



D.1

STUDENT SERVICES

1. Issuance of Good Moral Certificate

This request is processed by the OSS for students and alumni who need this document for scholarship/financial assistance, employment, further studies, board examinations, or for whatever legal purpose it may serve.

Office or Division:	Office of Student Services			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Registration Card or Identification Card (for currently enrolled student); Alumni ID or TOR with picture (for graduate)		Admission Office/Registrar's Office		
2. Document: Form PUP-ACGM-5-OFSS-0007		The form can be secured from the Office of Student Services		
3. Proof of Payment		Cashiers Office		
CLIENT STEPS	AGENCY ACTION/S	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit to the Office of Student Services the filled-out form for request of certificate of good moral character (Form PUP-ACGM-5-OFSS-0007)	Receive the form	None	3 minutes	<i>OSS Staff</i> Room 208 Charlie Del Rosario Bldg.
2. Pay corresponding fee at the Cashiers Office*	Receive the payment and issue official receipt	P 150.00	10 minutes	<i>Collection Officer</i> South Wing, Ground Floor, PUP Main Building
3. Proceed to the OSS for the processing and issuance of the certificate	Print and issue the certificate of good moral character	None	7 minutes	<i>OSS Staff and Director/Chief</i> Room 208 Charlie Del Rosario Bldg.



4. Sign in the OSS logbook provided for the purpose	Require the student/alumni to sign in the logbook	None	1 minute	OSS Staff Room 208 Charlie Del Rosario Bldg.
TOTAL:		PHP 150.00	21 minutes	

*Pursuant to the First Time Jobseekers Assistance Act, also known as Republic Act 11261, clients who first time job-seekers are eligible for a Good Moral Certificate free of charge.