Office of the Assistant Director for Guidance and Counseling

Profile
The Office of Guidance and Counseling ensures meeting the students’ academic, career and personal-social needs and promoting students’ competence through the development and implementation of comprehensive guidance and counseling program. It implements activities covered by the policies and plans set by the Office of Student Affairs and Services (OSAS).

The Office offers activities that support and complement the mission and vision of the University in maximizing the growth and development of the students. Office of Guidance and Counseling (OGC) as one of the offices of Student Services provides assistance for the holistic development of students- academic, career, personal-social. Specifically, OGC works to develop well-functioning individual by helping the students make important choices and helping them make changes.

Location
OSAS Central Office

Contact Details
(043) 980-0385; 980-0392 to 0394 loc 105, 1147 (MAIN)

<table>
<thead>
<tr>
<th>FRONTLINE SERVICE</th>
<th>CLIENTS</th>
<th>REQUIREMENTS</th>
<th>SCHEDULE OF AVAILABILITY OF SERVICE</th>
<th>FEES</th>
<th>FORMS</th>
<th>PROCESSED CYCLE TIME</th>
<th>RESPONSIBLE PERSON/OFFICE/LOCATION</th>
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</thead>
<tbody>
<tr>
<td>1. Request for the Certificate of Good Moral Character (CGMC)</td>
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</table>
| For School Requirement                     | Transferees        | 1. Accomplished Exit Interview Questionnaire  
2. Accomplished Exit Interview Form  
3. Request Slip signed by the OSD | Monday to Friday 8:00am-5:00pm | Php30 | Exit Interview Questionnaire and Exit Interview Form  
Request Slip | 1 hour and 10 minutes | Guidance Facilitator/Guidance Head |
| For Employment, Board Examinations, Further Studies | Graduates/Alumni | 1. Photocopy of any proof of graduation (e.g. Diploma, TOR, etc.)  
2. Request Slip signed by the OSD Coordinator  
3. Official Receipt of payment  
4. One (1) Documentary Stamp | Monday to Friday 8:00am-5:00pm | Php30 | Request Slip | 30 minutes | Guidance Facilitator/Guidance Head |
|--------------------------------------------------|------------------|---------------------------------------------------------------|------------------|-----------|-------------------|----------------|----------------------------------|
| For Scholarship                                  | Student-Applicants | 1. Photocopy of Certification from the Scholarship Office  
2. Request Slip signed by the OSD Coordinator  
3. Official Receipt of payment  
4. One (1) Documentary Stamp | Monday to Friday 8:00am-5:00pm | Php30 | Request Slip | 30 minutes | Guidance Facilitator/Guidance Head |
<p>| For On-the-Job-Training                          | Students enrolled in Internship/OJT | 1. Request Slip signed by the OJT Coordinator (as required) | Monday to Friday 8:00am-Not Applicable | Not Applicable | Request Slip | 30 minutes | Guidance Facilitator/Guidance Head |</p>
<table>
<thead>
<tr>
<th>For TOSA and Other Honors/Awards</th>
<th>Student-Applicants</th>
<th>1. Photocopy of TOSA Application Form/ any proof of application of honor/award to any organization (e.g. invitation, application form, etc.)</th>
<th>2. Photocopy of Registration form (Current Semester)</th>
<th>3. Request Slip signed by the OSD Coordinator</th>
<th>4. Official Receipt of payment</th>
<th>5. One (1) Documentary Stamp</th>
<th>5:00pm</th>
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<tbody>
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<td>proof that the student attended the OJT orientation seminar) and Discipline coordinator (to certify that the student has/ has no records of discipline case/s).</td>
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<td>4.</td>
<td>Request for Counseling/Consultation/Group Guidance/Home Visit/Referral</td>
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<td>1. Medical Certificate/Excuse letter from the Parent and/or Guardian/Organization Adviser and/or College/department Authority</td>
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<td>2. Accomplished Report of Absences signed by the Faculty requesting the admission slip</td>
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<td>Recommendation Letter</td>
<td>Students, Graduates/Alumni</td>
<td>and/or any proof of the need for recommendation letter (e.g. photocopy of the recommendation form from the requesting institution, list of requirements with the name of the institution requiring, etc.)</td>
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<td>2. Photocopy of TOR/Diploma (Graduates)</td>
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</table>
Request for the Certificate of Good Moral Character (CGMC)  
(For School Requirement)

