

Rombon State University
Quality Management System Procedure

Admission, Registration, and
 Scholarships and Grants Procedure

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1.0 OBJECTIVE

1.1 To improve the student journey from admission to graduation by streamlining and coordinating services in admissions, registration, and scholarship management, to ensure efficient support and alignment with Rombon State University's goals of excellence and global competitiveness.

Commented [D1]: 1.1 To provide effective testing and admission services designed to support and promote the university's vision and mission of academic excellence and globally competitive workforce
 1.2 To provide quality service to students in all levels of discipline by serving them efficiently, innovatively, approachable, reliable and with honor and excellence,

2.0 SCOPE

2.1 This procedure covers the processes of the Admission, Registration and Scholarships and Grants Office from admission to graduation.

Commented [D2]: 1.3 This procedure covers the processes of the university registrar's office from admission to employment.

3.0 DEFINITION OF TERMS

- 3.1 **Admission** - the prescribed entrance requirements of the University.
- 3.2 **Beneficiary**- refers to the recipient of any modality of Student Financial Assistance Program (StuFAP), such as Scholarship, Grant-aid, or Student Loan
- 3.3 **Certification, Authentication, and Verification (CAV)** – a certification issued by the Registration Unit to requesting government agencies.
- 3.4 **Complete Academic Requirements (CAR)** – a requirement for completion of an academic program for graduation education programs.
- 3.5 **Diploma** – a certificate awarded by an educational institution to show that someone has successfully completed a course of study or completed a degree.
- 3.6 **Graduate Student** - someone who has earned a bachelor's degree and is pursuing graduate education in a specific field.
- 3.7 **Grant-in-Aid**- refers to a modality of financial assistance to poor but eligible students which generally requires a minimum level of competence to complete Tertiary Education.
- 3.8 **Incomplete Grade (Inc)** – a grade given to a student who has deficiency in a particular subject/s.
- 3.9 **Irregular student** - is one whose actual program of study does not follow the curriculum's straight year and semester sequence but whose basic maximum load is the same as that of the full-time regular student. The program may or may not be finished within the prescribed number of semesters or years.
- 3.10 **Official Receipt (OR)** – is a document acknowledging a receipt of a payment.
- 3.11 **Registration** - the process of officially enrolling a student in a particular program.
- 3.12 **Regular student** - a student who is registered as regular based on the curriculum.
- 3.13 **Returnee** - former student who have incurred leave of absence/s and decided to return and continue their studies.
- 3.14 **Rombon State University System** - comprises of the different campuses of the university located in Tablas Campuses, Rombon Campus, Sibuyan Campus and Main Campus including Laboratory Science High School and Graduate Studies.
- 3.15 **Rombon State University Admission Test (RSUAT)** – the examination conducted for incoming freshmen, transferees, unit earners and second courser.
- 3.16 **Scholarships**- refers to a modality of financial assistance given to eligible student on the basis of merit and/or talent, such as laudable academic performance, and special technical proficiencies and skills and intellectual pursuits of a Scholar that give rise to research and development, and innovations as well as other creative works.
- 3.17 **Second Courser** - already earned a bachelor's degree and enrolled for another bachelor's degree program
- 3.18 **Shiftee**– student who intend to shift from one program/course to another.
- 3.19 **Transcript of Records (TOR)** – contains the complete student

Commented [D3]: Rombon State University Entrance and Qualification Examinations (RSUEQE) – the examination conducted for incoming freshmen, transferee, unit earners.

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- academic information
- 3.20 **Unit Earner** - student who is enrolled for additional units in a specific program
- 3.21 **Transferee** – student from other State Universities and Colleges (SUCs) and Private Higher Educational Institutions who wish to enroll in the university.

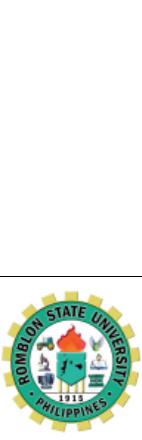
4.0 REFERENCE DOCUMENTS

- 4.1 Office Operations Manual
- 4.2 University Code
- 4.3 Student Handbook / Manual
- 4.4 CHED Memorandum Orders
- 4.5 Applicants and Students Admission, Registration and Retention Policy (ASARaR)
- 4.6 National Archive of the Philippines (NAP)
- 4.7 RA No. 10173 The Data Privacy Act of 2012
- 4.8 Bureau of Immigration Executive order No. 188 July 13, 1994
- 4.9 IRR 10867
- 4.10 RA 10931

5.0 RESPONSIBILITY AND AUTHORITY

- 5.1 President
 - 5.1.1 Shall be responsible for signing the diplomas.
 - 5.1.2 Shall approve the reports submitted to concerned agencies.
 - 5.1.3 Shall be responsible for the signing of Transcript of Records in case of absence of the Registrar.
- 5.2 Vice President for Legal and Student Affairs and Services
 - 5.2.1 Shall be responsible for the supervision of the operations of the office;
 - 5.2.2 Shall be responsible for the endorsements of requests of the office to the President.
- 5.3 Director for Admission, Registration, and Scholarships and Grants Office
 - 5.3.1 Shall be responsible for coordinating with other offices and agencies;
 - 5.3.2 Shall be responsible for the supervision of the operations of the office;
 - 5.3.3 Shall be responsible for the signing of Transcript of Records in case of absence of the Registrar
- 5.4 Admission Unit Head
 - 5.4.1 Shall be responsible for the operations of the Admission Unit, ensuring the strict implementation of the policies and procedure related the operation of the unit.
 - 5.4.2 Shall be responsible for carrying out the tasks of Admission Officer.
- 5.5 Admission Unit Staff
 - 5.5.1 Shall assist in coordinating and supporting the overall RSU Admission Test process, including scheduling announcements, preparing and administering testing materials, verifying test results, facilitating applicant enrollment, and managing the collection of admission requirements from prior institutions.
 - 5.5.2 Shall assists the Admission Officer in various tasks related to the operation of the Admission Unit
- 5.6 Registration Unit Head
 - 5.6.1 Shall be responsible for the management and control of student records.
 - 5.6.2 Shall be responsible for carrying out the tasks of a Registrar.
- 5.7 Registration Unit Staff

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- 5.7.1 Shall receive, process, and release requests for transcript of records, certifications, transfer credentials, and other academic records.
- 5.7.2 Shall maintain logbooks for recording of incoming/outgoing requests for academic records, secures the integrity and confidentiality of records, classifies and store files of active and inactive records systematically for easy retrieval.
- 5.7.3 Shall assist the Registration Unit Head in various tasks.

