

**Service:** *Issuance of Good Moral Certificates*

**Schedule of Availability of service:**

*Monday – Friday  
8:00am – 5:00pm*

**Who may avail of the Service:**

*All High School graduates and College students who wish to transfer to other schools*

**What are the requirements:**

*None*

**Fee:** 30.00

**How to Avail:**

<b>Step</b>	<b>Applicant/Client</b>	<b>Administrator's Activity</b>	<b>Duration of Activity</b>	<b>Person-in-Charge</b>	<b>Form</b>
1	Fill out BSC Form 02 (Request Form)	Verify Records of Students	20 minutes	Registrar/Guidance Counselor	BSC Form 2
2	Pay fee to the cashier	Issue Receipt	5 minutes	Cashier	BSC Official Receipt
3	Present receipt to the Guidance Counselor and wait for the release	Prepare Good Moral Certificates	20 minutes	Guidance Counselor	
4	Claim the document	Release and log in the name of the client	5 minutes	Guidance Counselor	
End of Transaction					