

Republic of the Philippines
PAMANTASAN NG LUNGSOD NG MAYNILA
(University of the City of Manila)
General Luna Street corner Muralla Street
Intramuros, Manila

OUR Form A, Revised Oct. 2017

STUDENT CLEARANCE FORM (SCF)

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

Jan. 1, 2020

Date of Application

NAME	Student LAST NAME	Student FIRST NAME	Student MIDDLE NAME
STUDENT NUMBER	201800000		
FIRST ENROLMENT IN PLM	First Semester School Year: 2018-2019 College: CET		
LAST/PRESENT ENROLMENT IN PLM	First Semester School Year: 2018-2019 College: CET		
SCHOOL, YEAR, GRADUATED & DEGREE	(e.g. PLM, 2016, BS COMPUTER SCIENCE) N/A		
PURPOSE OF CLEARANCE	Transfer Others:		
1. No Pending Case	2. No Obligation		
Office of Student Development and Services	University Library		
3. No Obligation	4. No Obligation		
Accounting Office	College Dean		
5. No Obligation	Office of the 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
- Office of the University Registrar

AUTHORIZED OFFICIALS

- Prof. Cecil V. Sabordo
- Ms. Grace M. Mauricio
- Ms. Luzviminda E. Orozco
- College Dean
- Prof. Lalaine A. Isip

Signed:

Chairperson, BSIT