Cavite State University Rosario Campus
Office of the Campus Registrar

Internal/External Services



Request for Issuance of School Credentials/Documents

This procedure aims to facilitate the issuance of school credentials and other documents to CvSU graduates to be used for employment, evaluation or further studies and including those who opt to transfer to other schools.

Office or Division: Office of the Campus Registrar

Classification: Complex

Type of Transaction: G2C-Government to Citizen

CHECKLIST OF REQUIREMENTS

Who may avail: All Graduates, Undergraduates and other clients.

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application for Records		Google Form link:		
		https://cvsu-rosario.edu.ph/2024/11/06/request-form-for-credentials-of-undergraduate-students-transferees-and-other-clients/		
Official Receipt		Office of the Collection and Disbursement (Cashier)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request and accomplish the application for records w/ clearance. Download request form thru https://cvsu-rosario.edu.ph/2024/11/0 6/request-form-for-credentials-of-undergraduate-students-transferees-and-other-clients/	1.1 Receive the accomplished Application for Records form and advise the client to pay the necessary fee.	None	2 minutes	Administrative Clerk I Office of the Campus Registrar



Pay the necessary fee for the requested documents at the Cashier's Office.	2.1 Issue an Official Receipt	Php 25.00/ page for TOR Php 20.00/ page for Certification	2 minutes	Administrative Clerk I Cashier's Office
Present the OR for recording and reference purposes.	3.1. Check the OR and issue claim stub/schedule slip to the client.	None	1 minute	Administrative Clerk I Office of the Campus Registrar
Receive the claim stub bearing the date of release of the requested documents.	4.1 Evaluate the student's records and prepare the requested documents.	None	10 days (TOR), 5 days (Certification)	Administrative Clerk I Office of the Campus Registrar
5. Present the claim stub on the scheduled date of release.	5.1 Record and release the requested documents and affix the client's signature on the document's reproduction copy for records purposes.	None	2 minutes	Administrative Clerk I Office of the Campus Registrar
6. Fill out and return the Stakeholders' Feedback Form or Google Form	6.1Receive the Stakeholders Feedback Form or acknowledge receipt of Google Form	None	2 minutes	Administrative Clerk I Office of the Campus Registrar
	TOTAL:	Php 25.00 (TOR)	10 days and 7 minutes (TOR)	
		Php 20.00 (Certification)	5 days and 7 minutes (Certification)	