



University of Southeastern Philippines

Obrero Campus • Mintal Campus • Tagum-Mabini Campus • Bislig Campus

UNIVERSITY ASSESSMENT AND GUIDANCE CENTER (UAGC)

CITIZEN'S CHARTER

(Updated as of December 2019)



University Assessment and Guidance Center (UAGC)

Service : **ISSUANCE OF CERTIFICATE OF GOOD MORAL**

Schedule of Availability : Monday-Friday, 8:00am-5:00pm

Who May Avail of the Service : Students; Alumni; Authorized representative of student

Processing Time : 16 minutes

PROCEDURES:

Step	Client	Service provider	Duration of the activity	Person In-Charge	Fee/s	Form/Required Documents
1	Accomplish & submit Exit Form	Evaluates the request and verifies records of student behavior Issues Payment Order Slip (POS)	10 minutes	Clerk	None	Accomplished Exit Form
2	Present Payment Order Slip to Cashier for payment	Issues official receipt (OR) of payment	2 minutes	Cashier	Php 70.00	Payment Order Slip
3	Present OR to UAGC	Acknowledges OR and prepares the certificate Signs the certificate	3 minutes	Clerk Guidance Counselor	None	Official Receipt 1 pc documentary stamp
4	Claim Certificate of Good Moral Character	Issues certificate of Good Moral Character with school seal; and returns OR to requesting party, stamp with "ISSUED" Requests client to sign in the logbook properly	1 minute	Clerk	None	None

University Assessment and Guidance Center (UAGC)

Service : **SIGNING OF CLEARANCE**
Schedule of Availability : Monday-Friday, 8:00am-5:00pm
Who May Avail of the Service : Graduating Students, Transferees, and Alumni
Processing Time : 3 minutes

PROCEDURES:

Step	Client	Service provider	Duration of the activity	Person in charge	Fee/s	Form/Required Documents
1	Present Clearance Form and proof of attendance to UAGC activities (if there's any)	Verifies the student's accountability (if there's any) on the system	2 minutes	Clerk	None	Clearance Form
2	Claim of signed Clearance	If cleared, signs the clearance Stamps and signs the clearance form if found clear of accountability/ies	1 minute	Clerk	None	Clearance Form
END OF TRANSACTION						