



### MARIANO MARCOS STATE UNIVERSITY

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**Alumni Relations Office** 





Greetings!

As the academic year comes to a close, one of the crucial tasks for students is to obtain clearance from our office. However, the current approach to the signing of student clearances during office hours has led to overcrowding. This has resulted in excessive waiting times for students and increased workload on the staff responsible for signing these clearances, whether on paper or electronically.

In this regard, may I earnestly request a systematic schedule for the online signing of student clearances to accommodate all students. To wit:

	Date	College				
1	July 15, 2024	College of Teacher Education				
		<ul> <li>B of Culture and Arts Education</li> </ul>				
		<ul> <li>B of Early Childhood Education</li> </ul>				
		<ul> <li>B of Elementary Education</li> </ul>				
		<ul> <li>B of Physical Education</li> </ul>				
		<ul> <li>B of Special Needs Education</li> </ul>				
		<ul> <li>B of Technical-Vocational Teacher Education</li> </ul>				
		Computer and Hardware Servicing				
		Food Service Management Technology				
		Garments and Fashion Design Technology				
	-	<ul> <li>B of Technology and Livelihood Education</li> </ul>				
		Home Economics				
		Information and Communication Technology				
2	July 16, 2024	College of Teacher Education				
		<ul> <li>B of Secondary Education</li> </ul>				

## Cultivating Minds, Transforming Futures

FEM Hall Extension-East Wing, #16S Quiling Sur, City of Batac, Ilocos Norte | aro@mmsu.edu.ph | +63(77)-600-0459

















# MARIANO MARCOS STATE UNIVERSITY Alumni Relations Office



#### English Filipino Mathematics Science Social Studies Values Education College of Engineering July 17, 2024 July 18, 2024 College of Health Sciences 5 College of Agriculture, Food and Sustainable Development July 19, 2024 July 22, 2024 College of Business Economics and Accountancy **BS** Accountancy **BS** Cooperative Management **BSBA Marketing Management** BSBA Human Resource Management 7 July 23, 2024 College of Business Economics and Accountancy **BS** Economics BS Entrepreneurship BS Tourism Management BS Hospitality Management July 24, 2024 College of Aquatic Sciences and Applied Technology College of Computing and Information Sciences **Graduate School** College of Law

This proposal will speed up information processing and maintain an organized flow of accommodating students for their clearances. Moreover, may the attached steps/procedures for graduating students signing of clearances be posted on the college Bulletin Boards for information dissemination. Attached is a copy of the protocol before ARO signs clearances.

College of Industrial Technology

College of Arts and Sciences

College of Medicine

I am hoping for your approval of this request. Thank you!

Respectfully yours,

KRISMARY SHARMAINE D. YAPO Chief, ARO

July 25, 2024

10 July 26, 2024

Recommend approval:

MEE JAY A BOMINGO

MARIANO MARCOS STATE ONIVERSITY
CITY OF BATAC. ILOCOS NORTE

APPROVED/D/SAPPROVED

SHIRLEY C. AGRUPIS
UNIVERSITY PRESIDENT

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# Things to do before Alumni Relations Office signs clearance

- 1. Pay your membership to the Alumni Relations Office based on the following options:
  - a) Regular Membership (Php. 350.00)

Php. 200.00 for one-year membership and

Php. 150.00 for ID & Discount Card\*

\*valid for one year only

b) Lifetime Membership (Php. 2,150.00)

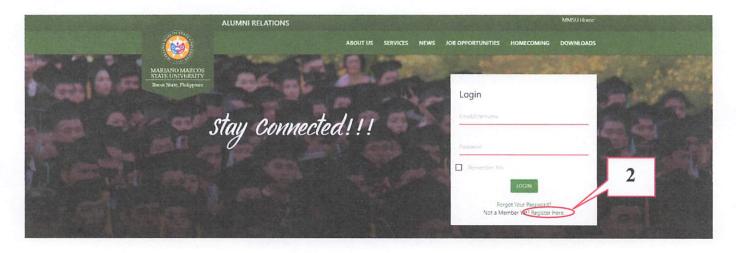
Php. 2,000.00 for one-year membership and

