



Republic of the Philippines
PAMANTASAN NG LUNGSOD NG MAYNILA
(University of the City of Manila)
General Luna St. cor. Muralla St.,
Intramuros, Manila, Philippines



OUR Form A, Revised Oct. 2017

STUDENT CLEARANCE FORM (SCF)

(Reference: University Code 2005, Title VII, Section XL, Articles 287 & 294)

(PLEASE ACCOMPLISH THE FORM IN BLOCK LETTERS)

June 13, 2025

Date of Application

NAME	TIATCHO (SURNAME)	JAMES (FIRST NAME)	OTCHIA (MIDDLE NAME)
STUDENT NUMBER			
FIRST ENROLMENT IN PLM	● 1 st Semester ○ 2 nd Semester ○ Summer Term School Year: <u>2021-2022</u> College: <u>COLLEGE OF ENGINEERING AND TECHNOLOGY</u>		
LAST/PRESENT ENROLMENT IN PLM	○ 1 st Semester ● 2 nd Semester ○ Summer Term School Year: <u>2024-2025</u> College: <u>COLLEGE OF INFORMATION SYSTEMS AND TECHNOLOGY MANAGEMENT</u>		
SCHOOL, YEAR GRADUATED & DEGREE	PLM, 2025, BS INFORMATION TECHNOLOGY		
PURPOSE OF CLEARANCE	● Graduation ○ Transfer ○ Others (please specify): _____		

1. No Pending Case Prof. Mark Anthony S. Mercado Acting Director Office of Student Development and Services	2. No Obligation Mr. Jesus Raymond R. Mijares Chief Librarian
3. No Obligation Mr. Mark Anthony V. Mendoza Chief Accounting Office	4. No Obligation Dr. Khatalyn E. Mata College Dean
5. No Obligation Dr. Benedicto L. Avila University Registrar	

IMPORTANT INSTRUCTIONS

To ensure a smooth and expedited processing of clearance, please comply with the following instructions:

- Secure three (3) copies of the Student Clearance Form (SCF) from the (1) Office of the University Registrar (OUR) for Honorable Dismissal **OR** (2) College for Graduating Students.
- Bring your PLM ID and registration for at all times when processing the clearance.
- Return all borrowed books to the University Library.
- Settle all financial liabilities to the Accounting Department.
- Submit one (1) copy of the completed clearance form to the Accounting Department, one (1) to the Office of the University Registrar, and the other for personal copy.

AUTHORIZED OFFICIALS

OFFICE

- Office of Student Development and Services
- University Library
- Accounting Department
- College Dean
- Office of the University Registrar

AUTHORIZED OFFICIALS

Prof. Mark Anthony S. Mercado
Mr. Jesus Raymond R. Mijares
Mr. Mark Anthony V. Mendoza
Dr. Khatalyn E. Mata
Dr. Benedicto L. Avila

Student No: 2021-04171		Student Name: TATCHO, JAMES O.			Student Type: Old		Year Level: 4		Control No.: 894124225836		
College: CISTM		Course: BSIT			Type: B		Registration Status: Regular				
Subject Code	Sec.	Subject Title	Units	Days	Time	Room	<div><div>Tuition Fees</div><div>Tuition Fee</div><div>Miscellaneous Fees</div><div>Library Fee</div><div>Athletic Fee without PE</div><div>Registration Fee</div><div>Medical/Dental Fee</div><div>Student Welfare</div><div>Cultural Activity</div><div>Guidance Fee</div><div>Other Fees</div><div>Development Fund</div><div>Graduation Fee</div><div>Diploma Fee</div><div>Ang Pamantasan Fee</div><div>Total Assessment Fee</div><div>Previous Payment/s</div><div>TOTAL AMOUNT DUE</div><div>Subsidized by City of Manila</div><div>Billed to CIBED FHE</div></div>				
IIP 0101	2	Practicum (Lecture)	2	TF	9:00-10:00 am F2F	FIELD					
IIP 0101.1	2	Practicum (Immersion)	4	TF	7:00-9:00 am F2F	FIELD					
Remarks: This enrollment becomes official until all requirements are complied with.			Total Units: 6								
Encoder:		Date: 2025-Jan-08		Reference: RA 10931		Date and Signature:		Amount Due: 10,736.00			