3. Processing of Request for Application for Certification (Informative copy of grades, Good Moral Character, Enrollment, Certified True Copy of any document issued by the Registrar's Office)

This service provides certification of documents applied for by students, alumni and other clients.

Office or Division:	Institute of Technology – Registrar's Office
Classification:	Simple
Type of Transaction:	G2C
Who may avail:	Students

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Accomplished Request Form	ITECH Registrar's Office
2. Identification Card and/or Copy of Registration Card (1 photocopy)	From the student
3. Proof of Payment	Cash Receipts Section, Fund Management Office
4. When claiming documents: • Authorization letter with photocopy of ID and original ID for verification if claimant is immediate family member.	To be submitted by the representative of the client
• Special Power of Attorney (SPA) with photocopy of ID and original ID for verification if the claimant is other than that of the immediate family.	To be submitted by the representative of the client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Sign the logbook	1.1 Ask the student to sign the logbook	None	1 minute	*Receiving Staff* Respective Registrar's Office
2. Receive and Fill up the form	2.1 Provide request form	None	1 minute	*Receiving Staff* Respective Registrar's Office
3. Proceed to the ITECH Accounting Office for assessment and order of payment	3.1 Check the documents 3.2 Issue order of payment	None	8 minutes	*Receiving Staff* Respective ITECH Accounting Office
4.Pay the required fees at the Cashier's Office	4.1 Accept payment from the student based on the order of payment 4.2 Issue official receipt to the student	Informative grade – Php200 Certificate – Php200 Good Moral -Php200 Doc Stamp – Php30	4 minutes	*Cash and Collection Officer* Fund Management Office Ground Floor, South Wing, PUP Main Bldg.

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	None	14 minutes	*Receiving Staff* Respective Registrar's Office
	requested document/s is/are ready for release			
6. Claim the requested documents on the scheduled date indicated in the claim stub.	6.1 Encode and print the requested documents	None	2 days upon receipt of the documents	*Receiving Staff* Respective Registrar's Office
	TOTAL	**Informative grade – Php200** **Certificate – Php200** **Good Moral – Php200** **Doc Stamp – Php30**	**2 days and 28 minutes**	