



REGISTRAR'S OFFICE

Republic of the Philippines
CENTRAL PHILIPPINES STATE UNIVERSITY
 Kabankalan City, Negros Occidental

SERVICE: REQUEST FOR OFFICIAL TRASCRIPT OF RECORDS, DIPLOMA AND CERTIFICATE OF GRADUATION AND ACADEMIC HONORS(FOR GRADUATES)

SCHEDULE: Monday to Friday except holidays (8:00am-12:00am/1:00pm-5:00pm)

CLIENTS/CUSTOMERS: Students, Alumni and Authorized persons

REQUIREMENTS: Approved Clearance, Official Receipt of payment, NSO Birth Certificate and/or Marriage Contract, Picture, Form 137-A or Honorable Dismissal, Authorization Letter (for authorized persons only) and Logbook and/or Thesis Book (for Graduates)

PROCESSING TIME: Certification/Diploma – 32 minutes, Transcript of Records -1 to 3 days (if peak time it takes 1 to 2 weeks)

PROCEDURE:

STEP	CUSTOMER/APPLICANT	SERVICE PROVIDER	DURATION OF THE ACTIVITY	FEE	PERSON RESPONSIBLE	FORM/S
1	Submits the approved clearance.	Receives the clearance. Checks and verifies the records of the requesting applicant. Assess the request for payment.	2 minutes		Registrar/ Clerk Clerk/Encoder	Application for graduation
2	Submits the Official Receipt of payment for Certification	Receives the Official Receipt. Encodes the Certification If Transcript of Records, informs the applicant for the schedule of OTR to be released.	20 minutes 1 to 3 days (if peak time it takes 1 to 2 weeks)	OTR ₱50/page Certification of photocopied OTR ₱ 15/set Certification of photocopied diploma/graduation/academic honors ₱ 15	Clerk Clerk	
3	Claims the requested Certification	Releases the Certificate of Graduation/Academic Honors/Diploma	10 minutes			
-----END OF TRANSACTION-----						

Republic of the Philippines
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 Kabankalan City, Negros Occidental

SERVICE: REQUEST FOR CERTIFICATIONS (GENERAL WEIGHTED AVERAGE, ENROLLMENT, UNITS EARNED, UNITS ENROLLED,CAV, CERTIFICATION OF PHOTOCOPIED SCHOOL DOCUMENTS AND THE LIKE) AND REPORT CARDS

SCHEDULE: Monday to Friday except holidays (8:00am-12:00am/1:00pm-5:00pm)

CLIENTS/CUSTOMERS: Students, Alumni and Authorized persons

REQUIREMENTS: Approved Clearance, Official Receipt of payment, approved Registration form and Authorization Letter (for authorized persons only)

PROCESSING TIME: 10 minutes

PROCEDURE:

STEP	CUSTOMER/APPLICANT	SERVICE PROVIDER	DURATION OF THE ACTIVITY	FEE	PERSON RESPONSIBLE	FORM/S
1	Submits the Official Receipt of payment and/or other requirements	Receives the official receipt verifies the records of the requesting applicant.	2 minutes	None	Registrar/ Clerk	
		Encodes the Certification/s.	5 minutes	None	Clerk/Encoder	
2	Claims the Certification requests.	Releases the certification and/or Report Card	3 minutes	None	Clerk	
-----END OF TRANSACTION-----						

Republic of the Philippines
CENTRAL PHILIPPINES STATE UNIVERSITY
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SERVICE: ENROLLMENT OF NEW STUDENTS

SCHEDULE: Monday to Friday except holidays (8:00am-12:00am/1:00pm-5:00pm)

CLIENTS/CUSTOMERS: Freshmen and transferring students

REQUIREMENTS: High School Card(for High School graduate), Certificate of Completion (ALS passers), Honorable Dismissal and Official Transcript of records (for transferees), Certificate of Good mOral, NSO Birth Certificate and Marriage Contract, Security Clearance, Medical Certificate and Result of College Entrance Examination

PROCESSING TIME: 7 minutes

PROCEDURE:

