

## ISSUANCE OF COMPLETION OF GRADES

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

Clients/Customers: Students

Requirements: None

Processing Time: 6 minutes

STEP	CUSTOMER/APPLICANT	SERVICE PROVIDER	DURATION OF THE ACTIVITY	FEE	PERSON RESPONSIBLE	FORMS
1	Requests for completion forms	Issues completion forms	2 minutes	None	Staff	Completion Forms
2	Accomplishes completion form and have it signed by their respective subject teacher/s.	Receives the duly signed completion forms and have it signed by the Registrar  Signs the completion form	2 minutes	None	Staff/ Registrar	Completion Forms
3	Receives the completion form and proceeds to the cashier for payment	Accepts payment and issues OR	2 minutes	None	Cashier	OR
<b>END OF TRANSACTION</b>						

*NOTE: A copy of the completion form should be furnished the Dean/ Director of the college or institute.*