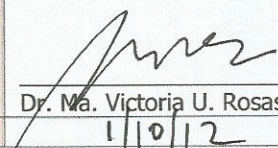


Procedure No:	ACA-PROC-REG-0017
Procedure Title:	Issuance of Special Order Number
Related Policy:	ACA-POL-REG-0017 Processing of Graduate's Special Order Number
Date of Issuance:	S.Y. 2009-2010
Effectivity:	S.Y. 2009-2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Office of the Registrar
"Supersedes" Notification:	
Procedure Description:	This procedure details term requirements and key persons involved in the issuance of Special Order Number.
Areas of Responsibility:	Office of the Registrar
Procedure Details:	Step 1. The student files his application for graduation. Step 2. The evaluator checks the records of the graduating students. Step 3. The application for graduation form and student's Form 9 will be submitted by the Liaison Officer to the Commission on Higher Education (CHED). Step 4. The Liaison Officer receives the student's SO number from CHED.
Procedure Approval Authority:	Registrar
References:	Registrar's Guidebook page 40 MORPHE Article XXIII Sec. 110, page 75
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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