

REQUESTS FOR ACADEMIC RECORDS

Requesting the issuance of your school records is as easy as 1-2-3!

- Step 1: Filing of Request
- Step 2: Payment of Fee
- Step 3: Claiming of Academic Records

Conditions and Reminders:

1. Under existing laws in Philippine education, requests for school documents may only be made by the owner of the academic records (or his/her parent or guardian, if he/she is a minor).
2. Clearance is required for processing requests for academic records, except for Course Descriptions/Syllabi requests, which require submission to the Dean's office of the requestor's Transcript of Records (original or certified true copy).
3. SSC-R de Cavite reserves the right to withhold, deny or cancel any requests for documents due to outstanding account balances.
4. Processing time of requests for academic records commences only upon presentation to the Issuing Office of the proof of payment (Official Receipt / validated Deposit Slip) for the document/s requested.

Table of Academic Records

Academic Record	Issuing Office	Processing Period	Fee
1. Diploma	Registrar's Office	Twelve Working Days	PhP 450.00
2. Transcript of Records			
Finished Studies	Registrar's Office	Twelve Working Days	PhP 250.00
Unfinished studies	Registrar's Office	Twelve Working Days	PhP 200.00
3. Honorable Dismissal	Registrar's Office	Seven Working Days	PhP 80.00
4. Certification of Graduation	Registrar's Office	Three Working Days	PhP 65.00
5. Certification of Medium Instruction	Registrar's Office	Three Working Days	PhP 65.00
6. Certification of Weighted Average	Registrar's Office	Three Working Days	PhP 65.00
7. Authentication of Records	Registrar's Office	One Day*	PhP 50.00
8. Course Descriptions	Dean's Office	Varies by College	Varies by College
9. Course Syllabi	Dean's Office	Varies by College	Varies by College

* In the event that the request is filed on any day that the Registrar is out on official business or leave, the documents requested for authentication will be released on the next working day.

Procedure for Requesting Academic Records

1. FILING OF REQUEST

Secure an application form at the Issuing Office. Submit the accomplished form to the Issuing Office, upon having the form signed by offices concerned for clearance.

2. PAYMENT OF FEE

Settle the fee (refer to Requests for Academic Records Table) at the Accounting Office / Cashier, and present the Official Receipt (O.R.) to the Issuing Office for scheduling of the release date of the document(s) requested.

3. CLAIMING OF ACADEMIC RECORDS

The document(s) will be available for claiming on the scheduled release date indicated on the Claim Stub. Present *your valid ID, form and O.R.* to the staff of the Issuing Office when claiming the requested document/s. If to be picked up by proxy, your representative must present a *letter of authorization, his/her valid ID, form and O.R.*, so that the Issuing Office may release the requested document/s.