REPUBLIC OF THE PHILIPPINES
COTABATO CITY STATE POLYTECHNIC COLLEGE
COTABATO CITY

OFFICE OF THE
COLLEGE REGISTRAR
MANUAL

HANNAH ALAYKA GLORIA DUQUE KADATUAN
2015

Republic of the Philippines
COTABATO CITY STATE POLYTECHNIC COLLEGE
Cotabato City

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FOREWORD

Primarily this College Administration and the whole academe congratulates Dr. Hadja Hannah Alayka Gloria Duque Kadatuan, the Cotabato City State Polytechnic College (CCSPC) Registrar, for her monumental contribution of policy development towards standard office policies, rules and regulations, procedures and operation of the Office of the CCSPC Registrar, which are all embodied in this CCSPC Registrar Manual.

This Manual is an invaluable legacy to the institution. It will be a great help to the Administration and all its academic and auxiliary offices, foremost, in achieving efficiency and effectiveness of systems and processes for best results.

It is expected that the Office of the College Registrar (OCR), being the main hub of frontline service providers shall be the prime mover of quality and excellence and best practices for the welfare of the stakeholders: the students, faculty, administrative staff and alumni.

Again, congratulations to College Registrar Dr. Hadja Hannah Alayka Gloria Duque Kadatuan, the author of this CCSPC Registrar Manual for a great feat well done.
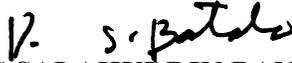
DAMMANG SALAHUDDIN BANTALA, Ph.D.
President

PREFACE

       The formulation and development of the Manual for the Office of the College Registrar was conceptualized in 2010. After a series of seminars, conferences and workshops attended at the regional and national levels on academic policies, office procedures and operation, records management and office management, and many more, I realized that the policies and management principles extant in the CCSPC Code were not enough as solid bases for evaluation and decision relative to enormous problems of students on academic registration and other matters. There was a great need to enhance existing policies.

       Drawn from my work of experience as CCSPC Registrar for 21 years and my active participation as official member of the National Association of Registrars of SUCs (NARSUC) since it was created, I had all the opportunity to have copies of approved policies pertinent to the Office of College/University Registrars. Having good alliances with other Registrars of some prominent SUCs in the country, I had access to some Registrar Manuals for my comparative analyses and pre-formulation of the CCSPC Registrar Manual.

       This Registrar Manual Project finally came to reality in 2013 when I finally decided to work on policy development of office/academic policies relevant to the Office of the Registrar as my Dissertation Research. The formulated office/academic policies and guidelines was a scientific product of validity and reliability tests, where respondents mainly came from the administrative staff, faculty and students of CCSPC and from panel experts who have long years of experiences as Registrar of their respective College/Universities in the country.

       The Office of the College Registrar Manual (OCRM) is comprehensive and broader in scope. It featured its Vision, Mission, Goal and Objectives (VMGOs), organizational structure, functions and responsibility of its personnel, its Code of Ethics, office management, files and records management, confidentiality of records, office procedures and its operation, rights of stake holders, academic policies and procedures on admission, registration, validation/accreditation, evaluation, and graduation.

       The author acknowledges with deep appreciation the full support and encouragement of the Office of the Registrar (OTR) staff and the CCSPC Administration, especially President Dr.Dammang S. Bantala, and the suggestions of Cotabato Foundation College of Science and Technology (CFCST) President Dr. Samson L. Molao; Vice President for Academic Affairs Dr.Saharat S. Samson; Diploma Program in Registrarship Lecturers at Ateneo De Manila University: Ma. Humildad F. Claro, Chairperson,Registrars' Committee of (CEAP) Catholic Educational Association of the Philippines Registrars' Guidebook, Atty. Faustino R. Madriaga, Jr., Education Law;

JoselitoC.Olpoc, Data Base Management and Reengineering; Rey R. Reyes, Fundamentals of Registrarship; Policy Development on Students' Records Management Dissertation Committee: Dean Dr.Zosima A. Pañares, Dr. Minerva A. Zozobrado, Dr.Nerissa S. Lopez, Dr.Philadelfa E. Vestal, and Dr.Edsel P. Inocian; NARSLUC Pres. Ma.June S. Carlos; Dr.Sulog G. Bra, and Dr. Thelma F. Villa in the fulfilment of this OTR Manual.

Personally, I am grateful to the CCSPC Administration, the members of the Academic and Administrative Councils for their favourable approval on the adoption of the Office of the College Registrar Manual.

HANNAH ALAYKA GLORIA DUQUE KADATUAN, Ed.D.
College Registrar

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HISTORICAL SKETCH

The Office of the Registrar (OTR) is the repository of all students' records. It serves as the main frontline service of the College as far as curricular and academic matters are concerned. Therefore, it handles curricular and academic information, students' admissions, registration, evaluation, accreditation, graduation, management of students' records, and all other allied services.

The conversion of Cotabato City National High School into Cotabato City State Polytechnic College on August 23, 1983 approved under Republic Act No. 484 (Batas Pambansa Bilang 484) gave birth to the Office of the Registrar specifically under the Administrative Officer. From 2003 to present, with the new organizational structure of the College which was approved by the Board of Trustees, the Office of the Registrar was placed under the Vice President for Academic Affairs.

Bai Mompong S. Mentang was appointed as the 1st College Registrar. She dedicated her service to being a Registrar from 1983 until her retirement in 1989. Mrs. Farida T. Ali, the General Secondary Education Principal of SY 1988-1989 was appointed as the 2nd Registrar of the College. In 1993, Mrs. Farida T. Ali decided to avail an early retirement for health reasons; thus invited and recommended Gloria D. Kadatuan as the next registrar. Then, Dr.Payakan G.Tilendo, the current College President detailed Gloria D. Kadatuan (a secondary mathematics teacher and formerly Department Head of Home Economics and Vocational Department of the General Secondary Education under Farida T. Ali, the Principal) to the Office of the Registrar for one year training in preparation for the retirement of Ms. Farida T. Ali. Immediately upon the approval of Ms. Farida T. Ali's retirement, Gloria D. Kadatuan was designated Acting Registrar and finally appointed as the 3rd College Registrar. (All the mentioned Heads of the Registrar's Office were holders of permanent position of Registrar approved by the Civil Service Commission.)

In terms of manpower, this office started with the Registrar with six (6) personnel who were contractual workers and clerks to assist in the registry and the needed services by the clientele.

The Office of the Registrar in its struggle for improving and giving quality service to the clientele started students' records computerization (partly) in the year 2000 in terms of generating Transcript of Records. The Administration in full support provided the office with a computer for every personnel.

To date, the Office of the Registrar started computerization of the enrolment system in generating students' academic records. The College Administration is planning to buy the Licensed Data Base of SimOne School Management Computerization System at sixty (60) pesos per student every term of the Academic Year. This data base was designed for schools, hospitals and other agencies. The need to comply with the requirements is at stake for the approval to acquire by the Board of Trustees.

In spite of the limitations in terms of power, materials, equipment and technology, the Office of the Registrar is fully committed to service in the attainment of its mission, vision and objectives.

At present, Cotabato City State Polytechnic College awaits its formal operation as Cotabato State University by January 01, 2016 as stipulated in Republic Act 1055 when conditions are fully satisfied by the present administration. The university conversion was made possible through the strong representation and invaluable support of Representative Bai Sandra A. Sema.

The author acknowledges that most of the facts were obtained from the book on History of Cotabato City State Polytechnic College…From its Glorious Cotabato High School and Cotabato City National High School.

MANUAL OF OPERATION OF THE OFFICE OF THE REGISTRAR

The Manual of Operation of the Registrar serves as the basis of operating work procedures of the Office of the Registrar and as a guide in the performance of the functions of the Registrar's personnel.

This Manual of operation was developed according to the identified work procedures and manner of operations and practices in the Office of the Registrar that adhere to the academic policies and regulations of the College.

MISSION

The Office of the College Registrar shall be fully automated and shall provide fast on-line services to its stake holders.