- 5.8 Head of Scholarships and Grants Unit
 - 5.8.1 Shall oversee the entire operation of the unit.

- 5.9 Scholarships and Grants Unit Staff
 - 5.9.1 Shall be perform task deemed necessary / as assigned by the Scholarships and Grants Coordinator

- 5.10 College / Campus Scholarships and Grants Coordinator
 - 5.10.1 Shall be responsible in the prepration of the scholarships and grants related report/s.

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6.0 PROCEDURE

6.0.1 Establishment of Absorptive Capacity of the University

Process Flow	Responsible	Process Description	Records
START			
<div style="border: 1px solid black; padding: 5px; text-align: center;"> Identification of Absorptive Slots </div>	College Deans / Campus Directors	6.0.1.1 Shall determine the number of available slots for each program.	Summary of Slots per Program
<div style="border: 1px solid black; padding: 5px; text-align: center;"> Dissemination of Slot Allocation </div>	Admission Unit Head	6.0.1.2 Shall announce the allotted slots per program through official communication channels	Communication Records
<div style="border: 1px solid black; padding: 5px; text-align: center;"> Documentation & Filing </div>	Admission Unit Staff	6.0.1.3 Shall file all documents generated from this process.	Filed Records
END			

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6.0.2 Admission Test for Incoming Freshmen, Transferees and Second Degree Takers

Process Flow	Responsible	Process Description	Records
START			
Pre-Registration & Scheduling	Admission Unit Head / Admission Staff / Campus Admission Coordinators	6.0.2.1. Shall disseminate the online pre-registration link.	Shortlist of Applicants
	Admission Unit Head	6.0.2.2. Shall identify test schedule and designated testing centers.	RSUAT Schedule
Approval and Announcement of Schedule	ARSGO Director	6.0.2.3. Shall endorse the schedule for approval by the VP for Legal and Student Affairs and the University President.	Approved RSUAT Schedule
	Admission Unit Head / Admission Staff/	6.0.2.4. Shall disseminate the approved test schedule and designated testing centers via bulletin boards and social media.	Infographics
Admission Test Preparation	Admission Staff	6.0.2.5 Shall prepare admission test materials (application forms, test booklets, answer sheets, etc.).	
	Admission Unit Head/ Admission Staff	6.0.2.6 Shall conduct orientation for test administrators and applicants.	Attendance Sheet
	Admission Staff	6.0.2.7 Shall verify submitted application requirements.	Application Forms, Official Receipt (For Second Degree Takers), Admission Requirements
Admission Test Administration	Admission Unit Head / Admission Staff / Campus Admission Coordinators	6.0.2.8 Shall conduct the RSU Admission Test (RSUAT) at designated testing centers as scheduled.	Answer Sheets & Attendance Sheets

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↓ Evaluation & Release of Results	Admission Unit Head / Admission Staff	6.0.2.9 Shall check, evaluate, and consolidate test results.	List of RSUAT Passers
↓	Admission Unit Head	6.0.3.0 Shall publish the list of RSUAT passers per program/course.	
↓ Documentation & Filing	Admission Staff	6.0.3.1 Shall file all documents generated throughout the process.	Complete Admission Records
↓ END			



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6.0.3 Admission Test for Applicants with Special Needs

Process Flow	Responsible	Process Description	Records
START			
	Admission Unit Head	6.0.3.1. Shall disseminate the online pre-registration link.	List of Applicants with Special Needs with Schedules Referral Form for Persons with Special Needs
	Admission Staff	6.0.3.2. Shall identify and endorse to the Admission Unit Head the applicants with special needs based on submitted information.	
	Admission Unit Head	6.0.3.3. Shall coordinate with the concerned Office for the preliminary assessment.	
	Admission Unit Head	6.0.3.3. Shall prepare and contact the applicant regarding the schedule.	
	Admission Unit Head	6.0.3.4. Shall review assessment and recommendations from the concerned Offices if necessary.	Referral Form for Persons with Special Needs
	Admission Unit Head	6.0.3.5 Shall endorse recommended accommodations for approval of the ARSGO Director.	
	Admission Staff	6.0.3.6. Shall document and inform the applicant about approved test accommodations (e.g., extended time, separate room, assistive technology, special proctoring).	
	Admission Staff	6.0.3.7. Shall prepare admission test materials (application forms, test booklets, answer sheets, etc.).	Checklist Attendance Sheet Referral Form for Persons with Special Needs
	Admission Unit Head	6.0.3.8. Shall conduct orientation for test administrators on special accommodations.	
	Admission Unit Head	6.0.3.9. Shall inform applicants of test details and accommodations.	
A			

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↓ Admission Test Administration	Admission Staff	6.0.4.0. Shall conduct the RSU Admission Test (RSUAT).	Answer Sheets
↓ Evaluation & Release of Results	Admission Staff Admission Unit Head	6.0.4.1. Shall check, evaluate, and consolidate test results. 6.0.4.2. Shall publish the list of RSUAT passers per program/course.	Answer Sheets List of RSUAT Passers
↓ Documentation & Filing	Admission Staff	6.0.4.3. Shall file all documents generated throughout the process.	Complete Admission Records
↓ END			



