



Office of the Registrar

Date/time of printing **Mar 02, 2014 10:50 AM**

Date of Graduation _____ Contact number _____

Offenses/violations/liabilities committed after submission of clearance form will also prevent graduation.

Signature of Student

ENDORSEMENTS: Secure signatures in any order and submit completed form to the Registrar's Office

1. Department Chair [CLEARED; NO SIGNATURE/APPROVAL REQUIRED]	6. Residence halls [CLEARED; NO SIGNATURE/APPROVAL REQUIRED]
2. Rizal Library [CLEARED; NO SIGNATURE/APPROVAL REQUIRED]	7. Cashier [CLEARED; NO SIGNATURE/APPROVAL REQUIRED]
3. Associate Dean for Student Affairs [CLEARED; NO SIGNATURE/APPROVAL REQUIRED]	8. Central Accounting Office [CLEARED; NO SIGNATURE/APPROVAL REQUIRED]
4. Director for Student Activities [CLEARED; NO SIGNATURE/APPROVAL REQUIRED]	9. School Registrar Name in Print & Signature
5. Office of Guidance and Counseling [CLEARED; NO SIGNATURE/APPROVAL REQUIRED]	
	Date:

REQUEST FOR OFFICIAL DOCUMENTS

Date Due: _____

Name of Student **CRUZ, RAYMOND JOSEPH NATHANIEL CASTAÑEDA**

Degree & Concentration **BS MIS**

- ☒ Two (2) Paid Transcripts ☒ For Evaluation
☒ For Employment

No. of copies/Amount

- ☐ Additional Transcripts: **P180/copy**
 - ☐ For Evaluation
 - ☐ For Employment
- ☐ Certificate of Graduation: **P85.00/copy**

Fee/Amount Paid: _____

O.R. No.: _____

Cashier:

☐ English Translation of Diploma: **P85.00/copy** _____

☐ Mailing Fee (local only) **P55.00 (DCB-LBC
105-078-002)** _____

Address and Contact No: _____

Transcript Clerk: _____

Total P _____

NOTES:

- Two (2) copies of Transcripts of Records have been paid with tuition payment. Please indicate any request for additional copies of transcripts and/or certifications.
- Students who wish to have their documents sent to them via courier (local only) must pay P55.00. The mailing address and contact number must be indicated above.
- Representatives must present an AUTHORIZATION LETTER, I.D. cards (of owner & representative) to claim documents.
- Document/s not claimed after 90 DAYS from due date will be DESTROYED and payments made FORFEITED.
- Pay only at the CASHIER; Cashier office hours: Monday-Friday: 8AM-12NN; 1PM-4 PM, Saturday: 8AM-12NN

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