VISION

The Office of the College Registrar shall be a modern technology-driven service provider and the best office in the Region.

CORE VALUES

We, of the Office of the Registrar uphold honesty, trust, and moral responsibility at all times for total quality service and customer satisfaction at the highest level.

OBJECTIVES

1. Ensure just and credible entry, registration and retention of qualified students.
2. Provide efficient and effective management of student records.
3. Protect confidentiality of records and utmost care for safety and security.
4. Maintain professionalism and imbibe ethical norms and practices in all endeavors within and outside the office at all times.
5. Sustain quality service for quality education.

GENERAL FUNCTIONS

1. Excellent management and operation of the Office of the Registrar
2. Personnel training and development
3. Student Admission, Registration, Evaluation, Graduation
4. Records Management

GOVERNANCE

The President is the head of the College. The Vice President for Academic Affairs is directly under the President. The Office of the Registrar is under the direct supervision of the Vice President for Academic Affairs.

The College/University Registrar is the head of the Office of the Registrar. Those under him/her are the academic and non-teaching personnel with respective area of assignment and functions.

The Registrar is both a member of the Academic and Administrative Council. He/she is responsible for furnishing the President a copy of the Annual Accomplishment Report of the Office of the Registrar.

ORGANIZATIONAL STRUCTURE

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                    │     PRESIDENT        │
                    └─────────────────────┘
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                    ┌─────────────────────┐
                    │   VICE PRESIDENT     │
                    │   FOR ACADEMIC       │
                    │     AFFAIRS          │
                    └─────────────────────┘
                              │
                    ┌─────────────────────┐
                    │  COLLEGE REGISTRAR   │
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RECORDS IN-CHARGE COLLEGE OF AGRICULTURE	RECORDS IN-CHARGE COLLEGE OF FISHERIES
RECORDS IN-CHARGE COLLEGE OF ARTS AND SCIENCES	RECORDS IN-CHARGE COLLEGE OF FORESTRY
RECORDS IN-CHARGE COLLEGE OF BUSINESS AND PUBLIC ADMINISTRATION	RECORDS IN-CHARGE COLLEGE OF ENGINEERING, TECHNOLOGY AND COMPUTING
RECORDS IN-CHARGE COLLEGE OF EDUCATION	RECORDS IN-CHARGE LABORATORY HIGH SCHOOL

RECORDS IN-CHARGE
GRADUATE
COLLEGE

DEFINITION OF TERMS

Academic Records	These refer to scholastic records of a student like Transcript of Records, Copy of Grades, Registration Forms, Completion Forms, Form 137-A, Evaluation Record, Permanent Record, and the like.
Academic Staff	This includes officials and employees engaged in academic affairs, either with or without regular teaching load.
Accreditation	The process of giving credit to the grades, subjects, and units earned by the transferees from their previous institution.
Admission	The permission of a student to enter the College and is governed by the policies on admission of the institution.
Certificate of Transfer Credential	A document permitting a student to transfer to another school. This includes copy of grades and Certificate of Good Moral Character.
Certification	The act of the Registrar in certifying graduation, degree earned, courses/subjects taken, grades, units earned, and authenticity of records of students.
Checklist	The subjects and number of units to be taken in every semester by the student is indicated.
Classified or Strictly Confidential	This refers to records of students submitted in pursuance of the "special relationship" it has with the school. The information disclosed to the school for the latter's use is only for admission and/or promotion and no other.
Curricular offerings	Refer to the degree programs/courses/subjects offered by the institution.
Documents	These refer to worksheets, student' permanent records, grade sheets, enrolment list, statistical data, transcript of records, Form 137-A, diplomas, memoranda and the like.

Evaluation	The process of determining student's scholastic standing, curricular year level, subjects, grades and earned units, deficiencies, and graduation.
Evaluation Form/Work Sheet	A form that shows the name of students, subjects enrolled and corresponding grades. This is done per course. Usually, this is prepared at the opening of classes (names, subjects enrolled) and completed at the end of the semester with the grades of the corresponding subjects.
Filing	This refers to the method of keeping and preserving students' records.
Form 137-A	Student's official permanent record of a secondary school.
Form 138	The student's official Report Rating Card.
Information Dissemination	A process of spreading information regarding curricular offerings, offered subjects, admissions and registration policies and procedures, entrance testing program, requirements, prerequisite, Office of the Registrar activities, and the like.
Instructional staff	Refers to faculty members of the institution.
Non-academic Staff	This consists of officials and employees not concerned with academic matters.
Parent	A natural parent or guardian or an individual acting as a parent in the absence of a parent or guardian of a student.
Practices	Exercise of procedures regarding a specific matter.
Posting	It refers to the process of entering students' grades in their permanent record, worksheet, and evaluation sheet.
Rating Slip	A student's copy form showing the final grades of the student in all his/her enrolled subjects; and usually given at the end of each term to the student.
Record	Any academic information regarding the student whether recorded in hand writing, print, computer media, microfilm or microfiche.

Records Disposal	A process of disposing student's records after the student has already graduated and gotten hold of his/her academic record.
Records Management	It is an official activity dealing with the proper creation, maintenance, utilization, control, and disposition of records.
Registration	As far as schooling is concerned, it means enrolment.
Registration Form/Certificate Of Registration	A document showing that a student is officially enrolled. List of subjects, number of units, time schedule, and room assignment are indicated in the form.
Residence	This refers to the number of years or terms required for a student to finish a course/degree.
Resident Credits	Those refer to all academic subjects and units earned in the University/College including those earned in other institutions which are required for a particular degree and had already been considered in the University/College.
Retention of Records	Keeping of important academic records of student which are indispensable.
Residence	Refers to the number of years or terms required for a student to finish a course/degree.
Shifters	These are students who abandoned an original degree program in favor of another.
Sorting	It is the process of segregating and arranging alphabetically registration forms according to course, major, year level, section, and sex.
Transcript of Records	An official document containing the list of all subjects taken and their chronological sequence with the final grades obtained and credit units earned by a student.
Transferees	These refer to students who came from other schools and were admitted to the College.

Validation of Subjects	The process of giving legal form to subjects and units earned by transferee students in their previous school by undergoing the validation examination.
Waiver of Prerequisite	It is the taking of prerequisite and higher subject at the same time.

THE POSITION OF A REGISTRAR

A Registrar is an officer of the institution who is responsible for the custody, integrity, management, accounting and release of the academic records of students. He/she is inherently a part of the administration and a member of the policy making body of the institution and his/her decision carries weight in cases involving credentials, evaluation of subjects and/or credits earned, student records management and accounting, academic placement, and eligibility for graduation. He/she acts as the principal contact person of the academic community with the Commission on Higher Education.

His/her rank is the same with the Dean of an academic department. He/she represents the school on matters related to his duties and responsibilities.

The Head of the Office of the Registrar of an institution is called University Registrar for Universities and College Registrar for Colleges.

