



SERVICES OFFERED

| Step | Procedure | Office | Timeframe |
|--|--|---------------------------------------|---------------------|
| Request for True Copy of Grades (TCG) and certification | | | |
| 1 | Secure Charge Slip & request form | OCS (Office of the College Secretary) | 5 mins |
| 2 | Settle payment (P 20.00/request) | Cash Office | 5 mins |
| 3 | Claim TCG on date indicated-after 5 days (present charge slip/OR) | OCS (Office of the College Secretary) | 5 working days |
| Dropping of Subjects | | | |
| 1 | Secure & Fill-up Dropping Form | OCS | 5 mins. |
| 2 | Secure consent of Faculty | Instructor & Adviser | |
| 3 | Settle Payment (P10.00/unit) | Cash Office | |
| 4 | Submit Form for final action/ file | OCS (Office of the College Secretary) | |
| Completion /Removal | | | |
| 1 | Secure and Fill -up Form | OCS | 5 mins |
| 2 | Secure consent of Instructor | Faculty-in-charge | |
| 3 | Settle Payment (P20.00) | Cash Office | |
| 4 | Submit Form to OCS for College Secretary's approval | SRE-College Secretary | |
| 5 | Submit Form to concerned Faculty | Faculty/OCS- SRE | |
| Excuse for Absences | | | |
| 1 | Secure and Fill-up Excuse Slip | OCS | after 1 working day |
| 2 | Submit excuse slip for approval of College Secretary w/ attached a) Medical Certificate/Letter from parents or guardian b.) Photocopy of Valid ID of parents or guardian | OCS –SRE | |
| 3 | Claim approved Excuse of Absence | OCS –SRE | |
| 4 | Secure Approval from Instructor(s) | OCS –SRE | |
| 5 | Return daily accomplished form for filing | OCS –SRE | |

| Step | Procedure | Office | Timeframe |
|-----------------------------------|---|---|---------------|
| Leave of Absence (LOA) | | | |
| 1 | Secure and Fill-up LOA Form | OCS | |
| 2 | If enrolled, secure signature of Instructors (parents/guardian's signature is required for undergraduate students) | OSA, Library | |
| 3 | Secure clearance from concerned office | OSA, Library OCS | |
| 4 | Settle LOA Fee (P150.00) | Cash Office | |
| 5 | Return LOA Form to OCS for final Action | OCS | |
| Clearances | | | |
| a. For Graduating Students | | | |
| 1 | Secure and Fill-up Clearance Form | OCS and OUR | |
| 2 | Secure Signatures required the following | Concerned Offices | |
| 3 | Settle Graduation Fee (P300.00) • Sablay Fee (P850.00) • Alumni Fee (P250.00 - annual membership) (P1,000.00 –lifetime membership) | Cash Office Cash Office Alumni Office | |
| 4 | Submit signed clearance | OUR | |
| b. For other students | | | |
| 1 | Secure and Fill-up Clearance Form | OCS and OUR | |
| 2 | Secure Signatures required | Concerned Offices | |
| 3 | Submit signed clearance | OUR | |
| MM Application | | | |
| 1 | Secure and fill-up Application Form | OCS or Dean's Office | After 2 weeks |
| 2 | Submit with required documents (recommendation, transcript of records or transfer credential/ honorable dismissal/clearance - for UP Min graduates) | OCS and Dean Office | |
| 3 | Settle Application Fee (P200) | Cash Office | |
| 4 | Settle Examination Fee (P250) | UPSTREAM | |
| 5 | Claim Notice of GAT Schdule (Exam permit) | OCS-SRE | |