



REGISTRAR'S OFFICE OPERATIONS AND PROCEDURES MANUAL

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Approved to the operation manual of QSU**

**Quirino State University
A. Bonifacio, Diffun, Quirino**

PREFACE

The preparation of this manual has been sparked by years of experience in handling student records. This Manual is a maiden issue initiated by the Registrar and her staff.

The University Registrar's Office Operations and Procedures Manual has several purposes: a.) to inform students, faculty and concerned university officials of the responsibilities and functions of the Registrar's Office; b.) to establish standard procedures in the enforcement of university rules and policies relative to student admission, registration, credit validation and evaluation, grading, retention and residency, graduation requirements and related matters; c.) to ensure that administrative and academic units are informed of the guidelines, responsibilities and procedures in the access, use, release, security, retention and disposal of student records information; and d.) to serve as a ready reference for registrars in all the campuses of Quirino State University to achieve uniformity in the implementation of policies, standards and guidelines.

This Manual contains the policies, procedures and systems flow of various activities undertaken at or services provided by the University Registrar's Office including templates of communications, instruments and related documents.

This document is a product of the collective efforts of the members of the Committee tasked to draft the Registrar's Office Operations and Procedures Manual. Despite the long and thorough process it underwent, this Manual may not be perfect. Some tasks that are unique to certain academic units might not have been captured, and it is presumed that for these tasks they have their own established processes and procedures. As new policies, guidelines and regulations are issued, this manual shall be updated and revised.

With this Manual, it is hoped that all concerned will read it carefully, abide by it to improve the delivery of services to various stakeholders of the university.

The Registrar

ACKNOWLEDGEMENT

The Quirino State University is committed to achieve a higher level of efficiency and effectiveness in pursuing its mandated functions as it strives for excellence and make its presence be felt by all its stakeholders. The Registrar's Office Operations and Procedures Manual is, indeed, an instrument that will standardize the processes of one of the university front line services, specifically on student registration related services, student records management and other academic related processes to ensure the uniformity of implementation on the academic policies, rules and regulations in the three (3) campuses of the university.

Best practices of the Registrars in all the university campuses have been taken into account and were thoroughly documented in this manual such that personnel concerned can emulate and learn from each other's experiences. Through a series of brainstorming sessions, systems and processes that need further improvement were identified and addressed so that this manual can very well serve its purpose.

On behalf of the Task Force to draft this QSU Registrar's Office Operations Manual we would like to thank the valuable inputs and insights shared by the different deans and chairpersons of various programs, the equally supportive department directors, and the active student leaders, whose ideas have proven very useful and informative. The Task Force would like to thank, most specially, Mrs. Padma R. Bunao, the Registrar at QSU Diffun campus and her staff, Mrs. Janet D. Marcos, for starting the development of this manual. Their patience in researching and compiling policies, rules and regulations issued by the Commission on Higher Education and from other state universities and colleges as well as from private higher educational institutions is deeply appreciated for, without these references, this manual would not have been possible.

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Operations and Procedures Manual

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DEFINITION OF TERMS

Academic Records	Refer to the transcript of records, copy of grades, registration forms, completion forms, Form 137A, evaluation record, permanent record, permits, etc.
Academic Staff	Include officials and employees engaged in academic affairs, either with or without regular teaching load.
Accreditation	In this manual it is defined as a process of giving credit to the grades, subjects, and units earned by the transferees from their previous institutions.
Admission	The power of permission to enter. Admission of students is governed by the policies on admissions 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 certifying graduation, degree earned, course taken, subjects, grades, units earned, authenticity of records, and the like of the students by the Registrar.
Checklist/Evaluation Sheet	A form indicating all the subjects and number of units to be taken by the student in every semester for a particular course/curriculum.
Class Cards	Ticket regulating admission to a specific subject at a particular time in a determined classroom. It is to be submitted on the first day of class to the instructor/professor of the class of which the student is officially enrolled. The final grade is written on it at the end of the term and then returned to the student.
Continuing Student	Students who have completed the first year courses/subjects of their curricular program or the equivalent number of units and are currently enrolled, usually, in the 2 nd year courses/subjects
Curricular Offerings	Refer to the degree courses and subjects offered by the University.

Documents	Refer to worksheets, student' permanent records, grade sheets, enrolment list, statistical data, transcript of records, Form 137A, diplomas, memoranda, etc.
Enrolment Validation	It is a process when the corresponding assessed approved subject load was paid by the student to the cashier.
Evaluation	Process of determining student's scholastic standing, curricular year level, subjects, grades and units earned, deficiencies, and graduation.
Filing	Refers to the method of keeping and preserving students' records.
Form 137-A	Secondary students' permanent record.
Information Dissemination	Process of spreading information regarding curricular offerings, subjects offered, admission and registration policies and procedures, entrance testing program, requirements, prerequisites, OUR activities, and the like.
Instructional Staff	Refers to faculty members of the institution.
New Student	Refers to those who are enrolled in the program for the first time. They are the brand new freshmen.
Non-Academic Staff	Consist of officials and employees not concerned with academic matters.
Personnel	Member of the academic and non-academic staff.
Practices	Exercise of procedures regarding a specific matter.
Posting	Process of entering students' grades and credits in the permanent record, worksheets, and evaluation sheet.
Records Management	An official activity dealing with the proper creation, maintenance, utilization, control, and disposition of records.
Registration	Enrollment.
Registration	Documents showing that a student is officially

Form	enrolled. List of subjects, number of units, time schedule, room assignment and instructor's name taken are indicated in the form.
Returning Student	Student who was previously enrolled at the University, who have not enrolled in classes more than one semester, and who would like to return.
Shifters	Students who abandoned an original course in favor of another.
Special Student	Students who are enrolled on a non-degree, non-permanent basis.
Sorting	Process of segregating registration forms according to course, major, year level, section, and sex. After this process is done, registration forms are arranged alphabetically.
Transcript of Records	An official document containing the list of all subjects taken and their chronological sequence with the final grades obtained and credits earned.
Transferees	Transfer students are those who have done college work elsewhere and are seeking admission to the Quirino State University for the first time. This category also covers applicants who started college work at the university, transferred to other schools and are now seeking re-admission.
Validation	Process of giving legal form to subjects and units earned by transfer students in their previous school by undergoing the validation examination.

PART I. OVERVIEW OF THE INSTITUTION

A. The Institution's Mandate, Vision, Mission, Goals, Philosophy and Core Values

Mandate

The Quirino State University exists by virtue of RA 10230 which is mandated to primarily provide advanced education, higher technological, professional and vocational instruction and training in the fields of arts and sciences, education, agriculture, industrial technology and engineering, information technology, business management and accountancy, tourism and hospitality management, health sciences, criminology, non-traditional courses and other relevant fields of study. It shall also undertake research, extension services and production activities in support of the development of the province of Quirino and provide progressive leadership in its areas of specialization (RA 10230, Section 2, General Mandate).

Vision

Guided by its mandated function, the Quirino State University envisions itself to become the leading center for academic and technological excellence and prime catalyst for a progressive & sustainable Quirino Province and Southern Cagayan Valley

Mission

QSU commits to develop competent and morally upright professionals and generate appropriate knowledge and technologies to meet the needs of Quirino Province and Southern Cagayan Valley.

Goal

The goal of the university is to produce academically competent, employable professionals and productive, skillful middle level entrepreneurs who shall lead the development of the province and the region.

Specifically, it endeavors to:

1. Perform the mandated functions of the university through an effective and efficient management system
2. Provide innovative and quality academic programs and produce competent, productive and committed professionals;
3. Generate relevant knowledge and responsive technologies through quality researches
4. Develop and implement techno-transfer programs/ modalities through effective and efficient training and extension activities; and
5. Generate adequate resources to support and enhance institutional development

Philosophy

QSU believes that national economic development and the betterment of the quality of life begins with social transformation, which can be achieved through access to quality and relevant tertiary education. The greatest wealth of a country is in its people. Strong and enlightened individual collectively make a strong nation. QSU believes in developing fully the individual. Hence, the guiding philosophy is for the development of a well-rounded, morally upright and physically fit, and productive individual.

Core Values

As an academic institution, QSU adheres to the following core values:

Quality and Excellence by responding quickly to clients and willingly rendering excellent, ethical and professional service at all times;

Commitment by seriously pursuing academic excellence to produce globally competitive graduates;

Unity and Integrity by unitedly pursuing a favorable working environment for morally upright government servants

B. Historical Development of Quirino State University

The Quirino State University metamorphosed from a municipal high school to a state university. In June 1963, it was known as Northeastern Nueva Vizcaya High School (NNVHS) founded by the municipal government. On June 18, 1964, RA 4023, an act converting the municipal high school into an agricultural school called Northern Nueva Vizcaya National Agricultural School (NNVNAS) was approved by both Houses of Congress. The Act, however, was implemented on October 1969. Since then, the school offered Secondary Vocational Agriculture and Agricultural Homemaking curricula.

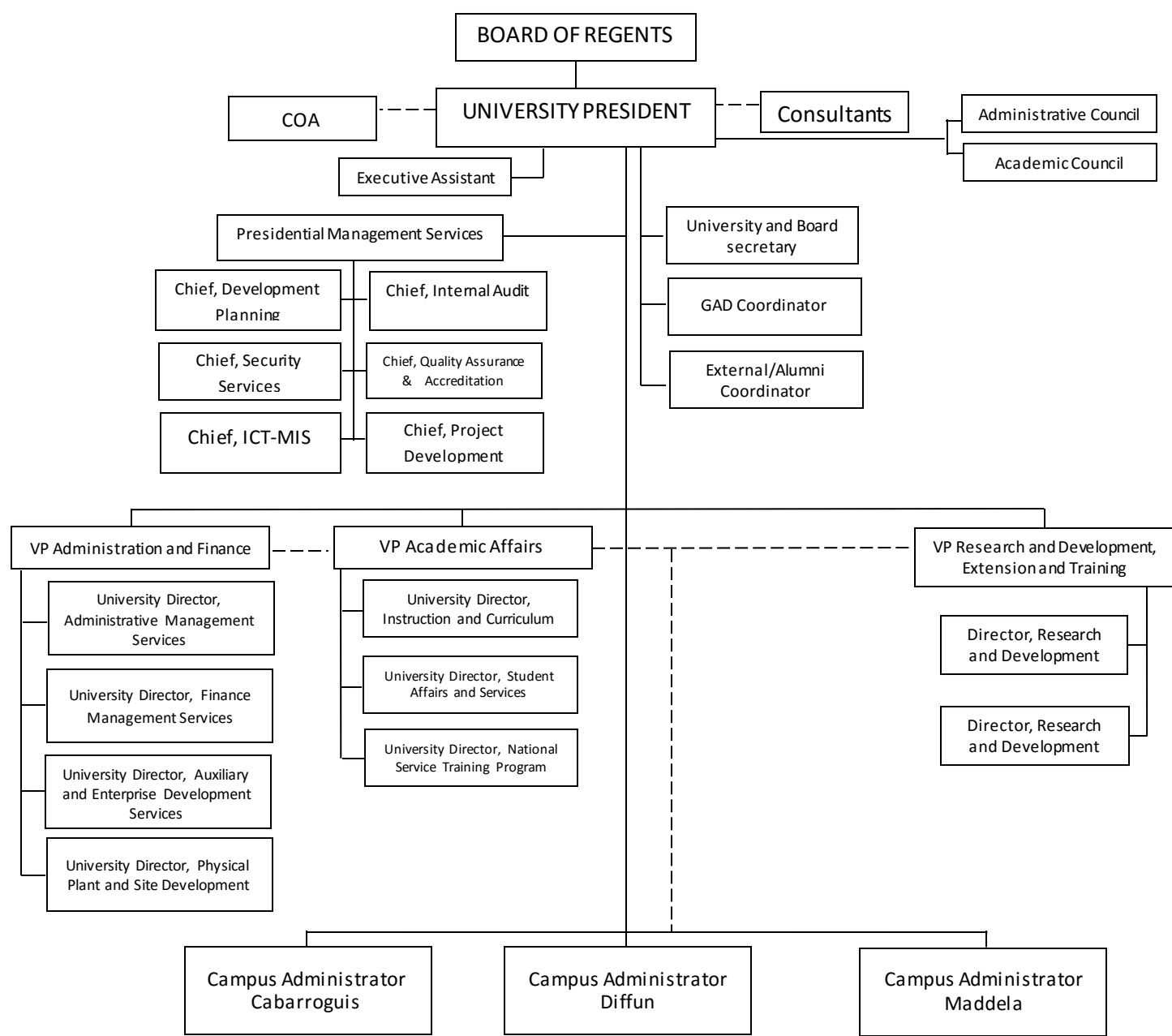
When Quirino was weaned from its mother province Nueva Vizcaya in 1972, a municipal resolution changed its name to Quirino National Agricultural School (QNAS). A few years thereafter, the school offered a two-year Post-Secondary Agriculture Technician (PSAT) Course.