STEP	CUSTOMER/APPLICANT	SERVICE PROVIDER	DURATION OF THE ACTIVITY	FEE	PERSON RESPONSIBLE	FORM/S
1	Submits requirements for enrollment and processed Registration form	Checks and evaluates students' records.	5 minutes	None	Registrar/Clerk	Registration Form, Curriculum prospectus
	For transferees, submits requirement for enrollment, processed registration form and curriculum/prospectus from their respective department.					
	In case of lacking requirements, process a promissory letter as to when the requirements will be completed.	Approve the registration form if all requirements are complied.	2 minutes	None	Registrar/Clerks	
-----END OF TRANSACTION-----						

Republic of the Philippines
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SERVICE: ENROLLMENT OF RE-ENROLLING STUDENTS (DROPPED-OUT STUDENTS)

SCHEDULE: Monday to Friday except holidays (8:00am-12:00am/1:00pm-5:00pm)

CLIENTS/CUSTOMERS: Re-enrolling students (dropped out from school from at least one semester)

REQUIREMENTS: Clearance for re-enrollment

PROCESSING TIME: 7 minutes

PROCEDURE:

STEP	CUSTOMER/APPLICANT	SERVICE PROVIDER	DURATION OF THE ACTIVITY	FEE	PERSON RESPONSIBLE	FORM/S
1	Submits approved clearance and registration forms.	Signs clearance if the re-enrolling student is cleared from any fees and obligations. Checks, evaluates and approves student's registration form.	2 minutes	None	Registrar/Clerk	Clearance form, Registration form
2	Receives approved student's clearance and registration form.	Gives student's clearance and registration form.	5 minutes	None	Clerk	
-----END OF TRANSACTION-----						

Republic of the Philippines
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SERVICE: ENROLLMENT OF OLD STUDENTS

SCHEDULE: Monday to Friday except holidays (8:00am-12:00am/1:00pm-5:00pm)

CLIENTS/CUSTOMERS: Old students (enrolled from the previous semester)

REQUIREMENTS: Registration Form

PROCESSING TIME: 10 minutes

PROCEDURE:

STEP	CUSTOMER/APPLICANT	SERVICE PROVIDER	DURATION OF THE ACTIVITY	FEE	PERSON RESPONSIBLE	FORM/S
1	Submits processed registration forms. For students lacking and/or deficient grades (INC,NG,NN,4.0) from previous semester, he/she complies it.	Checks and evaluates student's permanent records. The concerned student will be advised to comply his/her deficiency/ies applied with the observed rules in complying deficient grades.	5 minutes	None	Registrar/Clerk	Registration form
2	Submits processed completion and registration forms	Posts grades and evaluates and approves student's registration form.	5 minutes	None	Registrar/Clerk	
-----END OF TRANSACTION-----						

Republic of the Philippines
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SERVICE: CONFIRMATION OF GRADUATES

SCHEDULE: Monday to Friday except holidays (8:00am-12:00am/1:00pm-5:00pm)

CLIENTS/CUSTOMERS: Graduating students

REQUIREMENTS: Completed academic requirements, application for graduation, logbook and/or thesis book, and clearance for graduating students

PROCESSING TIME: 46 minutes

PROCEDURE:

STEP	CUSTOMER/APPLICANT	SERVICE PROVIDER	DURATION OF THE ACTIVITY	FEE	PERSON RESPONSIBLE	FORM/S
1	Submits application and clearance for graduation	Receives and verifies student's application and clearance for graduation. Approves Student's application and clearance for graduation.	45 minutes	None	Registrar/Clerk	Application for graduation Clearance for graduation
2	Receives approved application and clearance for graduation	Releases Student's application and clearance for graduation.	1 minute	None	Registrar/Clerk	
-----END OF TRANSACTION-----						

Republic of the Philippines
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SERVICE: STUDENT'S EVALUATION

SCHEDULE: Monday to Friday except holidays (8:00am-12:00am/1:00pm-5:00pm)

CLIENTS/CUSTOMERS: Students

REQUIREMENTS: Prospectus of the concerned student from their department

PROCESSING TIME: 31 minutes

PROCEDURE:

STEP	CUSTOMER/APPLICANT	SERVICE PROVIDER	DURATION OF THE ACTIVITY	FEE	PERSON RESPONSIBLE	FORM/S
1	Submits prospectus from their department.	Receives the prospectus and evaluates student's permanent record.	30 minutes	None	Registrar	None
2	Receives the evaluated copy of prospectus and submit to the respective dean of the department	Gives the evaluated copy of prospectus.	1 minute	None None	Registrar/Clerk Registrar/Clerk	
-----END OF TRANSACTION-----						