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6.0.4 Enrolment for Incoming Freshmen and Applicants with Special Needs

Process Flow	Responsible	Process Description	Records
START			
Dissemination of Enrollment Forms	Admission Unit Staff/ Campus Admission Coordinators	6.0.4.1. Shall provide the Enrollment Route Form and Admission Application Form to the enrollees.	
Verification of Admission Documents	Admission Unit Staff/ Campus Admission Coordinators Admission Unit Staff/ Campus Admission Coordinators	6.0.4.2. Shall receive and verify the submitted application form and admission credentials. 6.0.4.3. Shall prepare a filing envelope for the enrollee	Filled-out Application Form, Enrollment Folder with Admission Documents (PSA Birth Certificate, SHS Report Card/F138, Certificate of Good Moral Character)
Medical & Student Services Clearance	Admission Unit Staff/ Campus Admission Coordinators	6.0.4.4. Shall instruct the enrollee to submit medical documents to the University Health Unit and proceed to the Office of Student Affairs and Guidance and Counseling Unit.	
College Enrollment & Advising	Admission Unit Staff/ Campus Admission Coordinators	6.0.4.5. Shall direct the enrollee to their chosen College/Institute for assessment, academic advising, system enrollment, and printing of the registration form.	
Final Registration & Submission	Admission Unit Staff/ Campus Admission Coordinators	6.0.4.6. Shall instruct the enrollee to: 1. Secure four (4) copies of the Registration Form, get the Registration Form stamped at the Cashier's Office, and submit copies of the Registration Form to the Cashier's Office, Registrar's Office, and their College/Institute.	
Documentation & Filing	Admission Unit Staff/ Campus Admission Coordinators	6.0.4.7 Shall receive and file the Enrollment Route Form in the enrollee's folder.	Filed Enrollment Route Form, Master List of Enrolled Students

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6.0.5 Enrolment for Transferee and Second Degree Takers

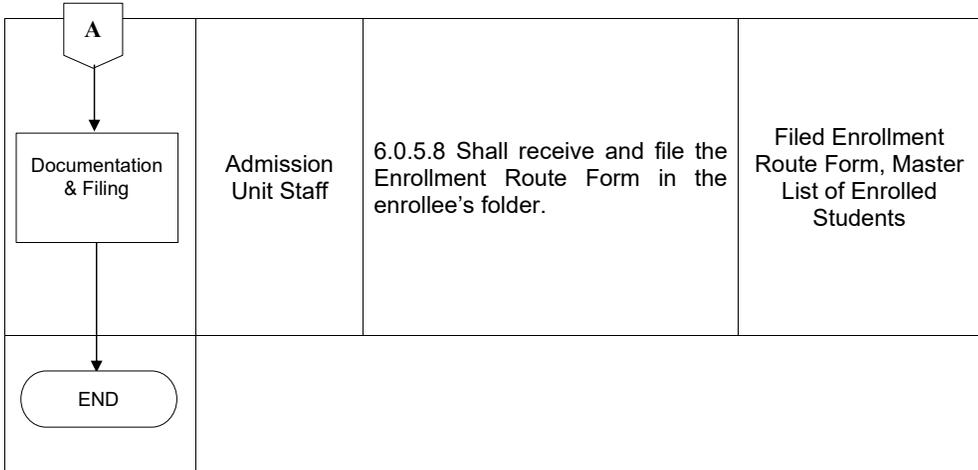
Process Flow	Responsible	Process Description	Records
START			
Dissemination of Enrollment Forms	Admission Unit Staff/ Campus Admission Coordinators	6.0.5.1. Shall provide the Enrollment Route Form and Admission Application Form to the enrollees.	
Verification of Admission Documents	Admission Unit Staff/ Campus Admission Coordinators	6.0.5.2. Shall receive and verify the submitted application form and admission credentials. 6.0.5.3. Shall prepare a filing envelope for the enrollee	Filled-out Application Form, Enrollment Folder with Admission Documents (PSA Birth Certificate, Transcript of Records/Copy of Grades, Course Description, Honorable Dismissal, Certificate of Good Moral Character)
Grade Evaluation	Registration Unit Staff/ Campus Registration Coordinators	6.0.5.4. Shall evaluate the student's grades to determine eligibility.	Crediting Forms
Medical & Student Services Clearance	Admission Unit Staff/ Campus Admission Coordinators	6.0.5.5. Shall instruct the enrollee to submit medical documents to the University Health Unit and proceed to the Office of Student Affairs and Guidance and Counseling Unit.	
College Enrollment & Advising	Admission Unit Staff/ Campus Admission Coordinators	6.0.5.6. Shall direct the enrollee to their chosen College/Institute for assessment, academic advising, system enrollment, and printing of the registration form.	
Final Registration & Submission	Admission Unit Staff/ Campus Admission Coordinators	6.0.5.7. Shall instruct the enrollee to: 1. Secure four (4) copies of the Registration Form, get the Registration Form stamped at the Cashier's Office, and submit copies of the Registration Form to the Cashier's Office, Registrar's Office, and their College/Institute.	
 Registrar	Distribution Mark:	<i>This document is updated and controlled if it bears the red "CONTROLLED COPY" stamp. Otherwise, please refer to the Document Control Center (DCC) for your updated copy.</i>	



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6.0.6 Enrolment of Continuing Students (Second, Third & Fourth Year)