On June 10, 1983, QNAS was converted into Quirino State College (QSC) by virtue of Batas Pambansa Blg. 440. but started to operate as a state college in SY 1984-1985. Degree courses in Agriculture, Agricultural Education and Home Technology were offered to respond to the development needs of the province and nearby areas. Other baccalaureate degree courses in Teacher Education, Information Technology, Nutrition and Dietetics, Criminology and Hospitality Management in addition to the allied pre-baccalaureate courses were also offered to produce professionals who will help spur development not only in the province but of entire Region 2.

On October 19, 2012, His Excellency President Simeon Benigno S. Aquino III signed RA 10230, the bill converting the Quirino State College (QSC) into Quirino State University integrating therewith the Quirino Polytechnic College (QPC) in Cabarroguis and the Maddela Institute of Technology (MIT) in Maddela, all located in the province of Quirino. Today, the Quirino State University has three campuses: one in Maddela, one in Cabarroguis and the other at Diffun where its central administration is located.

C. Organization Structure and Responsibilities

Figure 1 Organization Structure of the University



D. The Registrar's Office: Overview, and Responsibilities

D.1 Brief Information About the Registrar's Office

From the time QSU at Diffun campus was created in 1963 up to 1984, the school Principal took charge of the functions of a Registrar by preparing and keeping student records. It was only in 1985 that a Registrar was appointed and was assisted by a clerk on Contract of Service status. The Registrar was then under the Acting Head of the College Department. Because of budgetary constraints in 1989, a faculty member was detailed to assist the Registrar in the performance of her job. In 2008, a regular Administrative Aide was finally appointed to cater to the increasing student population.

Today, there are two office staff to assist in the registration and academic records management. The policies enforced relative to student admission, registration, credit validation and evaluation, grading system, residency and retention, graduation requirements and other related matters are based from the Student Handbook approved by the Board of Trustees of the then Quirino State College as well as those issued by the Commission on Higher Education.

In Cabarroguis campus, the Registrar's Office is manned by a Registrar with a regular plantilla item and two office staff to assist in the registration and student records management. Being a former local college subsidized by the Provincial Government of Quirino, the academic policies enforced relative to student admission, registration, credit validation and evaluation, grading system, graduation requirements and other related matter are based on the policies approved by its Board of Trustees as well as those issued by the Commission on Higher Education

In Maddela campus, the Office of the Registrar is managed by a faculty designated to perform student admission, registration and academic records keeping. An office clerk is assigned to assist the designated Registrar in the operational management of the office. Since the institution was formerly a TESDA supervised school, the policies enforced relative to student admission, registration, records management, grading system and graduation requirements in Technical Vocational courses such as Automotive Technology, Electrical Building Installation, Dressmaking, Tailoring, Housekeeping, Food and Beverage Services, Health Care Services. Computer Hardware Servicing, etc. are governed by TESDA regulations and policies. With the offering of baccalaureate courses after its integration into the university system, policies on student admission, registration including all forms used by the Registrar at Diffun campus were adopted by the Registrar.

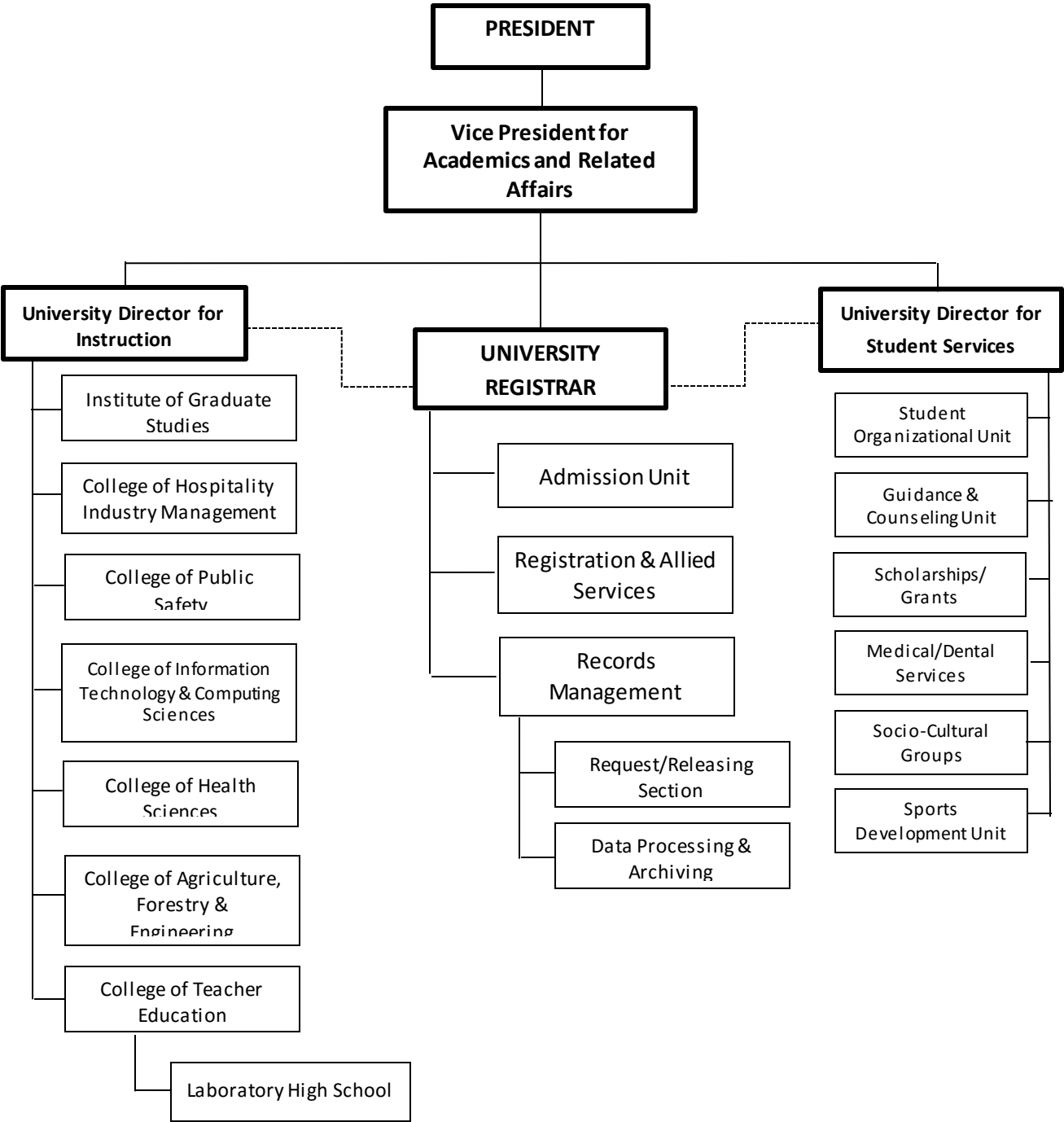
D.2 Organization and Responsibilities

The University Registrar's Office is an academic support unit of the university which administers operations in the areas of course registration, student academic records, graduation and other related services. It serves as the main front line service unit of the university on curricular and academic matters.

There are three divisions in the Registrar's Office, namely:

1. Admission
2. Registration and Allied Services
3. Records Management
 - Request/Releasing Section
 - Data Processing and Archiving section

Figure 2. Organization Structure of the Student Registration and Records Services



D.3 FUNCTIONS AND RESPONSIBILITIES OF THE REGISTRAR’S OFFICE

3.1 General Functions of the Registrar

1. Plans, implements and evaluates policies relative to registration, scheduling of courses, data processing, recording and storage of student records
2. administers operations in the following areas of registration and enrollment related activities, student records management, graduation and other related services
3. implements admission course requirements, transfers, retention, graduation and other matters pertaining to student accounting
4. Determines subject load and subject sequences

5. Ascertains compliance of academic requirements including removal of incomplete Grades
6. Enforces graduation requirements
7. Prepares and submits records of candidates for graduation
8. Issues certificates, grades, records, release transfer credentials, clearance and diplomas
9. Receives, processes and dispatches records or transcript of record of both active and inactive students
10. supervises recording of data in students records, updating and providing controls flow, safety and security of files and records
11. Attends to correspondence regarding school records and other information
12. Directs reconstruction of lost or missing records
13. Attends to transactions with government offices or agencies regarding matters related to functions of the office
14. Assumes responsibility for all documents signed or certified by him/her
15. Resolves questions on academic policies and regulation and student records
16. Provides statistical data on enrollment and related reports requested by government and other external agencies
17. Assist in the formulation and implementation of strategic and operational plans for the Institution
18. Periodically reviews present systems and procedures and formulates strategies to improve them
19. Request the needed equipment and supplies
20. Maintains linkages with other registrar's in other institutions in connection with student records and registrar's concerns.
21. Oversees the proper use, maintenance, control and safe keeping of property and equipment of the office.
22. Designs and revises form needed for the registrar's use and transaction.
- 23.** Assists in the revision of curricula and academic policies, rules and regulations

3.2 Student Admission Functions

1. Prepares admission and enrolment paraphernalia.
2. Coordinates admission and enrolment of students.
3. Reviews, checks, and verifies authenticity of submitted credentials of new students.
4. Requests Form 137 and OTR of newly admitted students.
5. Properly turns over credentials of new students to the person in-charge of records.
6. Prepares Freshmen enrolment list.
7. Prepares statistical record of transferees.

3.3 Functions of Staff In-Charge of Requests/Releasing Section

1. Accommodates, receives, processes, and releases requests for transcript of record, certification, transfer credentials, and other academic records.
2. Prompt compliance and release of requested records and other information.
3. Keeps a daily record of all incoming and outgoing records.
4. Prepares and generates requested academic records.
5. Prepares various forms and enrolment paraphernalia.
6. Maintains logbooks for recording of incoming requests for academic records and their releases.
7. Secures the integrity and confidentiality of records.

