

**TYPE OF SERVICE****Issuance of Diploma (Second Copy)****Schedule of Availability of Service: Monday - Friday 8:00 AM - 5:00 PM (No noon break)****Who May Avail of the Service:**

Graduates or their Authorized Representative

**What are the Requirements:**

Accomplished request form, official receipt of payment, Affidavit of Loss, ID or equivalent document, authorization letter (if representative is sent)

**Duration:** Processing - 15 minutes; Issuance after 3 working days**Fees:** P300**How to Avail of the Service:**

Step	Applicant/Client	Service Provider	Response Time	Person/Responsible	Fee	Forms
1	Submit accomplished request form and other requirements	Ask for document to support identity of the client; Verify academic record; Advise client on the amount to pay	2 minutes	Records Management Officer		Request Form
2	Pay to Cashier	Process payment and issue official receipt	5 minutes	Cashier	P300	
3	Present receipt	Schedule date of release of diploma and issue claiming slip	1 minute	Desk Officer/Clerk		
		Prepare the diploma and review the document	2 minutes	Clerk/Encoder		
		Approve the document	4 minutes	Dean of Admissions, College Dean, Board Secretary, University President		
4	Present claiming slip and authorization letter (if applicable)	Release the diploma	1 minute	Desk Officer/Clerk		

**End of Transaction**