Php. 150.00 for ID & Discount Card\*

\*ID valid for five years only

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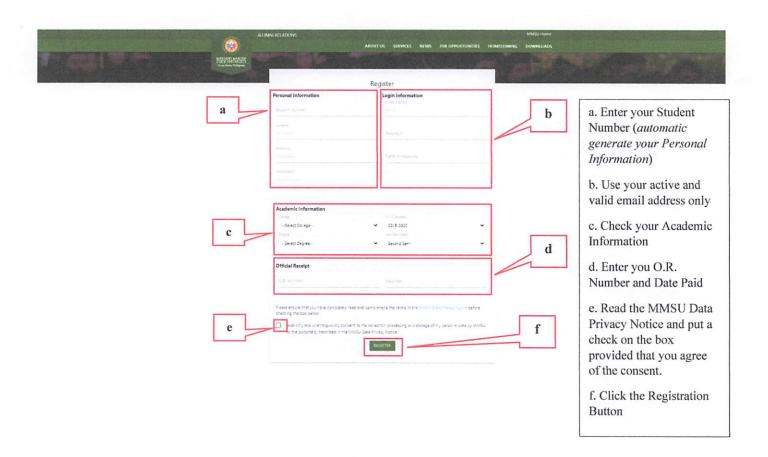
2. Register to the alumni site <a href="http://alumni.mmsu.edu.ph">http://alumni.mmsu.edu.ph</a>.



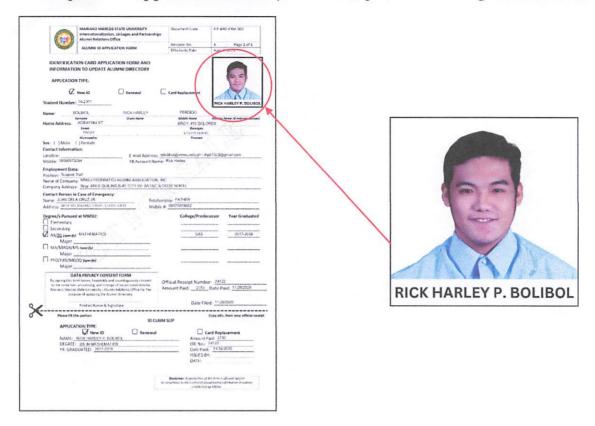
#### **ABOUT US**

The Alumni Relations Office exists to enhance professional and social networking between the university and its alumni and friends.

#### SERVICES



3. Accomplish **ID** Application Form. (Attach 2x2 ID picture white background with Name tag only)



4. Attach the original Official Receipt to the accomplished ID Application Form.

In settlement of the fo	lowing:	MARIANO MARCOS STATE UNIVERSITY FEDERATED					
Billing Invoice No.	ALUMNI ASSOCIATION, INC. (MMSUFAAI)  MMSU Office of Alumni Affairs, MMSU,Batac, Ilocos Norte Non-VAT Reg. TIN: 284-357-150-000  OFFICIAL RECEIPT						
	Date 07-15 2024 Received from BOLIBOL, RICK HARLEY P.						
Total Sales		with TIN					
Less SC/PWD Discount		with address at	COLLEGE	OF ARTS AND SCIENCES (BSMATH)			
Total Due	Engaged in the business style of the sum of pesos Two thousand one hundred fifty pesos only  (P 2,150.00 )						
Less: Withholding Tax							
Payment Due							
		In full payment ofAlumni Membership fee & Discount Card					
Form of Payment:		01					
Cash P	Sr. Citizen TIN;		By: Augl				
Check Bank	OSCA/PWD ID No.	Signature	Cashier/Authorized Representative				
200 Bkits (50x2) 15,001-25,00 BIRATP No AAU0001534768 Date Issued 9-3-15; Velid unt Laoog ABC Printing Press, 22 Tilk: 102-199-551-000 VAT "THIS DOCUMENT IS NOT THIS RECEIPT SHALL BE VALIE	il 9-3-20 Gen. Segundo Av I VALID FOR CLAI	M INPUT TAXES"	OF ATP	No. 24122  Printer's Accreditation No. 001MP20140000000002 Date Issue: January 21, 2014			

5. After accomplishing the above requirements, take with you the accomplished documents (ID Application form w/ Picture and OR) then you may now proceed to the Alumni Relations Office at the FEM Hall Extension Building – East Wing for verification and clearing of online clearance.