QUALIFICATION OF A REGISTRAR

According to the CSC M.O. No. 46, s. 1993 promulgating the policies on Qualification Standards (QS):

Position	Salary Grade	Level	Gov't Sector	Education	Experience	Training	Eligibility
Registrar I	11	2	National / Local	Bachelor's Degree	None required	None required	CS Prof 2nd Level
Registrar II	15	2	National / Local	Bachelor's Degree	1 yr relevant experience	4 hrs relevant training	CS Prof 2nd Level
Registrar III	18	2	National / Local	Bachelor's Degree	2 yrs relevant experience	8 hrs relevant training	CS Prof 2nd Level
Registrar IV	22	2	National	Bachelor's Degree	3 yrs relevant experience	16 hrs relevant training	CS Prof 2nd Level
Registrar V	24	2	National	Master's Degree	4 yrs in position involving management	24 hrs training in mgt. and supervision	CS Prof 2nd Level

DUTIES AND RESPONSIBILITIES OF A REGISTRAR

1. Assists top administration in the formulation and enforcement of policies on admissions, enrolment, accreditation, graduation, and other related academic matters.
2. Plans, supervises, and is responsible for:
    a. Admission and selective retention of students.
    b. Compliance of admission and academic requirements.
    c. Registration/Enrolment of students.
    d. Enforcement of government and college regulations on academic scholarships, scholastic delinquency, transferees, accreditation, student loading, subject sequence, cross-enrolment, graduation, graduation with academic awards, changing/adding/dropping of subjects, and other related matters.
    e. Evaluation of scholastic records/credits for purposes of accreditation of transfer units, determination of curricular level, scholastic standing, promotion, graduation,etc.
    f. Commencement/Graduation exercises and all other relevant activities.
    g. Selection of academic award students both in the collegiate and secondary levels.
    h. Custody, security, integrity and confidentiality of students' records.
    i. Management, accounting, control, maintenance, accuracy, classification, reconstruction, and issuance/release of students' academic records.
    j. Dissemination of information on the curricular offerings, admission requirements, academic policies and regulations, and CHED issuances.
    k. Orientation of students on academic policies, rules and regulations.
    l. Information on statistical data of enrolment, graduates, dropped-outs, etc.
    m. Preparation of memoranda on enrolment and on office concerns.
    n. Publication of Academic Calendar, Bulletin of Information, Catalogue, etc.
    o. Registrar's personnel training and development.
3. Signs Transcript of Records, certifications, and other related documents.
4. Resolves questions on academic policies and regulations, and student records.
5. Performs curricular consultation with the colleges and the students.
6. Assists in the making and revision of curricula, Code, Faculty Manual and Student Handbook.
7. Maintains linkages with other Registrars in connection with student records and Registrar's concerns.
8. Sets a standard operating procedure for the Office of the Registrar.
9. Designs process flow chart of office functions.
10. Periodically review, evaluate, and improve present systems and procedures.

11. Assigns, supervises, checks and reviews work of Registrar's personnel.
12. Evaluates performance of Registrar's personnel.
13. Designs and revises forms needed for Registrar's Office use and transactions.
14. Oversees the proper use, maintenance, control, and safekeeping of property and office equipment.
15. Maintains record of production income.
16. Request the needed office equipment and supplies.
17. Creates the Development Plan of the Office.
18. Submits Annual Accomplishment Report to the President.
19. Serves as the contact person of the College with the CHED and the BI.
20. Attends to transactions with government offices and agencies regarding matters related to the functions of the office.

FUNCTIONS AND RESPONSIBILITIES OF REGISTRAR'S STAFF

A. In-Charge of Admission
- Prepares admission and enrolment paraphernalia.
- Coordinates admission and enrolment of new students.
- Reviews, checks, and verifies authenticity of submitted credentials of new students.
- Arranges and files credentials of new students.

B. In-Charge of Enrolment/Registration
Manage a standard,efficient, fast and systematic registration and enrolment procedure.

C. Evaluator
- Prepares individual student records (worksheet of consolidated grades.
- Posts grades and updates regularly student records (for manual system) and informs the students of their course/subject deficiency if there's any.
- Evaluates students' subjects and credits earned in other school as to curricular level, scholastic standing, graduation, etc. Reconstructs lost or missing records or files.
- Serves as specialist and consultant of the course they are in-charge with and advises the student on curricular program, enrolment, subject load and sequence.
- Makes follow-up requests for records of new students in previous institutions.
- Prepares, checks, verifies, and signs Transcript of Records and Certifications
- Classifies, arranges, files, and stores current records and files.
- Manages, accounts, controls, and maintains students' records.
- Assists in graduation activities.
- Secures integrity and confidentiality of students' records.

D. In-Charge of Request

- Requests for F-137 A and Official Transcript of Records of newly admitted students.
- Attends to, prepares and generates prompt compliance and release of requested academic records such as Transcript of records, Certifications, Transfer Credentials and other information.
- Maintains logbooks for recording of incoming requests for academic records and their releases.

E. In-charge of Data Processing

- Encodes personal data, subject codes and course of new students.
- Prepares and generates enrolment lists, list of academic scholars, list of candidates for graduation, list of candidates for graduation with academic awards and all needed statistical data.
- Encodes correction of grades and completion of grades as requested by concerned faculty and approved by the Registrar.
- Generates worksheet of consolidated grades, transcript of records and certifications.
- Assists in the accomplishment of various survey forms.

F. Records Keeper

- Keeps a daily record of all incoming and outgoing records.
- Classifies, arranges, files and stores inactive and graduated students' records and files.
- Keeps and stores records immediately and very carefully.
- Manages, accounts, controls and maintains students' records.

CODE OF ETHICS OF REGISTRAR & STAFF

This code of ethics was established to set the highest standard of integrity and professionalism among Registrars.

A. Public Relation of Registrar and Staff

- The Registrar as a school official and the staff as members of the academic community must always show courtesy, tolerance, politeness, friendliness, humaneness, and respect for the dignity of the individual they serve.
- Act with integrity, honesty, fairness, professional impartiality, diligence, and without discrimination.
- Be sensitive and responsive at all times to the needs of their client without being unkind and oppressive.
- Ensure that personal interest does not override the needs of clients.

- As government employees, SUC Registrars must adhere to the principle, "A public office is a public trust" thus, they are expected to perform to the best of their ability and earn the trust and confidence of their clientele.
- Must instill customer service as a value in their office culture.

B. Professional Conduct

The Registrar and his/her staff must always endeavour to maintain the highest standard and degree of professional conduct through the following:

1. Toward students
- Ensures the accurateness, confidentiality and security of students' records.
- Attends promptly in the issuance and release of requested records and documents.
- Extends guidance and assistance to students with problems pertaining to academic regulations.
- Shows courtesy and professionalism in dealing with students.

2. Toward Fellow Registrars
- Attends to the request of Registrars of other schools promptly for the needed student records.
- Extends courtesy to a Registrar verifying the authenticity of records and considers his request for a second copy of records to replace a lost or damaged one free of charge.
- Maintains rapport, open communication and exchange of useful information with other Registrars.

3. Toward University/College Personnel
- Maintains a cordial and professional relation with other personnel of the University/College.
- Extends advice to the Dean and Faculty on curricular and academic matters and problems.
- Coordinates and seeks the help of the Colleges/Departments, offices, and persons concerned on matters involving Office of the Registrar's activities.
- Consults with the Deans/Chairmen on matters involving students' academic performance, standing and problems.
- Informs conscientiously the academic community and persons concerned of all pertinent communications from CHED.
- Entertains request for statistical data, surveys, etc. from colleagues.
- Be explicit and straight forward in dealing with colleagues and clients.

4. **Toward the Administration**
   - Holds high regards with the Administration.
   - Attends to meetings called for by the administration promptly and cooperates in all its activities
   - Assists the administration in solving students' academic problems.
   - Informs the administration of CHED policies and regulations on curricular and academic matters.
   - Submits readily reports, surveys, and other data requested by the administration.

5. **Toward the Commission on Higher Education and Other Agencies**
   - Enforces CHED regulations on curricular and academic matters, in cooperation with the administration and other personnel.
   - Cooperates with the CHED, TESDA, PRC, DOST,DepED, etc. by attending to conferences, meetings, seminars, and submits readily required reports, surveys, and other data as requested.

6. **Toward the Profession**
   - Develop an appreciation of the academic culture, traditions and values of the institution, and the roles of colleagues at all levels.
   - Aim for professional growth and advancement to provide and enhance high quality professional performance and services.
   - Are always be present and punctual in coming to work to maintain the best right work attitude in performing assigned task and responsibilities for the welfare of the institution.
   - Maintain harmonious and cooperative relations with all members of the academic community.
   - Accept responsibility for the actions taken and open to suggestions for his/her personal and work improvement
   - Improve and foster an effective and efficient system of work procedures and share expertise and good practice to develop others.

