

DARAGA COMMUNITY COLLEGE

EXTERNAL SERVICES

1. APPEAL FOR LATE ISSUANCE OF ADMISSION SLIP

There are requests beyond registration period for meritorious cases.

Office or Division:	Office of the Registrar			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	DComC Students			
CHECKLIST OF REQUIREMENTS	Where to Secure			
1. Letter addressed to the Registrar 2. College Admission Slip	1. Requesting Party 2. College			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter endorsed by the college	1. Receive letter, check and record to logbook, forward to the registrar for action	None	2 minutes	Registrar's Staff
	1.1 Act on the request	None	1 Day	College Registrar
2. Claim appeal with action of the College Registrar	2. Release Appeal	None	2 Minutes	Registrar's Staff
	TOTAL:	None	1 Day & 4 minutes	
End of transaction				

2. APPEAL FOR LATE ENROLLMENT

Act on student's appeal for late enrollment beyond the deadline.

Office or Division:	Office of the Registrar
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Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	DComC Students			
CHECKLIST OF REQUIREMENTS	Where to Secure			
1. Letter endorsed by the College 2. Certificate of Attendance 3. Enrollment Status thru CRS	1. Requesting Party 2. College 3. Admission Office			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter endorsed by the college	1. Receive letter, check and record to logbook; 1.1 Forward to College Registrar for action	None	2 minutes	Registrar's Staff
	1.2 Act on the request	None	1 Day	College Registrar
2. Claim appeal with action of the College Registrar	2. Release Appeal	None	2 Minutes	Registrar's Staff
	TOTAL:	None	1Day 4 minutes	
End of transaction				

3. APPEAL FOR LATE RESIDENCE/DROPPING/LEAVE OF ABSENCE

These student processes have deadlines; hence appeal to be accommodated beyond the deadline

Office or Division:	Office of the Registrar
Classification:	Simple
Type of Transaction:	Government to Citizen
Who may avail:	DComC Students

CHECKLIST REQUIREMENTS	OF	Where to Secure		
1. Letter endorsed by the College		1. Requesting Party 2. Admission Staff		
2. Status of enrollment Thru CRS				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter endorsed by the college and enrollment status thru College Registrar's Staff	1. Receive letter, check and record to logbook. 1.1 Forward to College Registrar for action	None	2 minutes	College Registrar's Staff
	1.2 Act on the request	None	1 Day	College Registrar
3. Claim appeal with action of the College Registrar	2. Release appeal	None	2 minutes	College Registrar's Staff
TOTAL:		None	1Day, 4 Minutes	
End of transaction				

4. APPLICATION FOR DEFERMENT FOR NEW FRESHMEN

Application for Deferment for New Freshman who cannot enroll during the semester originally

Office or Division:	Office of the Registrar	
	Classification:	
	Simple	
	Type of Transaction:	
Who may avail:	Government to Citizen	
	Admitted New Freshmen who cannot enroll during the semester originally applied for	
CHECKLIST REQUIREMENTS	OF	Where to Secure

1. Letter of deferment 2. Notice of Admission	1. Requesting Party 2. Office of the Registrar			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of deferment and notice of admission	1. Receive letter with notice of admission	None	5 minutes	College Registrar's Staff
	1.1 Process request for deferment	None	10 Minutes	College Registrar's Staff
	1.2 Act on the request for deferment	None	1 Day	College Registrar
2. Claim/receive approval of deferment	2. Release/mail approval of deferment	None	2 Minutes	College Registrar's Staff
	TOTAL:	None	1Day, 15 Minutes	
End of transaction				

5. APPLICATION FOR TRANSFER FROM OTHER COLLEGES/UNIVERSITIES

Application of transferees from who earned colleges units from other schools/universities

Office or Division:	Office of the Registrar
Classification:	Simple
Type of Transaction:	Government to Citizen
Who may avail:	Transfer Applicants from other schools/universities
CHECKLIST OF REQUIREMENTS	Where to Secure

<ol style="list-style-type: none"> 1. Duly accomplished Form 2. Letter of intent to transfer 3. 3 copies 1x1 pictures (White background) 4. Honorable Dismissal 5. Transcript of Records 6. Certificate of Good Moral Character (Original) 7. Brgy. Clearance (Original) 8. Police Clearance (Original) 	<ol style="list-style-type: none"> 1. College 2. Student 3. Student 4. Last school attended prior to admission to DcomC 5. Last school attended prior to admission to DComC 6. Last school attended prior to admission to DComC 7. Barangay Hall 8. Police Station 9. Philippine Statistic Authority 10. Book Store 11. Book Store
<ol style="list-style-type: none"> 9. NSO Birth Certificate (2 clear photocopies) 10. 2 long white folder 11. 2 long brown plastic envelope 12. 1 long white envelope (without window) and mailing stamp 	<ol style="list-style-type: none"> 12. Post Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all required documents	1. Receive check and evaluate application form and required documents	None	15 minutes	Admission Staff
	1.1 Preliminary Evaluation and preparation of referral for final evaluation	None	15 minutes	College Registrar
2. Follow-up result of the preliminary evaluation		None	5 minutes	Admission Staff

TOTAL:	100.00	35 minutes	
End of transaction			

6. ASSESSMENT AND PRINTING OF DROPPING SLIP OF NON-REGULAR STUDENT

Dropping Slip is used to drop subject/s

Office or Division:	Office of the Registrar			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	All DCOMC enrolled students (Non-regular)			
CHECKLIST REQUIREMENTS	OF	Where to Secure		
1. Dropping Form 2. Valid ID		1. Office of the Registrar 2. DCOMC ID, Company ID, GSIS, SSS, LTO, DFA, etc		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents	1. Receive check and check the required documents	None	10 minutes	College Registrar's Staff
	1.1 Issue Dropping Form	None	15 minutes	College Registrar's Staff
2. Go to College for Adviser and Dean Signatures		None	15 minutes	College Dean
3. Pay at the cashier * Status of dropping will automatically be updated in CRS		PHP 50.00 per unit		Cashier, LGUDaraga
	TOTAL:	PHP 50.00 per unit	45minutes	
End of transaction				

7. AUTHENTICATION/VERIFICATION OF TRANSCRIPT OF RECORDS

Issued to verify authenticity of the transcript of records

Office or Division:	Office of the Registrar		
Classification:	Simple		
Type of Transaction:	Government	to	Citizen/Government to Government/Government to Business

