

10. Issuance of School Forms, Certifications, and other School Permanent Records

This service pertains to issuance of pertinent school records, certifications and other credentials related to the learner that are in the custody of school that may be requested to for any legal purpose it may serve the requestor.

Office or Division:	Schools
Classification:	Simple
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	General Public

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Requisition slip – 1 copy	Records Section/Registrar's Office
2. Valid Identification Card – 1 original copy and 1 photocopy	Client
3. Authorization Letter–1 original copy for Authorized Personnel	
4. Request letter addressed to the School stating the reason for the Request	
5. Requisition slip given by School where the child is presently enrolled – <i>For Certificate of Good Moral, Form 137 and/ or Form 138</i>	School where child is presently enrolled <i>(Follow the DO 54 s, 2016 -Guidelines on the Request and Transfer of 2.Learner's School Records)</i>
6. Request slip given by DSWD – <i>For Certificate of Enrollment needed in 4Ps</i>	DSWD/Request from Parent/guardian
7. Affidavit of Loss – <i>For duplicate copy of documents</i>	Client
8. List of requirements from Local Civil Registrar – <i>For Late Registration of Birth</i>	Local Civil Registrar
9. List of requirements from DFA – <i>For Passport Application</i>	Department of Foreign Affairs
10. Proof of migration from the embassy – <i>For Migration Purpose</i>	Embassy of the country of destination

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Fill out requisition slip	1.1. Provide client requisition slip	None	5 minutes	Teacher- in Charge/ Registrar's Office Personnel
	1.2. Check the form for completeness	None	10 minutes	Teacher- in Charge/ Registrar's

	and search for the requested document.			Office Personnel
	1.3. Print or photocopy/scan document	None	5 minutes	Teacher- in Charge/ Registrar's Office Personnel
	1.4. Review and verify the document and certify true copy	None	5 minutes	Teacher- in Charge/ Registrar's Office Personnel /Records Officer/ Admin Officer
2. Receive the requested document and sign the logbook	2.1 Release the document and ensure client signed the logbook upon receipt	None	5 minutes	Teacher- in Charge/ Registrar's Office Personnel/Reco rds Officer/ Admin Office
TOTAL:		None	40 minutes	