



D.5 STUDENT RECORDS SERVICES MANAGEMENT

1. Processing of Request for Academic Verification Service

This service is to provide certification on the authenticity of the documents submitted by the graduate to the company in which he/she is applying for employment.

Office or Division:	Institute of Technology – Registrar’s Office			
Classification:	Complex			
Type of Transaction:	Government to Business (G2B), Government to Government (G2G)			
Who may avail:	Companies, Government agencies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of request with letter head		Client/Company Verifier		
2. Photocopy of TOR, Diploma or credentials submitted		Client/company verifier		
3. Authorization letter signed by the student/graduate		Client/ Company Verifier		
4. Proof of payment		Fund Management Office (FMO)		
5. Authorization letter issued by the company to pick up the results of the verification with 2 valid IDs		Company Verifier		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign the logbook	1.1 Ask client to sign the logbook	None	2 minutes	<i>Receiving Staff Respective Registrar’s Office</i>



2. Submit letter of request for the verification of the student documents submitted with complete requirements	1.2 Receive the documents 1.3 Check the completeness of requirements	None	3 minutes	<i>Receiving Staff Respective Registrar's Office</i>
3. Proceed to the ITECH Accounting Office for assessment and get order of payment	3.1 Check the requested documents 3.2 Issue order of payment	None	12 minutes	<i>Receiving Staff Respective ITECH Accounting Office</i>
4. Pay the required fees at the Cashier	4.1 Accept payment from the student base on the order of payment 4.2 Issue official receipt to the client	Php200.00 verification Php30.00 doc stamp	5 inutes	<i>Cash Collection Officer Fund Management Office Ground Floor, South Wing, PUP Main Bldg.</i>
5. Proceed to the ITECH Registrar's office and present the requested documents with original copy of official receipt	5.1 Accept requested documents with original copy of official receipt 5.2 Check the completeness of documents 5.3 Indicate in the claim stub the date of release of requested documents 5.4 Notify client when requested document/s is/are ready for release	None	20 minutes	<i>Receiving Staff Respective Registrar's Office</i>



6. Present clients claim stub together with authorization letter and ID, if claimant is immediate family member or Special Power of Attorney (SPA), if claimant is other than immediate family member.	6.1 verify the documents presented 6.2 issue the requested document	None	2 days 4 hours and 8 minutes	<i>Releasing Officer</i> <i>Respective Registrar's Office</i>
7. Acknowledge receipt of the requested certification.	7. Give logbook and sign and evaluate the service rendered.	None	10 minutes	<i>Releasing Officer</i> <i>Respective Registrar's Office</i>
TOTAL		Php200.00 verification Php30.00 doc stamp	2 days and 5 hours	