Who may avail:	All			
CHECKLIST OF REQUIREMENTS	Where to Secure			
1. Duly accomplished application form 2. Valid ID 3. Original copy of transcript of records 4. Proof of payment/Official Receipt	1. Office of the Registrar 2. DCOMC ID, Company ID, GSIS, SSS, LTO, DFA, etc. 3. Student or requesting Party 4. Cashier, LGU-Daraga			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish and submit filled in request form together with required documents	1. Receive and review request form	None	15 Minutes	College Registrar's Staff
	and requirements 1.1 Photocopy original TOR, pull-out file copy; 1.2 Issue order of payment			
2. Pay to the cashier and present the receipt	2. Record OR	PHP 100.00 per set	5 Minutes	College Registrar's Staff
	2.1 Record request in log book	None	3 Minutes	College Dean
	2.2 Check against file copy	None	5 Minutes	College Registrar's Staff
	2.3 Final check and initial of authenticated TOR			

	2.4 Secure authorized signature	None	5 Minutes	College Registrar's Staff
	2.5 Record document for release	None	2 Minutes	College Registrar's Staff
	2.6 Do quality control of the document before release	None	5 Minutes	College Registrar's Staff
3. Claim request	3. Release request to the student/ representative	None	5 Minutes	College Registrar's Staff
TOTAL:		PHP 100:00 per set	47Minutes	
End of transaction				

*Should present authorization letter, photocopy of ID of the student representative.

8. PROCESSING OF TRANSCRIPT OF RECORDS

A copy of a student's permanent academic record for purposes of employment, enrolment, scholarship etc.

Office or Division:	Transcript Section, Office of the Registrar			
Classification:	Highly Technical			
Type of Transaction:	Government to Citizen			
Who may avail:	All DcomC Students			
CHECKLIST OF REQUIREMENTS	Where to Secure			
1. Duly accomplished application form 2. Valid ID 3. Passport size photo for Board Examination Purposes 4. Proof of payment/Official Receipt	1. Office of the Registrar 2. DComC ID, Company ID, GSIS, SSS, LTO, DFA, etc. 3. Photo shop/service 4. Cashier, LGU-Daraga			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Accomplish and submit filled in request form together with required documents	1. Receive and review request form and requirements 1.1 Check student via CRS 1.2 Issue order of payment	None	20 Minutes	College Registrar's Staff
2. Pay to the cashier and present the receipt	2. Record OR and issue claim stub	PHP 250.00 per set	30 Minutes	College Registrar's Staff
	2.1 Request for pull out of student record	None	1 Day	Data Encoder
	2.2 Receive, check the documents inside the	None	15 Minutes	Data Encoder
	Module, insert application, assign task, record in the logbook			
	2.3 Distribute record to first checker and check	None	10 Minutes	Data Encoder
	2.4 Process OTR via CRS Module	None	1 Hour	Data Encoder
	2.5 Final checking of OTR	None	1 Hour	College Registrar's Staff
	2.6 Print OTR in security paper	None	5 Minutes	Data Encoder
	2.7 check and Sign initials	None	5 Minutes	Data Encoder

	2.7 Secure authorized signature	None	5 Minutes	College Registrar
	2.8 Do quality control of the document before release	None	1 Day, 2 Hours, 40 Minutes	College Registrar's Staff
3. Claim request	3. Release request to the student/ representative	None	5 Minutes	College Registrar's Staff
TOTAL:		PHP 250:00 per set	2 Hours, Minutes	
End of transaction				

*Should present authorization letter, photocopy of ID of the student representative.

9. CLEARING OF ACCOUNTABILITY

To clear tagged accountability/ineligibility in the CRS

Office or Division:	Office of the Registrar			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	All DComC Students			
CHECKLIST OF REQUIREMENTS	Where to Secure			
Proof of payment/Official Receipt of underassessment or unpaid student bill	1. Cashier, LGU-Daraga			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents	1. Receive and check the required documents and clear accountability in the CRS	None	30 Minutes	College Registrar's Staff
TOTAL:		None	30 Minutes	
End of transaction				

10. SERVICES J. CLEARING OF INELIGIBILITY (ENTRANCE CREDENTIAL)

Clearing of ineligibility status (lacking entrance credentials)

OFFICE OR DIVISION: CLASSIFICATION: TYPE OF TRANSACTION: WHO MAY AVAIL: CHECKLIST OF REQUIREMENTS	Office of the Registrar, Admission Section			
	Simple			
	Government to Citizen			
	DComC Students			
	Where to Secure			
Lacking credentials e.g. (PSA Birth Certificate, PSA Marriage Certificate, Official Transcript of Record, etc.)	Depends on the lacking requirements (PSA for Birth Certificate and Marriage Certificate, previous school attended for the OTR, etc.)			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the lacking requirements	1. Receive, check the submitted requirement/s and clear ineligibility status in the CRS module	None	20 Minutes	College Registrar's Staff
	TOTAL:	None	20 Minutes	
	End of transaction		21	

11. ISSUANCE OF CERTIFICATE OF COMPLETION

Issued to a student who is a candidate for graduation and is waiting for the conferment of the degree

Office or Division: Classification: Type of Transaction: Who may avail: CHECKLIST OF REQUIREMENTS	Office of the Registrar			
	Simple			
	Government to Citizen			
	DComC Students			
	Where to Secure			
1. Duly Accomplished request form 2. Certificate of Completion Academic Requirements from the College	1. Office of the Registrar 2. Office of the Registrar			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Fill-out and submit accomplished request form and certificate of completion	1. Receive and check duly accomplished request form; issue bill payment	None	5 Minutes	College Registrar's Staff
2. Pay to the cashier and present the receipt	2. Record the Official Receipt No. in the request form and return the OR to the student	PHP 100:00	5 Minutes	College Registrar's Staff
	2.1 Pull-out student records for confirmation	None	30 Minutes	Encoder
	2.2 Verify, Evaluate and process request	None	30 Minutes	College Registrar's Staff
	2.3 Secure authorized signature	None	5 Minutes	College Registrar
3. Claim request	3. Release request to the student/ representative	None	10 minutes	College Registrar's Staff
TOTAL:		PHP 100:00	85 Minutes	
End of transaction				

*Should present authorization letter, photocopy of ID of the student representative.

12. ISSUANCE OF CERTIFICATE OF CURRENTLY ENROLLED

Issued for purposes of visa application, employment, scholarship etc.

