



Saint Pedro Poveda College
Academic Support Services and Student Affairs

Office of the Registrar

PROCEDURES FOR REQUESTS OF SCHOOL RECORDS

Transcript of Records / Certification of Graduation / Certification of Enrollment / Certification of Completion / Certified Photocopy of Report Card

1. Secure a request form from the Registrars Office.
2. Accomplish the form and present it to Window 1 or 2.
3. Pay the fee for the document at the Cashier (Window 4).
4. Submit the form and the official receipt of payment to Window 1 or 2.
5. Claim the document two (2) working days after the date of payment.

Certification of Enrollment with an Indicated Allowed Leave of Absence

1. Write a letter addressed to the Principal requesting for a Certification of Enrollment with the stated date of leave of absence.
2. Forward the letter to the Registrar's Office upon approval.
3. Secure a request form from the Registrars Office.
4. Accomplish the form and present it to Window 1 or 2.
5. Pay the fee for the document at the Cashier (Window 4).
6. Submit the form and the official receipt of payment to Window 1 or 2.
7. Claim the document two (2) working days after the date of payment.

Transcript of Records with GPA

1. Write a letter addressed to the Director for the Basic Education Curriculum.
2. Forward the letter to the Registrar's Office upon approval.
3. Secure a request form from the Registrars Office.
4. Accomplish the form and present it to Window 1 or 2.
5. Pay the fee for the document at the Cashier (Window 4).
6. Submit the form and the official receipt of payment to Window 1 or 2.
7. Claim the document two (2) working days after the date of payment.

Certificate of Good Moral Character

1. Secure a request form from the Registrar's Office.
2. Accomplish the form and present it to Window 1 or 2.
3. Pay the fee for the document at the Cashier (Window 4).
4. Submit the form and the official receipt of payment to Window 1 or 2.
5. Claim the document three (3) working days after the date of payment.

Certificate of Transfer Credentials

1. Secure the request, withdrawal, and clearance forms from the Registrars Office.
2. Accomplish the form and present it to Window 1 or 2.
3. Pay the fee for the document at the Cashier (Window 4).
4. Submit the form and the official receipt of payment to Window 1 or 2.



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5. Claim the document two (2) working days after the date of payment.

Permanent Records for Transfer Purposes

1. Secure a letter of request for permanent record transfer from the requesting school.
2. Release of permanent records will be based from the instructions indicated on the letter of the requesting school.

Document	Fee
Certifications of the following: <ul style="list-style-type: none">● Enrollment● Graduation● Good Moral Character	PHP 100
Transcript of Records	PHP 100 per page plus PHP 30 documentary stamps
Certified Photocopy of the following: <ul style="list-style-type: none">● Report Card*● Diploma* <i>*Original Document is only issued once</i>	PHP 30.00