Process Flow	Responsible	Process Description	Records
START			
College Enrollment & Advising	Registration Unit Staff	6.0.6.1. Shall direct the enrollee to their College/Institute for enrollment route form, assessment, academic advising, system enrollment, and printing of the registration form.	
Final Submission of Registration and ID Validation	Registration Unit Staff	6.0.6.2. Shall instruct the enrollee to: 1. Secure four (4) copies of the Registration Form, get the Registration Form stamped at the Cashier's Office, and submit a copy of the Registration Form to the Cashier's Office, Registrar's Office, and their College/Institute.	
	Registration Unit Staff	6.0.6.3. Shall receive the Registration Form for Registration Unit and validate Student ID.	Registration Form
Documentation & Filing	Registration Unit Staff	6.0.6.4 Shall receive and file the Enrollment Route Form together with the received Registration Form in the enrollee's folder.	Filed Enrollment Route Form, Registration Form, Master List of Enrolled Students
END			

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6.0.7 Enrolment of Shiftee Students

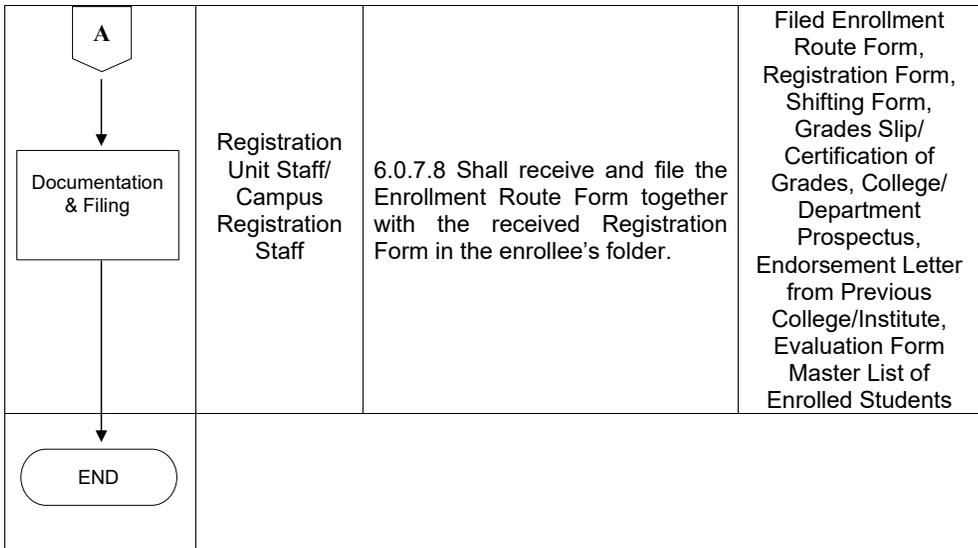
Process Flow	Responsible	Process Description	Records
START			
↓			
Dissemination of Enrollment Forms	Admission Unit Staff/ Campus Admission Coordinators	6.0.7.1. Shall provide the Enrollment Route Form and Shifting Form to the enrollees.	Enrolment Route Form and Shifting Form
↓			
Dissemination of Enrollment Forms	Admission Unit Staff/ Campus Admission Coordinators	6.0.7.2. Shall instruct the shiftee to secure required documents for shifting and the signature of the concerned offices.	Grades Slip/ Certification of Grades, College/ Department Prospectus, Endorsement Letter from Previous College/Institute
↓			
Dissemination of Enrollment Forms	Admission Unit Staff/ Campus Admission Coordinators	6.0.7.3. Shall instruct the shiftee to proceed to the Registration Unit for evaluation.	
↓			
Verification and Evaluation	Registration Unit Staff/ Campus Registration Coordinators	6.0.7.4. Shall check submitted documents and evaluate the shiftee student.	Grades Slip/ Certification of Grades, College/ Department Prospectus, Endorsement Letter from Previous College/Institute, Evaluation Form
↓			
College Enrollment & Advising	Registration Unit Staff/ Campus Registration Coordinators	6.0.7.5. Shall direct the enrollee to their chosen College/Institute for assessment, academic advising, system enrollment, and printing of the registration form.	
↓			
Final Registration & Submission	Registration Unit Staff/ Campus Registration Coordinators	6.0.7.6. Shall instruct the enrollee to: 1. Secure four (4) copies of the Registration Form, get the Registration Form stamped at the Cashier's Office, and submit copies of the Registration Form to the Cashier's Office, Registrar's Office, and their College/Institute.	Registration Form
↓			
A	Registration Unit Staff/ Campus Registration Coordinators	6.0.7.7. Shall receive the Registration Form for Registration Unit and validate Student ID.	

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6.0.8 Adding/Dropping of Subjects

Process Flow	Responsible	Process Description	Records
START			
↓ Dissemination of Forms	Registration Unit Staff/ Campus Registration Staff	6.0.8.1. Shall provide the Adding/Dropping Form to the student.	Adding/Dropping Form
↓ Adding/Dropping of Subject/s Processing	Registration Unit Staff/ Campus Registration Staff	6.0.8.2. Shall instruct the student to proceed to the College for the Dean's signature.	Adding/Dropping Form
↓	Registration Unit Staff/ Campus Registration Staff	6.0.8.3. Shall instruct the student to proceed to the Cashier's Office for stamping and payment, if necessary.	
↓	Registration Unit Staff/ Campus Registration Staff	6.0.8.4. Shall receive the Adding/Dropping Form for processing.	
↓ Documentation & Filing	Registration Unit Staff/ Campus Registration Staff	6.0.8.5. Shall file the Adding/Dropping form in the student's folder.	Adding/Dropping Form
↓ END			

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6.0.9 Application for Completion of Grades

Process Flow	Responsible	Process Description	Records
START			
Dissemination of Forms	Registration Unit Staff/ Campus Registration Staff	6.0.9.1. Shall provide the Completion Form to the student.	Completion Form
Updating of Grade/s	Registration Unit Staff/ Campus Registration Staff	6.0.9.2. Shall instruct the student to proceed to the College for the Dean and Faculty's signature.	Completion Form
	Registration Unit Staff/ Campus Registration Staff	6.0.9.3. Shall instruct the student to proceed to the Cashier's Office for payment, if necessary.	
Documentation & Filing	Registration Unit Staff/ Campus Registration Staff	6.0.9.4. Shall receive the Completion Form for processing.	Completion Form
	Registration Unit Staff/ Campus Registration Staff	6.0.9.5. Shall file the Completion Form in the student's folder.	
END			

