



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.

Office or Division:	San Pedro City Polytechnic College			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
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		
1. Any school record (TOR, Diploma, Form 137 or Form 138) (1 Photocopy)		Last school attended		
2. Birth Certificate (1 Photocopy)		Philippine Statistics Authority		
3. Marriage Certificate (1 Photocopy) – for married women		Philippine Statistics Authority		
4. Voter's Certification (1 Original Copy)		COMELEC		
5. Barangay Clearance (1 Original Copy)		Barangay where the enrollee resides		
6. 1x1 I.D. Picture (2 Original Copies)		Enrollee		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an Enrollment Permit and fill the necessary information	1. Issue Examination Permit to the incoming student	None	10 minutes	<i>Registrar</i> SPCPC
2. Fill-out the SPCPC exam permit (2 copies)	2. Administer the Admission Test to the incoming student.	None	2 hours	<i>Registrar</i> SPCPC
3. Enroll during the prescribed period.	3. Assist the incoming student in the enrollment process	None	15 minutes	<i>Registrar</i> SPCPC
	TOTAL:	None	2 Hours and 28 Minutes	



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 Division:	San Pedro City Polytechnic College			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
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		
1. Any school record (TOR, Diploma, Form 137 or Form 138) (1 Photocopy)		Last school attended		
2. Birth Certificate (1 Photocopy)		Philippine Statistics Authority		
3. Marriage Certificate (1 Photocopy) – for married women		Philippine Statistics Authority		
4. Voter's Certification (1 Original Copy)		COMELEC		
5. Barangay Clearance (1 Original Copy)		Barangay where the enrollee resides		
6. 1x1 I.D. Picture (2 Original Copies)		Enrollee		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an Order of Pay Slip from the Office	1. Issue Order of Payment to the student	None	10 minutes	<i>Registrar</i> SPCPC
2. <i>For New Students</i> - Proceed to the City Treasurer's Office and pay the prescribed fees and provide OR Copy to the City Accounting Office. <i>For Old Students</i> – Get a Statement of Account from the City Accounting Office and pay the prescribed fees to the City	2. Issue registration form	Registration Fees: Development Fee – Php 2,500.00 (San Pedro residents); Php 3,500.00 (non-residents) + Misc. fees – Php 500.00	1 hour	<i>Registrar</i> SPCPC



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



3. Application for Graduation

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

Office or Division:	San Pedro City Polytechnic College			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All candidates for graduation			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished form (1 Original Copy)		Applicant		
2. Clearance Form		Registrar's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present duly accomplished form.	1. Assist in application for graduation.	None	5 minutes	<i>Registrar</i> SPCPC
2. Secure clearance form and fill-out necessary information. Proceed to City Accounting Office for signature.	2. Issue clearance form.	None	30 minutes	<i>Registrar</i> SPCPC
3. Present the duly-signed clearance form to the office and receive information on the schedules of orientation and training.	3. File the clearance form and advise the graduate on when to claim the release of credentials.	None	10 minutes	<i>Registrar</i> SPCPC
	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 Division:	San Pedro City Polytechnic College			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Graduates of San Pedro City Polytechnic College			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished form (1 Original Copy)		Applicant		
2. Clearance Form (1 Original Copy)		Registrar's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. 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 Php300.00 0 All Certificate s and Copy of Grades Php50.00 Documentary 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 Transaction:	G2C – Government to Citizen			
Who may avail:	Graduates of San Pedro City Polytechnic College			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished form (1 Original Copy)		Applicant		
2. Clearance Form (1 Original Copy)		Registrar's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for Transfer of Credentials	1. Assist the student in the transfer of credentials request	None	5 minutes	<i>Registrar</i> 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.	Informative Copy of Grades/Certificate of Good Moral Php200.00	3 days	<i>Registrar</i> 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	<i>Registrar</i> 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 Division:	San Pedro City Polytechnic College –Tech-Voc Department – Registrar's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	K12 Graduates, ALS Secondary Completers, College undergraduates, College graduates, All qualified applicants who are above 18 years of age preferably residing in San Pedro			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Passport-sized pictures (2 Original Copies)		Requesting Client		
2. COMELEC Certification		COMELEC Office where the applicant		
3. Voter's Certification (1 Original Copy)		COMELEC		
4. Marriage Certificate (for married women) (1 Photocopy)		Philippines Statistics Authority		
5. Barangay Clearance (1 Original Copy)		Barangay where the enrollee resides		
6. Passport Size ID Picture(white background) (4 Original Copies)		Photo studio		
7. 1x1 ID Picture (2 Original Copies)		Photo studio		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get the direct link of the Google Forms for Pre-registration and fill the necessary information including the selected qualification.	1. Retrieve the enrollee's information from the Google Forms. Email the client directly for list of requirements.	None	10 minutes	<i>Registrar</i> SPCPC Tech-Voc
2. Submit the complete requirements to the registrar's office.	2. Validate the submitted requirements and issue the enrollment form.	None	15 minutes	<i>Registrar</i> SPCPC Tech-Voc
3. Pay for enrollment fees at the Cashier/Treasury Office	3. Issue Order of Payment.	Admission Fee (Community-Based) - Php 310.00 (School-Based)	15 minutes	<i>Cashier/Collecting Officer</i> SPCPC Tech-Voc