Office or Division:	Office of the Registrar
Classification:	Simple
Type of Transaction:	Government to Citizen
Who may avail:	DComC Students who are currently enrolled
CHECKLIST OF REQUIREMENTS	Where to Secure
1. Duly Accomplished request form	1. Office of the Registrar
2. Photocopy of COR	2. Requesting Party

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out and submit accomplished request form and photocopy of COR	1. Receive and check duly accomplished request form; issue order of payment	None	20 Minutes	College Registrar's Staff
2. Pay to the cashier and present the receipt	2. Record OR Number in the request form and return the OR to the student	PHP 100:00	15 Minutes	College Registrar's Staff
	2.1 Process request	None	30 Minutes	Encoder
	2.2 Secure authorized signature	None	10 Minutes	College Registrar's
3. Claim request	3. Release request to the student/ representative	None	10 minutes	College Registrar Staff
TOTAL:		PHP 100:00	85 Minutes	
End of transaction				

*Should present authorization letter, photocopy of ID of the student representative.

13. ISSUANCE OF CERTIFICATE OF ENROLMENT HISTORY

Issued for purposes of employment, scholastic verification etc.

Office or Division:	Office of the Registrar			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	DComC Studets			
CHECKLIST REQUIREMENTS	OF	Where to Secure		
1. Duly Accomplished request form		1. Office of the Registrar		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Fill out and submit accomplished request form	1. Receive and check duly accomplished request form; 1.1 Issue order of payment	None	20 Minutes	College Registrar's Staff
2. Pay to the cashier and present the receipt	2. Record OR Number in the request form and return the OR to the student	PHP 100:00	15 Minutes	College Registrar's Staff
	2.1 Pull out student records	None	1 Hour	College Registrar's Staff
	2.2 Verify, evaluate and process request	None	1 Day	College Registrar
3. Claim request	3. Release request to the student/ representative	None	10 minutes	College Registrar's Staff
TOTAL:		PHP 100:00	1 day, 1 Hour, 45 Minutes	
End of transaction				

*Should present authorization letter, photocopy of ID of the student representative.

14. ISSUANCE OF CERTIFICATE OF GRADE EQUIVALENCY

Certification of grade equivalent as a requirement for application for study/scholarship.

Office or Division:	Office of the Registrar			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	DComC Studets			
CHECKLIST REQUIREMENTS	OF	Where to Secure		
1. Duly Accomplished request form 2. Valid ID		1. Office of the Registrar 2. Company ID, School ID, LTO, DFA, GSIS, SSS etc.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Fill-out and submit duly accomplished form	1. Receive duly accomplished request form with the requirements 1.1 Issue order of payment	None	3 Minutes	College Registrar's Staff
2. Pay to the cashier and present the receipt	2. Receive and record payment 2.1 Process the request	PHP 100:00	30 Minutes	College Registrar's Staff
3. Claim request	3. Release request to the student/ representative	None	10 minutes	College Registrar's Staff
TOTAL:		PHP 100:00	40 Minutes	
End of transaction				

*Should present authorization letter, photocopy of ID of the student representative.

15. ISSUANCE OF CERTIFICATE OF GRADES

Certification of grade equivalent as a requirement for application for study/scholarship.

Office or Division:	Office of the Registrar
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Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	DComC Studets			
CHECKLIST OF REQUIREMENTS	Where to Secure			
1. Duly Accomplished request form	1. Office of the Registrar			
2. Valid ID	2. Company ID, School ID, LTO, DFA, GSIS, SSS etc.			
3. College Clearance	3. College			
4. Proof of Payment/Official Receipt	4. Cashier, LGU-Daraga			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Accomplish and submit filled in request form together with required documents	1. Receive and review request form and requirements 1.1 Check student records via CRS 1.2 Issue order of payment	None	20 Minutes	College Registrar's Staff
2. Pay to the cashier and present the receipt	2. Record OR and issue claim stub	PHP 100:00	30 Minutes	College Registrar's Staff
	2.1 Request for pull out of student record to the RMS	None	15 Minutes	Data Encoder
	2.2 Receive, check the documents inside the record, insert application, assign tasks, record to logbook	None	10 Minutes	Data Encoder
	2.3 Process COG	None	30 Minutes	Data Encoder
	2.4 Check and sign initials	None	5 Minutes	Data Encoder
	2.5 Secure authorized signature	None	5 Minutes	College Registrar
	2.6 Do quality control of the document before release	None	5 Minutes	College Registrar's Staff
3. Claim request	3. Release request to the student/ representative	None	5 minutes	College Registrar's Staff

TOTAL:	PHP 100:00	2 Hours, 5 Minutes	
End of transaction			

*Should present authorization letter, photocopy of ID of the student representative.

16. ISSUANCE OF CERTIFICATE OF SPECIAL ORDER (SO) EXEMPTION

Issued to student who graduated and aims for further studies, employment etc.

Office or Division:	Office of the Registrar			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	DComC Studets			
CHECKLIST REQUIREMENTS	OF	Where to Secure		
1. Duly Accomplished request form		1. Office of the Registrar		
2. Proof of Payment/Official Receipt		2. Cashier, LGU-Daraga		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out and submit accomplished request form	1. Receive and check duly accomplished request form; 1.1 Issue order of payment	None	20 Minutes	College Registrar's Staff
2. Pay to the cashier and present the receipt	2. Record OR number in the request form and return OR to the student;	PHP 100:00	30 Minutes	College Registrar's Staff
	2.1 issue claim stub			
	2.1 Pull out of student records for confirmation	None	10 Minutes	Data Encoder
	2.2 Process request	None	1 Hour	Data Encoder

	2.5 Secure authorized signature	None	5 Minutes	College Registrar
3. Claim request	3. Release request to the student/ representative	None	5 minutes	College Registrar's Staff
TOTAL:		PHP 100:00	2 Hours	
End of transaction				

*Should present authorization letter, photocopy of ID of the student representative.

17. ISSUANCE OF CERTIFICATE OF UNITS EARNED

Issued for purposes of employment, further study etc.