Schedule of Availability of Service
January to December
Monday-Friday
7:00am-6:00pm

Who May Avail of the Service
Transferees

What are the Requirements
1. Accomplished Exit Interview Questionnaire
2. Accomplished Exit Interview Form
3. Request Slip signed by the OSD Coordinator
4. Official Receipt of payment
5. One (1) Documentary Stamp

Duration
1 hour and 20 minutes

How to Avail of the Service

<table>
<thead>
<tr>
<th>Step</th>
<th>Applicant/Client Activity</th>
<th>Service Provider</th>
<th>Duration of Activity (Under Normal Circumstances)</th>
<th>Person in Charge</th>
<th>Fees</th>
<th>Forms</th>
<th>Output</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Secure and answer the Exit Interview Questionnaire and fill out the Exit Interview Form</td>
<td>Office of Guidance and Counseling</td>
<td>20 minutes</td>
<td>Guidance Facilitator/Guidance Head</td>
<td>Not Applicable</td>
<td>Exit Interview Questionnaire, Exit Interview Form</td>
<td>Released Forms</td>
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<tr>
<td>2</td>
<td>Secure signature of the Adviser and the</td>
<td>Department/College</td>
<td>20 minutes</td>
<td>Adviser College</td>
<td>Not Applicable</td>
<td>Exit Interview Form</td>
<td>Accomplished Exit Interview</td>
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<td>College Dean/Head</td>
<td>Dean/Department Head</td>
<td>Form</td>
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<td>3</td>
<td>Submit the accomplished Exit Interview Questionnaire and Exit Interview Form to the Guidance Facilitator/Guidance Head and undergo exit interview</td>
<td>Guidance Facilitator/ Guidance Head</td>
<td>Exit Interview Questionnaire, Exit Interview Form</td>
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<td>4</td>
<td>Secure request slip for CGMC from the Guidance Office</td>
<td>Guidance Facilitator/ Guidance Head</td>
<td>Request Slip</td>
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<td>5</td>
<td>Pay Php30 to the Cashier</td>
<td>Cashier</td>
<td>Request Slip Official Receipt</td>
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<td>6</td>
<td>Present the official receipt of payment and submit one (1) documentary stamp to the Guidance Facilitator/ Guidance Head</td>
<td>Guidance Facilitator/ Guidance Head</td>
<td>CGMC (printed)</td>
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<td>7</td>
<td>Receive CGMC from the Guidance Facilitator/Guidance Head and log in the record book for released CGMC</td>
<td>Guidance Facilitator/ Guidance Head</td>
<td>CGMC (Released)</td>
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<td>8</td>
<td>Secure dry seal from the Registrar’s office</td>
<td>Office Personnel</td>
<td>Not Applicable</td>
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**END OF TRANSACTION**
Request for the Certificate of Good Moral Character (CGMC)
(For Employment, Board Examinations, Further Studies)

Schedule of Availability of Service
January to December
Monday-Friday
7:00am-6:00pm

Who May Avail of the Service
Graduates/Alumni

What are the Requirements
1. Photocopy of any proof of graduation (e.g. Diploma, TOR, etc.)
2. Request Slip signed by the OSD Coordinator
3. Official Receipt of payment
4. One (1) Documentary Stamp