8. Classifies and stores files of active and inactive records systematically for easy retrieval.

3.4 Functions of Personnel In-Charge of Data Processing and Archiving

1. Encodes subject codes per course.
2. Encodes complete data of every student in individual ledgers.
3. Prepares worksheet of consolidated grades, transcript of records and certifications.
4. Prepares enrollment list and all needed statistical data.
5. Works with other staff in the Registrar's office to secure the integrity and confidentiality of students' records.
6. Assists in the accomplishments of documents needed for accreditation.

3.5 Functions of the Personnel In-Charge of Records at the Secondary Level

1. Prepares and Issues Form 137A and certification for secondary students.
2. reads and checks entry of Form 138 and Form 18T every end of the school year.
3. Assists in graduation activities of the Secondary-Laboratory School.
4. Prepares Enrollment list and statistics of secondary students.
5. Prepares list of candidates for graduation.
6. Assists in the selection of honor students.
7. Keeps and maintains all secondary records, past and present.
8. Manages, control and maintains students' records and secures their integrity and confidentiality.

PART II. WORKFLOW OF THE REGISTRAR'S OFFICE FROM ENROLMENT TO GRADUATION

1. Admission Activities

Activities Undertaken at the Admissions Office

The Office of Guidance and Counseling, Admissions and Scholarships, a unit under the Office of the Director for Student Services, undertakes the following activities in preparation for enrollment:

- a. conducts information drives every year preferably before graduation exercises to campaign for potential enrollees into the university
- b. prepares the schedule of the QSU College Admission Test for approval by the President
- c. disseminates approved College Admission Test schedule and related information through the QSU website and/or through brochures/ bulletins of information distributed in various secondary schools
- d. conducts entrance interviews, accepts applications for enrollment to various programs and receives basic requirements for admission such as the following:
 - For Incoming First Year Students
 1. Original Form 138 (High School Report Card)
 2. Certificate of Moral Character
 3. NSO authenticated copy of birth certificate

4. NSO authenticated copy of marriage certificate (if married)
 5. six (6) copies 1 x 1 ID pictures
 6. medical certificate from authorized Health Officer
- For Transferees
 1. Certificate of Honorable Dismissal
 2. Certified true copy of complete academic records duly signed by the Registrar
 3. Certificate of Moral Character signed by concerned school authority
 4. NSO authenticated birth certificate
 5. NSO authenticated marriage contract (if married)
 6. four (4) copies 1 x 1 ID pictures
- e. administers psychological test to students with special concerns/ special group of students
 - f. administers the QSU College Admission Test, checks and prepares notices of test results
 - g. releases test results together with school credentials to applicants for registration

2. Pre-Registration Activities

A. Activities Undertaken at the Different Colleges

A.1 College Program Preparation, Faculty Load Balancing, Room Scheduling

The preparation of College Programs per term shall emanate from the Offices of the Program Chairpersons who manage and supervise the implementation of their respective programs. The class schedules are prepared based on the sequence of subjects in the curriculum, the number of faculty to teach specific subjects, the number of available classrooms and laboratory rooms as well as the projected number of students who will be enrolling.

Although there is a faculty line up per College, some of the general education faculty are requested to teach in other colleges in the campus. In like manner, although each college strives to establish its own laboratory, subjects requiring laboratory facilities such as Information Technology, natural sciences and PE, are conducted in different colleges as a common laboratory facility. The Program Chairs sit down together and agree on who will teach subjects and where to conduct such classes to avoid overlapping and conflicts in schedule.

The Program Chairs prepare three sets of schedules following the required format (Form ____College Program Preparation Form) : a.) Individual Faculty Schedule, b.) Room Utilization Schedule, and c.) Class Schedule by course, by year level, and by section. The draft shall be checked by the Deans of Colleges to ascertain that the teaching load and the number of preparations per faculty members are in consonance with the provisions of the CHED Policies and Guidelines for their respective programs.

Once the drafts are finalized, copies of these documents shall be forwarded to the Director for Instruction for endorsement to the President for approval before they are finally submitted to the Office of the University Registrar.

A.2 Offering of Additional Subjects

In cases where students petition for the offering of subjects that are not regularly offered during a particular term, requested subjects may be offered upon its approval. In this case, the program chairs should create additional classes, have it checked and verified by their respective deans, to be endorsed by the Director for Instruction to the President for approval. The approved document shall then be submitted to the Office of the Registrar for encoding in the SIAS.

A.3 Policies and Procedures on Class Schedule Revisions

1. When conflicts in schedules arise, whether it be in the use of rooms, or overlapping of time slot affecting a class or a faculty, the program chairperson should resolve the issue.
2. The faculty member/s who may be affected by the conflicts in schedule should report the matter to the concerned Program Chairperson for appropriate action. Internal Arrangements with students or with fellow instructors are not allowed.
3. Any changes made must be communicated to the other Program Chairs/Deans of colleges affected and such changes be submitted to the Registrar's Office for recording.
4. Changes in class schedules without the approval of authorities concerned shall be considered null and void, as it will cause subsequent errors in the preparation of class list of students per subject and in the posting of student's grades. Faculty members who will be found violating this policy shall be dealt with accordingly.

A. Activities Undertaken at the Office of the Registrar

B.1 Collection and Encoding of Approved College Programs from different Colleges in the Student Information and Accounting System (SIAS)

B.1.1 For New Programs

- 1.1.1 collect approved class schedule per program
- 1.1.2 assign course code and input other details such as course title, number of units and corresponding fees for subjects to be offered for the term
- 1.1.3 Assign and input subject code, proposed schedule, assigned instructor and room
- 1.1.4 Print and generate copies of class schedules for each program per section and year level

B.1.2 For Existing Programs

- 1.2.1 Determine and input approved revisions made on assigned course codes and other details on each program
- 1.2.2 collect approved class program, assign and Input into the system subject codes, proposed schedule, assigned instructor and room unto the system
- 1.2.3 Print and generate copies of class schedules for each program per section and year level

B.2 Preparation of Registration Forms and Coordinating Activities

- B. 2.1 prepare enrollment paraphernalia such as enrollment form, class cards for distribution, forms for adding, dropping, and changing subjects, cross enrollment forms, and needed documents for other registration related activities
- B.2.2 Prepare certification of grades per semester and/or evaluation sheets for old students to serve as reference for the different program chairpersons in determining the subjects to be enrolled by these students
- B.2.3 Prepare credit evaluation form for transferees to be used in determining subjects taken in their home institutions that could be credited in the chosen program of study
- B.2.4 coordinate with the different colleges as to assignment and schedules of faculty who will assist during the registration period
- B.2.5 Post class schedules at the designated Registration venue and make them accessible during the registration period

3. Registration

1. New Freshman Students and Transferees

- 1.1 Upon approval and acceptance in a program, new students proceed to the Office of the Registrar for registration. The staff at the front desk will undertake the following activities:
 - a. Accept credentials of new students
 - b. Provide new enrollees with enrolment form and enrollment procedure and instruct them to proceed to the enrolment desk for the chosen program of study for further instruction.
 - c. verify the accomplished and approved Enrollment Form
 - d. create an account for that student in the SIAS then input his/her basic personal information as well as the subjects enrolled for the term;
 - e. generate a copy of the assessment form
 - f. validate/confirm the student enrollment upon presentation of the machine validated proof of payment (i.e. Official Receipt)
 - g. give class cards to officially enrolled students

2. Old/Returning Student

- a. Prior to registration, the staff at the front desk may issue certification of grades for the previous term or evaluation of grades especially to irregular and old/returning students to serve as reference for the Program Chairperson/Dean in determining the subjects to be enrolled by the student and other registration related purposes
- b. provide students with enrollment forms and procedure upon presentation of duly signed clearance
- c. check and verify accomplished enrollment form for purposes of correcting conflicts in schedule, ensuring accuracy and adherence to

- proper subject sequence and allowable number of units, and completeness of required information
- d. Input student's basic information and subjects enrolled for the term in the SIAS
- e. Generate Assessment form
- f. validate/confirm the student enrollment upon presentation of the machine validated proof of payment (i.e. Official Receipt)
- g. give class cards to officially enrolled students

4. Post Registration

After the registration period, the Registrar undertakes the following post-registration activities:

1. Sorting, Classifying and Statistical Report Generation

- a. Sorting of Registration Forms by college, curriculum level and by sex
- b. Preparation of enrolment list by College, by program, curriculum year level and by gender
- c. Preparation of enrolment statistics by college, by program, by curriculum year level, and by gender

2. Validating, Filing, and Arranging Students' Records

- a. Validation of entrance credentials
- b. Preparation of jackets for new students
- c. Filing of Registration forms in individual jackets
- d. Segregating jackets of dropped-out and transferred students
- e. Arranging individual students' jackets in the storage cabinet

3. Preparation and Encoding of Student Profiles

- a. Requesting for Form 137A of Freshmen students and transcript of records of transferees.
- b. verification and completion of students' personal information and other details encoding at the SIAS
- c. Printing and distribution to instructors of consolidated control sheets of subjects enrolled by College, by Program and by majors
- d. Preparation of Master list of academic scholars

5. Student Records Database Management and Archiving

1. Posting and Updating of Grades

- a. Posting of students' grades from Grade sheets to consolidated work sheets in the SIAS
- b. conducting periodic grade verification and preparing report of grade discrepancies for appropriate action
- c. updating of records of deficiencies of students for purposes of graduation

2. Database Management and Archiving

- a. making back-up copies of the electronic database in the SIAS for safekeeping
- b. segregating and storing inactive files

6. Graduation Related Activities

1. Preparation for Graduation
 - a. Processing of application for graduation
 - b. Preparation of list of candidates for graduation
 - c. Preparation of list of honor students
 - d. Presentation of candidates for graduation to the University Academic Council
 - e. Preparation and holding of graduation activities
2. After Graduation Activities
 - a. Accommodation of requests for academic records
 - b. Preparation, generation and issuance of Official Transcripts of Records, diploma, certifications and other documents as requested by the graduates
 - c. Preparation of statistical reports on graduation and related reports

Table __ Gantt Chart of the Office of the Registrar Work Program

ACTIVITIES	J	F	M	A	M	J	J	A	S	O	N	D
A. Pre-Registration			x	X	x				x			
B. Admission				X	x	x				x	x	
C. Registration			x	X	x	x				x	x	
D. Post Registration							X	x			x	X
E. Filing of Students' Records	x					x	X					X
F. Students' Records Preparation/Encoding of Students' Personal Data	x						X	x	x		x	X
G. Posting/Encoding/Updating of Grades		x	x	X	x	x	X	x		x	x	X
H. Evaluation	x			X	x			x	x		x	X
I. Graduation	x	x	x						x	x	x	
J. Preparation & Issuance of OTRs, Certifications, Transfer Credentials, etc.	x	x	x	X	x	x	X	x	x	x	x	X

PART III. POLICIES AND PROCEDURES ON REGISTRATION, STUDENT RECORDS MANAGEMENT AND OTHER RELATED ACTIVITIES

1. Admission Policies and Procedures

The university adheres to the following provisions in the admission of students which state “No student shall be denied admission to the Quirino State University by reason of sex, ethnic consideration, religious belief or political affiliation (Sec 12, RA 8292; RA 10230, Sec 15, Part 2), or by physical disabilities (Chapter 8, Sec 32H, RA 9442)”. However, all applicants must

comply with the general entrance requirements set by the admission, Scholarships and Placement Office and prescribed specific requirements to admission and retention in the chosen program of study (Section A, Part 1 Academic Regulations and Procedures, QSU Student Handbook).