Office or Division:	Office of the Registrar			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	DComC Studets			
CHECKLIST OF REQUIREMENTS	OF	Where to Secure		
1. Duly Accomplished request form	1. Office of the Registrar			
2. Proof of Payment/Official Receipt	2. Cashier, LGU-Daraga			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out and submit accomplished request form	1. Receive and check duly accomplished request form; 1.1 Issue order of payment	None	20 Minutes	College Registrar's Staff
2. Pay to the cashier and present the receipt	2. Record OR number in the request form and return OR to the student;	PHP 100:00	30 Minutes	College Registrar's Staff

	2.1 Issue claim stub			
	2.1 Pull-out student records for confirmation	None	10 Minutes	Data Encoder
	2.2 Process request	None	1 Hour	Data Encoder
	2.5 Secure authorized signature	None	5 Minutes	College Registrar's
3. Claim request	3. Release request to the student/ representative	None	5 minutes	College Registrar Staff
TOTAL:		PHP 100:00	2 Hours, 10 Minutes	
End of transaction				

*Should present authorization letter, photocopy of ID of the student representative.

18. ISSUANCE OF CERTIFICATE OF WEIGHTED AVERAGE GRADE

Issued for students with honors, scholarship, employment, enrollment etc

Office or Division:	Office of the Registrar			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	DComC Studets			
CHECKLIST OF REQUIREMENTS	Where to Secure			
1. Duly Accomplished request form	1. Office of the Registrar			
2. Proof of Payment/Official Receipt	2. Cashier, LGU-Daraga			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Fill-out and submit accomplished request form	1. Receive and check duly accomplished request form;	None	20 Minutes	College Registrar's Staff
	1.1 Issue order of payment			
2. Pay to the cashier and present the receipt	2. Record OR number in the request form and return OR to the student; 2.1 Issue claim stub	PHP 100:00	30 Minutes	College Registrar's Staff
	2.1 Pull-out student records for confirmation	None	10 Minutes	Data Encoder
	2.2 Process request	None	2 Hours	Data Encoder
	2.5 Secure authorized signature	None	5 Minutes	College Registrar's
3. Claim request	3. Release request to the student/ representative	None	5 minutes	College Registrar's Staff
TOTAL:		PHP 100:00	3 Hours, 10 Minutes	
End of transaction				

*Should present authorization letter, photocopy of ID of the student representative.

19. ISSUANCE OF CERTIFICATION OF BREAKDOWN OF MATRICULATION

Student request this document as a requirement in applying for scholarship

Office or Division:	Office of the Registrar
Classification:	Simple
Type of Transaction:	Government to Citizen
Who may avail:	DComC Studets

CHECKLIST REQUIREMENTS	OF	Where to Secure			
1. Duly Accomplished request form		1. Office of the Registrar			
2. Duly Accomplished Scholarship Form		2. Scholarship Agency			
3. Proof of Payment/Official Receipt		2. Cashier, LGU-Daraga			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Fill-out and submit accomplished form and the required documents for checking and assessment	1. Receive and check completeness of the required documents 1.1 Issue order of payment	None	20 Minutes	College Registrar's Staff	
2. Pay to the cashier and present the receipt	2. Receive application and requirements and record payment	PHP 100:00	30 Minutes	College Registrar's Staff	
	2.1 Process and print the certification	None	10 Minutes	Accounting Unit Staff	
	2.2 Sign the Certification	None	5 Minutes	Collecting Officer	
3. Claim request	3. Release the certification to the student	None	5 minutes	College Registrar Staff	
TOTAL:		PHP 100:00	1 Hour, 10 Minutes		
End of transaction					

20. ISSUANCE OF CERTIFICATION, AUTHENTICATION, VERIFICATION (CAV)

Certification of authenticity of documents issued for purposes of enrollment, scholarship, employment and visa

Office or Division:	Office of the Registrar	
Classification:	Simple	
Type of Transaction:	Government to Citizen	
Who may avail:	DComC Studets	
CHECKLIST REQUIREMENTS	OF	Where to Secure

<ol style="list-style-type: none"> 1. Duly Accomplished application form 2. Copy of OTR 3. Valid ID 4. Proof of Payment/Official Receipt 	<ol style="list-style-type: none"> 1. Office of the Registrar 2. Scholarship Agency 3. Company ID, SSS, GSIS, School ID, LTO, DFA etc. 4. Cashier, LGU-Daraga 			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out and submit accomplished form and the required documents	<ol style="list-style-type: none"> 1. Receive and check completeness of the required documents 1.1 Check student records via CRS 1.2 Issue order of payment 	None	10 Minutes	College Registrar's Staff
2. Pay to the cashier and present the receipt	2. Record OR and issue claim stub	PHP 100 per set	30 Minutes	College Registrar's Staff
	2.1 Request for pull out of student record to RMS	None	30 Minutes	Data Encoder
	2.2 Process CAV	None	1 Day	Data Encoder
	2.5 Check and sign initials	None	5 Minutes	Data Encoder
	2.6 Secure authorized signature	None	5 Minutes	College Registrar's
	2.7 Do quality control of the document before release	None	5 Minutes	College Registrar's Staff

3. Claim request	3. Release request to the student/ representative	None	5 minutes	College Registrar's Staff
TOTAL:		PHP 100:00	1 Day, 1 Hour 30 Minutes	
End of transaction				

*Should present authorization letter, photocopy of ID of the student representative.

21. ISSUANCE OF CERTIFIED COPY OF ENTRANCE CREDENTIALS/CHANGE OF MATRICULATION

Issued to student for College copy

Office or Division:	Office of the Registrar			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	DComC Students			
CHECKLIST OF REQUIREMENTS	Where to Secure			
1. Duly Accomplished request form	1. Office of the Registrar			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out and submit accomplished request form	1. Receive and check completeness of the required documents 1.1 Issue order of payment	None	20 Minutes	College Registrar's Staff
2. Pay to the cashier and present the receipt	2. Record the Official Receipt number in the request form and return the OR to the student 1.1 Issue order of payment	PHP 100:00	30 Minutes	College Registrar's Staff

	2.1 Pull-out student records and photocopy document requested	None	20 Minutes	College Registrar's Staff
	2.2 Secure authorized signature	None	5 Minutes	College Registrar
3. Claim request	3. Release request to the student/ representative	None	5 minutes	College Registrar's Staff
TOTAL:		PHP 100:00	1 Hour, 20 Minutes	
End of transaction				

*Should present authorization letter, photocopy of ID of the student representative.

