



**CAVITE STATE UNIVERSITY – CCAT CAMPUS**

**REGISTRAR'S OFFICE**

External and Internal Services



**1. 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.


<b>Office or Division:</b>	Office of the Director for Instruction
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All Graduates, Undergraduates and other clients

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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Application for Records	Google Form link: <a href="https://forms.gle/SHEwXQrg5ahfE4Vy5">https://forms.gle/SHEwXQrg5ahfE4Vy5</a>
Official Receipt	Office of the Collection and Disbursement (Cashier)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request and accomplish the application for records. Download request form thru <a href="https://tinyurl.com/4tjmytfk">https://tinyurl.com/4tjmytfk</a> .	1.1. Receive the accomplished Application for Records form and advise the client to pay the necessary fee.	None	2 Minutes	<i>Administrative Clerk VI Office of the Campus Registrar</i>
2. Pay the necessary fee for the requested documents at the Cashier's Office.	2.1. Issue an Official Receipt	Php 50.00/ page for TOR Php 30.00/ page for Certification	2 Minutes	<i>Administrative Clerk I Cashier's Office</i>
3. 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	<i>Administrative Clerk VI Office of the Campus Registrar</i>
4. 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)	<i>Administrative Clerk I Office of the Campus Registrar</i>
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	<i>Administrative Clerk I Office of the Campus Registrar</i>



	<p>5.2. Provide client with the Client Satisfaction Measurement Survey Form or the link and/or QR Code below.  <a href="https://forms.gle/smYUwU7Ly5RGaKwQ9">https://forms.gle/smYUwU7Ly5RGaKwQ9</a></p> 			
	<b>TOTAL:</b>	<p><b>Php 50.00</b> (TOR)</p> <p><b>Php 30.00</b> (Certification)</p>	<p><b>10 Days</b> <b>7 Minutes</b> (TOR)</p> <p><b>5 Days</b> <b>7 Minutes</b> (Certification)</p>	