

San Pedro City Polytechnic College

External Services





1. Admission Procedure

This service pertains to the admission procedures of a client to a certain course offered by the college covering all modes of delivery.

Classification: Simple G2C - Government to Citizen Transaction: Who may avail: K12 Graduates, ALS Secondary Completers, College undergraduates, College graduates, Transferees from other colleges, All qualified applicants who are above 18 years of age preferably residing in San Pedro CHECKLIST OF REQUIREMENTS WHERE TO SECURE	Office or Division:	San Pedro City Polytechnic College				
Transaction: Who may avail: K12 Graduates, ALS Secondary Completers, College undergraduates, College graduates, Transferees from other colleges, All qualified applicants who are above 18 years of age preferably residing in San Pedro CHECKLIST OF REQUIREMENTS 1. Any school record (TOR, Diploma, Form 137 or Form 138) (1 Photocopy) 2. Birth Certificate (1 Photocopy) 3. Marriage Certificate (1 Photocopy) 4. Voter's Certification (1 Original Copy) 5. Barangay Clearance (1 Original Copy) 6. 1x1 I.D. Picture (2 Original Copies) CLIENT STEPS AGENCY ACTIONS BE PAID 1. Issue Examination Permit to the incoming student information 2. Fill-out the SPCPC exam Admission Test to permit (2 copies) Time Process None 1. Isminutes Registrar SPCPC SPCP	Classification:	Simple				
Who may avail: K12 Graduates, ALS Secondary Completers, College undergraduates, College graduates, Transferees from other colleges, All qualified applicants who are above 18 years of age preferably residing in San Pedro CHECKLIST OF REQUIREMENTS WHERE TO SECURE	Type of	G2C - Government	to Citizen			
undergraduates, College graduates, Transferees from other colleges, All qualified applicants who are above 18 years of age preferably residing in San Pedro CHECKLIST OF REQUIREMENTS 1. Any school record (TOR, Diploma, Form 137 or Form 138) (1 Photocopy) 2. Birth Certificate (1 Photocopy) 3. Marriage Certificate (1 Photocopy) - Phillippine Statistics Authority 3. Marriage Certificate (1 Photocopy) - Phillippine Statistics Authority 5. Barangay Clearance (1 Original Copy) 6. 1x1 I.D. Picture (2 Original Copies) Enrollee CLIENT STEPS AGENCY ACTIONS BE PAID TIME RESPONSIBL 1. Secure an Enrollment Permit and fill the necessary information 2. Fill-out the SPCPC exam Admission Test to permit (2 copies) the incoming student information 3. Enroll during the prescribed incoming student in the enrollment process Last school attended WHERE TO SECURE WHERE TO SECURE Last school attended Coptument Past stost school attended WHERE TO SECURE Last school attended Cast school attended Cast school attended Combelle Barangay where the enrollee resides COMELEC PROCESSING PERSON RESPONSIBL PERSON RESPONSIBL 1. In Decental Past school attended COMELEC COMELEC	Transaction:					
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CHECKLIST OF REQUIREMENTS 1. Any school record (TOR, Diploma, Form 137 or Form 138) (1 Photocopy) 2. Birth Certificate (1 Photocopy) 3. Marriage Certificate (1 Photocopy) – for married women 4. Voter's Certification (1 Original Copy) 5. Barangay Clearance (1 Original Copy) 6. 1x1 I.D. Picture (2 Original Copies) CLIENT STEPS AGENCY ACTIONS 1. Secure an Enrollment Permit and fill the necessary information 2. Fill-out the SPCPC exam Permit (2 copies) the incoming student in the enrollment persoribed period. 3. Enroll during 3. Assist the the process Time WHERE TO SECURE Last school attended Philippine Statistics Authority Philippine Statistics Author					B years of age	
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4. Voter's Certification (1 Original Copy) 5. Barangay Clearance (1 Original Copy) 6. 1x1 I.D. Picture (2 Original Copies) CLIENT STEPS 1. Secure an Enrollment Permit and fill the necessary information 2. Fill-out the SPCPC exam permit (2 copies) 2. Administer the SPCPC exam permit (2 copies) 3. Enroll during the prescribed period. 3. Enroll during the process COMELEC COMELEC COMELEC COMELEC Barangay where the enrollee resides Enrollee FEES TO PROCESSING PERSON RESPONSIBL None 10 minutes Registrar SPCPC SPCPC SPCPC SPCPC None 15 minutes Registrar SPCPC SPCPC	. •	ate (1 Photocopy) –	Philippine S	Statistics Authority		
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Copy) 6. 1x1 I.D. Picture (2 Original Copies) CLIENT STEPS ACTIONS 1. Secure an Enrollment Permit and fill the necessary information 2. Fill-out the SPCPC exam permit (2 copies) Time Permit (2 copies) 2. Enroll during the prescribed period. 3. Enroll during the prescribed period.	1 3 /	(4.0::1	_		• •	
CLIENT STEPS AGENCY ACTIONS 1. Secure an Enrollment Permit and fill the necessary information 2. Fill-out the SPCPC exam permit (2 copies) 3. Enroll during the prescribed period. 3. Enroll during the prescribed period. EXAMINISTEPS AGENCY ACTIONS AGENCY ACTIONS BE PAID TIME PROCESSING TIME None 10 minutes Registrar SPCPC SPCPC Administer the None SPCPC SPCPC None 10 minutes Registrar SPCPC SPCPC SPCPC SPCPC None 15 minutes Registrar SPCPC SPCPC SPCPC SPCPC				resides		
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1. Secure an Enrollment Permit and fill the necessary information 2. Fill-out the SPCPC exam permit (2 copies) 3. Enroll during the prescribed period. 1. Issue Examination 2. Issue Examination 2. Administer the Admission Test to the incoming student 3. Assist the incoming student in the enrollment process 1. Issue Examination None 10 minutes Registrar SPCPC None 2 hours Registrar SPCPC None 15 minutes Registrar SPCPC	CLIENT STEPS					
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permit (2 copies) the incoming student. 3. Enroll during the prescribed incoming student period. The process the incoming student p			1,10,10	2 110410		
student. 3. Enroll during the prescribed period. student. None 15 minutes Registrar SPCPC in the enrollment process					0.0.0	
3. Enroll during the prescribed period. 3. Assist the incoming student in the enrollment process None 15 minutes Registrar SPCPC	(= 356.33)	_				
the prescribed incoming student period. SPCPC in the enrollment process	3. Enroll during		None	15 minutes	Registrar	
period. in the enrollment process		incoming student				
	· ·					
TOTAL: None 2 Hours and		process				
28 Minutes		TOTAL:	None	2 Hours and		