		Php 550.00 Tuition (School- Based) PHP 2000 (Caregiving and Healthcar e) Php 5,000.00		
	3.1 Process enrollment	None	15 minutes	<i>Registrar SPCPC</i>
4. Receive information on the schedules of orientation and training	4. Provide schedules of orientation and training	None	2 minutes	<i>Registrar Administrator SPTI</i>
	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 Division:	San Pedro City Polytechnic College –Tech-Voc Department – Registrar's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Graduates of San Pedro Technological Institute			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished request form (1 Original Copy)		Registrar's Office		
2. Clearance (1 Original Copy)		Registrar's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish the request form and submit the requirements	1. Check the authenticity and validity of documents submitted	None	5 minutes	<i>Registrar</i> SPCPC Tech-Voc
	1.1 Check and verify records.	None	20 minutes	<i>Registrar</i> SPCPC Tech-Voc
2. Receive Certificate of Training and sign the Training Certificate Record Book	2. Release the Certificate of Training.	None	5 minutes	<i>Registrar</i> <i>Head of Office</i> 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 Division:	San Pedro City Polytechnic College –Tech-Voc Department – Registrar's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Graduates of San Pedro Technological Institute			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished request form (1 Original Copy)		Registrar's Office		
2. Clearance (1 Original Copy)		Registrar's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. 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	<i>Registrar</i> SPCPC Tech-Voc
2. Accomplish the request form and submits together with clearance requirements to the registrar	2. Check and verify records, and check for the authenticity and validity of the submitted documents.	None	3 days	<i>Registrar</i> SPCPC Tech-Voc
3. Claim the Transcript of Records and signs on the TOR Record Book	3. Releases Transcript of Records	None	5 minutes	<i>Registrar</i> 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 Transaction:	G2C – Government to Citizen; G2B – Government to Business Entity			
Who may avail:	Companies who seek scholastic verification for their applicants			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter (1 Original Copy, 1 Receiving Copy or 1 Electronic Copy)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING 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	<i>Registrar</i> 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 Transaction:	G2C – Government to Citizen			
Who may avail:	All qualified enrollees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished enrollment/registration form (1 Original Copy)		Applicant		
2. Order of Payment		Registrar's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present duly accomplished enrollment/registration form and pays the prescribed fees to the cashier/collecting officer	1. Accept payment.	Prescribed fees for the selected training program	5 minutes	<i>Registrar</i> SPCPC Tech-Voc
2. Secures official receipt for payment made	2. Issue official receipt.	None	3 minutes	<i>Registrar</i> SPCPC Tech-Voc
3. Secures official receipt for payment made	3. Issues Official Receipt	None	3 minutes	<i>Registrar</i> SPCPC Tech-Voc
4. Register to the TESDA T2MIS Portal	4. Encode the enrollees information in the TESDA T2MIS Portal	None	5 minutes	<i>Registrar</i> SPCPC Tech-Voc
	TOTAL:	Prescribed fees for the selected training program	13 Minutes	



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 Transaction:	G2C – Government to Citizen			
Who may avail:	Graduates of SPTI			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Request (1 Original Copy, 1 Receiving Copy)		Applicant		
2. Notarized Affidavit of Loss (1 Original Copy)		Notary Public		
For damaged certificates:				
1. Certificate or Transcript of Records (1 Original Copy)		Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit documentary requirements.	1. Check completeness and correctness of documents.	None	3 minutes	Registrar SPCPC Tech-Voc
	1.1 Verify profile of the applicant and check the consistency of the documents presented.	None	2 hours	Registrar SPCPC Tech-Voc
2. Receive Certificate of Training or TOR	2. Prepare, print, and release the Certificate of Training or TOR	None	2 hours	Registrar SPCPC Tech-Voc
	TOTAL:	None	4 Hours and 3 Minutes	