



## MARIKINA POLYTECHNIC COLLEGE

Marikina City

### CITIZEN'S CHARTER

#### REGISTRAR'S OFFICE SERVICES

Kinds of Services/Steps	Person Responsible	Transaction Time (under normal circumstances)	Documents Needed (If necessary)
<b>REQUIREMENTS OF DOCUMENTS (Procedure)</b>			
<b>A. Transcript of Records</b>			
1. Get and fill out Clearance Form	Registrar's Staff	5 minutes	Valid Identification Card
2. Submit the accomplished Clearance form.	Registrar's Staff	1 minute	Clearance Form
3. Get and fill out payment slip (Enrolment, Employment and References)	Registrar's Staff	3 minutes	Accomplished Clearance Form
4. Present the OR and Secure claim stub	Registrar's Staff	3 minutes	Receipt of Payment, 1 Pc 2x2 ID picture, White background with Name tag
5. Claim your Transcript of Records (after 3 working days)	Registrar / Registrar's Staff	3 minutes	Claim Stub, Receipt of Payment, 1 pc. Documentary stamp and if necessary- F-137 or TOR for Transferee with Remarks "Copy for MPC"
- End of Transaction -			
<b>B. Diploma/Certificate</b>			
1. Get and fill out Clearance Form	Registrar's Staff	5 minutes	Valid Identification Card
2. Secure and fill out payment slip	Registrar's Staff	3 minutes	Accomplished Clearance Form
3. Claim the Diploma/certificate	Registrar / Registrar's Staff	5 minutes	Receipt of Payment
- End of Transaction -			
<b>C. Certification/Honorable Dismissal/Good Moral Certificate, etc.</b>			
1. Get and fill out payment slip	Registrar's Staff	5 minutes	Valid Identification Card, Clearance Form, Recent Registration Form
2. Secure claim stub for claiming the needed documents	Registrar's Staff	3 minutes	Receipt of Payment, documentary stamp
3. Claim your requested certifications.	Registrar / Registrar's Staff	15-20 minutes	Claim stub, Official Receipt
- End of Transaction -			



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<b><u>AUTHENTICATION OF DOCUMENTS</u></b>			
1. Get and fill out payment slip	Registrar's Staff	5 minutes	Original copy of Document (Diploma, TOR with MPC Heading, certification, etc.)
2. Submit the photocopy of document (maximum of 5 copies of each documents for stamping)	Registrar's Staff	5 minutes	Receipt of Payment
3. Claim your authenticated documents.	Registrar / Registrar's Staff	10-15 minutes	
- End of Transaction -			
<b><u>ENROLMENT PROCEDURE</u></b>			
<b>A. Under Graduate Student</b>			
1. Submit (for new students) the enrolment requirements and get pre-registration form	Registrar's Staff	3-5 minutes	Enrolment Requirements : <u>For new student :</u> Original HS Card or TOR and honorable dismissal for transferee, Good Moral Certificate and 1pc 2x2 ID picture with white background <u>For old student :</u> Student's Registration form from the previous sem. and school year, and school ID.
2. Fill out completely and submit Pre-registration form	Registrar's Staff	10-15 minutes	Enrolment requirements
3. Evaluate student's record	Registrar's Staff	5 minutes	
4. Get the printed Assessment Form (based on the enrolled subjects)	Registrar's Staff	5 minutes	
5. Present the OR and submit the assessment form. Get the printed registration form for stamping.	Registrar's Staff	5 minutes	Assessment Form and Receipt of Payment
- End of Transaction -			



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<b>B. Graduate Student</b>			
1. Student (for new students) the enrolment requirements and get pre-registration form. Present (for old students) students registration form from the previous semester.	Registrar's Staff	5 minutes	Enrolment Requirements: <u>For new student:</u> original TOR from previous school, honorable dismissal, 1pc 2x2 ID picture with white background and marriage contract for married woman. <u>For old Students:</u> Student's Registration form from the previous sem. and school year, and school ID.
2. Fill out the pre-registration form	Registrar's Staff	5 minutes	Approved pre-registration Form
3. Submit the approved pre-registration form and get the printed assessment form.	Registrar's Staff	5 minutes	Assessment Form
4. Get the printed Assessment Form (based on the enrolled subjects)	Registrar's Staff	5 minutes	
5. Present the OR and submit the assessment form. Get the printed registration form for stamping.	Registrar's Staff	5 minutes	Assessment Form and Receipt of Payment
- End of Transaction -			
<b>C. EVOC Student</b>			
1. Submit (for new students) the enrolment requirements and get enrolment form. Present (for old student) student's ID	Registrar's Staff	5 minutes	Enrolment Requirements: <u>For new Student:</u> Photocopy of any school credentials (TOR, HS Card, diploma), latest Original Barangay Clearance, 2 pcs 2x2 ID pictures with white background and NCAE (if available) <u>For old students:</u> EVO-C ID, and 2 pcs 2x2 ID pictures with white background.
2. Fill out completely and submit Enrolment Form	Registrar's Staff	10-15 minutes	Enrolment Requirements
3. Receive the assessed enrolment form (training and other fees)	Registrar's Staff	5 minutes	Enrolment Form
- End of Transaction -			