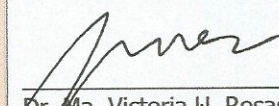


Procedure No:	ACA-PROC-REG-0013
Procedure Title:	Generation of Permanent Records
Related Policy:	ACA-POL-REG-0013 New Permanent Records Policy
Date of Issuance:	S.Y. 2009-2010
Effectivity:	S.Y. 2009-2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Office of the Registrar
"Supersedes" Notification:	
Procedure Description:	This procedure details the generation and processing of student's permanent records.
Areas of Responsibility:	Office of the Registrar
Procedure Details:	<p>Step 1. The Admissions Office forwards the following documents to the Office of the Registrar.</p> <ol style="list-style-type: none"> <li>1.1 Application Form</li> <li>1.2 Certificate of Good Moral Character</li> <li>1.3 Birth Certificate</li> <li>1.4 Form 138</li> <li>1.5 Certificate of Honorable Dismissal (for transferees)</li> </ol> <p>Step 2. The Office of the Registrar verifies the authenticity of the submitted documents. The Office sends request letters from the previous schools of the students to verify the validity of the student's credentials.</p> <p>Step 3. The validated credentials of the students are filed and kept confidential. In cases when there are discrepancies or any form of irregularities on the submitted records of the students, the Office of the Registrar shall call the attention of the student and/or the guardian for clarification.</p>
Procedure Approval Authority:	Registrar
References:	
Definition:	
Help Page:	Office of the Registrar
Prepared by:	Planning, Funding and Development Office
Approved by:	 Dr. Ma. Victoria U. Rosas
Date of Approval:	4/10/12