OFFICE AND RECORDS MANAGEMENT

A.   Location

The Office of the Registrar is located at the left wing of the gymnasium near the main entrance of the College facing the administration building. It houses the following sections: Admission, enrolment/registration, request, evaluation, data processing, and records of active, inactive, and Graduated files of: College of Agriculture, College of Forestry and Fisheries, College of Arts and Sciences, College

of Business and Public Administration, College of Education, College of Engineering, Technology and Computing, and the Graduate College.

The Office of the Registrar consists of the following rooms:
    a. Registrar's room
    b. Staff room or cubicles
    c. Records room
    d. Computer room

The Office of the Registrar is spacious with lighting facilities, and ventilated working area adequate enough for the assigned number of employees. It has 7 (seven) glass windows at the service counters to accommodate students of the different colleges. The personnel are provided with a complete set of computer, filing cabinets, equipment and supplies.

B. Personnel Assignments

Every personnel at the Office of the Registrar must have definite duties and responsibilities to perform. Work assignments must be identified and must conform to the work program of the office. The number of personnel must correspond to the number of students served.

Thus, Records In-charge of the different colleges performs all the following with their respective area of assignment:
    1. Admission
    2. Enrolment/Registration
    3. Evaluation
    4. Requests
    5. Data Processing
    6. Records Management

Personnel	Area of Assignment	Location
Registrar	Office of the Registrar	Room overlooking staff rooms
Records In-charge	College of Agriculture; Scholarships	4th window/cubicle
Records In-charge	College of Forestry & Fisheries	5th window/cubicle
Records In-charge	College of Arts & Sciences	3rd window/cubicle
Records In-charge	College of Business & Public Administration; Graduate College	6th window/cubicle
Records In-charge	College of Education	1st window/cubicle
Records In-charge	College of Engineering, Technology &Computing	7th window/cubicle
Technician/Programmer	Computers of All Records In-charge	2nd room/cubicle

Records In-charge	Laboratory High School	Office of the Laboratory High School Director

C. **Files**
   - Files must be classified as active, inactive or graduate files.
   - They should be arranged alphabetically, systematically, and well organized.
   - Filing and records keeping must be simple in design, accurate, complete, and user-friendly.
   - File of Records must be at the immediate vicinity of the Record in-charge.

CLASSIFICATION OF FILES AND RECORDS

1. **Classified or Strictly Confidential**

Academic reports	Disciplinary Records
Adoption Papers	Medical or Guidance Reports
Student Visa	Alien Certificate of Registration (ACR)
Birth Certificate	Personal and Academic records

2. **Unclassified or Non-confidential**

Accreditation Result	Enrolment Lists
Approval of Courses	Permits and Recognition
Board Exam Results	Prospectus/Check List
Catalogues	School Annuals
Class/Faculty/Room Program	Statistical Records
Directory of Graduates	Teaching Contracts

LOCATION OF FILE

- The active files or current files should be in a separate cabinet located at the immediate vicinity of the Record In-charge of respective College/Department.
- Inactive and Graduated files must be placed in the Records Room specifically for that purpose.

FILING SYSTEM

- The alphabetic file is used for students' permanent records to be properly filed. When removing and putting back files, personnel concerned must see to it that alphabetic order is observed to avoid misplacing files.

- Student records are kept in individual envelop. They should be filed when received or done. Great care should be exercised when putting papers inside the envelope so that these might not be misplaced.
- Student number is being used in encoding/accessing student records in the computer.
- Records In-charge of respective college/department is in charge of data processing and control in the computer.
- Subject filing is used in filing sundry matters to be kept for references. They are further classified by year or school year.
- A recording of all student files should be maintained to account for all the records kept.

CONTROL OF RECORDS

- Student records are not allowed to be borrowed or shown to others.
- Develop an audit trail for file movements. It must contain the following information:
  File unique identifier,
  Name and Signature of staff removing/borrowing file,
  Date file was borrowed and returned.
- Current forms must be improved and make them tamper proof or duplicate proof.
- Only authorized personnel are allowed in the Records and Computer rooms.
- Routine inspection of stored records must be done regularly.
- Stricter control on the reproduction of student records.

COMPUTERIZATION

- Registrar and staff should be properly trained.
- Office computers are only for the use of Registrar and staff.
- Computers should contain a virus scanning and cleaning program.
- Printers should be turned off when not in use.
- Two-back-up files must be maintained.
- Computers must be properly maintained.
- The playing of games is strictly prohibited.
- Use of internet during working time is prohibited.
- Data must be verified and validated.
- Workstations should have power protection.
- Proper attention should be immediately given to computer that breaks down and needs repair.
- Periodic cleaning and checking of computers.
- Establish an information security that covers code of ethics.

RECORDING/UPDATING OF RECORDS

- Manner of recording students' records must be simple and flexible.
- Entry and updating of grades in the students' records must be accurate and complete.
- Once the faculty has already submitted their grade sheets, they have to be entered in the students' records right away to avoid back log.
- Data must be verified and validated.
- Data bank for enrolment list, graduates, and other statistical data must be created.
- When using a computerized system:
    1. Training of Registrar's staff on the use of the system.
    2. Honest use of computers.
    3. Data must be verified and validated.

EVALUATION OF STUDENTS' RECORDS

- Evaluation of subjects, grades, and units must be accurate and complete.
- Updating of students' evaluation records every end of any term.
- One-on-one- consultation by the student and Records In-charge shall be done at a designated period.
- Adequate training and orientation of the staff of the Registrar with regards to evaluation of students' records.

ACCESS AND RETRIEVAL OF RECORDS

- Privacy and data confidentiality of students' records must be safeguarded.
- Access to files and data is based on legitimate need and that data access is authorized.
- For computerized system, two (2) back-ups and a hardcopy must be maintained.

DISPOSAL OF RECORDS

- Once the Transcript of Records has already been issued to graduated students, the registration forms and the like can be disposed after five (5) years of graduation. Disposable Records:
    Adding/changing/dropping Forms
    Admission Forms
    Application for Graduation
    Registration Form/Certificate of Registration
    Schedule Form

- Records of Students in the inactive list should not be disposed of.
  Non-disposable Records:
    - Adoption Papers
    - Alien Certificate of Registration (ACR)
    - Copy of Birth Certificate
    - Copy of Official Transcript of Records
    - Evaluation Form
    - Form 138 or Report Card
    - Form 137-A
    - Permanent Record of Student
    - Student Visa

RETENTION OF RECORDS

- Records of students who graduated already, the permanent record, evaluation form, copy of Birth Certificate, Form 138, Form 137-A and other records deemed important shall be retained.
- All records of students in the inactive list should be retained.

SECURITY OF STUDENTS' RECORDS

- The staff should clear their tables every day before leaving the office to avoid personal and confidential documents lying around the table.
- Place security program for files.
- Require staff to submit a handover document for the office before leaving.

PROTECTION FROM ENVIRONMENTAL DAMAGE

- Document facility must not be located in an area of high risk.
- The structure must provide the following:
    - Suitable range and stability of temperature and humidity levels
    - Fire protection
    - Protection against water damage
    - Protection from contaminants
    - Protection from insects, rodents, and pests
- Proper housekeeping.
- Regular fumigation.

RECONSTRUCTION OF LOST OR MISSING RECORD

- The Records In-charge of respective college/department shall be responsible for reconstructing a lost or missing record.
- If the lost or missing record is from another school, a request of duplicate copy shall be requested from that school.
- If the lost or missing record is from the Office of the Registrar, reconstruction may be done by referring to the enrolment list, worksheet/evaluation of consolidated grades or from the faculty grading sheet.

AUTHENTICATION OF RECORD/DOCUMENT

- The Records In-charge of respective college/department shall countercheck the authenticity of the record/document of the student before the signing of the Registrar.
- The student is required to pay the corresponding authentication fee of document.
- A Certificate of Authentication and Verification (CAV) with the College Seal and signed by the Registrar can also be requested.

FALSIFICATION OF RECORD/DOCUMENT

Falsification is committed by changing a credential, document or record by alterations, erasures, forgery of signatures of designated Office of the Registrar's personnel. It is a criminal act punishable by the Revised Penal Code.

