Part 2

The Academe
Section 1
PROGRAM OFFERINGS

The four (4) major colleges of the De La Salle Health Sciences Institute offer the following programs:

**COLLEGE OF MEDICINE**
Doctor of Medicine
Bachelor of Science in Human Biology
(in coordination with DLSU-Manila)

**COLLEGE OF NURSING AND SCHOOL OF MIDWIFERY**
Bachelor of Science in Nursing
 Graduate in Midwifery
 Master of Arts in Nursing
  - Major in Medical- Surgical Nursing
  - Major in Maternal and Child Health Nursing

**COLLEGE OF PHYSICAL THERAPY**
Bachelor of Science in Physical Therapy
PT Refresher Course

**COLLEGE OF MEDICAL RADIATION TECHNOLOGY**
Bachelor of Science in Radiologic Technology
# Section 2

## ADMISSIONS

### 2.1. Applicants for admission are classified as follows

<table>
<thead>
<tr>
<th>Type of Applicant</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Regular undergraduate course applicant (RT, Nursing, PT, Midwifery)</td>
<td>High school graduate</td>
</tr>
<tr>
<td>2. Regular Doctor of Medicine applicant</td>
<td>Baccalaureate degree holder</td>
</tr>
<tr>
<td>3. Undergraduate Program Transferee</td>
<td>Has acquired undergraduate units in another reputable tertiary level institutions in any or the same undergraduate program applied for at DLSHSI.</td>
</tr>
<tr>
<td>4. Doctor of Medicine Program Transferee</td>
<td>Has acquired Doctor of Medicine units in another reputable tertiary level institution.</td>
</tr>
<tr>
<td>5. Undergraduate Program Shiftee Applicant</td>
<td>Has acquired undergraduate units in another undergraduate programs within DLSHSI.</td>
</tr>
<tr>
<td>6. Master of Arts in Nursing Applicant</td>
<td>B.S. Nursing degree holder</td>
</tr>
<tr>
<td>7. PT Refresher Program Applicant</td>
<td>B.S. Physical Therapy degree holder who has failed the Philippine’s Licensure Examination for three (3) consecutive times.</td>
</tr>
<tr>
<td>8. Undergraduate Second Course Taker Applicant</td>
<td>Baccalaureate degree holder who has graduated from a reputable tertiary institution intending to take a second undergraduate course at DLSHSI (except B.S. Nursing)</td>
</tr>
</tbody>
</table>

### 2.2. General Requirements for Admissions to any College

2.2.1. Completed and signed application form
2.2.2. Copy of NSO birth Certificate (authenticated)
2.2.3. Report of grades:
   2.2.3.1. HS Report Card- Form 138 (for undergraduate)
2.2.3.2. Original TOR – Form 137 (for College of Medicine, transferee and second course taker applicants)

2.2.4. Examination Certification
   2.2.4.1. AMCAT Results/Course Qualification Letter (for undergraduate applicants)
   2.2.4.2. NMAT (for Medicine)

2.2.5. Six (6)-page Accomplished Personal History Survey Form

2.2.6. Two (2)- page Accomplished Personal History Statement for College of Medicine Applicant

2.2.7. Photocopy of College Diploma (for Medicine)

2.2.8. Certification of Good Moral Character from previous School Administrator

2.2.9. Certificate of Recommendation from previous Professor (for College of Medicine)

2.2.10. Certificate of Recommendation from an authority in the community

2.2.11. Five (5) copies of 2x2 color picture

2.3. Additional Requirements for College of Nursing Applicants (forms are available at the College Admissions Center)
   2.3.1. General Weighted Average (GWA) of 80 or higher
   2.3.2. Belongs to upper 40% of the Graduating Batch
   2.3.3. Grades not lower than 80 in MATH, SCIENCE and LANGUAGE subjects.
   2.3.4. Not more than 25 years old
   2.3.5. Regular incoming freshman and not a shiftee, transferee nor second course taker.