Duration
42 minutes

How to Avail of the Service

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<th>Step</th>
<th>Applicant/Client Activity</th>
<th>Service Provider</th>
<th>Duration of Activity (Under Normal Circumstances)</th>
<th>Person in Charge</th>
<th>Fees</th>
<th>Forms</th>
<th>Output</th>
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<tbody>
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<td>Office of Guidance and Counseling</td>
<td>2 minutes</td>
<td>Guidance Facilitator/Guidance Head</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
<td>Filled out Request Slip</td>
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<td>2</td>
<td>Secure signature from the OSD Coordinator</td>
<td>Office of Guidance and Counseling</td>
<td>5 minutes</td>
<td>Guidance Facilitator/</td>
<td>Not Applicable</td>
<td>Request Slip</td>
<td>Filled out Request Slip</td>
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<td>Counseling</td>
<td>Guidance Head</td>
<td>Time</td>
<td>Cashier</td>
<td>Php30</td>
<td>Request Slip</td>
<td>Issued Official Receipt</td>
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<td>3</td>
<td>Pay Php30 to the Cashier</td>
<td>Cashier’s Office</td>
<td>15 minutes</td>
<td>Cashier</td>
<td>Php30</td>
<td>Request Slip</td>
<td>Issued Official Receipt</td>
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<td>4</td>
<td>Present the official receipt of payment and submit photocopy of any proof of</td>
<td>Office of Guidance and Counseling</td>
<td>10 minutes</td>
<td>Guidance Facilitator/Guidance Head</td>
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<td>Request Slip</td>
<td>CGMC (printed)</td>
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<td>graduation and one (1) documentary stamp to the Guidance Facilitator/Guidance Head</td>
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<td>5</td>
<td>Receive CGMC from the Guidance Facilitator/Guidance Head and log in the</td>
<td>Office of Guidance and Counseling</td>
<td>5 minutes</td>
<td>Guidance Facilitator/Guidance Head</td>
<td>Not Applicable</td>
<td>Request Slip</td>
<td>CGMC (Released)</td>
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<td>record book for released CGMC</td>
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<td>6</td>
<td>Secure dry seal from the Registrar’s office</td>
<td>Registrar’s Office</td>
<td>5 minutes</td>
<td>Office Personnel</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
<td>Official Sealed CGMC</td>
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**END OF TRANSACTION**
Request for the Certificate of Good Moral Character (CGMC)  
(For Scholarship)

Schedule of Availability of Service  
January to December  
Monday-Friday  
7:00am-6:00pm

Who May Avail of the Service  
Student-Applicants

What are the Requirements  
1. Photocopy of Certification from the Scholarship Office  
2. Request Slip signed by the OSD Coordinator  
3. Official Receipt of payment  
4. One (1) Documentary Stamp

Duration  
45 minutes

How to Avail of the Service

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<th>Step</th>
<th>Applicant/Client Activity</th>
<th>Service Provider</th>
<th>Duration of Activity (Under Normal Circumstances)</th>
<th>Person in Charge</th>
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<tr>
<td>Step</td>
<td>Task Description</td>
<td>Responsible Office</td>
<td>Time</td>
<td>Accomplished Request Slip</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Present Certification from the Scholarship Office to the Guidance Facilitator/Guidance Head and secure request slip for CGMC</td>
<td>Office of Guidance and Counseling</td>
<td>5 minutes</td>
<td>Not Applicable</td>
<td>Request Slip</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Guidance Facilitator/Guidance Head</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Secure signature from the OSD Coordinator</td>
<td>Office of Student Discipline</td>
<td>5 minutes</td>
<td>OSD Coordinator/OSD Head</td>
<td>Request Slip</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Not Applicable</td>
<td></td>
<td></td>
<td>Accomplished Request Slip</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Pay Php30 to the Cashier</td>
<td>Cashier’s Office</td>
<td>15 minutes</td>
<td>Cashier</td>
<td>Php30</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Request Slip</td>
<td></td>
<td></td>
<td>Issued Official Receipt</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Present the official receipt of payment and submit photocopy of Certification from the Scholarship Office, accomplished request slip and one (1) documentary stamp to the Guidance Facilitator/Guidance Head</td>
<td>Office of Guidance and Counseling</td>
<td>10 minutes</td>
<td>Guidance Facilitator/Guidance Head</td>
<td>Request Slip</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Guidance Facilitator/Guidance Head</td>
<td></td>
<td>Not Applicable</td>
<td>CGMC (printed)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Receive CGMC from the Guidance Facilitator/Guidance Head and log in the record book for released CGMC</td>
<td>Office of Guidance and Counseling</td>
<td>5 minutes</td>
<td>Guidance Facilitator/Guidance Head</td>
<td>Request Slip</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Guidance Facilitator/Guidance Head</td>
<td></td>
<td>Not Applicable</td>
<td>CGMC (Released)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Secure dry seal from the Registrar’s office</td>
<td>Registrar’s Office</td>
<td>5 minutes</td>
<td>Office Personnel</td>
<td>Not Applicable</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Not Applicable</td>
<td></td>
<td></td>
<td>Official Sealed CGMC</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

END OF TRANSACTION
Request for the Certificate of Good Moral Character (CGMC)
(For TOSA and Other Honors/Awards)

Schedule of Availability of Service
January to December
Monday-Friday
7:00am-6:00pm

Who May Avail of the Service
Student-Applicants

What are the Requirements
1. Photocopy of TOSA Application Form/ any proof of application of honor/award to any organization (e.g. invitation, application form, etc.)
2. Photocopy of Registration form (Current Semester)
3. Request Slip signed by the OSD Coordinator
4. Official Receipt of payment
5. One (1) Documentary Stamp

