

APPLICATION FOR VARIOUS DOCUMENTS

GUIDELINES

- (1) THIS FORM IS USED TO REQUEST FOR DIFFERENT OFFICIAL DOCUMENTS FROM THE OFFICE OF THE COLLEGE REGISTRAR.
- (2) STUDENT FILLS UP THE FORM. STUDENT SUBMITS THE FORM TO THE OFFICE OF THE COLLEGE REGISTRAR FOR VERIFICATION. STUDENT FORWARDS THE FORM TO THE OFFICE OF THE TREASURER FOR CLEARANCE AND PAYMENT OF CORRESPONDING FEE. STUDENT SHOWS THE OFFICIAL RECEIPT AND RETURNS THE FORM TO THE OFFICE OF THE COLLEGE REGISTRAR FOR PROCESSING. STUDENT WILL BE INFORMED WHEN TO CLAIM THE DOCUMENT REQUESTED.
- (3) DOCUMENTS UNDER (B) SHALL BE REQUIRING CLEARANCE FROM THE OFFICE OF THE TREASURER PRIOR TO PAYMENT OF THE REQUEST.

CONDITIONS

- (1) ONLY THE OWNER OF THE RECORD IS ALLOWED TO REQUEST FOR DOCUMENTS AS REGARDS HIS/HER ACADEMIC RECORDS AND CLAIM THE REQUESTED DOCUMENTS.
- (2) AN AUTHORIZATION LETTER IS REQUIRED IF THE OWNER CANNOT DO THE APPLICATION AND CLAIMING OF THE REQUESTED DOCUMENT PERSONALLY. THE REPRESENTATIVE MUST PRESENT ONE VALID ID AND ONE OF THE OWNER. IT IS UNDERSTOOD THAT WHEN THE TRANSFER CREDENTIALS HAS BEEN ISSUED BY THE OCR, STUDENT CANNOT CONTINUE HIS STUDY IN MCL.
- (3) PLEASE RETURN THIS FORM TO THE OFFICE OF THE COLLEGE REGISTRAR AFTER PAYMENT AT THE OFFICE OF THE TREASURER. THIS REQUEST CANNOT BE PROCESSED WITHOUT THIS FORM.
- (4) MCL RESERVES THE RIGHT TO DENY, WITHHOLD, OR CANCEL ANY REQUEST FOR DOCUMENT DUE TO PENDING ACCOUNTABILITIES.
- (5) DOCUMENTS NOT CLAIMED AFTER SIXTY (60) DAYS WILL BE DESTROYED.

CONFORME

I HAVE READ AND UNDERSTOOD ALL THE CONDITIONS WITH REGARD TO THIS REQUEST AND AGREE TO COMPLY WITH THEM. _____

SIGNATURE OVER PRINTED NAME / DATE

GENERAL INFORMATION

STUDENT NAME PLEÑOS CATHERINE KATE STELLA BIRTHDATE 10-13-2004 GENDER FEMALE
SURNAME GIVEN NAME MIDDLE INITIAL
STUDENT NUMBER 2024270051 PROGRAM / YEAR 2024-2025 E-MAIL ADDRESS icemannosleep@gmail.com
ADDRESS Phase 2 New Matina, Davao City, Davao Del Sur
GRADUATE 2025 STUDENT 2024-2025 TEL. / CELL NO. +639524866225
MONTH / YEAR GRADUATION SY / TERM LAST ENROLLED

DOCUMENTS REQUESTED

A. CERTIFICATIONS QUANTITY
☒ ENROLLMENT SY 2024-2025 TERM 3
☐ ATTENDANCE
☐ MEDIUM OF INSTRUCTION
OTHERS _____

CERTIFIED TRUE COPY QUANTITY
☐ FGR SY _____ TERM _____
☐ CM SY _____ TERM _____
☐ HIGH SCHOOL FORM 137-A
☐ HIGH SCHOOL FORM 138
OTHERS _____

B. TRANSCRIPT OF RECORDS QUANTITY
☐ FOR EMPLOYMENT
☐ FOR BOARD EXAM / PRC
☐ FOR EVALUATION PURPOSES
☐ FOR FURTHER STUDIES
☐ FOR GRADUATING / TRANSFERRING OUT
PROCESSED BY OITS: _____
☐ **GRADE CERTIFICATION**
☐ **GOVERNMENT CAV**
☐ **ISSUANCE OF DIPLOMA**
OTHERS _____
CHED S.O. NO. / DATED _____

OFFICE OF THE TREASURER / DATE

OFFICE OF THE COLLEGE REGISTRAR / DATE

Date Requested: 05/25/2025 Due date:
06/10/2025

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

FORM OCR – 013A

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