Admission Procedures:

Students who wish to study in any of the campuses of the Quirino State University, must adhere to the policies of admission and procedures as follows:

A. For Incoming First Year

1. Secure the Application for Enrollment from the Office of Admissions, Scholarships and Placement.
2. Pay the non-refundable testing fee of P100.00 at the Cashier's Office and ask for a receipt.
3. Submit the following admission documents to the Admission Personnel:
 - 3.1 duly accomplished Application for Admission
 - 3.2 required admission documents as follows:
 - original copy of Form 138 (High School Report Card)
 - Certificate of Good Moral Character
 - NSO authenticated copy of Birth Certificate
 - NSO authenticated copy of Marriage Contract (if married)
 - four copies ID picture (1 x 1)
 - Personal Data Sheet
 - Medical Certificate (if required by the Admission Officer)
 - declaration as a new student (if graduated 2/several years prior to enrollment)
4. undergo entrance interview with the Admissions Office
5. take the QSU College Admission Test and, if required by the Admission Officer, take the Psychological Test
6. get College Admission Test result

B. For Transferees

1. Secure the Application for Enrollment from the Office of Admissions, Scholarships and Placement.
2. Pay the non-refundable testing fee of P100.00 at the Cashier's Office and ask for a receipt.
3. submit duly accomplished Application for Admission together with the following required admission documents as follows:
 - a. Certificate of Honorable Dismissal
 - b. certified true copy of complete academic records signed by the Registrar of the previous school

- c. Certificate of Good Moral Character/Letter of Recommendation from the previous school
 - d. Medical Certificate
 - e. NSO authenticated copy of Birth Certificate
 - f. NSO authenticated copy of Marriage Contract (if married)
 - g. four (4) copies 1 x 1 ID
- 7. undergo entrance interview with the Admissions Office
- 8. take the QSU College Admission Test and, if required by the Admission Officer, take the Psychological Test
- 9. get test results from the Office of Guidance and Counseling, Admission, and Scholarships including the required admission credentials
- 10. undergo required interview and if qualified for admission in the program, request for the evaluation of his academic records

Generally, credits for work done from accredited institutions are accepted, provided the student obtained the minimum average grade required for the program. In some cases, advanced credits will be accepted only on passing the validating examination.

The procedure for Crediting and validating of subjects taken previously from another institution is stated in 4.1 on page 29.

- 11. as soon as the list of subjects to be enrolled for the term is drafted, proceed to the Registrar's Office for registration

B. For Returning Students

All bona fide students of the university and former QSU students who discontinued studies for one semester or more and who wish to enroll must meet the following requirements:

- 1. Any undergraduate student who dropped all subjects without valid reasons during his last semester's stay in the university or obtained incomplete grades at the end of the last semester, and or failed in at least 50% of the subjects enrolled in during the last semester maybe re-admitted only under the following conditions:
 - a. He has to undergo academic counseling and present a written statement duly signed by himself and his parent/guardian that he will improve his academic grades during the next semester
 - b. the program chair/dean may reduce the student's load as he sees fit
- 2. Students who were dismissed or subjected to disciplinary action maybe re-admitted only on the following conditions:
 - a. He has to get a favorable recommendation from the Committee on Student Discipline
 - b. He has to undergo counseling sessions
 - c. He has to present a written statement duly signed by himself and his parent/guardian that he will not in the future, violate any school rules and regulations or engage in any activity that will bring the institution in bad light

3. Former students who discontinued their studies for more than one semester and who did not obtain a transfer credential (Honorable Dismissal) from the university and whose transcript of records have not been released by QSU should course their application for re-admission to the Office of Admission, Scholarships and Placement.

2. Registration / Enrollment Procedures

During the registration period, the Office of the University Registrar shall coordinate and provide all the colleges with necessary enrollment documents such as enrollment schedule for all year levels, enrollment procedures, etc. to serve as enrollment guide to faculty members assigned to assist during this period.

The following procedures shall apply to the varied types of enrollees as follows:

1.1 Incoming First Year Students

1. get College Entrance Test and entrance interview results from the Admission Officer and present it to the Chair/Dean of the program of study sought along with the original copies of the admission credentials
2. undergo required interview and if qualified for admission in the program, proceed to the Registrar's Office for registration
3. submit complete admission documents to the Registrar's Office
4. fill up enrollment form completely and have it checked and approved by the Program Chair/Dean
5. Proceed to the University Clinic for Health Inspection
6. If applying for scholarship, proceed to the Office of Admissions, Scholarships and Placement for notation
7. Proceed to the Registrar's Office for verification, encoding and assessment of fees
8. Pay at the Cashier's Office
9. Proceed to the Library for the issuance of library borrower's ID
10. Proceed to the Office of the Registrar and get class cards

1.2 Transferees

1. get College Entrance Test and entrance interview results from the Admission Officer and present it to the Chair/Dean of the program of study sought along with the original copies of the admission credentials
2. undergo required interview and if qualified for admission in the program, request for evaluation and crediting of units earned from previous school
3. as soon as the list of subjects to be enrolled for the term is drafted, proceed to the Registrar's Office for registration
4. submit complete admission documents to the Registrar's Office
5. fill up enrollment form completely and have it checked and approved by the Program Chair/Dean
6. Proceed to the University Clinic for Health Inspection
7. If applying for scholarship, proceed to the Office of Admissions, Scholarships and Placement for notation
8. Proceed to the Registrar's Office for verification, encoding and assessment of fees
9. Pay at the Cashier's Office
10. Proceed to the Library for the issuance of library borrower's ID

11. Proceed to the Office of the Registrar and get class cards

1.3 Old Students

1. Secure clearance for enrollment from the college
2. Present duly accomplished clearance form to the Office of the Registrar to secure an enrollment form
3. request a certification of grades during the previous semester or a certified true copy of previous grades from the Registrar
4. present a copy of previous grades to the assigned batch adviser for evaluation and identification of subjects to be enrolled
5. accomplish enrollment form for approval by the Program Chair/Dean
6. Proceed to the University Clinic for Health Inspection
7. If applying for scholarship, proceed to the Office of Admissions, Scholarships and Placement for notation
8. Proceed to the Registrar's Office for verification, encoding and assessment of fees
9. Pay at the Cashier's Office
10. Proceed to the Library for the issuance of library borrower's ID
11. Proceed to the Office of the Registrar and get class cards

1.4 Returning Students

1. Secure clearance for enrollment and Approved re-admission Application Form from the Office of Admissions, Scholarships and Placement
2. Present clearance to the Registrar for registration
3. Request for a certification of grades during the previous semester or a certified true copy of previous grades from the Registrar
4. present a copy of previous grades to the Program Chair/Dean for evaluation and identification of subjects to be enrolled
5. accomplish enrollment form for approval by the Program Chair/Dean
6. Proceed to the University Clinic for Health Inspection
7. If applying for scholarship, proceed to the Office of Admissions, Scholarships and Placement for notation
8. Proceed to the Registrar's Office for verification, encoding and assessment of fees
9. Pay at the Cashier's Office
10. Proceed to the Library for the issuance of library borrower's ID
11. Proceed to the Office of the Registrar and get class cards

3. Late Registration Policies and Procedures

Students who do not register during the days specified in the QSU Academic Calendar for registration are subject to additional fee adjustments. All late registrants shall undergo the regular procedure of enrollment and will be charged a late registration fee of P150.00 for the first day and an additional fee of P50.00 per day thereafter.

Late registration due to any of the following causes are exempted from payment of the late registration fee:

- a. interruption of regular transportation due to natural calamities like typhoons, floods, earthquakes or military operation;

- b. accidents while in transit that need immediate hospitalization. a medical certificate or affidavit by the student stating the causes for late registration must be attached to the application for exemption;
- c. students who got sick during the registration period under home medication provided a medical certificate issued by a licensed Health Officer could be presented

Procedures in the filing of application for exemptions from payment of late registration fee:

- a. secure the application form from the registrar's office
- b. accomplish the application form and attach all needed supporting documents
- c. present the application form with all attachments to the Registrar for appropriate action

4. Cross-Enrolment Policies and Procedures

Section 3.4, Part 1 (Academic Regulations) of the QSU Student Handbook provides the following guidelines in connection with cross enrollment.

1 Outbound Cross Enrollment

A bona fide student may be allowed to cross enroll in other state-owned or government recognized private educational institutions for a subject needed for graduation, except field practice, practice teaching, special topics, seminars and undergraduate thesis, provided that:

- a. The subject is not offered during that semester or is offered during the term but cannot be enrolled due to conflict in schedule and which cannot be resolved;
- b. The student has no more deficiencies other than the subject to be cross enrolled elsewhere during that term;
- c. The course description of the subject where it is cross enrolled is essentially the same/ similar to that in QSU;
- d. The cross enrollment is recommended by the Program Chair and duly approved by the Director for Instruction; and
- e. the number of units to be cross-enrolled does not exceed the maximum number of six (6) units

Procedure: Any student who wish to cross-enroll in another institution must go through the following steps:

- a. Accomplish Form ____ (Permit to Cross Enroll Form) and have it endorsed by the Program Chair/Dean and approved by Director for Instruction.
- b. Submit duly approved request to the Registrar's Office for recording and issuing cross-enrollment permit
- c. After enrollment, submit a photocopy of the validated enrollment form to the registrar's office, copy furnished the Office of the Dean/Program Chairperson.
- d. After the completion of the course/s, the student must secure a Certification/Transcript of Records containing final grades in a sealed envelope with the signature of the Registrar on the envelope flap addressed to:

The University Registrar

Quirino State University
(Campus location/address)

- e. To facilitate the crediting of the approved cross-enrolled subject/s, the document above should be submitted not later than the 2nd week of the following term or before the academic council meeting in the case of graduating students.

2. In-Bound Cross Enrollment

Students of other institutions wishing to cross-enroll at QSU must present a permit from the Dean/Registrar of their institutions. The permit should specify the subject/s to be cross-enrolled.

Procedure:

Students who wish to cross-enroll at QSU must go through the following procedures:

- a. Accomplish Form ____ (Application for Cross-Enrollment)
- b. Present the following documents to the Admissions Office:
 - o Duly accomplished Application for Cross Enrollment
 - o Certificate of Good Moral Character/Letter of Recommendation from Dean of Home School
 - o Cross-Enrollment Permit from Home School
- c. Secure Medical Clearance from the University Health Officer
- d. Get endorsement for approval of the Director for Instruction from the concerned Dean/Program Chair of the university
- e. Submit approved Cross-Enrollment Application to the Registrar's Office for recording purposes.

Final Grades will be sent to the Home school via mail and/or through the student concerned provided a letter of authorization be given by the Dean/Registrar of the home school.

5. Policies and Procedures on Request for Overloading of Units

A student, under extenuating circumstances, shall be allowed to carry an overload of not more than six (6) units during the regular term, provided however, that his General Weighted Average (GWA) is not lower than 2.25 (Section 7.5, Provisions on Academic Load, QSU Student Handbook).

Regardless of the General Weighted Average for all subjects taken, a graduating student may be allowed to carry an extra load of not more than 6 units during regular semesters and/ or three (3) units during the summer term (Sections 7.3 and 7.6 Provisions on Academic Load, QSU Student Handbook).

