

**TYPE OF SERVICE****Issuance of Transcript of Records****(For clients without computerized record on file: Graduates from 2000 and earlier ; 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 or their Authorized Representative

**What are the Requirements:**Accomplished request form, official receipt of payment, authorization letter (if representative is sent), ID or equivalent document, University Clearance (if not available on file),  
Passport-sized ID picture with name tag (if for board examination), claiming slip**Duration:** : Processing - 4 hours; Issuance after 3 working days**Fees:** P100 per page**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	Retrieve academic record and advise to pay the corresponding fee <b>Note:</b> Advise client to process clearance, if not available on file	8 minutes	Records Management Officer		Request Form
2	Pay to Cashier	Process payment and issue official receipt	5 minutes	Cashier	P100/page	
3	Present receipt and clearance (if applicable)	Set the date for the release of TOR and issue claiming slip Prepare and check, countercheck, and sign the TOR	1 minute 4 hours	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**