/12