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| --- | --- | --- | --- |
| **TYPE OF SERVICES** | **PERSON/S IN-CHARGE** | **PROCESSING TIME** | **FEES** |
| ENROLLMENT | GRADE/YEAR LEVEL COMMITTEE | 5-10 MINS. | NONE |
| ISSUANCE OF FORM 137 CERTIFICATE* GRADUATE
* TRANSFEREE
 | RECORD SECTION/ SECRETARY TO THE PRINCIPAL/DEPT. HEAD/ GRADE LEVEL COORSCHOOL HEAD/PRINCIPAL | 30 MINS. | NONE |
| ISSUANCE OF GOOD MORAL CHARACTER CERT. | CLASS ADVISER/GUIDANCE COUNSELOR/SECRETARY TO THE PRINCIPAL/SCH. HEAD/ PRINCIPAL | 5 MINS. | NONE |
| ISSUANCE OF PERMIT TO STUDY | CLASS ADVISER/SECRETARY TO THE PRINCIPAL/RECORD SECTIONSCHOOL HEAD/ PRINCIPAL | 5 MINS. | NONE |
| ISSUANCE OF CERTIFICATE OF ENROLLMENT* FOR SCHOLARSHIP
* FOR SUMMER JOB
 | CLASS ADVISER( TO GIVE NOTE)SECRETARY TO THE PRINCIPAL/SCHOOL HEAD/ PRINCIPAL | 10 MINS. | NONE |
| ISSUANCE OF CERTIFICATE* GRADUATED
 | RECORD SECTIONSCHOOL HEAD/ PRINCIPAL | 10 MINS. | NONE |
| ISSUANCE OF CERTIFICATE OF TRANSFER | \*GET CLEARANCE FORM FROM THE SECRETARY TO THE PRINCIPAL\*PRESENT ACCOMPLISHED CLEARANCE TO THE SEC. TO THE PRINCIPAL | 1-2 HRS. | NONE |
| STUDENT CLEARANCE | SECRETARY TO THE PRINCIPAL | 1-2 HRS. | NONE |
| QUERRIES/ QUESTIONS/ COMMENTS & SUGGESTIONS | COMPLAINT DESKOFFICER OF THE DAYDEPT HEADS/YEAR LEVEL CHAIR/ |  | NONE |

**CITIZEN’S CHARTER (SAMPLE ONLY)**