2. Enrollment Procedure

This service pertains to the enrollment and registration of a client to a certain training program offered by the institution covering all modes of delivery

Office or	Con Dodro City Dob	stachnic Call	0.00		
Office or Division:	San Pedro City Poly	ytechnic Con	ege		
Classification:	Simple				
Type of	G2C – Government	to Citizen			
Transaction:					
Who may avail:	K12 Graduates, AL	S Secondary	Completers, Colle	ege	
	undergraduates, Co	•		•	
		all qualified applicants who are above 18 years of age			
	preferably residing	• •		,	
CHECKLIST OF	REQUIREMENTS WHERE TO SECURE			URE	
1. Any school recor	d (TOR, Diploma,	Last school	attended		
Form 137 or Form	138) (1 Photocopy)				
2. Birth Certificate (1 Photocopy)	Philippine S	Statistics Authority		
	ate (1 Photocopy) –	Philippine S	Statistics Authority		
for married women					
4. Voter's Certificati	ion (1 Original	COMELEC			
Copy)					
5. Barangay Cleara	nce (1 Original	Barangay w	here the enrollee	resides	
Copy)					
6. 1x1 I.D. Picture (Enrollee	DD00500W0	DEDOON	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Secure an	1. Issue Order of	None	10 minutes	Registrar	
Order of Pay Slip	Payment to the			SPCPC	
from the Office	student				
2. For New	2. Issue	Registrati	1 hour	Registrar	
Students -	registration form	on Fees:		SPCPC	
Proceed to the		Developm			
City Treasurer's		ent Fee –			
Office and pay the		Php			
prescribed fees		2,500.00			
and provide OR		(San			
Copy to the City		Pedro			
Accounting Office.		residents);			
For Old Students		Php			
- Get a Statement		3,500.00 (non-			
of Account from		residents)			
the City		+ Misc.			
Accounting Office		fees –			
and pay the		Php			
prescribed fees to		500.00			
-					
the City		500.00			





training	TOTAL:	None	60 Minutes	
orientation and	training			
schedules of	orientation and			
information on the	schedules of			SPCPC
4. Receive	4. Provide	None	5 minutes	Registrar
Enrollment Form	enrollment			SPCPC
3. Fill-out	3. Process	None	15 minutes	Registrar
Accounting Office				
Copy to the City				
and provide OR				
Treasurer's Office				