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6.0.10 Application for Leave of Absence

Process Flow	Responsible	Process Description	Records
START			
Dissemination of Forms	Registration Unit Staff/ Campus Registration Staff	6.0.10.1. Shall provide the Leave of Absence Form to the student.	Leave of Absence Form
Evaluation and Interview for the Leave	Registration Unit Staff/ Campus Registration Staff	6.0.10.2. Shall instruct the student to proceed to the concerned offices for their signature.	Leave of Absence Form
	Registration Unit Staff/ Campus Registration Staff	6.0.10.3. Shall instruct the student to proceed to the Cashier's Office for payment, if necessary.	
Documentation & Filing	Registration Unit Staff/ Campus Registration Staff	6.0.10.4. Shall receive the completed Leave of Absence Form.	Leave of Absence Form
	Registration Unit Staff/ Campus Registration Staff	6.0.10.5. Shall file the Completion Form in the student's folder.	Leave of Absence Form
END			

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6.0.11 Application for Graduation

Process Flow	Responsible	Process Description	Records
START			
Dissemination of Forms	Registration Unit Staff/ Campus Registration Staff	6.0.11.1. Shall provide the Application for Graduation Form to the student.	Application for Graduation Form
Evaluation and Interview for the Leave	Registration Unit Staff/ Campus Registration Staff	6.0.11.2. Shall instruct the student to proceed to their College for initial evaluation.	
	Registration Unit Staff/ Campus Registration Staff	6.0.11.3. Shall update and verify the records/documents of the student.	
	Registration Unit Staff/ Campus Registration Staff	6.0.11.4. Shall enlist the student in the Graduates Monitoring List.	
	Registration Unit Staff/ Campus Registration Staff	6.0.11.5. Shall receive the completed Application for Graduation Form.	Application for Graduation Form
Documentation & Filing	Registration Unit Staff/ Campus Registration Staff	6.0.11.6. Shall file the Application for Graduation Form in the student's folder.	Application for Graduation Form, Masterlist of Graduates for Monitoring
END			

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6.0.12 Requisition of Scholastic Records (Certifications, Transcript of Records and Diploma (Duplicate Copy))

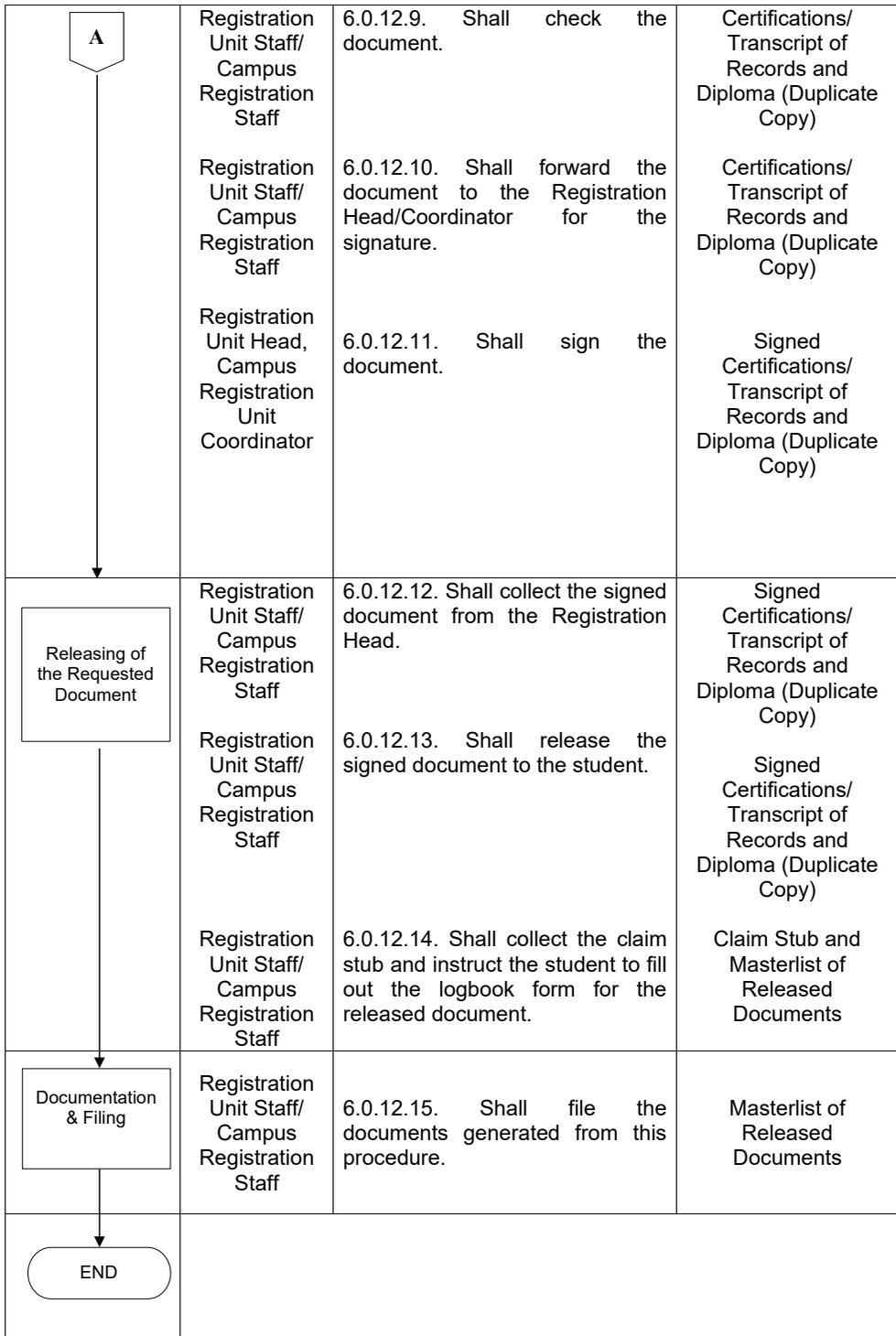
Process Flow	Responsible	Process Description	Records
START			
Dissemination of Forms	Registration Unit Staff/ Campus Registration Staff	6.0.12.1. Shall provide the Request for Documents Form to the student.	Request for Documents Form
	Registration Unit Staff/ Campus Registration Staff	6.0.12.2. Shall instruct the student to fill-out the Request for Documents Form.	Filled-out Request for Documents Form
	Registration Unit Staff/ Campus Registration Staff	6.0.12.3. Shall check the student filled-out Request for Documents Form.	
	Registration Unit Staff/ Campus Registration Staff	6.0.12.4. Shall instruct the student to pay for the requested document, if necessary.	Official Receipt, if applicable
Processing and Preparation of the Requested Document	Registration Unit Staff/ Campus Registration Staff	6.0.12.5. Shall receive the Request for Documents Form and issue a claim stub to the student.	Filled-out Request for Documents Form
	Registration Unit Staff/ Campus Registration Staff	6.0.12.6. Shall forward the Request for Document Form to the concerned personnel.	Filled-out Request for Documents Form
	Registration Unit Staff/ Campus Registration Staff	6.0.12.7. Shall prepare the requested document.	Certifications/ Transcript of Records and Diploma (Duplicate Copy)
	Registration Unit Staff/ Campus Registration Staff	6.0.12.8. Shall forward the requested document to the verifier for checking.	Certifications/ Transcript of Records and Diploma (Duplicate Copy)
A			
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6.0.13 Requisition of Scholastic Records (Transcript of Records and Diploma (1st Copy) and Transfer Credentials)

