



2. Processing of Request for Authentication/Certified Copy of Schools Records (Transcript of Records, Diploma, Certification of Registration, CAV) for Local and International Employment

ITECH Registrar issues authenticated/certified copy of school records (TOR, Diploma, Certification of Registration, CAV) to graduates provided they submit complete requirements.

Office or Division:	Institute of Technology – Registrar’s Office			
Classification:	Complex			
Type of Transaction:	G2C, G2B, G2G			
Who may avail:	Students, Private and Government Institutions			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Accomplished Request Form		ITECH Registrar’s Office		
2. 7 pcs. Documentary stamps		Provided by the client		
3. <ul style="list-style-type: none"> For graduate student (Color photocopy of Diploma and TOR) For undergraduate student (Color photocopy of TOR) 		Provided by the client		
4. 2 pcs. 2x2 identical pictures taken recently, formal attire or with collar, white background		Provided by the client		
5. Photocopy of any two (2) valid ID’s		From the client		
6. For representative: Special Power of Attorney (SPA) notarized in country/place of residence of the requesting party; one (1) pc. 2x2 photo of representative with 1 photocopy of valid ID and original copy for verification		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 student to sign the logbook	None	2 minutes	<i>Receiving Staff</i> Respective Registrar’s Office
2. Submit the accomplished request form and complete requirements	2.1 Receive the documents 2.2 Check the completeness of documents	None	3 minutes	<i>Receiving Staff</i> Respective Registrar’s Office
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	8 minutes	<i>Receiving Staff</i> Respective ITECH Accounting Office



4. Pay the required fees at the Cashier	4.1 Accept payment from the student based on the order of payment 4.2 Issue official receipt to the student	Per copy of requested documents: 450.00 - (CAV) 300.00 – TOR 200.00 – diploma/ certification	5 minutes	<i>Cash Collection Officer</i> 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 requested document/s is/are ready for release	None	12 minutes	<i>Receiving Staff</i> Respective Registrar's Office
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.	a. verify the documents presented b. issue the requested document/s	None	9 minutes	<i>Releasing Officer</i> Respective Registrar's Office
7. Acknowledge receipt of the requested TOR/Processing of documents	a. Give logbook and sign and evaluate the service rendered.	None	8 minutes	<i>Releasing Officer</i> Respective Registrar's Office



5. Conduct follow-up and claim the requested CAV	a. encode and prepare the requested documents	Per copy of requested documents: Php450.00 CAV Php300.00 TOR Php200.00 Diploma/ Certification	4 days 4 hour and 33 minutes	<i>Releasing Officer</i> Respective Registrar's Office
TOTAL		Php450.00 CAV Php300.00 TOR Php200.00 Diploma/ Certification	4 days 5 hours and 20 minutes	