

INSTRUCTIONS:

1. Secure Student's Clearance Form at the Registrar's Office.
2. Laboratory/Shop in-charge clears the student of accountabilities in terms of utilization of equipment/tools. The laboratory/shop pertained to here are the following: Computer/ICT. Typing, Science, HRM, Fish-Processing.
3. Librarian clears the student of accountabilities in terms of book/s or any other library's information material/s.
4. Cashier clears the student of any financial obligation.
5. Office of Student Development Services clears the student on matters that concern the different units namely Discipline, Guidance and Scholarship, as well as the different student organizations.
6. Class Adviser clears the student of accountabilities concerning classroom maintenance; the class adviser coordinates with the different subject instructors if there are other concerns that need to be settled
7. Program Head checks whether the student has subjected himself to evaluation in the previous semester (enrolment purposes) to ensure that all units required for the program have been met; for graduating, whether the academic requirements have been completed.
8. Office of the Dean clears the student upon confirmation with the Program Head as to the fulfillment of the academic requirements.
9. Registrar checks the form for complete clearance by other relevant departments.
10. This clearance shall be presented to the enrolling officer during enrolment or when claiming for transfer credential, Transcript of Records (TOR), diploma and other certification.

Note: *The student needs first to write in full the names of their respective class adviser, program head, and college dean before requesting for their signatures.*