

## **ISSUANCE OF TRANSCRIPT OF RECORDS (TOR)**

Schedule of Availability of Service: 8:00 am – 5:00 pm; Monday to Friday as per enrolment schedule

Clients/Customers: Students, Alumni

Requirements: Clearance, Book- bounded thesis

Processing Time: 41 minutes

<b>STEP</b>	<b>CUSTOMER/APPLICANT</b>	<b>SERVICE PROVIDER</b>	<b>DURATION OF THE ACTIVITY</b>	<b>FEE</b>	<b>PERSON RESPONSIBLE</b>	<b>FORMS</b>
<b>1</b>	Submits requirements and requests for TOR	Issues Claim Slip	1 minute	None	Staff	Claim Slip
<b>2</b>	Fills out Claim Slip and gives it back to the staff	Verifies student information  Fills in the scheduled date for release of the TOR on the claim slip  Prepares TOR	2 minutes  1 minute  30 minutes	None	Staff	Claim Slip
<b>3</b>	Returns on the scheduled date of the release of the TOR	Issues TOR	3 minutes	None	Staff	TOR
<b>4</b>	Receives TOR and proceeds to cashier for payment.	Receives payment and issues Official Receipt (OR)	2 minutes	P40.00/page	Cashier	TOR
<b>5</b>	Receives OR and returns to the Registrar for signature	Signs the TOR  Issues documentary stamp	2 minutes	None	Registrar  Staff	OR/ TOR
<b>6</b>	Receives the duly signed TOR and signs in the logbook					Logbook
<b>END OF TRANSACTION</b>						