



2. ISSUANCE OF COMPLIANCE CERTIFICATE FOR STUDENT OFF-CAMPUS

This service of requesting for the issuance of compliance certificate for student off-campus is provided for students who attended the approved off-campus activity.

Office or Division:	Office of Student Services			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Proceedings		Requester		
Notice of Completion		Accounting Department (For PUP funded off-campus activity)		
CLIENT STEPS	AGENCY ACTION/S	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present to Office of the Student Services the proceedings and notice of completion from the Accounting Department	Verify the proceedings and notice of completion from the Accounting Department	None	1 minute	<i>OSS Staff/ Coordinator</i> Room 208 Charlie Del Rosario Bldg
3. Sign the logbook provided by the OSS	Approve the request	None	1 minute	<i>OSS Director</i> Room 208 Charlie Del Rosario Bldg.
4. Claim the compliance certificate	Issue the compliance certificate	None	1 minute	<i>OSS Coordinator</i> Room 208 Charlie Del Rosario Bldg.
TOTAL:		PHP 0	3 minutes	