



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	<input checked="" type="radio"/> 1 st Semester <input type="radio"/> 2 nd Semester <input type="radio"/> Summer Term School Year: <u>2021-2022</u> College: <u>COLLEGE OF ENGINEERING AND TECHNOLOGY</u>		
LAST/PRESENT ENROLMENT IN PLM	<input type="radio"/> 1 st Semester <input checked="" type="radio"/> 2 nd Semester <input type="radio"/> 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	<input checked="" type="radio"/> Graduation <input type="radio"/> Transfer <input type="radio"/> Others (please specify): _____		

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

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



| | P | M | PLM PLM |
|--------------------|---|---|---------|---------|---------|---------|---------|
| 1st
Sem/Tri | L | M | PLM PLM |
| 2nd
Sem/Tri | P | M | PLM PLM |
| Summer/
3rd Tri | P | M | PLM PLM |
| | P | M | PLM PLM |

IN CASE OF EMERGENCY, PLS. NOTIFY

Name: ARMELITA O. TIATCHO

Address:

456 CABILDO ST. INTRAMUROS MANILA

Contact No: 09278559013

THIS CARD IS NON-TRANSFERABLE AND
VALID ONLY FOR THE SEMESTER/TRIMESTER
LAST INITIALED LOSS OF THIS CARD SHOULD
BE REPORTED IMMEDIATELY TO THE:

OFFICE OF THE UNIVERSITY REGISTRAR
PAMANTASAN NG LUNGSOD NG MAYNILA
INTRAMUROS, MANILA
643-2500 loc. 67

ATTY. DOMINGO Y REYES, JR.
University President

Student No: 2021-04171		Student Name: TIATCHO, 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	<table border="1"> <thead> <tr> <th></th> <th style="text-align: right;">7,200.00</th> </tr> </thead> <tbody> <tr> <td>Tuition Fee</td> <td style="text-align: right;">7,200.00</td> </tr> <tr> <td>Miscellaneous Fees</td> <td style="text-align: right;">1,510.00</td> </tr> <tr> <td> Library Fee</td> <td style="text-align: right;">732.00</td> </tr> <tr> <td> Athletic Fee without PE</td> <td style="text-align: right;">117.00</td> </tr> <tr> <td> Registration Fee</td> <td style="text-align: right;">74.00</td> </tr> <tr> <td> Medical/Dental Fee</td> <td style="text-align: right;">293.00</td> </tr> <tr> <td> Student Welfare</td> <td style="text-align: right;">74.00</td> </tr> <tr> <td> Cultural Activity</td> <td style="text-align: right;">74.00</td> </tr> <tr> <td> Guidance Fee</td> <td style="text-align: right;">146.00</td> </tr> <tr> <td>Other Fees</td> <td style="text-align: right;">2,026.00</td> </tr> <tr> <td> Development Fund</td> <td style="text-align: right;">146.00</td> </tr> <tr> <td> Graduation Fee</td> <td style="text-align: right;">1464.00</td> </tr> <tr> <td> Diploma Fee</td> <td style="text-align: right;">366.00</td> </tr> <tr> <td> Ang Pamantasan Fee</td> <td style="text-align: right;">50.00</td> </tr> <tr> <td>Total Assessment Fee:</td> <td style="text-align: right;">10,736.00</td> </tr> <tr> <td>Previous Payment/s</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>TOTAL AMOUNT DUE</td> <td style="text-align: right;">10,736.00</td> </tr> <tr> <td>Subsidized by City of Manila</td> <td style="text-align: right;">10,736.00</td> </tr> <tr> <td>Billed to CHED FHE</td> <td style="text-align: right;">0.00</td> </tr> </tbody> </table>			7,200.00	Tuition Fee	7,200.00	Miscellaneous Fees	1,510.00	Library Fee	732.00	Athletic Fee without PE	117.00	Registration Fee	74.00	Medical/Dental Fee	293.00	Student Welfare	74.00	Cultural Activity	74.00	Guidance Fee	146.00	Other Fees	2,026.00	Development Fund	146.00	Graduation Fee	1464.00	Diploma Fee	366.00	Ang Pamantasan Fee	50.00	Total Assessment Fee:	10,736.00	Previous Payment/s	0.00	TOTAL AMOUNT DUE	10,736.00	Subsidized by City of Manila	10,736.00	Billed to CHED FHE	0.00
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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
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