

## **ISSUANCE OF CERTIFICATION OF GRADES**

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

Clients/Customers: Students

Requirements: Clearance, Registration form, Class cards

Processing Time: 9 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.	Receives requirements and validates grades  Prepares and issues certification	5 minutes	None	Staff	Certification of grades
<b>2</b>	Receives documents and proceeds to cashier for payment	Accepts payment for the document requested	2 minutes	None	Cashier	Certification of grades
<b>3</b>	Receives OR and returns to the Registrar for signature	Signs the Certification of grades	2 minutes	None	Registrar	OR/ Certification of grades
<b>4</b>	Receives the certification of grades and signs in the logbook					Logbook
<b>END OF TRANSACTION</b>						