Process Flow	Responsible	Process Description	Records
START			
Dissemination of Forms	Registration Unit Staff/ Campus Registration Staff	6.0.13.1. Shall provide the Request for Documents Form to the student and instruct the student to secure a clearance from their College/Institute.	Request for Documents Form
	Registration Unit Staff/ Campus Registration Staff	6.0.13.2. Shall instruct the student to fill-out the Request for Documents Form.	Filled-out Request for Documents Form
	Registration Unit Staff/ Campus Registration Staff	6.0.13.3. Shall check the student filled-out Request for Documents Form.	
	Registration Unit Staff/ Campus Registration Staff	6.0.13.4. Shall instruct the student to pay for the requested document, if necessary.	Official Receipt, if applicable
Processing and Preparation of the Requested Document	Registration Unit Staff/ Campus Registration Staff	6.0.13.5. Shall receive the Request for Documents Form together with the clearance and issue a claim stub to the student.	Filled-out Request for Documents Form and Clearance
	Registration Unit Staff/ Campus Registration Staff	6.0.13.6. Shall forward the Request for Document Form and Clearance to the concerned personnel.	Filled-out Request for Documents Form and Clearance
	Registration Unit Staff/ Campus Registration Staff	6.0.13.7. Shall prepare the requested document.	Transcript of Records and Diploma (1 st Copy)/ Transfer Credentials
	Registration Unit Staff/ Campus Registration Staff	6.0.13.8. Shall forward the requested document to the verifier for checking.	Transcript of Records and Diploma (1 st Copy)/ Transfer Credentials
A			

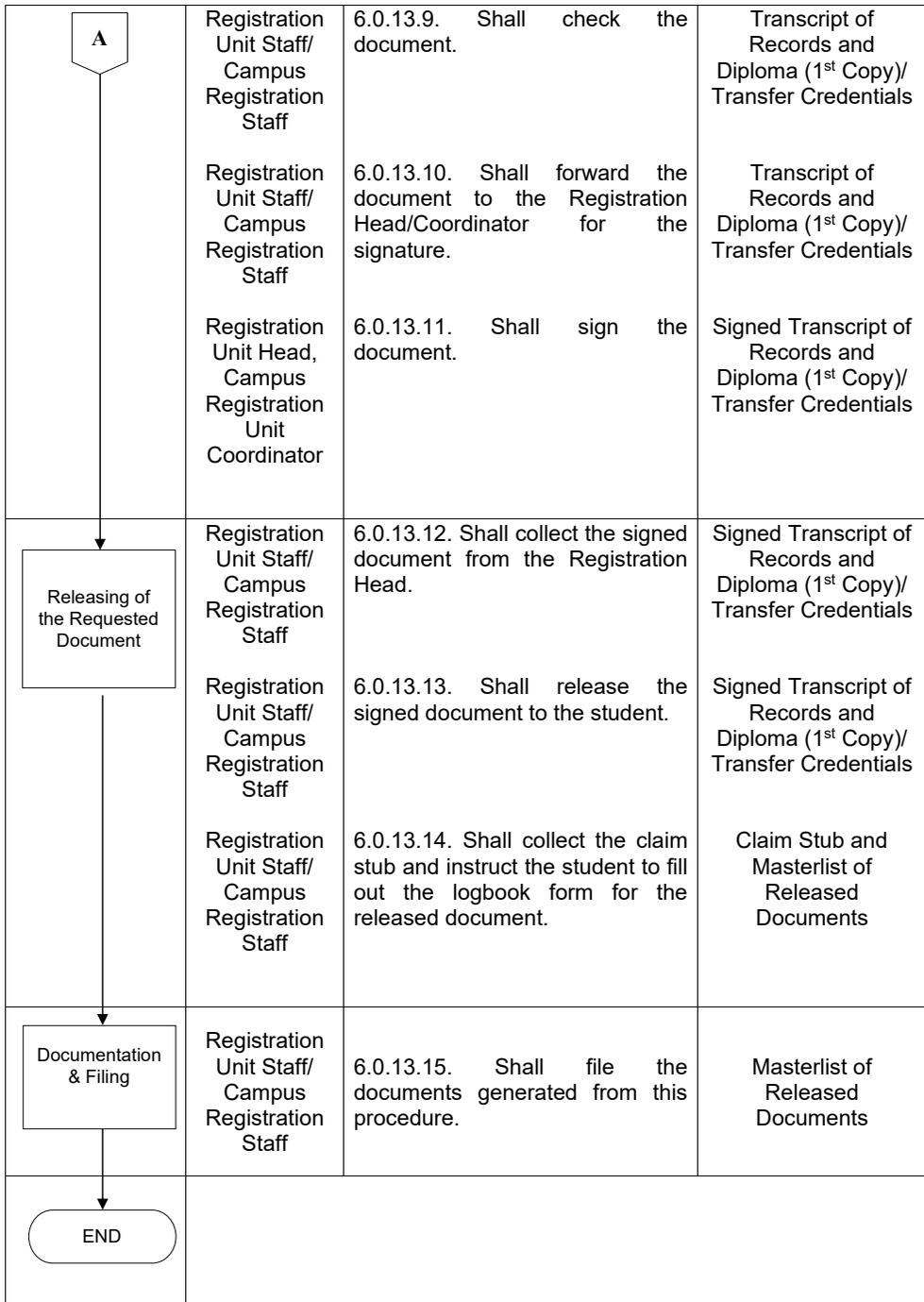
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6.0.14 Submission of Grades

