

OFFICE OF THE TREASURER / DATE

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REVISION NO.	03	
REVISION DATE:	March 10, 2017	



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REVISION DATE:	March 10, 2017

_	ALION FOR	VARIOUS DOCUMENT	15
CHIDELINES			
(1) THIS FORM IS USED TO REQUEST FOR DIFF	ERENT OFFICIAL DOCUMENTS FRO	M THE OFFICE OF THE COLLEGE REGISTRAR.	
OFFICE OF THE TREASURER FOR CLEARA	NCE AND PAYMENT OF CORRESP	OF THE COLLEGE REGISTRAR FOR VERIFICATION. STUDENT PONDING FEE. STUDENT SHOWS THE OFFICIAL RECEIPT AN NFORMED WHEN TO CLAIM THE DOCUMENT REQUESTED.	
(3) DOCUMENTS UNDER (B) SHALL BE REQUIRI	NG CLEARANCE FROM THE OFFICE	OF THE TREASURER PRIOR TO PAYMENT OF THE REQUEST.	
CONDITIONS			
(1) ONLY THE OWNED OF THE DECORD IS ALL	WED TO DECLIEST FOR DOCUMEN:	TS AS REGARDS HIS/HER ACADEMIC RECORDS AND CLAIM TH	IE DEOLIESTED DOCUMENTS
(2) AN AUTHORIZATION LETTER IS REQUIRE REPRESENTATIVE MUST PRESENT ONE VA OCR, STUDENT CANNOT CONTINUE HIS ST	ED IF THE OWNER CANNOT DO ALID ID AND ONE OF THE OWNER. UDY IN MCL.	THE APPLICATION AND CLAIMING OF THE REQUESTED IT IS UNDERSTOOD THAT WHEN THE TRANSFER CREDENT	DOCUMENT PERSONALLY. 1 TIALS HAS BEEN ISSUED BY 1
(3) PLEASE RETURN THIS FORM TO THE OF PROCESSED WITHOUT THIS FORM.	FICE OF THE COLLEGE REGISTRA	AR AFTER PAYMENT AT THE OFFICE OF THE TREASURER	R. THIS REQUEST CANNOT I
(4) MCL RESERVES THE RIGHT TO DENY, WITHI	HOLD, OR CANCEL ANY REQUEST F	FOR DOCUMENT DUE TO PENDING ACCOUNTABILITIES.	
(5) DOCUMENTS NOT CLAIMED AFTER SIXTY (6	0) DAYS WILL BE DESTROYED.		
CONFORME			
I HAVE READ AND UNDERSTOOD ALL THE CO	NDITIONS WITH REGARD TO THIS R	EQUEST AND AGREE TO COMPLY WITH THEM.	
		SIGNATU	RE OVER PRINTED NAME / DATE
GENERAL INFORMATIO	M		
CTUDENT NAME - PLENCE	CATHERNIE VATE	CTFILE DIDTUDATE 40.40	0004 OFNDED FEMA
STUDENT NAME PLEÑOS SURNAME	CATHERINE KATE GIVEN NAME	STELLA BIRTHDATE 10-13-	<u>-2004</u> Gender <u>Femai</u>
STUDENT NUMBER 2024270051	PROGRAM / YEAR	2024-2025 E-MAIL ADDRESS ice	emannosleep@gmail.co
ADDRESS Phase 2 New N	latina, Davao City, Davao D	and Cur	
ODADUATE	STUDENT 202	4-2025 TEL. / CELL NO. +63952	4866225
GRADUATE 2025 MONTH/YEARGR	3132211	SY/TERM LAST ENROLLED	. 1000220
MONTH / TEAKOK	ADDATION		
- BOOLWENTO DECLICAT			
A. CERFIFICATIONS	QUANTITY	B. TRANSCRIPT OF RECORDS	
ENROLLMENT SY 2024-2		D. IKANGUKIPI UPKEUUKUG	QUANTITY
	025 TERM 3	_ 🛮	QUANTITY
	025 TERM 3	— □ FOR EMPLOYMENT	QUANTITY
ATTENDANCE		— ☐ FOR EMPLOYMENT ☐ FOR BOARD EXAM / PRC	QUANTITY