3. Application for Graduation

This service refers to the application for graduation of the graduating students,

Office or	San Pedro City Polytechnic College			
Division:				
Classification:	Simple			
Type of	G2C – Government	to Citizen		
Transaction:				
Who may avail:	All candidates for g	raduation		
CHECKLIST OF	REQUIREMENTS WHERE TO SECURE			URE
1. Duly accomplished	ed form (1 Original	Applicant		
Copy)				
2. Clearance Form		Registrar's	Office	
CLIENT CTEDO	AGENCY	FEES TO	PROCESSING	PERSON
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE
1. Present duly	1. Assist in	None	5 minutes	Registrar
accomplished	application for			SPCPC
form.	graduation.			
2. Secure	2. Issue clearance	None	30 minutes	Registrar
clearance form	form.			SPCPC
and fill-out				
necessary				
information.				
Proceed to City				
Accounting Office				
for signature.				
3. Present the	3. File the	None	10 minutes	Registrar
duly-signed	clearance form			SPCPC
clearance form to	and advise the			
the office and	graduate on when			
receive	to claim the			
information on the	release of			
schedules of	credentials.			
orientation and				
training.				
	TOTAL:	None	13 Minutes	





4. Issuance of Credentials

This service pertains to the issuance of credentials to a graduate, which can be used for whatever purpose it may serve.

Office or	San Pedro City Polytechnic College			
Division: Classification:	Simple			
Type of	G2C – Government	to Citizen		
Transaction:	G2C - Government	to Citizen		
Who may avail:	Graduates of San P	edro City Po	lytechnic College	
	REQUIREMENTS	Curo Oity i o	WHERE TO SEC	IIRF
1. Duly accomplished	·	Applicant	WIILKE TO OLO	OIL
Copy)	The first of the f			
2. Clearance Form		Registrar's	Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request for the release of Transcript of Records	1. Issue clearance request form and inform the graduate of the requirements for release	None	5 minutes	Registrar SPCPC
2. Accomplish the request form and submit together with clearance requirements to the registrar	2. Check and verify records, and check for the authenticity and validity of the submitted documents.	Transcript of Records Php300.0 0 All Certificate s and Copy of Grades Php50.00 Document ary Stamp Php5.00	3 days	Registrar SPCPC
3. Claim the Transcript of Records and sign in the TOR Record Book	3. Releases Transcript of Records	None	5 minutes	Registrar SPCPC
	TOTAL:	TOR – Php 300.00 Grades – Php 50.00	3 Days and 10 Minutes	





5. Transfer of Credentials

This service pertains to the Transfer of Credential request of a student, which can be used for whatever purpose it may serve.

Office or Division:	San Pedro City Polytechnic College			
Classification:	Simple			
Type of	G2C - Government	to Citizen		
Transaction:				
Who may avail:	Graduates of San P	edro City Po	lytechnic College	
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	URE
1. Duly accomplishe Copy)	ed form (1 Original	Applicant		
2. Clearance Form	(1 Original Copy)	Registrar's	Office	
	AGENCY	FEES TO	PROCESSING	PERSON
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE
Request for Transfer of Credentials	1. Assist the student in the transfer of credentials request	None	5 minutes	Registrar SPCPC
2. Accomplish the request form and submit together with clearance requirements to the registrar pay the prescribed fees at the City Treasurer's Office	2. Check and verify records, and check for the authenticity and validity of the submitted documents.	Informativ e Copy of Grades/C ertificate of Good Moral Php200.0	3 days	Registrar SPCPC
3. Claim the Informative Copy of Grades and/or Certificate of Good Moral Character	3. Release Copy of Grades and/or Certificate of Good Moral Character	None	5 minutes	Registrar SPCPC
	TOTAL:	TOR – Php 300.00 Grades – Php 50.00	3 Days and 10 Minutes	



San Pedro City Polytechnic College Technical-Vocational Department

External Services





1. Registration/Enrollment Procedure

This service pertains to the enrollment and registration of a client to a certain training program offered by the institution covering all modes of delivery