- Requests made by the Civil Service Commission and agencies requiring the same as to the veracity of documents submitted to them by the student shall be attended to immediately.
- A student who was found to falsify his/her academic records shall be reported to the Office of Student Affairs for disciplinary sanctions.

PRODUCTION OF CERTIFICATION

- The Records In-charge of respective college/department shall prepare only requested certifications by the students to be signed by the Registrar when they are in order.
- The prepared standard form of certification for each type of request will be used with uniform heading, format, style, and size of paper for each kind of request shall be followed.
- Certifications not produced by the Office of the Registrar will not be entertained for signing and marking of University/College seal.

PRODUCTION OF TRANSCRIPT OF RECORDS

- The Records In-charge of respective college/department shall prepare only requested TOR by the students.
- The official paper for the TOR shall be used. A uniform format and style shall also be followed.
- The TOR must have a control number and date of release.
- The correct and complete name, middle name and family name of the students should be made on the Transcript of Records.
- Name in the Transcript of Records must be the same with the name on the NSO Certificate of Live Birth with special emphasis on the spacing of letters/hyphenation and use of symbols in the names.
- Name printed must be the same in all pages.
- The TOR shall contain the course/degree taken, date admitted and name of former school.
- For transferee students, the entrance data in the TOR shall indicate the name of the former school.
- For students of the Graduate programs, the entrance data shall indicate the degree obtained and school.
- The course subjects, descriptive title, number of units, and grades must be completely entered and clearly printed in the TOR.
- Failure, incomplete grades and dropped subject should be indicated.
- The TOR must not contain any erasures/typographical errors.
- Remarks for graduated students must contain the degree obtained, date of graduation (month, date, year), and academic award received (cum laude, magna cum laude, or summa cum laude) if any.
- The TOR shall bear the signatures of the following: the one who prepared the TOR (Records In-charge of Respective college/department), the one who verified (Records In-charge of any college/department), and the Registrar.
- The TOR should be impressed by the University/College Seal.
- A documentary stamp is affixed and duly cancelled in the TOR.
- TOR not produced by the Office of the Registrar will not be entertained for signing and marking of University/College Seal.

REQUEST FOR ACADEMIC RECORDS

- The Records In-charge handles the request and release of requested documents in their respective assigned college/department.
- The request form should indicate the name, degree program, year level, and last semester of attendance, date graduated, purpose, and date of issuance.
- The requests by schools for Form 137-A or Transcripts or similar records on the basis of a certificate of transfer should be attended to promptly by the Records In-charge of respective college/department.

- The student concerned shall personally request for his/her academic record. In the event that he/she cannot be able to do it personally, he/she may authorize a proxy to do the said request. The proxy is obliged to submit a letter of authorization from the student requesting the academic record to the Records In-charge of respective college/department.
- A request made personally by the Registrar for a second copy to replace a lost or damaged copy should be respected.
- A request for another copy of the record which was previously forwarded upon written request to another school in the Philippines should not be considered. A party concerned should be directed to go to the school to which the record was sent.

RELEASE/ISSUANCE OF SCHOOL RECORDS

- The preparation and issuance of Form 137-A, Transcript of Records, and Certifications requested by other school is to be done by the Records In-charge of Respective college/department. Academic records are sent directly to requesting school. It cannot be entrusted to the former student unless authorized to hand carry the said record. It has to be placed in a sealed envelope addressed to the Registrar concerned. The flap of the envelope shall bear the signature of the Registrar.
- The record must be an exact copy of the permanent record of the student. The correct description of courses should be indicated. Erasures in the record shall always bear the signature/initial of the Registrar.
- In cases where a subject, unit, or grade was inadvertently omitted or has a wrong entry or a typographical error, a certification of correction and a transcript be made and sent to the school concerned. The record released shall bear the names and signatures of the Records In-charge of respective college/department who prepared the record, the verifier, and the Registrar. The transcript must have a signature of concerned signatories in every page and impressed by the University/College seal.
- More than one copy of the TOR may be issued to a requesting student as long as no copy previously issued was used for enrolment in another school in the Philippines.
- A Transfer Credential is issued to a student who wishes to transfer to other schools and is issued only once.
- Before a Transfer Credential is issued, the student is required to submit an accomplished Clearance Form and has to pay the required amount.
- A student who was not able to use his/her Transfer Credential to other schools and wishes to return to the University/College is required to surrender the Transfer Credential issued to him/her.
- Records and certifications released shall always indicate the purpose for which the record will be used ("For employment purposes", "For records purposes", "For evaluation purposes", "For Board Examination purposes", etc.). On the other hand, the following purposes are not to be used as remarks for records

requested by the student: "For enrolment purposes", "For Miscellaneous purposes", "For Transfer Purposes", and "For General Purposes".

- Records In-charge is responsible of request and release of records from their respective college/department. Release of records upon payment of required fee is done by the following schedule: 3 days for certifications and 2 weeks for Transcript of Records. For fast release of records, the Fast Lane for certifications and transcripts may be created.

- Form 137-A/Transcript of record is issued only once to the requesting school for the purpose of admission.

- For graduates applying for Transcript of Record (First Copy), a clearance is required. No graduated student shall be issued a Transcript of Record unless he/she has been cleared of all accountabilities.

- Precautions to be observed:
  1. Under no circumstances shall the Form 137-A or the Transcript of Records be given to the students or parents unless it has the written permission from the school concerned.
  2. The Office of the Registrar is responsible for sending said records to the requesting school.

- All records to be released must be recorded in the Record Book of the Records In-charge of respective college/department. The Record Book contains the following: control number, name of student, degree/course, date of release, official receipt number, amount, and purpose.

ISSUANCE OF ACADEMIC DOCUMENTS TO A PROXY

The Proxy has to present a written authority from the owner of the record that he/she has been authorized to secure the academic document/s requested.

CREDENTIALS TO BE FILED IN THE CRAFT ENVELOPE

Birth Certificate (NSO)/Baptismal Certificate	Marriage Contract
Admission Credentials	Completion
Enrolment/Registration Form	F-138/F-137A
Worksheet/Evaluation Record/Checklist	Clearance
Adding/Changing/Dropping Form	OJT Permit
Approved request for Cross-Enrolment	Application for Graduation
Study Permits for Foreign Students	Transcript of Records
Study Permits for Working Students	Notice of Deficiency
Alien Certificate of Registration (ACR)	Permanent Record

SUNDRY MATTERS TO BE KEPT FOR REFERENCE

Annual Accomplishment Report   Institutional Code
Annual Procurement Program   List of Academic Scholars
Checklist/Prospectus   List of Candidates for Graduation
                                                    /With Academic Awards
Circulars/Memoranda/Orders   Minutes and Resolutions of
                                         Academic Council Meeting
Class, Faculty and Room Programs   Official Communications
Commencement Programs
Curricular Programs   Registrar's Memoranda
CHED Basic Higher Education Data   Statistical Data
CHED Memoranda/Orders   Student Manual
Enrolment Lists   Faculty Manual
                                         Grading Sheets
Study Permits for Working Students   Notice of Deficiency
Alien Certificate of Registration (ACR)   Permanent Record

D. Usual Forms

The forms usually used are the following:

- Enrolment/Registration Form
- Adding/ Changing/Dropping Form
- F-137 (High School Permanent Record Form)
- Completion Form
- Clearance Form
- Evaluation Form/Worksheet/Checklist of Subjects
- Request Form of T.O.R or F-137
- Request Form for Academic Records
- Cross-Enrolment Form
- Transcript of Record Form
- Diploma
- Certificate of Authentication & Verification (CAV)
- Certificate of Transfer Credential
- Certificate of Subjects/Units earned
- Certificate of Enrolment
- Certificate of Good Moral Character
- Certificate of Graduation

E. Usual Reports/Memoranda to attend to:

Memorandum on:

- Collegiate, Graduate Studies and Secondary Academic Calendar

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- Enrolment of New Freshmen Students
- First Semester Enrolment
- Second Semester Enrolment
- Summer Enrolment
- Graduation Activities

Reports:

- CHED Enrolment Quick Count
- CHED Data Collection
- CHED-PRC Two-Way Link
- Curricular Offerings
- Enrolment Statistics
- Dropped-out Statistics
- Data on Foreign Students
- Candidates for Graduation with Academic Awards
- Graduate Statistics
- CHED Data on Graduates
- Academic Scholars
- Development Plan
- Annual Accomplishment Report

F. Equipment

Equipment for the Office of the Registrar shall include the following:
- Server
- Computers
- Printers
- Photocopier
- Scanner
- Fax Machine
- Telephone
- Air conditioners
- Cabinets

G. Operating Procedures

1. Office days and Hours
- Registrar's personnel are encouraged to be punctual in attendance.
- Office days and hours should be observed religiously.
- Registrar's personnel are required to render honorarium services, extended work after their regular work hours to serve and accommodate students, if so needed.

