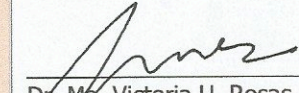


Procedure No:	ACA-PROC-REG-0008
Procedure Title:	Application and Release of Diploma
Related Policy:	ACA-POL-REG-0008 Requisition and Issuance of Diploma
Date of Issuance:	S.Y. 2009-2010
Effectivity:	S.Y. 2009-2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Office of the Registrar
"Supersedes" Notification:	
Procedure Description:	This procedure details the application and processing of diploma.
Areas of Responsibility:	Office of the Registrar
Procedure Details:	<p>First Issuance Diploma</p> <p>Step 1. The graduate is given the student's clearance form.</p> <p>Step 2. The graduate returns the accomplished student's clearance form to the Registrar's Office.</p> <p>Step 3. The graduate is given a claim stub indicating when the diploma can be claimed.</p> <p>Step 4. The graduate should surrender his student ID and claim stub upon claiming his diploma.</p> <p>Second Copy of Diploma</p> <p>Step 1. The Information Desk Officer validates whether the graduates still has accountabilities. In case the graduate has accountabilities, he is requested to settle them.</p> <p>Step 2. The graduate is given a Records Request Application Form and directed to pay to the Cashier.</p> <p>Step 3. The graduate surrenders the receipt to the Cashier and the Information Desk Officer issues a claim stub indicating the day when he could claim his diploma.</p> <p>Step 4. The graduate claims his diploma upon presentation of the claim stub and valid ID. In case a representative claims the diploma, he should present supporting documents such as authorization letter, valid ID and the claim stub.</p>
Procedure Approval Authority:	Registrar
References:	Student's Clearance Form Records Request Application
Definition:	
Help Page:	Office of the Registrar
Prepared by:	Planning, Funding and Development Office
Approved by:	 Dr. Ma. Victoria U. Rosas
Date of Approval:	1/10/12

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