A student who wish to carry an overload during summer or regular terms must undertake the following steps:

- a. accomplish Form ____ (Academic Credit Overload Request)
- b. obtain recommendation from the Program Chair/Dean of the College where he/she belongs, noted by the Director for Instruction and approved by the Vice-President for Academic and Related Affairs.

- c. submit approved request together with a certified true copy of his/her grades showing his/her computed General Weighted Average to the Registrar's Office.

If the request is done after a student's enrollment is validated, he should submit said approved request not later than the allowable period of adding/changing/dropping of subjects to the Registrar's Office for encoding and reassessment; and obtain class cards for additional subjects enrolled

It should be noted, however, that the maximum number of units allowed for a student to enroll with overloading is twenty-eight (28); and that, a student who was allowed to carry an overload in a particular semester and obtained a failing grade shall not be allowed an overload in the following semester.

6. Policies and Procedures on Taking Simultaneously Prerequisite and Advanced Subjects

As a general rule, no subject may be enrolled unless the prerequisite subject has been passed. However, a student may be allowed to enroll prerequisite and advanced subjects simultaneously under the following conditions:

- a. The student is graduating at the end of the academic year.
- b. The prerequisite is a repeated subject.
- c. Once the prerequisite subject is failed, the advanced subject is invalidated.

The following procedures shall be followed when requesting to take prerequisite and advanced subjects simultaneously:

- d. accomplish Form ____ (Request to Enroll Prerequisite and Advanced Subjects Simultaneously)
- e. secure endorsement from the Subject Area Coordinator, verified and recommending approval by the Program Chairperson and approved by the Dean/Director for Instruction.
- f. submit approved request to the Office of the Registrar for recording and filing

7. Policies and Procedures on Crediting of Units, Validating, and Substituting Subjects Taken in Another Institution

7.1 Crediting and Validating of Units

Subjects taken previously from another school may be credited subject to the following conditions:

- a. the course description and coverage are the same as what is required in the subject offered in the college, and
- b. the number of units are the same or greater than what is required
- c. the grade obtained in that subject is at least 2.25, and/or the student passed the validating examination for subjects requiring competency assessment certifications

Procedure:

The crediting of previously taken subjects is done through the following steps:

- a. accomplish form__ (Request for Course Crediting Form) in triplicate.
- b. make an appointment and submit request along with a copy of the transcript of records and course syllabi of the subjects taken to the faculty adviser/faculty area coordinator/specialist for evaluation
- c. submit the request with the following attachments to the Chairman of the Program/Dean for endorsement and approval by the Director for Instruction:
 - o transcript of records/certified copy of previous grade
 - o course syllabi of courses taken and equivalent courses in QSU
- d. submit approved petition to the University Registrar with the aforementioned attachments for recording and filing

7.2 Substituting Subjects Taken in another school/program

Substitution of subjects is allowed when a student is pursuing a curriculum that has been superseded by a new one and the substitution tends to bring the old curriculum with the new curriculum (Section 4.4 Part 1 of QSU Student Handbook).

A student may request to substitute a subject in his curriculum for another prescribed course based on the following conditions:

- a. The subject substituted carries a number of units equal to or greater than the units of the required subject
- b. The proposed substitution substantially covers the same subject matter as the required subject
- b. The subject involved belongs to the old curriculum and is not being offered anymore in any course in the university.

Procedure:

Students requesting for substitution shall undertake the following steps:

- e. accomplish form__ (Petition for Subject Substitution) in triplicate.
- f. make an appointment and submit request along with a copy of the transcript of records and course syllabi of the subjects taken to the faculty adviser/faculty in charge of the substitute course for evaluation
- g. submit the request with the following attachments to the Chairman of the Program/Dean for endorsement and approval by the Director for Instruction:
 - o transcript of records/certified copy of previous grade
 - o course syllabi of courses taken and substitute courses
 - o evaluation of the faculty adviser/faculty in charge of the subject substituted
- h. submit approved petition to the University Registrar with the aforementioned attachments for recording and filing

8. Policies and Procedures on Dropping, Adding, Changing Subjects

- a. Changing/Adding/Dropping of subjects shall be made within the specified period and done through the proper procedure and subject to payment of corresponding fees.
- b. A student may, with the consent of his instructor and the Dean drop a subject (s) within the four (4) weeks from the first day of classes by filling out the changing/adding/dropping form.
- c. No dropping of subjects will be allowed after four (4) weeks from the opening of classes during the semester or after two (2) weeks from the opening of summer classes except for justifiable reasons and upon recommendation of faculty members concerned.
- d. Any dropping/changing of subject(s) without official notice shall be marked “Dropped” or “Failed” at the end of the term.

Procedure :

Any application for dropping/changing and adding of subject(s) must be done as follows:

- a. secure and accomplish request for dropping/changing/adding subjects from the Office of the Registrar
- b. seek the consent of instructors concerned get back class cards from them (if already submitted)
- c. obtain the signature of parent/guardian (in case of dropping) and the approval of the Program Chair/Dean
- d. submit the accomplished form together with the required documents to the Registrar’s office for proper assessment of fees, recording and filing
- e. pay the required fees to the Cashier’s Office

9. Policies and Procedures on Withdrawal of Registration

- a. Withdrawal of registration shall be made and approved based on existing rules and regulation of the university.
- b. A student who withdraws his/her registration within specified period shall be entitled to withdraw his/her credentials submitted as requirement for enrolment, but if withdrawal is made outside the specified period, the rules on dropping shall be followed.

A student who wishes to withdraw from all university classes after completing registration for a semester must go through the following procedure:

1. seek the consent of his/her batch adviser; and or may be referred to the Guidance Office for counseling
2. secure and accomplish Request for Withdrawal of Registration Form from the Office of the Registrar
3. present a written statement from a parent, guardian or sponsor indicating that the responsible person knows of the student’s intent to withdraw
4. obtain the signature of his adviser and other officials for purposes of securing clearance
5. get the approval of the Program Chair/Dean
6. submit a copy of the accomplished form to the Office of the Registrar together with the required documents for recording

7. submit a copy of the accomplished Withdrawal from Registration Form to the Cashier's Office for refund claims, if applicable

10. Policies and Procedures on Leave of Absence

Section 17 of the QSU Student Handbook provides that a Leave of Absence (LOA) maybe granted upon the discretion of the concerned college, to any student who is unable to continue attending classes beyond the period of official dropping under the following circumstances:

- c. a student is sick and unable to continue attending classes supported by a medical certificate
- d. a student is being drafted for military training
- e. a student is unable to continue going to school due to maternity, parenting or family health reasons

In such cases, no tuition fees will be charged for the duration of the authorized leave and courses not completed during the time of filing shall be considered "withdrawn" with approval" and therefore, will not obtain credit.

A student who is unable to continue going to school due to personal objectives could also be granted a leave of absence for purposes of readmission to the program.

Students requesting for a leave of absence should be in good standing (neither on probation nor subject to dismissal); no pending case of misconduct or misdemeanor as defined by the student discipline policy; no outstanding balance; and they do not exceed the maximum residency rule prescribed by the program.

An approved LOA is only valid for one (1) academic term. In cases where extension is sought, an approved petition is required subject to the concurrence and approval of the Dean and the Director for Instruction. The petition must state the reason for which the leave is desired and must specify the period of the leave which must not exceed one (1) academic year.

Procedure for Filing a Petition for Leave of Absence:

A student who wish to apply for a Leave of Absence should undertake the following steps:

8. meet with his/her adviser to discuss his intention to apply for a Leave of Absence; or, if needed, he may be referred to the guidance office for appropriate counseling
9. obtain from the Office of the Registrar and accomplish Leave of Absence Application Form and Petition for Withdrawal/Cancellation Form.
10. obtain clearance from the Cashier's Office, Library, Director for Student Affairs and Services and other indicated offices indicated in the clearance form
11. seek the approval of the following in sequence : a.) Adviser; b.) Program Chairperson; c.) Dean of the College; and d.) Director for Instruction

12. submit approved application for LOA form along with the accomplished clearance to the Registrar's Office for recording and filing

11.Policies and Procedures on Shifting/Program Changes

Program changes (Shifting) refer to a transfer from one program to another of the same level. A level may refer to baccalaureate, masters, doctoral, or diploma/certificate (non-degree)

A student who wishes to shift/ transfer to another curriculum must satisfy the entrance requirements for that curriculum. The request for a shift of course should be done in the following steps;

- a. secure an Shifting Application Form from the Office of the Registrar. Fill out the form in three copies and secure the consent of parent/guardian, with a photocopy of his/her valid ID showing his signature
- b. request for a true copy of certification of grades from the Registrar.
- c. Submit the following documents to the Office of the Program Chair/Dean of the college where the student is getting out
- d. get endorsement from Program Chair/Dean of said application to the Program Chair/Dean of the new course for approval
- e. submit a copy of the approved application for Shifting Form to the Office of the Registrar for recording and filing

12.Policies and Procedures on the Offering of Special/Additional Classes and Subjects not offered during the regular term

Additional classes and / or new subjects which are not regularly offered during the semester or summer maybe opened provided that:

- a. there are available instructors
- b. there are available rooms
- c. there are at least 15 or more student petitioners for basic courses and or 5 or more for major subjects

Procedures for requesting of Special /additional classes shall be as follows:

- a. Students should write a petition letter addressed to the Director for Instruction/ VP for Academic and Related Affairs for the offering of a subject not offered during the term. The Petition should include the reasons for the petition to be endorsed by their respective Program Chairs/Dean for approval
- b. fill up the Petition for Offering Additional Courses Form secured from the Office of the Registrar and obtain the signatures of concerned officials
- c. submit the accomplished Petition for Offering Additional Courses Form together with required attachments to the Office of the Registrar for encoding unto the SIAS
- d. if already enrolled, accomplish Request for Enrolling Additional Subject/s, have it approved by the Program Chair/Dean, submit to the Registrar's Office for re-assessment and then pay the corresponding fees at the cashier's office
- e. get class cards

13. Policies and Procedures on Dissolved Classes, Splitting of Classes and Section Transfers

a. Dissolved Classes

Classes falling below the applicable minimum class size may be dissolved. The faculty member handling the dissolved class should advise his/her students to proceed to the Registrar's Office to request transfer to other sections of the same course, or may adjust to add other courses in lieu of the dissolved courses.

b. Section Transfers Due to Splitting of Classes

In cases when a class exceeded the maximum number of class size, the faculty concerned shall inform the Program Chair to split the class into sections. The department should submit a list of students to be transferred to the new section. Students affected by this procedure shall be consulted and have them sign the Request for Section Transfer before the request will be endorsed by the Dean to the Director for Instruction's approval.

The approved request shall be submitted to the Office of the Registrar for recording and filing not later than the fourth week after the regular classes.

14. Policies and Procedures on Taking Removal/Special Examination

The QSU Student Handbook provides that a special examination may be given to a student who incurs an excused absence during a scheduled term/final examination. Special term examination should be given within the semester, and special final examination not beyond the immediately following semester.

