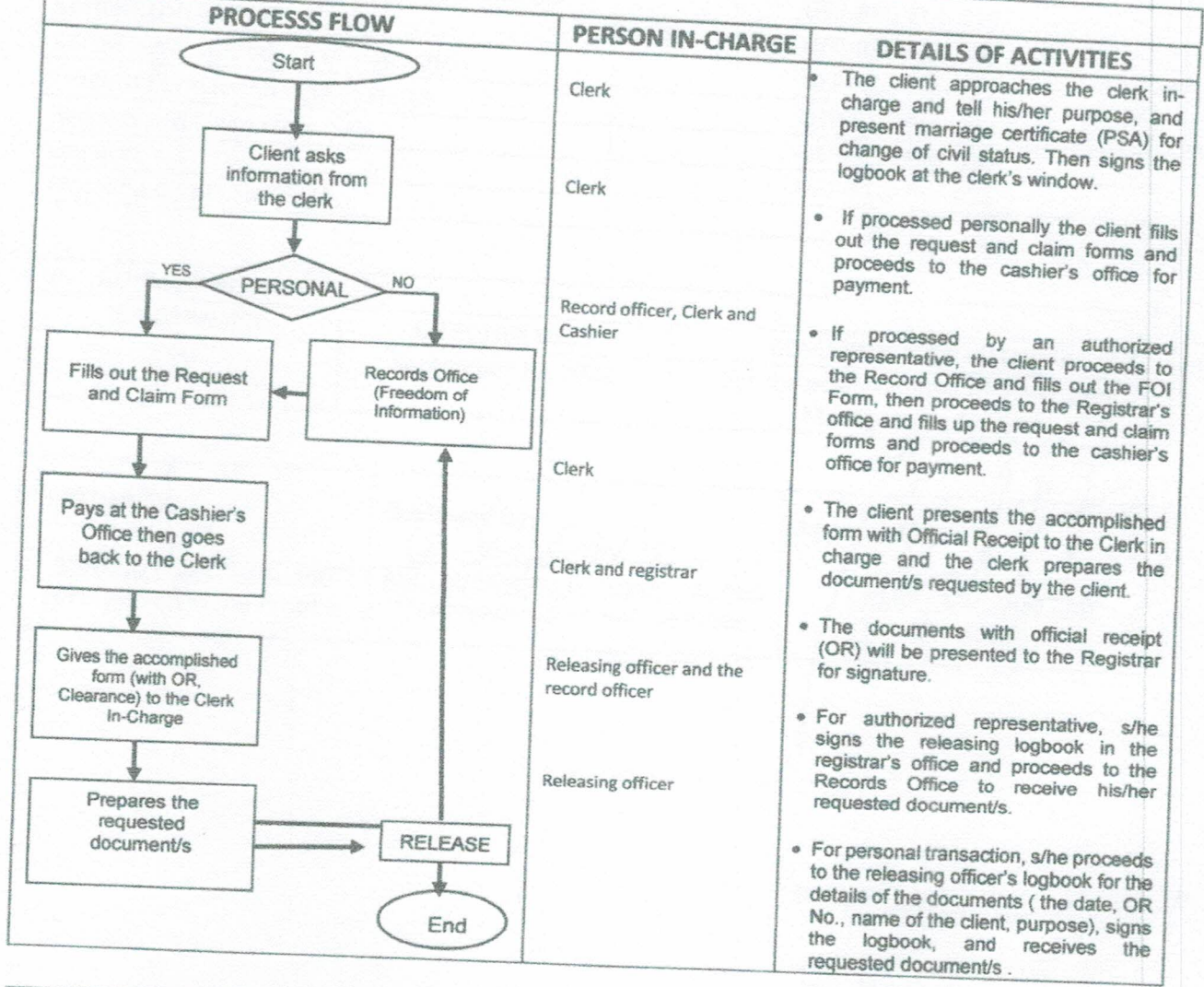




REQUEST FOR ACADEMIC RECORDS AND CHANGE OF CIVIL STATUS PROCEDURE

I. OBJECTIVE	: To serve the client efficiently and effectively whom requesting for academic records and change of status.
II. SCOPE	: Preparation and release of the academic records and change of civil status.
III. TERMS AND DEFINITION	: <ul style="list-style-type: none"> Academic records – the documents (for Grades – certification, HD and GWA) of the students/alumni in this university, managed and kept by the registrar for their present and future use. Cashier – the authority to receive payment from the client/customer. Clerk – the registrar’s personnel who is in-charge of the course. Freedom of Information – refers to the constitutionally guaranteed right of the people to information in matters of public concern which is indispensable to the exercise of the right of the people and their organizations to effective and reasonable participation at all levels of social, political and economic decision-making. Record Officer – keeps all the important documents in the university. Releasing officer – the registrar’s personnel who takes charge of the release of the document/s from the office.

IV. PROCEDURE



DOCUMENT NO.: UEP-REG-PM-001	REVISION NO.: 00	EFFECTIVITY DATE: September 12, 2022
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 Date: 09/08/22

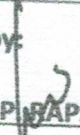
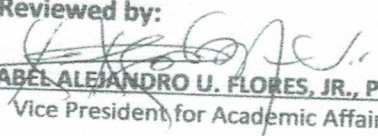
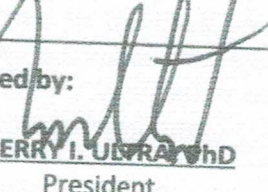


V. RELATED DOCUMENTS

DOCUMENT TITLE	DOCUMENT NUMBER
Transcript of Record (TOR) – (data base)	UEP-REG-FM- 006
Certificate of Transfer Credentials	UEP-REG-FM- 008
Student Clearance	UEP-REG-FM- 009
Certificate of Grades	UEP-REG-FM- 010
CAVAR	UEP-REG-FM- 011
Certificate for Qualifying Exam	UEP-REG-FM- 012
Certificate of GPA	UEP-REG-FM- 013
Certificate of Completed Degree	UEP-REG-FM-014
Information Regarding Validation of Academic Records Submitted for Employment (IRVARSE)	UEP-REG-FM- 017
Certification to take the Comprehensive Exam	UEP-REG-FM- 020
Certification for PRC	UEP-REG-FM- 026
Certification of Medium of Instruction	UEP-REG-FM- 027
Request Form for Change of Status	UEP-REG-FM- 029
Request and Claim Form	UEP-REG-FM- 030
Logbook	UEP-REG-FM- 031
Marriage Certificate (PSA)	None

VI. REVISION HISTORY

REVISION NO	EFFECTIVE DATE	DESCRIPTION OF CHANGES
00	September 12, 2022	For the establishment of the Quality Management System

Prepared by:  ARNOLD P. PAPSING, MA Focal Person of the Process	Reviewed by:  ABEL ALEJANDRO U. FLORES, JR., PhD Vice President for Academic Affairs	Approved by:  CHERRY I. ULTRA, PhD President
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