



PROCESS FLOW FOR ISSUANCE OF GOOD MORAL CHARACTER CERTIFICATE

ACTIVITIES

PERSON RESPONSIBLE

The student register in the designated logbook.

Secure a Request Slip from the Office of the Students Services.

Fill-out the necessary information in the Request Slip such as Name, Date, Purpose and Category of request.

The following are the Categories:

- If graduated, indicate the Course and Date of graduation
- For former students, indicate Course, Year Level, and Last Semester and Academic Year Attended
- If presently enrolled, indicate present Course, Year, and Section

Student/Client

The request is recommended for approval by the Prefect of Discipline/Dean of the OSS

Prefect of
Discipline/Dean of the
OSS

The registrar validates the records of the person whose name appears in the Request Slip.

Registrar signs on the Remarks section of the Request slip.

Registrar

Finance office issues official receipt corresponding to the request fee

Cashier, Finance Office

The official receipt along with the slip must be presented to the OSS personnel

Student/Client

OSS personnel keeps the request slip and gives the receipt to the client/applicant

OSS personnel

The client/applicant presents the receipt to any OSS personnel for the release of the certificate

Student/Client

END OF PROCESS