

TYPE OF SERVICE**Issuance of Transcript of Records****(For clients with computerized record on file: Graduates from 2001 to present; Inactive Students)****Schedule of Availability of Service: Monday - Friday 8:00 AM - 5:00 PM (No noon break)****Who May Avail of the Service:**

Graduates/ Inactive Students/ Authorized Representative

What are the Requirements:

Accomplished request form, official receipt of payment, authorization letter (if representative is sent), ID or equivalent document, Passport-sized ID picture with name tag (if for board examination), claiming slip

Duration: : Processing - 17 minutes; Issuance within the day of request**Fees:** P100 per page**How to Avail of the Service:**

Step	Applicant/Client	Service Provider	Response Time	Person/Responsible	Fee	Form
1	Submit accomplished request form and other requirements	Retrieve academic record; Check if computerized Transcript of Records (TOR) is on file; Advise the client to pay the corresponding fee	5 minutes	Records Management Officer		Request Form
2	Pay to Cashier	Process payment and issue official receipt	5 minutes	Cashier	P100/page	
3	Present receipt	Schedule the release of TOR and issue claiming slip Prepare and check, countercheck, and sign the TOR	1 minute 5 minutes	Desk Officer/Clerk Data Encoder, Records Management Officer, Registrar, Dean		
4	Present claiming slip and authorization letter (if applicable)	Release the TOR	1 minute	Desk Officer/Clerk		

End of Transaction