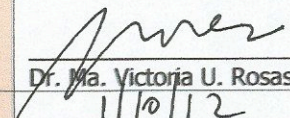


Procedure No:	ACA-PROC-REG-0010
Procedure Title:	Application and Release of True Copy of Grades
Related Policy:	ACA-POL-REG-0010 Requisition and Issuance of True Copy of Grades (TCG)
Date of Issuance:	S.Y. 2009-2010
Effectivity:	S.Y. 2009-2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Office of the Registrar
"Supersedes" Notification:	
Procedure Description:	This procedure details the application and processing of True Copy of Grades
Areas of Responsibility:	Office of the Registrar
Procedure Details:	<p>Step 1. The requisitioner is asked to fill out the student's clearance form.</p> <p>Step 2. The requisitioner returns the completed form to the Information Desk Officer. The requisitioner is directed to pay the processing fee to the cashier.</p> <p>Step 3. The requisitioner presents the receipt to the Information Desk Officer.</p> <p>Step 4. The Information Desk Officer issues a stub indicating the prescribed date when the student can claim his TCG.</p> <p>Step 5. The student presents his claim stub and school ID in claiming the TCG. In the absence of the student, an authorized representative bearing the following requirements can claim the TCG.</p> <ul style="list-style-type: none"> 5.1 claim stub for the TCG 5.2 Authorization Letter 5.3 Colegio ID of the student 5.4 Valid IDs as enumerated in ACA-POL-REG-0010
Procedure Approval Authority:	Registrar
References:	Student's Clearance Form
Definition:	
Help Page:	Office of the Registrar
Prepared by:	Planning, Funding and Development Office
Approved by:	
Date of Approval:	1/10/12

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