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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 COOR  SCHOOL 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 SECTION  SCHOOL 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 SECTION  SCHOOL 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 DESK  OFFICER OF THE DAY  DEPT HEADS/YEAR LEVEL CHAIR/ |  | NONE |

**CITIZEN’S CHARTER (SAMPLE ONLY)**