22. ISSUANCE OF DIPLOMA AUTHENTICATION

Requested by clients to confirm the authenticity of the Diploma

Office or Division:	Office of the Registrar			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	DComC Students			
CHECKLIST REQUIREMENTS	OF	Where to Secure		
1. Duly Accomplished request form 2. Original Photocopy of Diploma		1. Office of the Registrar 2. Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out and submit accomplished request form and photocopy of Diploma	1. Receive and check duly accomplished request form; 1.1 Issue order of payment	None	20 Minutes	College Registrar's Staff

2. Pay to the cashier and present the receipt	2. Record the Official Receipt number in the request form and return the OR to the student	PHP 50:00	30 Minutes	College Registrar's Staff
	2.1 Pull-out student records for confirmation	None	30 Minutes	College Registrar's Staff
	2.2 Verify and process request	None	5 Minutes	College Registrar's Staff
	2.2 Secure authorized signature	None	5 Minutes	College Registrar
3. Claim request	3. Release request to the student/ representative	None	5 minutes	College Registrar's Staff
TOTAL:		PHP 50:00	1 Hour, 35 Minutes	
End of transaction				

*Should present authorization letter, photocopy of ID of the student representative

23. ISSUANCE OF CERTIFIED TRUE COPY OF CERTIFICATE OF GRADES

Certify authenticity of COG submitted by students for purposes of employment, education, scholarship etc.

Office or Division:	Office of the Registrar
Classification:	Simple
Type of Transaction:	Government to Citizen/Government to Government/Government to Business
Who may avail:	DComC Students
CHECKLIST OF REQUIREMENTS	Where to Secure
1. Duly Accomplished request form 2. Valid ID 3. Original Copy of COG	1. Office of the Registrar 2. Company ID, School ID, GSIS, LTO, SSS, DFA, etc. 3. Requesting Party 4. Cashier, LGU-Daraga

4. Proof of Payment/Official Receipt				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish and submit filled in request form together with required documents	1. Receive and review request form and requirements 1.1 Photocopy original COG 1.2 Issue order of payment	None	20 Minutes	College Registrar's Staff
2. Pay to the cashier and present the receipt	2. Record OR	PHP 50:00	30 Minutes	College Registrar Staff
	2.1 Check against file copy in the Student Module	None	10 Minutes	College Registrar's Staff
	2.2 Final check and initial of authenticated COG	None	2 Minutes	College Registrar's Staff
	2.3 Secure authorized signature	None	5 Minutes	College Registrar
	2.4 Record document for release in the log book	None	5 Minutes	College Registrar Staff
	2.5 Do quality control of the document before release	None	5 Minutes	College Registrar's Staff
3. Claim request	3. Release request to the student/ representative	None	5 minutes	College Registrar's Staff
TOTAL:		PHP 50:00	1 Hour, 22 Minutes	
End of transaction				

*Should present authorization letter, photocopy of ID of the student representative

24. ISSUANCE OF CERTIFIED TRUE COPY OF CERTIFICATE OF GRADES

Certify authenticity of COG submitted by students for purposes of employment, education, scholarship etc.

Office or Division: Classification: Type of Transaction: Who may avail: CHECKLIST REQUIREMENTS	Office of the Registrar			
	Simple			
	Government to Citizen/Government to Government/Government to Business			
	DComC Students			
OF	Where to Secure			
1. Duly Accomplished request form 2. Valid ID 3. Original Copy of CD 4. Proof of Payment/Official Receipt	1. Office of the Registrar 2. Company ID, School ID, GSIS, LTO, SSS, DFA, etc. 3. Requesting Party 4. Cashier, LGU-Daraga			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Accomplish and submit filled in request form together with required documents	1. Receive and review request form and requirements 1.1 Photocopy original COG, pull-out CD file copy 1.2 Issue order of payment	None	20 Minutes	College Registrar's Staff
2. Pay to the cashier and present the receipt	2. Record OR	PHP 50:00	30 Minutes	College Registrar's Staff

	2.1. Record Request in log book 2.1 Check against file copy in the Student Module	None	10 Minutes	College Registrar's Staff
	2.2 Final check and initial of authenticated CD	None	2 Minutes	College Registrar's Staff
	2.3 Secure authorized signature	None	5 Minutes	College Registrar
	2.4 Record document for release in log the book	None	5 Minutes	College Registrar's Staff
	2.5 Do quality control of the document before release	None	5 Minutes	College Registrar's Staff
3. Claim request	3. Release request to the student/ representative	None	5 minutes	College Registrar's Staff
TOTAL:		PHP 50:00	1 Hour, 22 Minutes	
End of transaction				

*Should present authorization letter, photocopy of ID of the student representative

25. ISSUANCE OF CERTIFIED TRUE COPY OF CERTIFICATE OF GRADES

Certify authenticity of COG submitted by students for purposes of employment, education, scholarship etc.

Office or Division:	Office of the Registrar
Classification:	Simple
Type of Transaction:	Government to Citizen/Government to Government/Government to Business
Who may avail:	DComC Students
CHECKLIST REQUIREMENTS	OF Where to Secure

1. Duly Accomplished request form 2. Valid ID 3. Original Copy of CD 4. Proof of Payment/Official Receipt	1. Office of the Registrar 2. Company ID, School ID, GSIS, LTO, SSS, DFA, etc. 3. Requesting Party 4. Cashier, LGU-Daraga			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish and submit filled in request form together with required documents	1. Receive and review request form and requirements 1.1 Photocopy original COG, pull-out CD file copy 1.2 Issue order of payment	None	20 Minutes	College Registrar's Staff
2. Pay to the cashier and present the receipt	2. Record OR	PHP 50:00	30 Minutes	College Registrar's Staff
	2.1. Record Request in the log book	None	10 Minutes	College Registrar's Staff
	2.1 Check against file copy in the Student Module			
	2.2 Final check and initial of authenticated CD	None	2 Minutes	College Registrar's Staff
	2.3 Secure authorized signature	None	5 Minutes	College Registrar
	2.4 Record document for release in the log book	None	5 Minutes	College Registrar's Staff

	2.5 Do quality control of the document before release	None	5 Minutes	College Registrar's Staff
3. Claim request	3. Release request to the student/ representative	None	5 minutes	College Registrar's Staff
TOTAL:		PHP 50:00	1 Hour, 22 Minutes	
End of transaction				

*Should present authorization letter, photocopy of ID of the student representative

26. ISSUANCE OF CIVIL SERVICE EXEMPTION CERTIFICATE

Issued to students who graduated with honors as requirement for Civil Service Eligibility application

Office or Division:	Office of the Registrar			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	DComC Students			
CHECKLIST REQUIREMENTS	OF	Where to Secure		
1. Duly Accomplished request form 2. Proof of Payment/Official Receipt		1. Office of the Registrar 2. Cashier, LGU-Daraga		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out and submit accomplished request form	1. Receive and check duly accomplished request form; 1.2 Issue order of payment	None	20 Minutes	College Registrar's Staff
2. Pay to the cashier and present the receipt	2. Record OR and issue claim stub	PHP 250:00	30 Minutes	College Registrar's Staff

	2.1 Pull-out student records	None	15 Minutes	College Registrar's Staff
	2.2 Verify, evaluate and process request	None	30 Minutes	Data Encoder
	2.4 Secure authorized signature	None	5 Minutes	College Registrar's
	2.4 Record document for release in the log book	None	5 Minutes	College Registrar's Staff
	2.5 Do quality control of the document before release	None	5 Minutes	College Registrar's Staff
3. Claim request	3. Release request to the student/ representative	None	5 minutes	College Registrar's Staff
TOTAL:		PHP 250:00	1 Hour, 55 Minutes	
End of transaction				

*Should present authorization letter, photocopy of ID of the student representative

27. ISSUANCE OF HONORABLE DISMISSAL

Issued to students who is transferring to another school.

