



STUDENT AFFAIR'S OFFICE

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

SERVICE: REQUEST FOR ISSUANCE OF CERTIFICATE OF GOOD MORAL

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

CLIENTS/CUSTOMERS: Students/Alumni

REQUIREMENTS: Official Receipt

PROCESSING TIME: 10 minutes

PROCEDURE:

STEP	CUSTOMER/APPLICANT	SERVICE PROVIDER	DURATION OF THE ACTIVITY	FEE	PERSON RESPONSIBLE	FORM/S
1	Gives the Official Receipt for the issuance of certificate to the In-charge.	<p>Accepts and checks the receipt from the client.</p> <p>Interviews the client to know the information needed in the certification.</p> <p>Prepares the certificate of Good Moral and affix signature of Dean for Students' Affairs.</p> <p>Records the details of the Official Receipt in the logbook.</p>	9 minutes	None	Dean, Student Affairs/ Office Assistant	None
2	Accepts the Certificate of Good Moral and Official Receipts. Client signs the logbook that signifies that he/she has received the Good Moral Certificate.	Gives the Certificate of Good Moral and handed the logbook to the client for signature.	1 minute	None	Dean, Student Affairs/ Office Assistant	None
-----END OF TRANSACTION-----						