2. **Records of Communication, Credentials, and Records Received and Issued**

The Record In-charge of each college is responsible for the preparation, processing, releasing and recording of incoming, and outgoing communications of his/her respective assigned Department/College.

3. **Safety and Security of Files and Records**
- Every employee should be personally responsible and accountable for record and files in possession needed in the performance of his/her work.
- Classified or Strictly Confidential records and files (ex. Student' academic records) are not allowed to be accessed by anybody, taken out of the office or borrowed.
- Unclassified or Non-confidential files (ex. Statistical records) may be accessed or borrowed only with the knowledge and permission of the Registrar.
- Records/Files that are allowed to be borrowed should always be recorded in the Record Book.
- Storeroom for files, records, and supplies is a restricted area and only authorized persons are allowed in it.
- Routine inspection of stored records must be done regularly.
- Only authorized personnel are allowed to have access on students' records in the computer with the knowledge and permission of the Registrar.
- Strict control on reproduction of student records.
- Computer files must have in place a security program.
- Creation of policies regarding the use of computers and on data information.
- For maximum security, records and documents shall be rendered in microfilms/microfiche.

4. **Working Area, Records Room, and Computer Room**
- The Working area, Records Room, and Computer Room are restricted areas, only for the exclusive use of the office personnel.
- They should be free from any water sprinkle, or moisten with water or some other liquid.
- Records Room should be able to accommodate foreseeable volumes that may accumulate from year to year.
- Files in the records room or cabinets should be occasionally inspected and treated with insecticides or pesticides.
- Proper temperature should be maintained in the Records Room and Computer Room for preservation of records and maintenance of equipment. Preferably, the room should be air-conditioned.
- Proper housekeeping.

5. Equipment and Supplies

- Office equipment should always be in good working condition. Any malfunctioning equipment should be readily reported for repair or replacement.
- Economy should be observed in using forms or supplies.
- Enough supplies and equipment should be provided for the smooth flow of transactions.
- Periodic inventory of supplies and materials should be undertaken always.

OFFICE OF THE REGISTRAR'S MEMORANDA

A. Academic Calendar

The Academic Calendar serves as a guide for all the academic activities of the College for the whole academic year. It is being used by the colleges, departments and offices as a reference when planning for their own activities.

The Academic Calendars for both the College and the Secondary are prepared either by the Vice President or the Registrar and approved by the College President. The Collegiate Academic Calendar is based from the Academic Calendar issued by the CHED while the Secondary Academic Calendar is based from the School Calendar issued by the Department of Education.

B. Enrolment Memoranda

The Registrar/Vice President for Academic Affairs usually prepares at least three (3) enrolment memoranda: First Semester Enrolment, Second Semester Enrolment, and Summer Enrolment in coordination with the colleges, departments and the offices concerned and duly approved by the College President.

The enrolment memorandum serves as a general guide in the enrolment procedure of the College. It reflects the enrolment period, colleges/departments and offices involved, procedures, faculty and personnel assignments, orientation meeting, and assigned enrolment evaluators.

GENERAL WORKFLOW AT THE OFFICE OF THE COLLEGE REGISTRAR

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│        ADMISSION        │
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│      REGISTRATION       │
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│   FILING AND SORTING    │
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│     PREPARATION &       │
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│    ACADEMIC RECORDS     │
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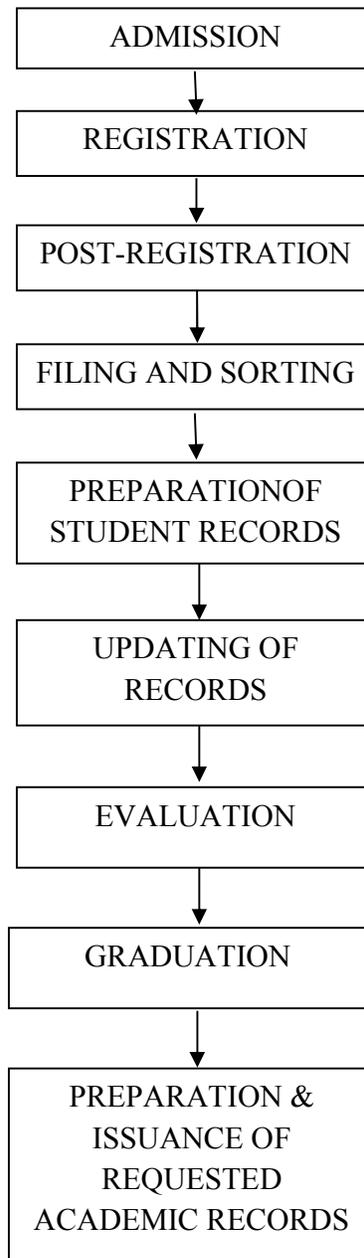
A. **Admission**

> Admission of students in accordance with the admission policy

B. **Registration**

> Registration of students
> Computerized Registration / Enrolment Procedure:
> - Advising (From respective College)
> - Assessment
> - Payment to Cashier
> - Get Certificate of Registration from the Registrar's Office

C. **Post Registration**

Sorting of Registration Forms in preparation of List/Data of Enrolment

D. **Filing and Arrangement of Students' Records**

> Filing and arrangement of envelope of student's records in the cabinets
> Checking and filing of Registration Forms and other pertinent records of students

E. **Preparation of Students' Records**

> Requests of Form 137 A (for new/beginning freshmen students) and Transcript of Records for Transfer students
> Encoding of students' Personal Data and encoding of currently enrolled subjects.
> Encoding List of Scholars

F. **Updating of Records**

> Recording grades of students from Grade Sheets to Worksheets for manual system of operation but in a computerized system, updating is automatic recording of grades to the Worksheets.

G. **Evaluation**

> Evaluation of students' records to determine student's deficiencies, year level, scholastic standing; graduating students

H. **Graduation**

> List of Candidates for Graduation and Candidates with Academic Awards are generated, and counterchecked by the Chairmen of respective

colleges/departments with the Records In-charge of respective colleges/departments in the Office of the Registrar.

Presentation of Candidates for Graduation and Candidates with Academic Awards to the Academic Council Body of the College and Submission of their names by the Members of the Committee on Academic Awards and the Registrar, Chairman of the Committee on Academic Awards to the Vice President for Academic Affairs for recommending approval to the College President.

Preparation of Graduation by the committee: Vice President for Academic Affairs, Registrar, Deans, and assigned related departments.

Graduation activities

I. **Preparation and Issuance of Requested Academic Records**

Receiving and releasing of requests of students.

Rights of Stakeholders

a.Rights of Parents:

Education Act of 1982, Chapter 2, section 8 authorized parents the right of access to the official records of their children in school as long as their children are under their parental responsibility.

b. Rights of Students

Education Act of 1982, Chapter 2, Section 9 provides the students the right of access to his own scholastic records, the right to the issuance of grades, certifications, Transcript of Records, Diplomas, Transfer Credentials and the like within thirty (30) days from request.

