



	<b>RELEASING OF STUDENT'S CERTIFICATION AS A SUBSTITUTE FOR CLEARANCE IN THE NEW NORMAL</b>		Doc Control No.	PRMSU-ASA-COMSP013
			Effectivity Date	May 4, 2021
		Revision No.	03	Page 2 of 5

### 1.0 OBJECTIVE

To establish and maintain a documented procedure that provides clear-cut policies and guidelines in releasing of Student's Certification in replacement of the physical signing of the Clearance Form under the new normal transaction.

CONTROLLED COPY

BY: BERRY O. DRAMA

DATE: MAY 11, 2021

### 2.0 SCOPE

This procedure is applied to all students who are currently enrolled, returning students, graduates and others who seek clearance from the Dean's Office as part of the documentary requirement to facilitate any students' requests/transactions in the University.

### 3.0 REFERENCES

- Student's Manual
- University Registrar's Manual

### 4.0 DEFINITION OF TERMS

**Clearance Form** – refers to a form that clears a student from any unsubmitted academic and non-academic requirements and overdue books/reading materials from the College Reading Center.

**Certification** – refers to a form issued by the College Dean as a substitute for the actual signing of Clearance Form.

Prepared by:  <b>SANTI A. MAGTANAS, Ed. D.</b> Dean, College of Arts and Sciences	Reviewed and Approved by:  <b>FELIPA M. RICO, Ph. D.</b> VP, Academic and Student Affairs
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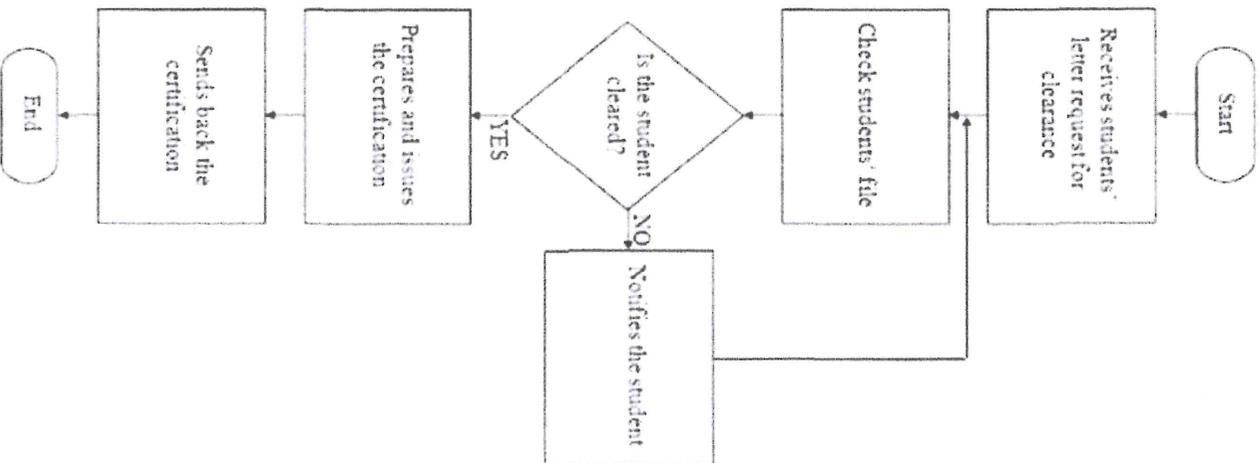
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**5.0 PROCEDURES  
FLOWCHART**

**RESPONSIBLE**

PRMSU  
DETAILS  
BY: GERRY DE GRAYA  
DATE: MAY 2021



College Clerk  
Receives students' letter request for clearance thru the official College email or Messenger.

College Clerk  
Checks the students' record filed at the Office. If records show that the student has unsubmitted academic and non-academic requirements and overdue books/reading materials from the College Reading Center, the clerk notifies the student thru his/her email or Messenger.

Dean  
If cleared, prepares and issues the certification.

College Clerk  
Sends back the Certification to the student thru email or Messenger.

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**6.0 ATTACHMENT/FORMS**

- Student's Request for Clearance Form
- Clearance Certification Form

**CONTROLLED COPY**  
BY: *[Signature]*  
DATE: \_\_\_\_\_

Prepared by: <i>[Signature]</i> <b>SANTI A. MAGTAYAS, Ed. D.</b> Dean, College of Arts and Sciences	Reviewed and Approved by: <i>[Signature]</i> <b>FELIPA M. RICO, Ph. D.</b> VP, Academic and Student Affairs
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**REQUEST FOR CLEARANCE CERTIFICATION**

\_\_\_\_\_  
(Date)

**THE COLLEGE DEAN**  
PRMSU-Iba Campus

Sir/Madam:

I, \_\_\_\_\_ of the  
College of \_\_\_\_\_ (Name)

would like to request for a *Clearance Certification* from your good office to facilitate my request for  
\_\_\_\_\_  
(State the purpose)

Thank you and looking forward to your favorable action.

Very truly yours,

\_\_\_\_\_  
Signature over Printed Name of the Requestor

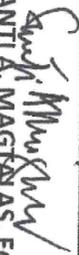
**CLEARANCE CERTIFICATION**

**TO WHOM IT MAY CONCERN:**

This is to certify that \_\_\_\_\_ of the College of \_\_\_\_\_ is cleared of any academic and non-academic requirements and overdue books/reading materials from the College Reading Center as per records of the College.

Issued this \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature Over Printed Name of the Dean

Prepared by:  <b>SANTI A. MAGTANAS, Ed. D.</b> Dean, College of Arts and Sciences	Reviewed and Approved by:  <b>FELIPA M. RICO, Ph. D.</b> VP, Academic and Student Affairs
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