Process Flow	Responsible	Process Description	Records
START			
Dissemination of Forms	Registration Unit Staff/ Campus Registration Staff	6.0.14.1. Shall release an advisory regarding the deadline of submission of grades/grade Sheet to the Colleges/Institute.	Advisory of the Schedule of Submission of Grades/ Grades Sheet
Receiving of the Grades Sheet	Registration Unit Staff/ Campus Registration Staff	6.0.14.2. Shall receive the submitted copy of grades/grade sheet from the Colleges/ Institute.	Grade Sheet/s
	Registration Unit Staff/ Campus Registration Staff	6.0.14.3. Shall endorse the submitted Grade Sheet/s for scanning and filing to the concerned personnel.	
Documentation & Filing	Registration Unit Staff/ Campus Registration Staff	6.0.14.14. Shall file the documents generated from this procedure.	Grades Sheet
END			

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6.0.15 Tertiary Education Subsidy (TES) Application

Process Flow	Responsible	Process Description	Records
START			
Preparation of Reports	Scholarships and Grants Staff	6.0.15.1. Shall receive memo from the UniFAST Secretariat of the TES Application.	Communication
	Scholarships and Grants Staff	6.0.15.2. Shall forward to the Scholarships and Grants Head for appropriate action	
Distribution of TES Template	Scholarships and Grants Unit Head	6.0.15.3. Shall disseminate the information to the campus/college SG coordinators to fill out and submit the TES Application Form.	Communication, TES Application Form
Receiving of Accomplished TES Application Form	Scholarships and Grants Staff	6.0.15.4. Shall receive and check the completeness of the content of the TES Application Form from college / campus.	Consolidated TES Application Form
	Scholarships and Grants Staff	6.0.15.5. Shall forward to the Scholarships and Grants Head for appropriate action.	
Review / Approval	Scholarships and Grants Head	6.0.15.6. Shall approve / take appropriate action on the consolidated TES Form	Approved TES Form
Uploading	Scholarships and Grant Staff	6.0.15.7. Shall register / upload the TES Form to the UniFAST Portal.	Summary of TES Applicants
	Scholarships and Grant Staff	6.0.15.8. Shall download and file the copy of the uploaded TES applicants.	
	Scholarships and Grant Staff	6.0.15.9 Shall file documents generated by this procedure.	
END			

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6.0.16 TES/TDP Requirements Validation

Process Flow	Responsible	Process Description	Records
START			
Receiving of List of TES Grantees	Scholarships and Grants Staff	6.0.16.1. Shall receive memo from the CHEDRO MIMAROPA of the List of the Grantees for validation purposes.	Communication
	Scholarships and Grants Staff	6.0.16.2. Shall forward to the SG head for appropriate action	
Dissemination to SG Coordinators	Scholarships and Grants Unit Head	6.0.16.3. Shall inform the campus/college SG coordinators to prepare, consolidate, scan and submit the eCopy/ies and hardcopy/ies of the Certificate of Registration (COR) of the TES Grantees.	Communication
Receiving of Grantees COR	Scholarships and Grants Staff	6.0.16.4. Shall receive and check the completeness of the Grantees COR.	Grantees COR
	Scholarships and Grants Staff	6.0.16.5. Shall consolidate the Grantees requirements from the college / campus.	
	Scholarships and Grants Staff	6.0.16.6. Shall forward to the SG head for appropriate action.	
Reviewing	Scholarships and Grants Head	6.0.16.7. Shall review / take appropriate action on the consolidated Grantees COR.	Reviewed Grantees COR
Uploading & Sending	Scholarships and Grant Staff	6.0.16.8. Shall upload the soft copy of Grantees COR to the Google drive provided by the CHEDRO MIMAROPA.	Logbook
	Scholarships and Grant Staff	6.0.16.9. Shall file documents generated by this procedure.	
END			

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6.0.17 Submission of FHE Billing