ACADEMIC POLICIES AND PROCEDURES

I: Admission

A. New/ Beginning Freshmen Students

1. Students shall be accepted regardless of age, nationality, religious beliefs or political affiliations.

2. Students must have graduated from recognized secondary schools.

3. Students must submit the following documents:

- Un-cancelled original report card (F-138)

- Certificate of Good Moral Character

- College/University Admission Test

- Birth Certificate (NSO Security Paper)

4. Students must qualify in the Grade requirement of the degree offerings set by the college/department to which they wish to enrol.

5. Students must qualify in the interview.

6. Students must qualify in the physical or health examination.

7. New/Beginning freshmen students are not accepted during the second semester or second term, summer or third term.

8. Students must not have enrolled in any academic college subject/s prior to their enrolment as beginning freshmen otherwise they shall be classified as transferees.

9. Students must pledge to abide by and comply with all the rules and requirements of the College/University.

10. Students enrolled in non -degree programs or those not leading to a degree Program are admitted as beginning freshmen.

B: Transferees

1. Must meet all the prescribed admission requirements:

- College/University Admission Test

- Certificate of Good Moral Character

- Transcript of Records for evaluation purposes or Copy of Grades signed by the Registrar

- Transfer Credentials

- Birth Certificate (NSO Security Paper)

2. Students must qualify in the Grade requirement of the degree offerings set by the college/department to which they wish to enrol.

3. Students must qualify in the interview

4. Students must qualify in the physical or health examination.

5. Only students who have previously enrolled in a degree program are admitted as transferees.

6. Transferees from State University/College (SUC) institutions shall be admitted and treated as regular students in accordance with the existing policies of the College/University.

7. Students must pledge to abide by and comply with all the rules and requirement s of the College/University.

8. Admission of Transferees is subject to availability of slot.

C. Foreign Students

1. Must have complete and valid credentials.

2. Must meet all the prescribed admission requirements of the University/College and the degree program applied for:

    *   University/College Admission Test

    *   Certificate of Completion of a Secondary Curriculum

    *   Original Transcript of Records

    *   Personal Data

    *   Affidavit of Support

    *   Alien Certificate of Registration (ACR)

    *   Student Visa

- Oral interview to determine proficiency in English

- Must meet all the prescribed requirements by the Department of Foreign Affairs and the Bureau of Immigration.

- A foreign student may be admitted based on availability of slot of the degree program applied for.

- Admission of foreign students should not be limited to special degree programs.

D: Graduate Program

1. Students are required to take the qualifying examination in the master's degree program and the doctoral program before being admitted in any graduate program (for non-alumni only).

2. For admission to the master's degree program, only those students who are holders of baccalaureate degrees shall be eligible for admission, and holders of master's degree with thesis are for doctoral program.

3. Applicants for admission to the master's degree program and doctoral degree program shall be required to have the proper and corresponding undergraduate and graduate academic background respectively to qualify for admission subject to the approval of the Dean of the Graduate College.

4. Students must submit the following documents:

- Transcript of Records for evaluation purposes or Copy of Grades signed by the Registrar

- Transfer Credentials

- Birth Certificate (NSO Security Paper)

E. Secondary Students

- Students shall be accepted regardless of age, nationality, religious beliefs or political affiliations.

- Students must be elementary graduates from recognized schools.

- Students must meet all the prescribed admission requirements of the Secondary Department.

    a. Must qualify in the CCSPC Secondary Admission Test.

    b. Must present the original copy of Form 138 (Report Card).

    c. Must present a certificate of good character.

    d. Must present a health examination certificate.

- Students must pledge to abide by and comply with all the rules and regulations of the College.

II. Registration

1. Students register only during the designated enrolment period; otherwise they are fined.

2. A student is not allowed to enrol in more than one degree program during his stay in the College/University.

3. A student is considered officially enrolled when he has paid his tuition and other fees, and his name appears in the List of Enrolment.

4. A student must be officially enrolled/registered in order to receive credit for course work.

5. Clearance/Certification of Grades/Transcript of Records showing the scholastic standing of an old student is required as credential for enrolment.

6. The total number of units for which a student may register shall be in accordance with the curricular program the student is enrolled in.

7. Rules on sequencing of subjects (pre-requisites) in the curriculum are observed and followed in enrolment.

8. A graduating student maybe permitted to carry a heavier load but not to exceed 30 units subject to approval by the Dean concerned.

9. Students who are scholastic delinquents are not allowed to have an overload.

10. The Dean may limit the academic load of students who are employed outside the institution whether full time or part-time.

11. During summer term, a student in the undergraduate college may register only with 9 units except for graduating students who shall be allowed a higher load not exceeding 12 units to be approved by the Registrar per recommendation of the Dean.

12. The maximum study load of the regular students in the master's and doctoral program shall not exceed 12 academic units per semester and 6 academic units per summer term. However, graduating students may be allowed 15 academic units per semester and 9 academic units per summer subject to the approval of the Registrar per recommendation of the Dean.

13. Cross-enrolment should be done within the period of registration and is allowed in all curricular levels, provided these subjects are not offered in the institution, must have the same course description and number of units, and limited to only 9 units

in a CHED-recognized school only.

14. Cross-enrolment must have the approval of the Dean and authorized by the Registrar for the subject/s to be given credit by the College/University.

15. Students coming from other institutions may be allowed to cross register with a permit to cross-enrol from the Registrar.

16. A student is allowed to shift to another degree program if in the opinion of the respective Dean the student is not academically suited to the degree program.

17. A student should fill up a Shifting Form to be signed by the Dean where he is getting out to be endorsed to the Dean of his new degree program, who in turn shall approve said application and noted by the Registrar.

18. Changing/Adding/Dropping of subjects should be approved by the Dean and acknowledged by the Registrar.

19. Total load carried by a student including the additional subject/s must not exceed the maximum units under the rule on academic load or that which is prescribed for his curriculum year during the term/semester.

20. Changing/adding of subjects shall be allowed within two weeks after the start of regular classes and dropping shall be before the mid-term examination.

21. Unofficial dropping of subject shall earn the student a failing mark of 5.0.

22. Subjects changed/added unofficially shall not be given credit.

23. Withdrawal of Registration shall be allowed during enrolment and within two weeks after the start of regular classes.

24. A student who withdraws his Registration during the prescribed period shall be entitled to withdraw his credentials submitted as requirement for enrolment and

25. his name shall be deleted from the enrolment list.

26. When withdrawal is done during the enrolment period and before the start of classes, the refund will cover the full amount of tuition fees paid. Miscellaneous and Registration fees are not refundable.

III. Evaluation

1) Only resident credits are considered in evaluating subjects and units for a particular curriculum.

2) All subjects and units taken from any State Universities and Colleges (SUCs) maybe credited provided that they are prescribed in the curriculum and have the same course content and number of units.

3) All subjects and units taken from any private institutions whose academic programs are duly accredited by any accrediting agency under the Federation of Accrediting Agencies of the Philippines (FAAP) maybe credited, provided they are prescribed in the curriculum and have the same course content and number of units.

4) Transferees from private institutions whose academic programs are not yet accredited by any accrediting agency under the Federation of Accrediting Agencies of the Philippines (FAAP) should undergo validation examination of subjects from respective department/ college for subjects to be credited.

5) The rule on sequence of subjects in the curriculum of the academic program being taken must be followed.

6) Enrolling in and attending in a subject without passing its prerequisite shall

earn the student no academic credit.

7) Graduating students shall be allowed to take the prerequisite subject and higher subject simultaneously with the approval of the Dean and the Vice President for Academic Affairs or its equivalent. However, if the student failed the prerequisite subject, the higher subject shall not be given credit.

8) If the number of units earned outside the University/College is less than the prescribed units for the course, the student should enrol the course as offered in the University/College.

9) Undergraduate students must finish the requirements of a course within a period of actual residence equivalent to a maximum of one and a half times the normal length prescribed for the course, otherwise he shall not be allowed to re-enrol further in that course.

10) Not more than five (5) calendar years for any master's degree and seven (7) calendar years for any doctorate degree from the start of graduate work shall be allowed for the fulfilment of all requirements for graduation.