Office or	San Pedro City Polytechnic College –Tech-Voc Department –				
Division:	Registrar's Office	yteerine oon	ege redi-voebe	partificiti	
Classification:	Simple				
Type of	G2C – Government	to Citizen			
Transaction:	020 00000000000000000000000000000000000	. 10 011.2011			
Who may avail:	K12 Graduates, AL	S Secondary	Completers, Colle	ege	
	undergraduates, Co				
	above 18 years of a				
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	URE	
1. Passport-sized p	ictures (2 Original	Requesting	Client		
Copies)					
2. COMELEC Certif		COMELEC	Office where the a	applicant	
3. Voter's Certificat	ion (1 Original	COMELEC			
Copy)		JOWILLEO			
4. Marriage Certific	•	Philippines	Statistics Authority	I	
women) (1 Photoco					
5. Barangay Cleara	nce (1 Original	Barangay w	here the enrollee	resides	
Copy)	Di atawa (a daita	, ,			
6. Passport Size ID		Photo studio			
background) (4 Orig 7. 1x1 ID Picture (2	<u> </u>	Photo studio	^		
,	AGENCY	FEES TO	PROCESSING	PERSON	
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE	
1. Get the direct	1. Retrieve the	None	10 minutes	Registrar	
link of the Google	enrollee's			SPCPC Tech-Voc	
Forms for Pre-	information from				
registration and fill	the Google				
the necessary	Forms. Email the				
information	client directly for				
including the	list of				
selected	requirements.				
qualification.	0 1/ 1: 1 / 1	N	45 . (D '. (
2. Submit the	2. Validate the	None	15 minutes	Registrar	
complete	submitted			SPCPC Tech-	
requirements to	requirements and issue the			Voc	
the registrar's office.	enrollment form.				
3. Pay for	3. Issue Order of	Admission	15 minutes	Cashier/Collecti	
enrollment fees at	Payment.	Fee ng Officer			
the		(Communi SPCPC Tech-			
Cashier/Treasury		ty-Based) Voc			
Office		- Php			
		310.00			
		(School-			
		`Based)			





		Php 550.00 Tuition (School- Based) PHP 2000 (Caregivin g and Healthcar e) Php 5,000.00		
	3.1 Process enrollment	None	15 minutes	Registrar SPCPC
4. Receive information on the schedules of orientation and training	4. Provide schedules of orientation and training	None	2 minutes	Registrar Administrator SPTI
	TOTAL:	Admissio n Fee + Tuition	57 minutes	





2. Issuance of Certification of Training

This service pertains to the issuance of a training certificate to a graduate of a certain training program offered by the institution.

Office or	San Pedro City Polytechnic College –Tech-Voc Department –			
Division:	Registrar's Office	,	3	1
Classification:	Simple			
Type of	G2C – Government	to Citizen		
Transaction:				
Who may avail:	Graduates of San Pedro Technological Institute			
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	URE
1. Duly accomplishe Original Copy)	ed request form (1	Registrar's	Office	
2. Clearance (1 Original	iginal Copy) Registrar's Office			
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE
1. Accomplish the request form and submit the requirements	1. Check the authenticity and validity of documents submitted	None	5 minutes	Registrar SPCPC Tech-Voc
	1.1 Check and verify records.	None	20 minutes	Registrar SPCPC Tech-Voc
2. Receive Certificate of Training and sign the Training Certificate Record Book	2. Release the Certificate of Training.	None	5 minutes	Registrar Head of Office SPCPC Tech- Voc
	TOTAL:	None	30 Minutes	





3. Issuance of Transcript of Records

This service pertains to the issuance of Transcript of Records to a graduate of a certain training program offered by the institution that can be used for whatever purpose it may serve.