Office or Division:	Office of the Registrar
Classification:	Simple
Type of Transaction:	Government to Citizen
Who may avail:	DComC Students
CHECKLIST REQUIREMENTS	OF Where to Secure
1. Duly Accomplished request form 2. College Clearance 3. Name of School where student transferred 2. Proof of Payment/Official Receipt	1. Office of the Registrar 2. College 3. Student 4. Cashier, LGU-Daraga

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out and submit accomplished request form and required documents	1. Receive and check duly accomplished request form; 1.2 Issue order of payment	None	20 Minutes	College Registrar's Staff
2. Pay to the cashier and present the receipt	2. Record OR Number in the request form and return the OR to the student; 2.1 Issue claim stub	PHP 100:00	30 Minutes	College Registrar's Staff
	2.1 Pull-out student records	None	15 Minutes	College Registrar's Staff
	2.2 Verify, evaluate and process request	None	30 Minutes	Data Encoder
	2.4 Secure authorized signature	None	5 Minutes	College Registrar
	2.4 Record document for release in the log book	None	5 Minutes	College Registrar's Staff
	2.5 Do quality control of the document before release	None	5 Minutes	College Registrar's Staff
3. Claim request	3. Release request to the student/ representative	None	5 minutes	College Registrar's Staff
TOTAL:		PHP 100:00	1 Hour, 55 minutes	
End of transaction				

*Should present authorization letter, photocopy of ID of the student representative

28. ISSUANCE OF LIST OF HONOR GRADUATES TO CIVIL SERVICE COMMISSION (CSC)

CSC reference for Civil Service Eligibility Exemption

Office or Division:	Office of the Registrar			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	Civil Service Commission			
CHECKLIST REQUIREMENTS	OF	Where to Secure		
1. Letter of Request addressed to the College Registrar	1. Requesting Party			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter or send thru email add of the college registrar	1. Receive letter, record in the log book, and forward to the College Registrar	None	10 Minutes	College Registrar's Staff
	1.1 College Registrar acts on the request	None	1 Day	College Registrar
	2.1 Process request	None	2 Days	College Registrar's Staff
	2.4 Secure authorized signature	None	5 Minutes	College Registrar's Staff
	3. Forward to assigned staff for mailing or for submission	None	1 Hour	College Registrar's Staff
	TOTAL:	PHP 250:00	3 Days, 1 Hour, 15 Minutes	
End of transaction				

*Should present authorization letter, photocopy of ID of the student representative

29. SERVICES O. ISSUANCE OF CERTIFICATES OF GRADES FOR CROSS-

REGISTRANTS AND NON-DEGREE STUDENTS

Issued for academic purposes

Office or Division:	Records Management Section (RMS), Office of the Registrar			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	Cross-Registrants and Non-Degree students			
CHECKLIST REQUIREMENTS	OF	Where to Secure		
1. Duly accomplished request form 2. Official Receipt/Proof of payment	1. Office of the Registrar 2. Cashier, LGU-Daraga			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out and submit accomplished request form	1. Receive and check duly accomplished request form; 1.1 Issue order of payment	None	20 Minutes	College Registrar's Staff
2. Pay to the Cashier	2.1 Record the Official Receipt number in the request form and return OR to the student	PHP 100.00	30 Minutes	Data Encoder
	2.2 Print COG from CRS	None	30 Minutes	Data Encoder
	2.3 Secure authorized signature	None	5 Minutes	College Registrar
3. Claim request	3. Release request to the student/ representative	None	10 Minutes	College Registrar's Staff
TOTAL:		PHP 100:00	1 Hour, 35 Minutes	
End of transaction				

*Should present authorization letter, photocopy of ID of the student representative

30. NEW FRESHMEN AND NEW TRANSFER FROM OTHER SCHOOLS AND COLLEGES/UNIVERSITIES (UNDERGRADUATE)

Issuance of College Admission Slip to newly admitted freshmen and new transfer from other schools and Colleges/Universities for registration purposes.

Office or Division:	Admission Section (AS), Office of the Registrar
Classification:	Simple
Type of Transaction:	Government to Citizen
Who may avail:	Admitted New Freshmen and New Transfer Students from other school Colleges/Universities
CHECKLIST OF REQUIREMENTS	Where to Secure
Requirement for First Year Students: 1. College Admission Slip 2. 3 copies 1x1 photos (white background) 3. Form 137 and Form 138 (original) 4. Certificate of Good Moral Character (Original) 5. PSA/NSO Birth Certificate 6. X-ray and Medical Certificate (Original) 7. Brgy. Clearance (Original) 8. Police Clearance 9. 2 long white folder 10. 2 long brown plastic envelope 11. 1 long white envelope (without window) 12. Mailing stamp Requirements for Transferees:	1. Guidance and Counselling Center 2. Applicant 3. Previous School last attended (Senior High School) 4. Previous School last attended (Senior High School) 5. Philippine Statistic Office 6. Laboratory Center for Health 7. Barangay Hall, place of requesting party 8. Police Station 9. Book Store 10. Book Store 11. Book Store 12. Post Office 1. Applicant 2. Previous School last attended (Senior High School) 3. Previous School last attended (Senior High School) 4. Previous School last attended (Senior High School) 5. Barangay Hall, place of requesting party 6. Police Station 7. Philippine Statistic Office 8. Book Store 9. Book Store

<ol style="list-style-type: none"> 1. 3 copies 1x1 photos (white background) 2. Honorable Dismissal 3. Transcript of Records 4. Certificate of Good Moral Character (Original) 5. Brgy. Clearance 6. Police Clearance 7. PSA/NSO Birth Certificate 8. 2 long white folder 9. 2 long brown plastic envelope 10. 1 long white envelope (without window) 11. Mailing Stamp 	<ol style="list-style-type: none"> 10. Book Store 11. Post Office 			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all required documents	<ol style="list-style-type: none"> 1. Receive, check, evaluate all required documents 1.1 Process College Re-Admission Slip 	None	20 Minutes	Admission Staff
2. Receive College Admission Slip	2.1 Release College Admission Slip	None	1 Minute	Admission Staff
3. Submit Admission Slip to the College Registrar Staff				
TOTAL:			21 Minutes	
End of transaction				

31. SHIFTEES WITHIN THE COLLEGE

Issuance of College Admission Slip to admitted students who shifted to another program for registration purposes.