The student requesting for a special examination shall pay special examination fee of P50.00 per subject. Exemptions from paying a special examination fee maybe granted if absence during the scheduled examination is due to the following:

- a. student sent on official business by the university to attend athletic meets, conferences, contests, etc., joined class field trips, provided, he can present such evidences as approved itinerary of travel, certificate of appearance, or instructor's certification concerning attendance to the trip, etc.
- b. student was sick and confined in a hospital or was examined by the university Health Officer, in which case, a medical certificate should be submitted;
- c. the student has gone home due to an emergency like death of an immediate family member (father, mother, guardian, brother, sister, spouse, child). Death certificate issued by the Civil Registrar should be attached to the application for exemption.
- d. other valid reasons certified by the Guidance Counselor

Procedures:

Students who wish to take the special examination must follow the steps as follows:

- a. secure from the Registrar’s Office and accomplish Form ____ (Request for Special Examination Form)
- b. confer with instructors concerned regarding schedule of special examination
- c. seek approval of the Program Chairperson
- d. Pay the required special examination fee at the Cashier’s office (if applicable)
- e. submit accomplished form together with the appropriate evidence/s to the Registrar’s Office for recording purposes
- f. take the final examination of scheduled date

15. Policies on Records Management

1. Evaluation and Validation of Students’ Personal Information

For purposes of ensuring data accuracy and uniformity of information in all the student’s academic records, the personnel in-charge of Student’s Admission Records shall undertake the following steps in evaluating and validating student’s records.

- 1.1 Scrutinize submitted admission credentials to ascertain that the personal information entered in the QSU student’s academic records, such as name, birthdate, gender, civil status and citizenship are the same as those reflected in the student’s birth certificate.
- 1.2 Any discrepancy noted in the student’s records, the personnel in-charge should notify the student to secure pertinent documentary evidences for appropriate changes in his/her records.
- 1.3 Request for a change in personal information by students should be done in writing by accomplishing Change of Information Form and submitted to the Office of the Registrar along with the required documentary evidences as indicated in the following table.

Type of Request	Documentary Support
Change of Name	<ul style="list-style-type: none"> o Affidavit of Correction of Name o Amended Birth Certificate or Court Order for Change of Name
Correction of Name	<ul style="list-style-type: none"> o Affidavit of Change of Name executed by the student (if legal age or by parent on record at QSU) o joint affidavit of two (2) disinterested persons o certified true copy of the amended Birth certificate
Change of Civil Status	<ul style="list-style-type: none"> o certified copy of Marriage Contract (if change is due to marriage) o certified true copy of Death Certificate (if change is due to death of spouse) o Certified true copy of Court Order (if change is due to annulment, legal separation, etc.)

Change of Address	<ul style="list-style-type: none"> ○ Proof of Billing of Parents (for undergraduate students) ○ Affidavit of Change of Address (for undergraduate students executed by parents/guardian on record at QSU)
Change of Citizenship	<ul style="list-style-type: none"> ○ Affidavit of change of citizenship ○ certified true copy of original passport (for authentication)

- 1.4 If the request and attached evidences are in order, the Registrar approves the request and the change is made on the student's academic record.

2. Posting of Student Grades

- 2.1 Two weeks after the final examination, faculty members should submit their grade sheets, checked and approved by their respective chairs/deans and the Director for Instruction respectively to the Registrar's Office for posting.
- 2.2 The grade sheets shall contain an alphabetical listing of students' names as indicated in the class list provided at the beginning of the term, and should not contain erasures and unnecessary markings.
- 2.3 The Personnel in-charge of the data processing and archiving should cross check the entries on the grade sheet with those in the issued class list to ensure that the list of names in the grade sheet tallies with the list in the control sheet. In case of discrepancies, the personnel in-charge of data processing should notify the instructor to make the necessary corrections before the grades will be posted electronically.
- 2.4 No changes should be made after the grades are posted electronically in the SIAS.
- 2.5 Faculty members who will submit their grade sheets beyond the specified schedule shall be reported by the University Registrar to authorities of the University. The delinquency shall be entered in the personnel records of that faculty with corresponding sanctions.

3. Change or Correction of Ratings

3.1 Changing Grades Due to Calculation and Clerical or Transcription Errors

To promote accurate record-keeping and careful grade reporting, the Office of the Registrar and all concerned must abide by the following regulations on changing final grades of students.

By university regulation and with the exceptions of "Inc." and "In-Progress" grades, changes in the final grades of students should be done only by authorized staff of the Registrar's Office and only on the following conditions:

- f. The Instructor submits a written request for a correction of grades approved by the Committee on Academic Policies and Procedures on the basis of error in calculation or an error in transcription. Changes in grades should not be based on the late submission of required work,

the resubmission of work previously judged unsatisfactory, or on additional work.

- g. Changes or correction of ratings in the grade sheets of the faculty is requested within the allowable period of one month after the grades have been submitted to the Office of the University Registrar.
- h. If change of rating is from passing to failed or vice-versa, a notarized affidavit must be executed by the faculty concerned stating the reason for changing a grade to failed or passing. Such affidavit must be accompanied by appropriate supporting document/s (class record, corrected quizzes/ performance tests, mid and final exams, graded narrative reports, checked laboratory exercises, etc.).
- i. Only the faculty concerned shall do the necessary change or correction of rating. If it is impossible to reach the instructor and the department has the records, the Chairperson may make the request.
- j. Cases of error discovered after the deadline maybe appealed by the student to the Vice-President for Academic and Related Affairs.

Procedure:

The procedure to correct an erroneous grade will be as follows:

- a. The instructor should prepare a “**Petition for Change of Grade**” written on department letterhead and directed to the Committee on Academic Review and Procedures, stating a clear description for the grade change. A simple statement that the clerical or procedural error has occurred is insufficient.
- b. The Petition should contain the following information : 1. Student’s identification number, 2. student’s full name, 3. requester’s name, campus, address and contact information, 4. semester of the course in question, 5. course number, title, and no. of units, 6. old grade, 7. new grade, and 8. instructor’s full name and signature including date of filing
- c. If a mistake has been made for a whole class or a significant portion of a class, a special group procedure memorandum may be used.
- d. The correction of grade process will be completed after the Change of Grade Form has been approved and returned to the department from the Committee on Academic Review and Procedures.
- e. The faculty submits to the Registrar’s Office, the approved petition for appropriate action.
- f. If it appears that the basis for correction is “unacceptable “ and is clearly contrary to the university guidelines, the request is voided altogether.

3.2 Disputed Grades

Cases on disputed grades, as indicated in Section 21, Part 1 (Academic Policies) of the QSU Student Handbook provides that students may elevate their complaints to a fact finding committee through a written appeal within the allowable period of one month after receiving the disputed grade. However, in the interest of preserving the very important student-instructor relationship, the student and instructor should try to resolve the grade dispute by direct communication. If the issue cannot be resolved by this dialogue, the grade dispute should move beyond the instructor to the next level of review.

The department chair/dean at his/her discretion may review the matter personally but if the issue cannot be resolved at this level, the student may appeal in writing to the VP for Academic Affairs.

Procedure for filing complaints and deliberation on Disputed Grades:

- 3.2.1 A student seeking appeal for a disputed grade must accomplish Form ____ (Petition for Disputed Grade Form), stating the reasons/ explanations for making the petition and submit it to the Director for Instruction/VP for Academic and Related Affairs along with possible documentation of extenuating circumstances like:
 - medical certificate, hospital bills, etc. in case of illness or medical condition
 - certification of the guidance counselor in case of emotional /psychological state the student has gone through due to a traumatic situation
 - death certificate of a family member
 - other documents that maybe referred to during the committee deliberation
- 3.2.2 A fact finding committee consisting of the Vice President for Academic and Related Affairs, Director for Instruction, Dean/Department Chair, a representative of the Student Complainant should look into the case within one week from the receipt of the complaint
- 3.2.3 If the complaint is against the Director for Instruction, Dean or Program Chairperson as the case may be, a representative for each of them from the college should be assigned to take their place in the committee.
- 3.2.4 Upon receipt of the student's petition, the instructor involved is contacted for a statement concerning the complaint.
- 3.2.5 The petition along with the instructor's comment is forwarded to the fact finding committee for review and decision. If the complaint can be resolved at that level, the decision of the committee shall be binding and the President is informed of the decision.
- 3.2.6. The Office of the Registrar will then be informed in writing of the Committee's decision and appropriate modifications are made to the student record.
- 3.2.7. If the Committee cannot resolve the issue at their level of competence/authority, the documents/ proceedings/ findings and recommendations will be forwarded to the President for appropriate action.

- 3.2.8 Copy of the duly acted petition for correction of grades should be submitted to the registrar for corresponding annotation on the student's permanent record.

3.3 Removing Incomplete Grades, In-Progress or Conditional Grades

- 3.3.1** An incomplete grade must be completed within one (1) academic year from the date the grade of INC has been received; otherwise, the grade becomes an automatic failure.
- 3.3.2** Incomplete grades in subjects that are prerequisites to other subjects must be completed before enrolment of the latter subjects can be made.
- 3.3.3** Completed grades must be duly signed by the Subject instructor, recommending approval by the College Dean, noted by the Director for Instruction and to be submitted to the University Registrar within two (2) days from completion.
- 3.3.4.** In a grade of 4.0 (conditional) taken in subjects that are pre-requisites of other subjects, a removal exam is required one week after the final examination to have a grade of 3.0 (passing) and the conditional grade must be changed before the latter subjects can be enrolled.
- 3.3.5.** A remark of IP (In Progress) is removed and given credit when a subject requirement (thesis/research/practicum/capstone projects) is completed.

Procedures:

Students who wish to remove conditional, incomplete or in-progress grade must follow the steps as follows:

- a. secure from the Registrar's Office and accomplish applicable forms, as follows:
 - o Permit for Removal Examination Form (for conditional grades)
 - o Permit to Take Special Examination Form (for Incomplete Grade due to No Final Examination)
 - o Grade Completion Form (for In-Progress Grade))
- b. confer with instructors concerned regarding schedule of removal examination, special examination
- c. seek approval of the Program Chairperson
- d. Pay the required examination fee at the Cashier's office (if applicable)
- e. submit accomplished form together with the appropriate evidence/s to the Registrar's Office for recording purposes
- f. take the final examination at scheduled date

Report of grades on such instances should be submitted two (2) days after the examination to the Registrar's Office by the Instructor concerned following the required format and duly signed by the Program Chair/Dean and the Director for Instruction.

4. Authentication of Student Record/Documents

Students may have their record/document authenticated by the Office of the University Registrar through the following steps:

- c. secure and accomplish Request for Authentication of Records Form from the Office of the Registrar
- d. present school/valid ID card, authorization letter (in the case of a representative)
- e. present the original and photocopied student document or record to be authenticated
- f. pay the authentication fee at the cashier's office and have the Official Receipt be machine validated
- g. present OR to receive the authenticated document

The remark, Authenticated Copy shall be indicated in the machine copy, sealed and be initialed by the in-charge of Request and signed by the University Registrar.

5. Production of Transcript of Record

Official Transcript of Records are complete and permanent academic record of students prepared by the Registrar and have the university seal imprinted on it. They are typically accepted for any official transactions such as proof of a degree or applications for admissions to academic programs or employment.