Office or	San Pedro City Polytechnic College –Tech-Voc Department –			partment –
Division:	Registrar's Office	,	J	•
Classification:	Simple			
Type of	G2C – Government	to Citizen		
Transaction:				
Who may avail:	Graduates of San P	edro Techno		
	REQUIREMENTS WHERE TO SECURE			
1. Duly accomplished Original Copy)	ed request form (1	Registrar's	Office	
2. Clearance (1 Ori	ginal Copy)	Registrar's	Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request for the release of Transcript of Records Accomplish the request form and submits together with clearance	Issue clearance request form and inform the graduate of the requirements for release Check and verify records, and check for the authenticity and	None None	5 minutes 3 days	Registrar SPCPC Tech- Voc Registrar SPCPC Tech- Voc
requirements to the registrar	validity of the submitted documents.			
3. Claim the Transcript of Records and signs on the TOR Record Book	3. Releases Transcript of Records	None	5 minutes	Registrar SPCPC Tech- Voc
	TOTAL:	None	3 Days and 10 Minutes	





4. Student Verification

This service covers the provision of trainees' verification of scholastic records. Scholastic verification can be done verbally or through a letter or e-mail.

Office or Division:	Registrar's Office			
Classification:	Simple			
Type of	G2C - Government	to Citizen; G	2B – Governme	nt to Business
Transaction:	Entity			
Who may avail:	Companies who see	ek scholastic	verification for the	heir applicants
CHECKLIST OF F	REQUIREMENTS		WHERE TO SE	CURE
1. Request Letter (1	Original Copy, 1	Client		
Receiving Copy or 1	Electronic Copy)			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE
1. Visit/inquire on the scholastic verification of trainees	1. Reply to client who inquired in the form of letter/email	None	4 hours	Registrar SPCPC Tech- Voc
	TOTAL:	None	4 Hours	





5. Collection of Fees

This service refers to the collection of money from enrollees for fees and charges to avail of the school's services.

Office or Division:	Cashier's Office			
Classification:	Simple			
Type of	G2C – Governmen	t to Citizen		
Transaction:	020 001011111011	10 01112011		
Who may avail:	All qualified enrolle	es		
CHECKLIST OF F	REQUIREMENTS		WHERE TO SE	CURE
1. Duly accomplishe		Applicant		
enrollment/registration	on form (1 Original			
Copy)				
2. Order of Payment		Registrar's		
CLIENT STEPS	AGENCY	FEES TO	PROCESSIN	PERSON
4.5	ACTIONS	BE PAID	G TIME	RESPONSIBLE
1. Present duly	1. Accept	Prescribe	5 minutes	<i>Registrar</i> SPCPC Tech-
accomplished	payment.	d fees for the		Voc
enrollment/registrat		selected		VOC
ion form and pays the prescribed fees		training		
to the		program		
cashier/collecting		program		
officer				
2. Secures official	2. Issue official	None	3 minutes	Registrar
receipt for payment	receipt.			SPCPC Tech-
made				Voc
3. Secures official	3. Issues Official	None	3 minutes	Registrar
receipt for payment	Receipt			SPCPC Tech-
made	-			Voc
4. Register to the	4. Encode the	None	5 minutes	Registrar
TESDA T2MIS	enrollees information in the			SPCPC Tech-
Portal	TESDA T2MIS			Voc
	Portal			
	TOTAL:	Prescribe	13 Minutes	
		d fees for		
		the		
		selected		
		training		
		program		



6. Replacement of Damaged and Lost Certificate of Training and Transcript of Records

This service is provided to replace valid but damaged Certificate of Training and Transcript of Records.

Office or Division:	Registrar's Office			
Classification:	Complex			
Type of	G2C – Government to Citizen			
Transaction:				
Who may avail:	Graduates of SPTI			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Request (1 Original Copy, 1		Applicant		
Receiving Copy)				
2. Notarized Affidavit of Loss (1 Original		Notary Public		
Copy)				
For damaged certificates:				
Certificate or Transcript of Records		Applicant		
(1 Original Copy)				
CLIENT STEPS	AGENCY	FEES TO	PROCESSIN	PERSON
	ACTIONS	BE PAID	G TIME	RESPONSIBLE
1. Submit	1. Check	None	3 minutes	Registrar
documentary	completeness and			SPCPC Tech-
requirements.	correctness of			Voc
	documents.			
	4 4) / - :: £ £: ! -	NI	0 1	Registrar
	1.1 Verify profile	None	2 hours	SPCPC Tech-
	of the applicant and check the			Voc
	consistency of the			VOC
	documents			
	presented.			
2. Receive	2. Prepare, print,	None	2 hours	Registrar
Certificate of	and release the	1,13113	2 113413	SPCPC Tech-
Training or TOR	Certificate of			Voc
	Training or TOR			V 00
	TŎTAL:	None	4 Hours and	
			3 Minutes	