



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS

STUDENT SERVICES: REGISTRAR'S OFFICE (SSM Doc. No. 3.0) (Student Handbook – Revised in 2022)

The Registrar's Office is in charge of enrollment, dissemination of general information regarding entrance tests and the release of the results, recording and ranking of grades, the preparation of stipends, payroll, and issuance of IDs, admission slips, report cards, and transcript of records after graduation. It notes changes of address and telephone numbers of students. The office is open from 7:00 AM to 5:00 PM, Mondays to Fridays.

Request for Certification and other School Records

All requests for certification and school records must be submitted to the Registrar's Office before the actual date of need. This is to give the staff and the Registrar reasonable time to prepare the said request without affecting the workflow and load of the office. All required fees must be paid to the school cashier.

Year-end Clearance

A year-end Clearance shall be accomplished to ensure that the students have no incomplete course requirements and other accountabilities for the current academic year and that the student is eligible for enrolment for the next academic year.