Office or Division:	Admission Section (AS), Office of the Registrar
Classification:	Simple
Type of Transaction:	Government to Citizen

Who may avail:	Admitted New Freshmen and New Transfer Students from other school Colleges/Universities			
CHECKLIST REQUIREMENTS	OF	Where to Secure		
1. College Admission Slip 2. Certification of Grades 3. Permit to Transfer		Admission Staff, Office of the Registrar Data Encoder, Office of the Registrar College Registrar		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all required documents	1. Receive, check, evaluate all required documents 1.1 Process College Re-Admission Slip	None	20 Minutes	Admission Staff
2. Receive College Admission Slip	2.1 Release College Admission Slip	None	1 Minute	Admission Staff
3. Submit Admission Slip to the College Registrar Staff				
TOTAL:			21 Minutes	
End of transaction				

32. ISSUANCE OF DCOMC PHOTO ID

Issuance of Identification to all officially enrolled students

Office or Division:	Admission Section (AS), Office of the Registrar
Classification:	Highly Technical
Type of Transaction:	Government to Citizen
Who may avail:	Officially enrolled students, Cross-registrants, Faculty, NonTeaching personnel
CHECKLIST REQUIREMENTS	OF Where to Secure

1. DComC ID application Form 2. Appointment Slip 3. One (1) 1x1 size photo 4. Official receipt/Proof of payment 5. Duly accomplished Information sheet	1. Student 2. Admission Section, Office of the Registrar 3. Photo shop/service 4. Cashier, LGU-Daraga 5. Admission Section, Office of the Registrar			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the accomplished information sheet and required documents	1. Receive and check the required documents 1.1 Issue order of payment	None	3 Minutes	Admission Staff
2. Pay to the cashier and present the receipt	2. Record the OR number and return to the student	PHP 150.00 (for the re-issuance)	15 Days	Admission Staff
3. Receive Claim Stub	3. Prepare and transmit Perso File to card vendor for printing	None	15 Days	Admission Staff
3. Claim DComC ID	3. Release processed ID	None	Tentative	Admission Staff
	TOTAL:	150.00 (for the reissuance)	1 Month, 3 Minutes	
End of transaction				

33. PROCESSING OF CHANGE OF NAME

To correct and update records.

Office or Division:	Admission Section, Office of the Registrar
Classification:	Simple
Type of Transaction:	Government to Citizen
Who may avail:	All DCOMC Students who are currently enrolled
CHECKLIST REQUIREMENTS	OF Where to Secure

<ol style="list-style-type: none"> 1. Duly accomplished Request for change of Name form 2. Original copy of PSA Birth Certificate 3. Original copy of PSAMarriage Certificate (for married women) 4. Affidavit of Discrepancy 	<ol style="list-style-type: none"> 1. Admission Section, Office of the Registrar 2. PSA Office 3. PSA Office 4. Notary Public 			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<ol style="list-style-type: none"> 1. Submit duly accomplished form and the required documents for checking and assessment 2. Pay to the Cashier 	<ol style="list-style-type: none"> 1. Receive and check completeness of the required documents; 1.1 Issue order of payment 2. Receive application and requirements and record payment 	<p>None</p> <p>PHP 100.00</p>	<p>3 Minutes</p> <p>5 Minutes</p>	<p>Data Recorder</p> <p>Data Encoder</p>
	2.1 Process and print the certification of change of name	None	1 Hour	Data Encoder
	2.2 Sign the certification	None	5 Minutes	College Registrar
3. Claim the certification of change of name	3. Record and release the copy of the certification to the student	None	5 Minutes	College Registrar's Staff
TOTAL:		100.00	1 Hour, 18 Minutes	
End of transaction				

34. PROCESSING OF STUDENT COLLEGE CLEARANCE

A college clearance is a requirement in claiming of diploma, application of official transcript of record, and in requesting of honorable dismissal.

Office or Division:	Registration and clearance Section, Office of the Registrar			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	All DComC Students			
CHECKLIST OF REQUIREMENTS	Where to Secure			
1. Duly accomplished DComC Form	1. Office of the Registrar			
2. Proof of payment/OR	2. Cashier, LGU-Daraga			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Apply College Clearance to the RCS, Office of the Registrar	1. Issue College Clearance Form and order of payment	None	3 Minutes	College Registrar's Staff
2. Pay to the Cashier and settle accountability and submit proof of payment	2. Receive, check and record payment	PHP 100:00 (Plus Graduation Fee of PHP 1,500.00 per degree program, if applicable)	1 Hour	Collecting Officer
	2.1 Clear the tagged accountability in the CRS	None	20 Minutes	Collecting Officer
	2.2 Sign the processed clearance	None	20 Minutes	Collecting Officer
	TOTAL:	PHP 1,600.00	1 Hour, 43 Minutes	
End of transaction				

35. FACULTY ACCOUNT ACTIVATION

Faculty Account is a CRS role that has permissions to modules only available to faculty members.

Office or Division:	Academic Information System Section, Dean Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	DCOmC Faculty members			
CHECKLIST REQUIREMENTS	OF	Where to Secure		
1. Faculty appointment (active) from Deans Office		1. HRMO, LGU-Daraga		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request Faculty Status Activation CRS	1. Grant Faculty Status	None	1 Hour	College Dean Staff
TOTAL:		None	1 Hour	
End of transaction				

36. ISSUANCE OF CERTIFICATE OF GOOD MORAL CHARACTER

Issuance of Certificate of Good Moral Character for purposes of employment, education, scholarship etc.