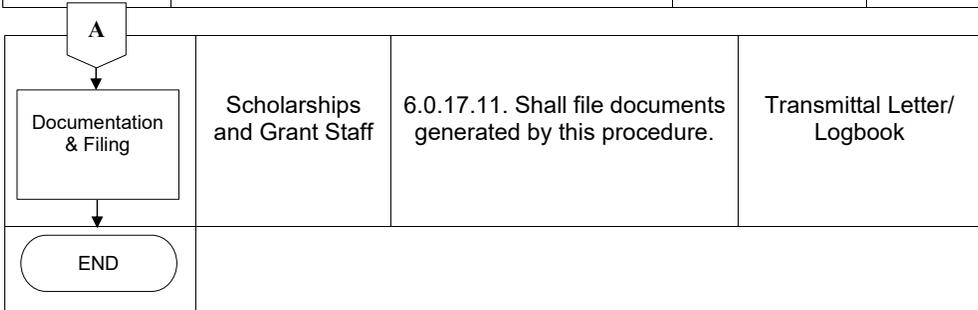
Process Flow	Responsible	Process Description	Records
START			
↓ Receiving of Communication	Scholarships and Grants Staff	6.0.17.1. Shall receive memo from the VPAF office for the submission of the FHE billing requirements.	Communication
↓	Scholarships and Grants Staff	6.0.17.2. Shall forward to the SG head for appropriate action	
↓ Dissemination to College Deans/Campus Directors	Scholarships and Grants Unit Head	6.0.17.3. Shall inform/provide the billing form to the College Deans/ Campus Directors to prepare, consolidate, and submit the eCopy/ies and of the Certificate of Registration (COR) of the enrolled students.	Communication
↓	Scholarships and Grants Staff	6.0.17.4. Shall receive and check the completeness of the submitted billing form/s and attachment/s.	Billing Forms / Attachments
↓ Receiving and Consolidation	Scholarships and Grants Staff	6.0.17.5. Shall consolidate the billing form and attachment/s from the college / campus.	
↓	Scholarships and Grants Staff	6.0.17.6. Shall forward to the SG head for appropriate action.	
↓ Reviewing and Sending of Electronic Copies	Scholarships and Grants Head	6.0.17.7. Shall review / take appropriate action /send the consolidated billing form/s and attachment/s to the VPAF office.	Billing Forms / Attachments
↓	Scholarships and Grants Staff	6.0.17.8. Shall print the billing forms and forward to the appropriate units for signature.	
↓ Printing & Sending	Scholarships and Grants Head/ Scholarships and Grants Staff	6.0.17.9. Shall check the signed billing form/s for completeness and send through courier to the Department of Budget and Management (DBM).	Reviewed Billing Form/s and Attachment/s
↓ A	Scholarships and Grants Staff	6.0.17.10. Shall upload the soft copy of Grantees COR to the Google drive provided by the CHEDRO MIMAROPA.	

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6.0.18 Scholarship Program Implementation

Process Flow	Responsible	Process Description	Records
START			
↓ Coordination	Scholarships and Grants Head	6.0.18.1. Shall coordinate with agencies/ benefactors for possible scholarship programs.	Communication
↓ Information dissemination	Scholarships and Grants Unit Head	6.0.18.2. Shall disseminate the scholarship information to different colleges /campuses.	Communication
↓ Receiving and Checking	Scholarships and Grants Staff Scholarships and Grants Staff	6.0.18.3. Shall receive and check the completeness of the submitted requirements. 6.0.18.4. Shall submit the documents of applicants to the CHEDRO for checking and approval.	Application forms, supporting documents and Transmittal letter
↓ Receiving of List of Qualified	Scholarships and Grants Staff Scholarships and Grants Staff	6.0.18.5. Shall receive a copy of list of qualified scholars from CHEDRO. 6.0.18.6. Shall update the list of scholars for the academic year.	List of Qualified Scholars
↓ Documentation & Filing	Scholarships and Grant Staff	6.0.18.7. Shall file documents generated by this procedure.	List of Scholars
END			

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7.0 PERFORMANCE INDICATORS

- 7.1 Number admitted and registered students
- 7.2 Number of graduates
- 7.3 Number of documents issued within the prescribed time

8.0 ATTACHMENTS

- 8.1 REG-00-001 – Transcript of Records
- 8.2 REG-00-002 – Completion Form
- 8.3 REG-00-003 - Certification/Authentication/Verification (CAV)
- 8.4 REG-00-004 – Verification and Report of Grades
- 8.5 REG-00-005 – Certification of Grades
- 8.6 REG-00-006 – Certification of GWA
- 8.7 REG-00-007 – Certification of Completed Academic Requirements (CAR)
- 8.8 REG-00-008 – Honorable Dismissal
- 8.9 REG-00-009 – Student Records Request Form
- 8.10 REG-00-010 – Diploma
- 8.11 REG-00-011 – Adding/Dropping/Changing Form
- 8.12 REG-00-012 – Certification of Enrollment
- 8.13 REG-00-013 – Certification of Graduation
- 8.14 REG-00-014 – Student Transfer Credentials Form
- 8.15 REG-00 015 – Permit to Cross Enroll
- 8.16 REG-00-016 - Application for Graduation
- 8.17 REG-00-017 – Application for Honor Graduates
- 8.18 REG-00-018 – Certification of No ID
- 8.19 REG-00-019 - Prospectus
- 8.20 REG-00-020 – Student Transfer Credentials Request Form
- 8.21 REG-00-021 – RSUAT Application Form
- 8.22 REG-00-022 – Admission Application Form (For Beginning First Year Enrollees)
- 8.23 REG-00-023 – Admission Application Form (For Transferees, Second Graduate Degree Seeking Students and Old/Returning Students)
- 8.24 REG-00-024 – Shifting Application Form
- 8.25 REG-00-025 – RSUAT Evaluation Form
- 8.26 REG-00-026 – Endorsement Form

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