Duration
45 minutes

How to Avail of the Service

<table>
<thead>
<tr>
<th>Step</th>
<th>Applicant/Client Activity</th>
<th>Service Provider</th>
<th>Duration of Activity (Under Normal Circumstances)</th>
<th>Person in Charge</th>
<th>Fees</th>
<th>Forms</th>
<th>Output</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Present proof of application of honor/award to the Guidance</td>
<td>Office of Guidance and Counseling</td>
<td>5 minutes</td>
<td>Guidance Facilitator/Guidance</td>
<td>Not Applicable</td>
<td>Request Slip</td>
<td>Filled out Request Slip</td>
</tr>
<tr>
<td></td>
<td>Facilitator/Guidance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Head and secure request slip for CGMC</td>
<td>Office of Student Discipline</td>
<td>5 minutes</td>
<td>OSD Coordinator/OSD Head</td>
<td>Not Applicable</td>
<td>Request Slip</td>
<td>Accomplished Request Slip</td>
</tr>
<tr>
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</tr>
<tr>
<td>2</td>
<td>Secure signature from the OSD Coordinator</td>
<td>Cashier’s Office</td>
<td>15 minutes</td>
<td>Cashier</td>
<td>Php30</td>
<td>Request Slip</td>
<td>Issued Official Receipt</td>
</tr>
<tr>
<td>3</td>
<td>Pay Php30 to the Cashier</td>
<td>Cashier’s Office</td>
<td>15 minutes</td>
<td>Cashier</td>
<td>Php30</td>
<td>Request Slip</td>
<td>Issued Official Receipt</td>
</tr>
<tr>
<td>4</td>
<td>Present the official receipt of payment and submit photocopy of proof of application, accomplished request slip and one (1) documentary stamp to the Guidance Facilitator/Guidance Head</td>
<td>Office of Guidance and Counseling</td>
<td>10 minutes</td>
<td>Guidance Facilitator/Guidance Head</td>
<td>Not Applicable</td>
<td>Request Slip</td>
<td>CGMC (printed)</td>
</tr>
<tr>
<td>5</td>
<td>Receive CGMC from the Guidance Facilitator/Guidance Head and log in the record book for released CGMC</td>
<td>Office of Guidance and Counseling</td>
<td>5 minutes</td>
<td>Guidance Facilitator/Guidance Head</td>
<td>Not Applicable</td>
<td>Request Slip</td>
<td>CGMC (Released)</td>
</tr>
<tr>
<td>6</td>
<td>Secure dry seal from the Registrar’s office</td>
<td>Registrar’s Office</td>
<td>5 minutes</td>
<td>Office Personnel</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
<td>Official Sealed CGMC</td>
</tr>
</tbody>
</table>

END OF TRANSACTION
## Counseling: Walk-in

### Schedule of Availability of Service
January to December
Monday-Friday
7:00am-6:00pm

### Who May Avail of the Service
Students

### What are the Requirements
None

### Duration
20-45 minutes

### How to Avail of the Service

<table>
<thead>
<tr>
<th>Step</th>
<th>Applicant/Client Activity</th>
<th>Service Provider</th>
<th>Duration of Activity (Under Normal Circumstances)</th>
<th>Person in Charge</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Visit the Guidance Facilitator/ Guidance Head and undergo counseling session</td>
<td>Office of Guidance and Counseling</td>
<td>20-40 minutes</td>
<td>Guidance Facilitator/ Guidance Head</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>2</td>
<td>Log the visit in the counseling record book</td>
<td>Office of Guidance and Counseling</td>
<td>5 minutes</td>
<td>Guidance Facilitator/ Guidance Head</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

**Forms**
- Counseling Form

**Output**
- Logsheet
- Counseling Record

END OF TRANSACTION
Request for Counseling/Consultation/ Group Guidance/Home Visit/ Referral

Schedule of Availability of Service
January to December
Monday-Friday
7:00am-6:00pm

Who May Avail of the Service
Students, Advisers, Faculty Members, Administrators, Parents/Guardians

What are the Requirements
1. Letter of request address to the Guidance Facilitator/Guidance Head
2. Accomplished Referral Form (Referral)