Office or Division:	Guidance and Counselling Center			
Classification:	Complex			
Type of Transaction:	Government to Citizen			
Who may avail:	Students, Alumni, Parent/Guardian			
CHECKLIST REQUIREMENTS	OF	Where to Secure		
1. Order of payment 2. Official Receipt/Proof of payment		Office of the Registrar Cashier, LGU-Daraga		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get order of payment from the registrar's office	Issue order of payment	None	5 minutes	College Registrar's Staff

2. Presents Official Receipt to the Office of the Guidance and Testing Center	Verifies the cumulative/records anecdotal of the requesting client	None	10 Minutes	Guidance Counselor
2. Identifies/Writes the following at the back of the receipt: a. Full name b. Course c. School year last attended/graduated d. Complete Address (Permanent Residence) e. Purpose	Encodes the information given by the client and print the certificate	None	4 minutes	Guidance Counselor
3. Claim the certificate of Good Moral Character and register at the services logbook of the office	Issues Certificate of Good Moral Character	None	1 minute	Guidance Counselor's Staff
4. Sign in the Service's log book		None	1 minute	Guidance Counselor's Staff
TOTAL:		None	21 minutes	
End of transaction				

37. ISSUANCE OF AUTHENTICATION OF SCHOOL ID

Certification of authenticity of documents issued for scholarship, employment etc. purposes

Office or Division:	Office of the Registrar			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	DComC Studets			
CHECKLIST REQUIREMENTS	OF	Where to Secure		
3. School ID 4. Proof of Payment/Official Receipt		1. Student 4. Cashier, LGU-Daraga		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Submit School ID	1. Receive and Photocopy 1.1 Check student records via CRS 1.2 Issue order of payment	None	10 Minutes	College Registrar's Staff
2. Pay to the cashier and present the receipt	2. Record OR Number 2.2 Stamp photocopy of school ID	PHP 50.00	30 Minutes	College Registrar's Staff
	2.6 Secure authorized signature	None	5 Minutes	College Registrar
3. Claim request	3. Release authenticated copy	None	5 minutes	College Registrar's Staff
TOTAL:		PHP 75:00	50 Minutes	
End of transaction				

*Should present authorization letter, photocopy of ID of the student representative.

38. ISSUANCE OF CERTIFIED COPY OF ENTRANCE CREDENTIALS/CHANGE OF MATRICULATION

Issued to student for College copy

Office or Division:	Office of the Registrar			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	DComC Students			
CHECKLIST OF REQUIREMENTS	Where to Secure			
1. Duly Accomplished request form	1. Office of the Registrar			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Fill-out and submit accomplished request form	1. Receive and check completeness of the required documents 1.1 Issue order of payment	None	20 Minutes	College Registrar's Staff
2. Pay to the cashier and present the receipt	2. Record the Official Receipt number in the request form and return the OR to the student 1.1 Issue order of payment	PHP 75:00	30 Minutes	College Registrar's Staff
	2.1 Pull-out student records and photocopy the document requested	None	20 Minutes	College Registrar's Staff
	2.2 Secure authorized signature	None	5 Minutes	College Registrar
3. Claim request	3. Release request to the student/ representative	None	5 minutes	College Registrar's Staff
TOTAL:		PHP 75:00	1 Hour, 20 Minutes	
End of transaction				

*Should present authorization letter, photocopy of ID of the student representative.

39. SUBMISSION AND EVALUATION OF DOCUMENTS OF SCHOLARSHIPS, AND

PRIVILEGES STUDENTS

Request of requirements to the eligible students for billing purposes.

Office or Division:	Accounting Office
Classification:	Simple
Type of Transaction:	Government to Citizen/Government to Government
Who may avail:	All DComC Eligible Students

CHECKLIST OF REQUIREMENTS	OF	Where to Secure		
1. Scholarship Certification/NOA	Scholarship	1. CHED Region V	2. Registrar's Office	3. Registrar's Office
2.	Certification of Registration	4. Grantee		
3.	Certificate of Grades			
4.	Photocopy of School ID			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents	1. Receive and check completeness of the required documents	None	20 Minutes	Scholarship Coordinator's Staff
	1.1 Submit to the Scholarship agency with attached payroll	None	1 Month	Scholarship Coordinator
TOTAL:		None	1 Month, 20 Minutes	
End of transaction				

40. ISSUANCE OF SCHOLASTIC VERIFICATION

Requested for employment purposes

Office or Division:	Registrar's Office
Classification:	Simple
Type of Transaction:	Government to Citizen/Government to Government/Government to Business
Who may avail:	All DComC Eligible Students

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
CHECKLIST OF REQUIREMENTS 1. Duly Accomplished Form 2. Letter from the requesting Company/Office/Embassy 3. Consent and Photocopy of any Government issued ID of the student				
Where to Secure 1.				
Registrar's Office 2. Requesting Pasty 3. Student being verified				
1. Fill-out and submit accomplished request form	1. Receive and check duly accomplished request form and issue order of payment.	None	20 Minutes	College Registrar's Staff
2. Pay to the cashier and present the receipt	2. Record the Official Receipt number in the request form and return the OR to the student	PHP 250.00	5 Minutes	College Registrar's Staff
	2.1 Pull-out student records	None	30 Minutes	College Registrar's Staff
	2.2 Verify, evaluate and process the request	None	30 Minutes	Encoder
	2.3 Secure authorized signature	None	10 Minutes	College Registrar
3. Claim request	3. Release request to the student/representative	None	5 Minutes	College Registrar's Staff
TOTAL:		None	1 Hour and 40 Minutes	
End of transaction				

*Should present authorization letter, photocopy of ID of the student representative.

41. READMISSION FROM ABSENCE WITHOUT LEAVE (AWOL)

Issuance of College Re-admission slip to re-admitted students from AWOL-for registration purposes.

Office or Division:	Admission Office, Office of the Registrar
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Classification: Type of Transaction: Who may avail:	Simple			
	Government to Citizen			
	Re-admitted students from Absence Without Official Leave (AWOL)			
CHECKLIST OF REQUIREMENTS 1. College re-admission Slip 2. Official Receipt for AWOL fee 3. Medical Certificate 4. Student Directory	Where to Secure 1. College 2. Cashier, LGU-Daraga 3. College 4. College			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all required documents	1. Receive, check, evaluate all required documents	None	20 Minutes	Admission Staff
2. Pay to the cashier and present the receipt	2. Process re-admission slip	PHP 250.00	1 Hour	Admission Staff
3. Submit College readmission Slip to the Office of the College Registrar				
TOTAL:		None	1 Hour and 20 Minutes	
End of transaction				