ATTENDANCE MEDIUM OF INSTRUCTION		FOR EMPLOYMENT FOR BOARD EXAM / PRC FOR EVALUATION PURPOSES	QUANTITY
ATTENDANCE		FOR EMPLOYMENT FOR BOARD EXAM / PRC FOR EVALUATION PURPOSES FOR FURTHER STUDIES	
ATTENDANCE MEDIUM OF INSTRUCTION		FOR EMPLOYMENT FOR BOARD EXAM / PRC FOR EVALUATION PURPOSES FOR FURTHER STUDIES FOR GRADUATING / TRANSFE	
ATTENDANCE MEDIUM OF INSTRUCTION OTHERS CERTIFIED TRUE COPY		FOR EMPLOYMENT FOR BOARD EXAM / PRC FOR EVALUATION PURPOSES FOR FURTHER STUDIES	
ATTENDANCE MEDIUM OF INSTRUCTION OTHERS CERTIFIED TRUE COPY FGR SY TERM		FOR EMPLOYMENT FOR BOARD EXAM / PRC FOR EVALUATION PURPOSES FOR FURTHER STUDIES FOR GRADUATING / TRANSFE	
ATTENDANCE MEDIUM OF INSTRUCTION OTHERS CERTIFIED TRUE COPY FGR SYTERM CM SYTERM	QUANTITY	FOR EMPLOYMENT FOR BOARD EXAM / PRC FOR EVALUATION PURPOSES FOR FURTHER STUDIES FOR GRADUATING / TRANSFEI PROCESSED BY OITS:	
ATTENDANCE MEDIUM OF INSTRUCTION OTHERS CERTIFIED TRUE COPY FGR SYTERM CM SYTERM HIGH SCHOOL FORM 137-	QUANTITY A	FOR EMPLOYMENT FOR BOARD EXAM / PRC FOR EVALUATION PURPOSES FOR FURTHER STUDIES FOR GRADUATING / TRANSFE PROCESSED BY OITS: GRADE CERTIFICATION GOVERNMENT CAV ISSUANCE OF DIPLOMA	RRING OUT
ATTENDANCE MEDIUM OF INSTRUCTION OTHERS CERTIFIED TRUE COPY FGR SYTERM CM SYTERM	QUANTITY A	FOR EMPLOYMENT FOR BOARD EXAM / PRC FOR EVALUATION PURPOSES FOR FURTHER STUDIES FOR GRADUATING / TRANSFE PROCESSED BY OITS: GRADE CERTIFICATION GOVERNMENT CAV ISSUANCE OF DIPLOMA	
ATTENDANCE MEDIUM OF INSTRUCTION OTHERS CERTIFIED TRUE COPY FGR SYTERM_ CM SYTERM_ HIGH SCHOOL FORM 137- HIGH SCHOOL FORM 138-	QUANTITY A	FOR EMPLOYMENT FOR BOARD EXAM / PRC FOR EVALUATION PURPOSES FOR FURTHER STUDIES FOR GRADUATING / TRANSFE PROCESSED BY OITS: GRADE CERTIFICATION GOVERNMENT CAV ISSUANCE OF DIPLOMA	RRING OUT
ATTENDANCE MEDIUM OF INSTRUCTION OTHERS CERTIFIED TRUE COPY FGR SYTERM_ CM SYTERM_ HIGH SCHOOL FORM 137- HIGH SCHOOL FORM 138-	QUANTITY A	FOR EMPLOYMENT FOR BOARD EXAM / PRC FOR EVALUATION PURPOSES FOR FURTHER STUDIES FOR GRADUATING / TRANSFE PROCESSED BY OITS: GRADE CERTIFICATION GOVERNMENT CAV ISSUANCE OF DIPLOMA	RRING OUT
ATTENDANCE MEDIUM OF INSTRUCTION OTHERS CERTIFIED TRUE COPY FGR SYTERM_ CM SYTERM_ HIGH SCHOOL FORM 137- HIGH SCHOOL FORM 138-	QUANTITY A	FOR EMPLOYMENT FOR BOARD EXAM / PRC FOR EVALUATION PURPOSES FOR FURTHER STUDIES FOR GRADUATING / TRANSFE PROCESSED BY OITS: GRADE CERTIFICATION GOVERNMENT CAV ISSUANCE OF DIPLOMA OTHERS	RRING OUT