The following guidelines shall be considered in the preparation of this document:

- a. The prescribed official paper and a uniform format and style shall be used.
- c. The name indicated in the transcript of records must be the same with the name in the Birth Certificate with special emphasis on the spacing of letters/hyphenation and use of symbols in the name.
- d. Name printed must be the same in all pages.
- e. The OTR shall contain the course/degree taken, date admitted, and name of former school.
- f. For transfer students, the entrance data in the OTR shall indicate the name of former school.
- i. For students of the Graduate Program, the entrance data shall indicate the degree obtained, school, and SO(B) Number or Registry Number (for private schools).
- j. The course, subjects, descriptive title, number of units, and grade must be completely entered and clearly printed in the OTR.
- k. Failure and incomplete grades should be indicated, even if already repeated and passed or has been removed. Dropped subject shall also be indicated.
- l. The OTR must not contain any erasures/typographical errors. In the event an erasure is made, it has to be signed by the University Registrar.
- m. Remarks for graduated students must contain the degree obtained, date of graduation (Month, date, year). Board Resolution/Referendum Number, and honor received (cum laude, magna cum laude or summa cum laude), if any, including the date the OTR was released.
- n. The OTR shall bear the signature of the following: the one who prepared the OTR, the one who verified, and the University Registrar.
- o. The OTR must be impressed by the university seal.
- p. A documentary stamp is affixed and duly cancelled in the OTR.

6. Requests for Academic Records

- a. The student concerned shall personally request for his/her academic record. In the event that he/she may authorize a proxy to do the said request. The proxy is obliged to submit a letter of authorization and valid ID's to the in charge of request.
- b. A request made personally by the Registrar for a second copy, to replace a lost or damaged copy should be honored.
- c. A request for another copy of the record which was previously forwarded upon written request to another school in the Philippines, cannot be honored. The party concerned should be directed to go to the school to which the record was sent.

7. Request for the Issuance of Transfer Credential (Honorable Dismissal)

The Transfer Credential (Honorable Dismissal) is a document certifying that the student has no pending accountabilities with the school and is eligible for transfer to another educational institution.

A student who requests to transfer to another institution may be granted a certificate of transfer to entitle him for admission in another school; provided that, he has no unsettled obligation with the university, and provided further that his records from his previous school have been received, are complete, and in order.

Procedure for the Issuance of Transfer Credential:

1. Accomplish the Application for Transfer Credential Form available at the Registrar's Office
2. Secure the required signatures indicated in the application form for clearance purposes
3. Pay the assessed amount at the cashier's office and have the form machine validated
4. Return the form to the Registrar's Office, present receipt and claim the Transfer Credential

8. Release of Records

- a. 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 University Registrar.
- b. In cases where a subject with the corresponding grade and units was inadvertently omitted, a certification in supplement to the transcript already issued is made and sent to the school concerned.
- c. The record released shall bear the names and written signature of the University Registrar, the in-charge of Records and the one who prepared the record.
- d. The transcript must have a signature of concerned signatures in every page and impressed by the University seal.

- e. Records released shall always indicate the purpose for which the record will be used (For Employment Purposes, For Records Purposes, For Evaluation Purposes, For Enrolment Purposes, For Miscellaneous Purposes, For Transfer Purposes, and For General Purposes).
- f. Release of records shall be done upon payment of required fee and presentation of clearance within the prescribed period of release.
- g. All records to be released must be recorded in the Record Book of the University Registrar. The Record Book contains the following: control number; name of student; Course, Date of release; Official receipt Number; Amount; Purpose; and name of person who prepared the document.

9. Release of Certification, Record or Diploma to Proxy

Release of requested records from the Registrar's Office may be done provided, the proxy has to present his/her valid ID and a written authority from the owner of the academic record that he/she has been authorized to secure the said certification, record or diploma.

10. Policies and Implementing Procedures to Ensure the Confidentiality of Records

10.1 Files And Records Management Policies

A. Classification and Location of Files

Files and Records kept in the Office of the Registrar may fall into four categories:

1. Classified or Strictly Confidential Records

The following records of students submitted during admission and or during his stay in the university are considered as strictly confidential :

- a. Academic Reports
- b. Adoption papers
- c. Alien certificate of registration
- d. Baptismal of birth certificate
- e. Disciplinary records
- f. Medical and guidance reports
- g. Personal and academic records

2. Unclassified or Non-confidential records

The following records that should be made public to enable the students and parents to determine the legal existence and operation of the school and assess its performance are as follows:

- a. Approval of Courses
- b. Catalogues
- c. Class, Faculty, and Room Program
- d. Directory of Graduates
- e. Enrollment List
- f. Permits
- g. Prospectus
- h. Statistical Records
- i. Teaching Loads of Faculty
- j. Graduation Program

3. Active- Classified or Unclassified

The active files or current files pertain to the records of students who are currently enrolled and studying in the university. These should be in a separate cabinet under the direct custody and responsibility of the Records Section. They should be easily accessible because they are needed from time to time.

Active files to be kept in Individual jackets are as follows:

- a. Changing and Dropping Form
- b. Validation Form
- c. Admission Slip
- d. Affidavit, Order for Change of Name or Correction of Name
- e. Application for Admission, Graduation, Shift of Course, and Transfer
- f. Approval Permit for Cross-enrollment
- g. Approval Request for Overload, Substitution of Subject/s and Waiver of Prerequisite
- h. OJT Permits
- i. Certificate of Transfer Credential
- j. Clearance, Completion, Evaluation
- k. Schedule and Registration Forms
- l. Forms 138, 137A, and Transcript of Records
- m. Machine Copy of Birth Certificate and Marriage Contract
- n. Notice of Deficiency
- o. Permanent Record
- p. Photographs
- q. Study Permits for Working Students and Foreign Students

Files to be Kept for References (Hard and Soft Copy)

- a. CHED Memoranda/Orders
- b. Civil Service Circulars
- c. DBM Memo No. 71
- d. Consolidated Grades
- e. Annual Accomplishment Reports
- f. Checklists and Prospectus
- g. Faculty load
- h. Commencement Programs
- i. List of Academic Scholars
- j. Minutes and Resolutions of Academic Council Meetings
- k. Official Communications
- l. Statistical Data
- m. Faculty Manual
- n. Student Manual
- o. University Code

4. Inactive – Classified or Unclassified

The inactive files are the records of students who are no longer studying – left, dropped or graduated. They should be kept in a separate cabinet for safekeeping.

B. Guidelines in Filing and Control of Records

1. Filing of records must be done in alphabetical order. When removing and putting back files, the personnel concerned must see to it that alphabetical filing is observed at all times to avoid misplacing of files and for easy retrieval.
2. Student records must be kept in individual jackets. Extra care must be observed in order not to misplace records.
3. Records must be filed immediately upon receipt in order for the record not to go to the wrong jacket/file.
3. Student number is used in encoding and accessing student records into the computer. The student ID number is preferred to be used in assigning student records.
4. A permanent staff of the registrar's office must be assigned to take care of data processing and control in the computer.
5. Filing of other records must be done alphabetically and filed by year for easy retrieval.

C. Guidelines for Managing Confidential Records

1. Confidential records must be kept in safe steel cabinets with locks and only the Registrar or his/her assistant holds the key.
2. Hard copies of confidential records must be kept not to rely fully on soft files.
3. Files must be periodically checked.
4. Files must be removed from the file only by trusted personnel.

C. Disclosure of Confidential Records

Disclosure of student records is governed by very strict policies. The Handbook for School Registrar published by the National Capital School Registrars Association (NACSRA,1987) suggested the following guidelines which is recommended that Schools should adopt.

1. A student is entitled to a transcript of record, but he/she is not entitled to know other records in his file which are confidential in nature.
2. A student has the right to see his/her academic record, from which a copy was made, and is entitled to any explanation of any information recorded on it.
3. The student's file or folder cannot be taken out of the office unless specially authorized by the Registrar, depending on the purpose for which is needed.
4. School officials and faculty members of the institution may be permitted to look at the academic records of any student if needed in the evaluation of the academic standing of the student concerned.
5. Requests for the production of a student's record from the court are usually on a duly issued subpoena duces tecum, but the student must be notified of said subpoena if he is available or if he can be reached through any media of communication.
6. Records of grades may be released to parents or guardians without prior approval of the student concerned if he is still a minor or has not yet been emancipated from parental authority.
7. Request for academic information from a company or firm to whom a student has applied for employment or where he/she is employed, should be honored, if they are of valid importance to his being employed or his being promoted in position. No company nor firm would employ a person without ascertaining his/her eligibility for hiring or employment.
8. The same consideration should be accorded to requests from research or philanthropic organization or government agencies supporting the student concerned.

9. Request for information on a student's record, made in an official communication by an official of any government office or agency, should be honored even without the prior approval of the person concerned, as long as the information sought for is limited to his enrolment, academic standing or school work, for the purpose of ascertaining his qualification or eligibility as employee of this particular government agency.
10. Transcript of academic records should only contain information about academic status. Other matters such as disciplinary, may be recorded to determine readmission.
11. All requests regarding disclosure of the student's academic record should be in writing and filed with his jacket folder.

**PART III TEMPLATES ON QSU FORMS, CERTIFICATIONS AND
COMMUNICATIONS ON DIFFERENT TASKS**

Appendix A

ENROLMENT FORM

CLASS CODE	SUBJECT CODE	SUBJECT DESCRIPTION	Units	PROFESSOR	SCHEDULE

Name of Student: _____

(Pls. write in full) (Last Name) (First Name) (Middle Name)

Semester ☐ 1st ☐ 2nd ☐ Sum SY 20__ - 20__ Course &Year Level: _____ Major: _____ ID No.: _____
Section: _____

Last Sem/SY attended _____

() New () Old () Transferee () Cross Enrollee () Foreigner

Department Chairman

PERSONAL DATA

SEX: _____ CIVIL STATUS: _____ Name of Spouse (if Married) _____
HOME ADDRESS: _____ CELLPHONE NO.: _____
BIRTH PLACE: _____ BIRTH DATE: _____
E-MAIL ADDRESS: _____
RELIGION: _____ NATIONALITY _____ DIALECT: _____
ARE YOU BOARDING?(YES/NO) _____ LIVING WITH THE FAMILY? _____
FATHER'S NAME: _____ OCCUPATION: _____
ETHNIC AFFILIATION: _____ (e.g.Ilocano, Ifugao, Ibaloi, tagalog, etc.)
MOTHER'S NAME: _____ OCCUPATION: _____
ETHNIC AFFILIATION: _____ (e.g.Ilocano, Ifugao, Ibaloi, tagalog, etc.)
PARENT'S ANNUAL INCOME: _____
PERSON SUPPORTING YOU (if other than parents)
NAME: _____ OCCUPATION: _____
ADDRESS: _____

