

Service: Issuance of the following:

1. *Transcript of Records*
2. *Honorable Dismissal*
3. *Diploma*

Schedule of Availability of service:

All graduates, former student, transferee and current student of Batanes State College, Batanes Polytechnic College and Batanes School of Arts and Trade.

What are the requirements:

1. *General Clearance*
2. *Documentary stamp*

Fee :

- a. *Transcript of Record* -50.00/page
- b. *Honorable Dismissal* - 50.00
- c. *Diploma* - 150.00

How to Avail:

Step	Applicant/Client	Administrator' Activity	Duration of Activity	Peron-in-Charge	Forms
1	Present General Clearance and Fill-out Request Form (BSC Form 2)	Check the General Clearance if all signatories have cleared the student and issue Request Form	5 minutes	Clerk Registrar	BSC Form 2
2	Proceed to Cashier and pay the corresponding amount. Have your Request Form signed by the Cashier and write the receipt number in the space provided in the form.	Issue Receipt	10 minutes	Cashier	
3	Present the accomplished Request Form and documentary stamp at the Registrar's Office and wait for the claim stub	Check the form and make sure that the name of the requester written and the authorized claimant. Give the claim stub with the expected date of claiming <ul style="list-style-type: none"> - For TOR - For Diploma - For Honorable Dismissal 	5 minutes 5 days 2 days 10 minutes	Clerk/Registrar	
4	Claim the TOR/Diploma/Honorable Dismissal on the specified date on the claim stub	Release the TOR/Diploma/Honorable Dismissal	5 minutes	Clerk/Registrar	
End of Transaction					