11) The grading system shall be uniform using number grades in multiples of 25. For the tertiary, 1 is the highest and 3 is the lowest passing grade while in the master's and doctoral, 1 is the highest and 2 is the lowest passing grade.

12) Only units earned by foreign students in the collegiate level shall be given credit. Units earned in technical/vocational non degree programs and in high school shall not be credited toward a degree program.

13) All academic units leading to the master's and doctoral degree earned in one Graduate School in consortium with the University/College shall be

recognized.

14) Entrance scholarship shall be enjoyed by Valedictorians and Salutatorians of recognized public and private secondary schools.

15) To qualify to any of the scholarships, the prescribed load of the student is at least 15 academic units or the normal load prescribed in his/her curricular program.

16) The academic scholarship shall only be for a period of one semester and shall continue in succeeding semesters, provided the student satisfies the prescribed weighted average grade and other requirements.

17) If a student is a recipient of 2 or more scholarships, he shall be required to choose only one.

18) When a new curriculum is enforced, only new students or freshmen shall be covered.

19) A student shall follow the same curriculum that he started on within the maximum length of time allowed for residence.

20) If a student fails to finish the degree program within the prescribed maximum number of years of residence, he shall be required to follow the new curriculum.

For a Second Baccalaureate Degree:

- Students undertaking their second baccalaureate degree will not have to undergo anymore the validation/accreditation process.

- All subjects earned from the first baccalaureate degree and are prescribed in the degree program applied for of parallel level, may be

- credited upon due notification to the concerned authorities, provided that they have the same course content and number of units and subject to other requirements of the concerned college/department.

IV. Graduation

1. Candidates for graduation must have satisfied all academic and non -academic requirements prescribed for graduation.

2. The date of Graduation in the diploma and Transcript of Record shall bear the original date of graduation.

3. No student shall be graduated from the college/university unless his name is approved as a candidate for graduation by the Academic Council and confirmed by the Board of Trustees/Board of Regents.

4. All candidates for graduation must have their deficiencies made up and their records cleared with the exception of their currently enrolled subjects before a pre-academic council meeting shall be conducted.

5. The Registrar and Deans shall be in charge of the arrangement for commencement exercises, and Chairmen of the different departments/colleges for baccalaureate and they may call upon other offices for assistance in carrying out said arrangements.

6. All graduating students shall attend the commencement exercises as scheduled.

7. A pre-academic council meeting shall be conducted to assess, evaluate and

approve candidates for graduation in the college/ school/institute/department prior to the University/College-wide Academic Council Meeting.

8. Graduation in absentia for just reason shall be allowed.

9. No student shall be graduated unless he pays the required graduation fee.

10. A student shall file his application for graduation upon enrolment of his last semester at the Registrar's Office.

11. The Dean/Chairman or equivalent official, or his duly authorized representative shall certify and submit to the Registrar a list of candidates for graduation 4 weeks after classes begin on every 2nd semester/term of academic year for evaluation/counterchecking.

12. The Registrar shall publish a complete list of duly qualified candidates for graduation 2 weeks after all the grades and other prescribed requirements for graduation are submitted to the Office of the Registrar.

13. Diploma, Transcript of Records, Certifications and other scholastic records will be released to graduates who are cleared of financial and other accountabilities from the College/University. A duly signed clearance shall be presented/ submitted to the Office of the Registrar to this effect.

14. The Registrar/Head of the Office of the Registrar must be a signatory in the diploma.

15. Students who completed their degree courses and whose computed grades based on weighted average rounded off to second decimal place shall graduate with academic awards based on the following ranges:

- Summa Cum Laude   1.00-1.25 (with no academic grade below 1.50);

- Magna Cum Laude 1.26-1.50 (with no academic grade below 1.75);

- Cum Laude   1.51-1.75 (with no academic grade below 2.00).

16. Students who are candidates for graduation with academic awards in non-degree programs with prescribed length of less than four years, the English equivalent shall be "With Highest Honors", "With High Honors" and "With Honors" shall be used.

17. Students who are candidates for graduation with academic awards must have completed in the institution at least 75% of the total academic units of his degree and a residency for at least two (2) years immediately prior to graduation.

18. In the computation of the weighted average of candidates for graduation with academic awards, only resident credits shall be included.

19. The candidate for graduation with academic awards should not have any grade of "incomplete" or "inc." in any academic or non-academic subject whether prescribed or not in his curriculum, taken in the University/College or in any other educational institution.

20. Students who are candidates for graduation with academic awards must not have repeated a subject in another educational institution.

APPENDIX A

**COTABATO CITY STATE POLYTECHNIC COLLEGE
BOARD OF TRUSTEES**

**HON. RUPERTO S. SANGALANG, Ph.D.
CHED Commissioner
Diliman, Quezon City
CHAIRMAN**

**HON. DAMMANG S. BANTALA, Ph.D.
CCSPC College President
Cotabato City
VICE CHAIRMAN**

**HON. PIA S. CAYETANO
Senator & Chairman on Education, Arts & Culture
Philippine Senate, Pasay City
MEMBER**

**HON. ROMAN T. ROMULO
Congressman & Chairman on Higher and Technical Education
House of Representatives, Quezon City
MEMBER**

**HON. ARTURO G. VALERO
Director lV, National Economic Development Authority
Region Xll, Koronadal City
MEMBER**

**HON. HJA. BAI SITTIE SHAYMA ZENAIDA RAOF-LAIDAN
Director lV, Department of Science & Technology
Region Xll, Cotabato City
MEMBER**

**HON. ATTY. ESHAN KARL O MABANG, Msc
Prominent Citizen
Cotabato City
MEMBER**

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APPENDIX B

COLLEGE OFFICIALS

DAMMANG S. BANTALA, Ph.D.
President

MARIPAZ A. MASTURA, Ed.D.
Vice President for Academic Affairs

MOHAMMADTAHA S. PENDALIDAY, Ph.D.
Vice President for Finance

PASIGAN U. BUISAN, Ph.D
Vice President for Research, Extension & Production

DEAN OF COLLEGES

SEMA G. DILNA, Ed.D.
Dean, College of Graduate School

SAMSIA I. TILENDO, Ph.D.
Dean, College of Agriculture

ARMIA U. EBRAHIM, Ed.D.
Dean, College of Arts & Sciences

NORODIN D. SALAM, Ph.D.
Dean, College of Business & Public Administration

SAPIA D. DIOCOLANO, Ed.D.
Dean, College of Education

HASANADDIN S. MAMA, CE, MAT
Dean, College of Engineering, Technology & Computing

RAMONA L. TAMAYO, RFT
Dean, College of Fisheries

FARIDA K. DIMALEN, RF, MSF
Dean, College of Forestry

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2.3 APPROVAL OF THE MANUAL OF OPERATIONS OF THE OFFICE OF THE COLLEGE REGISTRAR FROM THE EXCERPTS OF THE MINUTES OF THE BOARD OF TRUSTEES FIRST (1ST) REGULAR QUARTERLY MEETING HELD AT THE LIBRADA AVELLANO HALL, CENTRO ESCOLAR UNIVERSITY LAST MARCH 12, 2015.

The Governing Board of Trustees did not make any corrections on the presented manual of operations of the CCSPC Registrar's Office and that the Honorable BOT Chairman, Dr. Ruperto S. Sangalang took cognizance on the accomplishment of the CCSPC College Registar, Dr. H.A. Gloria D. Kadatuan.

Thereby, without much ado, the Governing Board of Trustees approved the adoption of the presented Manual of Operations of the CCSPC Registrar's Office and passed a resolution…

Resolution No. 121-2015 series, 2015

Resolve to approve the adoption of the Manual of Operations of the CCSPC College Registrar's Office.

APPROVED

Certified True and Correct:

(Sgd) Pastor T Tagura, MBA

Acting BOT Secretary

Attested by:

HONORABLE RUPERTO S. SANGALANG

CHED COMMISSIONER AND CHAIRMAN OF THE

CCSPC GOVERNING BOARD OF TRUSTEES