EDUCATIONAL BACKGROUND

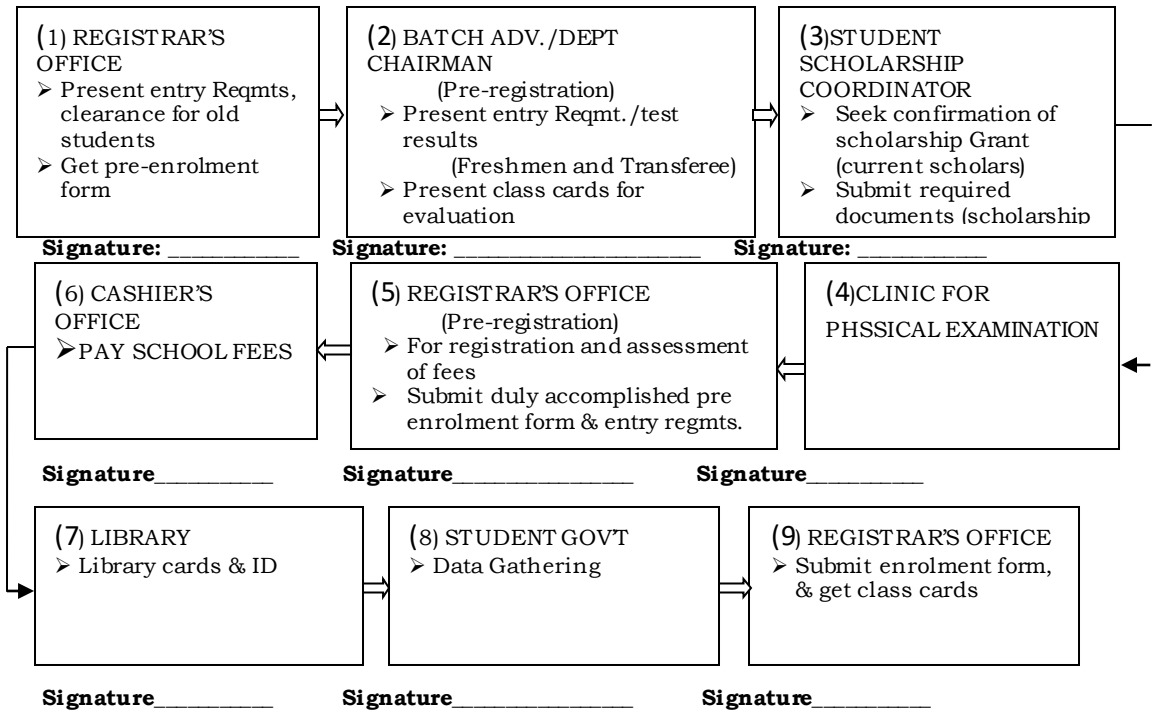
PRIMARY: _____ YEAR GRADUATED: _____
INTERMEDIATE: _____ YEAR GRADUATED: _____
SECONDARY: _____ YEAR GRADUATED: _____
COLLEGIATE: (For transferees) _____ YEAR GRADUATED: _____

Student Signature

Appendix B
Enrolment Procedure

Name of Student: ID No.
(Pls. Write in Full) (Last Name) (First Name) (Middle Name)
Semester 1st Sem 2nd Sem Summer ST 20 20 Course Year
Section Major:
() New () Old () Transfer () in () Cross Enrollee () Lateral () Foreign Stud

ENROLMENT PROCEDURE



Remarks: Guidance Office – Admission Exam for new entrants

APPENDIX C

COLLEGE PROGRAM

 Semester

Year and Course: _____

[illegible]

APPENDIX D
CHANGE OF MATRICULATION

NAME: _____ Course & Year: _____

CLASS **SUBJECT/S CANCELLED (Dropped)** INSTRUCTOR'S SIGNATURE

CODE Subject Code Descriptive Title

CLASS **SUBJECT/S AUTHORIZED** INSTRUCTOR'S SIGNATURE

CODE Subject Code Descriptive Title

_____ *Cashier* _____ *Signature of Student*

_____ **PADMA R. BUNAO** _____ *Department Chairman*

Registrar III

Change Matriculation: P _____
Withdraw al Fee: P _____
Cancelled Registration: P _____

APPENDIX E
COMPLETION FORM

THIS IS TO CERTIFY that Mr./Ms. _____ (Name),
_____ has satisfactory completed the requirement in the:
(Course & Year)

COURSE NO.	DESCRIPTIVE TITLE	UNITS

Which was taken during the _____ Semester/Summer of the
School Year 20 - 20 , with a grade of

CERTIFIED TRUE AND CORRECT:

Professor/Instructor
(Signature over Printed Name)

NOTED:

PADMA R. BUNAO
Registrar III

Date of completion: _____

(Registrar's Office copy)

Note: Duly accomplished form must be submitted to the Registrar's Office within two (2) days from date of completion.

APPENDIX F
EVALUATION SHEET

Name: _____ Home Address: _____

Course: _____ Entrance Data: _____ Date Admitted

Course Code	Descriptive Title	Final Grade	Re-Exam	Unit

Certified True Correct:

PADMA R. BUNAO
Registrar III

APPENDIX G
SHIFTING FORM

To be filled-up by the student:

NAME: _____ Student No.: _____

Date of Application: _____ Current Program _____ New Program _____

Reason/s for Shifting: (Check one or more)

- _____ failure to pass screening procedure
- _____ personal problem
- _____ change of interest
- _____ financial difficulty
- _____ poor academic performance
- _____ employability
- _____ parent's/guardian's decision
- _____ others (please specify below)

Parent's/Guardian's Consent:

Signature over Printed name _____ Date

- (Action taken) Dean of the Current Program

Remarks:

_____ Approved _____ Disapproved

Signature over Printed name _____ Date

- (Action taken) Dean of the New Program

Remarks:

_____ Can be accepted in the program _____ Not accepted

Signature over Printed name _____ Date:

NOTED:

PADMA R. BUNAO
Registrar III

APPENDIX H
CRTIFICATION, EVALUATION AND VERIFICATION



Republic of the Philippines
QUIRINO STATE UNIVERSITY
Diffun, Quirino

CAV-QSU:
Series of _____

CERTIFICATION

TO WHOM IT MAY CONCERN:

Name of Student :
Degree/ Program :
Date of Graduation :
Board Resolution No:
Name of Institution :
Address :

THIS IS TO CERTIFY THAT the **QUIRINO STATE COLLEGE**, located at Andres Bonifacio, Diffun, Quirino a chartered state institution as per Batas Pambansa Blg. 440, dated June 10, 1983; and converted to **QUIRINO STATE UNIVERSITY** on October 19, 2012 by virtue of Republic Act 10230; and that the entries that appear in the Transcript of Record and Diploma are authentic copy and the signatures appearing are those of the president and other authorities of this institution.

This certification must not be honored if the copies of the student’s Transcript of Record and Diploma presented are not duly authenticated/ certified by the Registrar.

Issued upon the request of _____ for whatever legal purpose it may serve her.

Done this ____ day of _____, Diffun, Quirino, Philippines.

PADMA R. BUNAO
Registrar III

*(Not valid without the Seal
With erasure/ alteration)*

OR No. Date Issued:

APPENDIX I
FACULTY LOAD

Republic of the Philippines
QUIRINO STATE UNIVERSITY
Diffun, Quirino

_____ Semester, SY _____

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7.30-8.30						
8.30-9.30						
10.30-11.30						
Noon Break						
1:00-2:00						
2:00-3:00						
3:00-4:00						
4:00-5:00						

Prepared By

Recommending Approval

PADMA R. BUNAO
Registrar III

CARMELITA T. DELA CRUZ
Director for Instruction

APPROVED

SAMUEL O. BENIGNO, Ph.D.
President

APPENDIX J
REQUEST F-137A

Republic of the Philippines
QUIRINO STATE UNIVERSITY
Diffun, Quirino

Date _____

The Registrar/ Principal:

Sir/ Madam:

I have the honor to request that this Office be furnished with the certified true copy of the Form 137-A/ Official Transcript of Records containing the scholastics record of the student/s who has/have been temporarily enrolled in this university upon presentation his/her/their Form 138/Certification of Honorable Dismissal from your School.

Name of Student/s	Year & Course Sem., S.Y Attended your School	Promoted to

- () 1st request
- () _____
- () Pls. mail
- () Pls. Entrust to the bearer, thank you.

Very truly yours,

PADMA R. BUNAO
Registrar III

APPENDIX K
REQUEST FOR CORRECTION OF NAME/
DATE OF BIRTH

Date

THE REGISTRAR
Quirino State University
Diffun, Quirino

Dear Madam:

I, _____, would like to request your good office for the correction of my name/
date or place of birth in my academic records to conform with my name/ date or place of birth in my birth certificate.

In this connection, I am submitting the following documents:

- a. Photocopy of Certificate of Live Birth issued by the National Statistics Office
- b. Personal Affidavit
- c. Joint affidavit of two (2) Disinterested parties.

Thank you.

Very truly yours,

(Signature over printed name)

=====

ACTION TAKEN:

_____ Approved

_____ Disapproved

PADMA R. BUNAO
Registrar III

APPENDIX L
CLEARANCE

Republic of the Philippines
QUIRINO STATE UNIVERSITY
Diffun, Quirino

CLEARANCE

Date _____

Application for:

- _____ Certification
- _____ Official Transcript of Records
- _____ Form 137-A
- _____ Diploma (Reconstituted)
- _____ Authentication
- _____ Documentary Stamp tax
- _____ Good Moral Character
- _____ Honorable Dismissal

PURPOSE: _____
Name of Student: _____ Course & Year: _____
Semester & SY attended the University: _____

_____ *Cashier* _____ *Librarian*

PADMA R. BUNAO
Registrar III

APPENDIX M
TRANSFER CREDENTIAL (HONORABLE DISMISSAL)

Certificate of
HONORABLE DISMISSAL

Date

TO WHOM IT MAY CONCERN:

This is to certify that Mr./Ms. _____ (Name) _____ (Year
& Course) is granted **HONORABLE DISMISSAL** from this university effective today. His/ her Transcript of Record will be released upon request of the enrolling school.

RADMA R. BUNAO

Registrar III

===== (This portion is to be filled in by the
enrolling school and sent back to **QUIRINO STATE UNIVERSITY**, Diffun, Quirino. No other request form will be honored)

THE REGISTRAR
Quirino State University
Diffun, Quirino

Madam: Mr./Ms. _____ (Name) has been temporarily enrolled in _____ (course)
in the college/university upon presentation of his/her Certification of Honorable Dismissal dated _____.

Registrar
School: _____
Address: _____

Student Signature _____

Clearance:
Transcript:
Ys. & Course:
Sem/SY Attended QSU:

This request is not valid unless it bears the signature of the Student.

APPENDIX N
APPLICATION FOR GRADUATION

THE REGISTRAR
Quirino State University
Diffun, Quirino

Madam:
I have the honor to apply for graduation this _____ Semester/Summer of School Year _____ for the Degree/Title of _____ Major /Area of Specialization: _____.

Attached herewith is a checklist of all subjects I have already finished with the corresponding grades and units earned for final evaluation.

Very truly yours,

(Signature of Applicant over Printed Name)
Evaluators Comment:

Lack Units in: _____
Incomplete Grade/s in: _____
Conditional Grade/s in: _____
Recommendation/s: _____

NOTED:

BATCH ADVISER DEPARTMENT CHAIRMAN DEAN

PLEASE ACCOMPLISH THIS PORTION

FAMILY NAME FIRST NAME MIDDLE NAME
BIRTHDATE: _____ (e.g. January 1, 1996) CELL PHONE NO. _____
E-MAIL ADDRESS: _____
HOME ADDRESS: _____
COURSE/DEGRE: _____ MAJOR/AREA OF SPECIALIZATION: _____

Signature Over Printed Name

QSC Hymn

*(Lyrics and Music by Mr. Surewin R. Libunao
Arranged by: Dr. Hermenegildo F. Samoy, Jr.)*

*Cradled 'neath the verdant hills of Quirino
Oh hail Alma Mater QSC
Wisdom shining forth, shall set us free
And mould the youth of our country*

*Behold the torch of knowledge
Move onward Quirino State College
We pledge to you our dreams and loyalty*

*Rays and hope that constantly glimmer
Lights our path to explore our precious worth
You open the door
And let us be
Young minds primed to face the world*

*We'll uphold your noble ideals
To be patriotic servants
Marching forth toward progressive motherland
All hail-QSC*

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(Note: Most of the Policies presented in this Manual were lifted from CHED Memos, QSC Student Handbook and from the Registrar's Manual of Tarlac State University for commonality of Policies and Practices)