

ISSUANCE OF CERTIFICATE OF GOOD MORAL CHARACTER

Schedule of Availability of Service: 8:00 am – 5:00 pm; Monday to Friday

Clients/Customers: Students, Alumni

Requirements: Clearance and School I.D. for students, TOR or Diploma for Alumni

Processing Time: 10 minutes

STEP	CUSTOMER/APPLICANT	SERVICE PROVIDER	DURATION OF THE ACTIVITY	FEE	PERSON RESPONSIBLE	FORMS
1	Presents requirements Writes request in the logbook	Verifies authenticity of requirements submitted	3 minutes	None	Staff	Clearance, ID, TOR, Diploma
2		Prepares the certificate.	4 minutes	None	Staff	CGMC
3		Signs certificate. Enters name in the logbook and have the client affix his/her signature.	2 minute	None	Counselor Staff	CGMC, Logbook
4	Signs in the logbook.	Verifies signature made and releases the CGMC. Advises client to proceed to the Cashier's Office.	1 minutes	None	Staff	
5	Receives the certificate and proceeds to the Cashier for Seal stamping and payment.					
END OF TRANSACTION						