Duration
30 minutes

How to Avail of the Service

<table>
<thead>
<tr>
<th>Step</th>
<th>Applicant/Client Activity</th>
<th>Service Provider</th>
<th>Duration of Activity (Under Normal Circumstances)</th>
<th>Person in Charge</th>
<th>Fees</th>
<th>Forms</th>
<th>Output</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Submit request letter and/or accomplished referral form to the Guidance Facilitator/Guidance Head</td>
<td>Office of Guidance and Counseling</td>
<td>5 minutes</td>
<td>Guidance Facilitator/Guidance Head</td>
<td>Not Applicable</td>
<td>Referral Form</td>
<td>Request Letter/ Accomplished referral form</td>
</tr>
<tr>
<td>2</td>
<td>Secure the schedule, venue, persons involve, etc. Of Counseling/Consultation/</td>
<td>Office of Guidance and</td>
<td>25 minutes</td>
<td>Guidance Facilitator/Guidance</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
<td>Detailed Plan of Counseling/Consultation/ Group Guidance/Home</td>
</tr>
<tr>
<td>Group Guidance/Home Visit/ Referral</td>
<td>Counseling</td>
<td>Head</td>
<td>Visit/ Referral</td>
<td></td>
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<tr>
<td>END OF TRANSACTION</td>
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</tr>
</tbody>
</table>

END OF TRANSACTION
Request for Admission Slip

Schedule of Availability of Service
January to December
Monday-Friday
7:00am-6:00pm

Who May Avail of the Service
Students

What are the Requirements
1. Medical Certificate/Excuse letter from the Parent and/or Guardian/Organization Adviser and/or College/Department Authority
2. Accomplished Report of Absences signed by the Faculty requesting the admission slip

Duration
25 minutes

How to Avail of the Service

<table>
<thead>
<tr>
<th>Step</th>
<th>Applicant/Client Activity</th>
<th>Service Provider</th>
<th>Duration of Activity (Under Normal Circumstances)</th>
<th>Person in Charge</th>
<th>Fees</th>
<th>Forms</th>
<th>Output</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Accomplish the report of absences and secure the signature of the faculty requesting the admission slip</td>
<td>College/Department</td>
<td>5 minutes</td>
<td>Faculty</td>
<td>Not Applicable</td>
<td>Report of Absences</td>
<td>Accomplished Report of Absences</td>
</tr>
<tr>
<td>2</td>
<td>The student must present an excuse letter and/or medical certificate to the OGC with photocopy of his/her parents or</td>
<td>Office of Guidance and Counseling</td>
<td>5 minutes</td>
<td>Guidance Facilitator/Guidance Head</td>
<td>Not Applicable</td>
<td>Report of Absences</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>guardian/s I.D. who signed the excuse letter</td>
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</tr>
<tr>
<td>3</td>
<td>Submit the medical certificate/excuse letter and the accomplished report of absences to the Guidance Facilitator/Guidance Head and secure the admission slip</td>
<td>Office of Guidance and Counseling</td>
<td>10 minutes</td>
<td>Guidance Facilitator/Guidance Head</td>
<td>Not Applicable</td>
<td>Report of Absences</td>
<td>Accomplished admission slip</td>
</tr>
</tbody>
</table>

END OF TRANSACTION
## Request for Recommendation Letter

### Schedule of Availability of Service
January to December
Monday-Friday
7:00am-6:00pm

### Who May Avail of the Service
Transferees, Students, Graduates/Alumni

### What are the Requirements
1. Letter of Request and/or any proof of the need for recommendation letter (e.g. photocopy of the recommendation form from the requesting institution, list of requirements with the name of the institution requiring, etc.)
2. Photocopy of TOR/Diploma (Graduates)
3. Photocopy of Report of grades (Transferees)
4. Photocopy of Registration Form (Students)

### Duration
35 minutes

### How to Avail of the Service

<table>
<thead>
<tr>
<th>Step</th>
<th>Applicant/Client Activity</th>
<th>Service Provider</th>
<th>Duration of Activity (Under Normal Circumstances)</th>
<th>Person in Charge</th>
<th>Fees</th>
<th>Forms</th>
<th>Output</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Submit letter of request/ any proof of the need for recommendation letter and photocopy of documents to Guidance Facilitator/Guidance Head</td>
<td>Office of Guidance and Counseling</td>
<td>30 minutes</td>
<td>Guidance Facilitator/Guidance Head</td>
<td>Not Applicable</td>
<td>Report of Absences</td>
<td>None</td>
</tr>
</tbody>
</table>

END OF TRANSACTION