OFFICE OF THE COLLEGE REGISTRAR / DATE

06/10/2025

Received by: Catherine Kate Stella Pleños Catherine Kate S. Pleños-05/25/2025 SIGNATURE OVER PRINTED NAME / DATE

2006				
-	TION FOR	VARIOUS	DOCUMENT	rs
CHIDELINES				
(1) THIS FORM IS USED TO REQUEST FOR DIFFERENT				
(2) STUDENT FILLS UP THE FORM. STUDENT SUBMITS OFFICE OF THE TREASURER FOR CLEARANCE A OFFICE OF THE COLLEGE REGISTRAR FOR PROC	AND PAYMENT OF CORRESPO	ONDING FEE. STUDENT SH	OWS THE OFFICIAL RECEIPT AN	
(3) DOCUMENTS UNDER (B) SHALL BE REQUIRING CLI	EARANCE FROM THE OFFICE (OF THE TREASURER PRIOR	TO PAYMENT OF THE REQUEST.	
CONDITIONS				
(1) ONLY THE OWNER OF THE RECORD IS ALLOWED 1	O REQUEST FOR DOCUMENT	S AS REGARDS HIS/HER AC	ADEMIC RECORDS AND CLAIM TH	IE REQUESTED DOCUMENTS.
(2) AN AUTHORIZATION LETTER IS REQUIRED IF REPRESENTATIVE MUST PRESENT ONE VALID ID OCR, STUDENT CANNOT CONTINUE HIS STUDY IN	AND ONE OF THE OWNER.			
(3) PLEASE RETURN THIS FORM TO THE OFFICE (PROCESSED WITHOUT THIS FORM.	OF THE COLLEGE REGISTRA	R AFTER PAYMENT AT TH	E OFFICE OF THE TREASURER	R. THIS REQUEST CANNOT
(4) MCL RESERVES THE RIGHT TO DENY, WITHHOLD,	OR CANCEL ANY REQUEST FO	OR DOCUMENT DUE TO PEN	DING ACCOUNTABILITIES.	
(5) DOCUMENTS NOT CLAIMED AFTER SIXTY (60) DAY	'S WILL BE DESTROYED.			
CONFORME				
I HAVE READ AND UNDERSTOOD ALL THE CONDITION	INS WITH REGARD TO THIS RE	QUEST AND AGREE TO CO	MPLY WITH THEM.	
			SIGNATU	RE OVER PRINTED NAME / DATE
GENERAL INFORMATION				
TUDENT NAME PLEÑOS	CATHERINE KATE	STELLA	DIDTUDATE 000	4070054
SURNAME	GIVEN NAME	MIDDLE INITIAL	BIRTHDATE 2024	<u>4270051</u>
STUDENT NUMBER 2024270051	PROGRAM / YEAR		GENDER FEMALE	E-MAIL ADDRESS
310DEN1 NOWBER 2024210031	PROGRAWI/ IEAR			
ADDRESS icemannosleep@gmail.com				
GRADUATE 2024-2025	STUDENT 2024-2025	Y/ TERM LAST ENROLLED	TEL./CELL NO. +63	<u>9524866225</u>
MONTH / YEAR GRADUATII	ON LVL4 LVLV			
DOOLWENTO DEQUESTED				
A. CERTIFICATIONS	QUANTITY	<u>B.</u> transci	RIPT OF RECORDS	QUANTITY
ENROLLMENT SY2024-205	5 T <u>ERM 3</u>	☐ FOR	EMPLOYMENT	
			ROADD EYAM / DDC	

A. CERTIFICATIONS ENROLLMENT SY2024-205 ATTENDANCE MEDIUM OF INSTRUCTION OTHERS	QUANTITY TERM 3	B. TRANSCRIPT OF RECORDS QUANTITY FOR EMPLOYMENT FOR BOARD EXAM / PRC FOR EVALUATION PURPOSES FOR FURTHER STUDIES
CERTIFIED TRUE COPY FGR SYTERM CM SYTERM HIGH SCHOOL FORM 137-A HIGH SCHOOL FORM 138 OTHERS	QUANTITY	FOR GRADUATING / TRANSFERRING OUT PROCESSED BY OITS: GRADE CERTIFICATION GOVERNMENT CAV ISSUANCE OF DIPLOMA OTHERS

	PROCESSED	ISSUANCE
		Date Requested: 05/25/2025 Due date:
		<u>06/10/2025</u>
		Received by: Catherine Kate Stella Pleños
OFFICE OF THE TREASURER/ DATE	OFFICE OF THE COLLEGE REGISTRAR / DATE	Catherine Kate Stella Pleños-05/25/2025 SIGNATURE OVER PRINTED NAME / DATE