2.4. Additional Requirement for College of Medicine Applicants
   2.4.1. GWA Certification in the Baccalaureate Degree

2.5. Additional requirements for Foreign Applicants (for Undergraduate colleges):
   2.5.1. Photocopy of Passport
   2.5.2. Photocopy of Alien Certificate of Registration (ACR) and Certificate of Residence for Temporary Students (CRTS)
2.5.3. Student Visa  
2.5.4. Duly Accomplished Personal History Statement (PHS)  
2.5.5. Developmental Fee  

2.6. Additional Requirements for Foreign Applicants (for Medicine):  
The following documents must be duly authenticated by the Philippine Mission Abroad (PMA) in the applicant's country abroad with diplomatic red ribbon, original signature and seal. The Embassy's notation "Seen and Noted" shall not be accepted.  
2.6.1. Official Transcript of Records  
2.6.2. Notarized Affidavit of Support to cover for student's accommodation and bank certificate  
2.6.3. Birth Certificate or photocopy of the data page of the applicant's passport showing the student's date and place of birth  
2.6.4. Police Clearance  

2.7. Additional Requirements for Transferee and Second Course Taker Applicants  
2.7.1. Certification of grades from previous school  
2.7.2. Course description of subjects taken in previous school and/or course  
2.7.3. Clock hours of subjects taken from previous school and/or course  
2.7.4. Honorable dismissal from the school last attended  

(Note: Original copies of all documents must be presented to the College Admissions Center)  

2.8. OTHER POLICIES  
2.8.1. For transferee, shiftee and second course taker applicants, DLSHSI reserves the right to decide on the following:  
2.8.2. credit to be given to subjects previously enrolled  
2.8.3. entry level of the applicant  
2.8.4. Admission to any program and/or class is restricted by a student quota in compliance with policies of the Commission on Higher Education.  
2.8.5. Following the issuance of acceptance letter for admission, incoming freshman students are required to undergo the standard medical examination which include but are not limited to the following: physical

2.8.6. A medical clearance shall be issued to the student indicating if the student is advised to enroll. This document shall be presented to the Registrar upon enrollment.

2.8.7. A conditional enrollment may be issued to the student for the following reasons but not limited to:

2.8.7.1. a pending medical examination result

2.8.7.2. The student is found to have an illness that will need medical treatment and absence from class.

2.8.8. With the conditional enrollment, the student is allowed to enroll, however, he/she is not allowed to enter classes unless he/she passes all medical examinations.

2.8.9. If the student is advised not to enroll because of health reasons, further advice shall be given by the school clinic.

2.8.10. Application forms for the following programs are filed and are processed directly by the colleges concerned:

2.8.10.1. Master of Arts in Nursing - through the College of Nursing

2.8.10.2. PT Refresher Program - through the College of Physical Therapy

2.9. Admission Process and Procedure (Undergraduate applicants)

2.9.1. FOR WALK-IN APPLICANTS

2.9.1.1. STAGE 1: PRELIMINARIES

2.9.1.1.1. Secure an application form. Download Application Form or personally visit the

OFFICE OF THE DIRECTOR FOR ACADEMIC SERVICES
College Admissions Center
De La Salle Health Sciences Institute
Room 8103, Upper Ground Floor, Wang Building
Dasmarinas, Cavite, 4114 Philippines

2.9.1.1.2. Submit the accomplished application form personally to the DLSHSI College Admissions Center

2.9.1.1.3. Pay the Allied Medical Courses Admissions Test (AMCAT) Fee at the Cashier’s Office located at the basement of the Wang Building.
2.9.1.4. Secure a DLSHSI AMCAT PERMIT from the DLSHSI College Admissions Center.

2.9.2. STAGE 2: SCREENING AND EVALUATION

2.9.1.2.1. Take the AMCAT as scheduled. The applicants should be at the testing site at least 30 minutes before the examination. The following should be brought on the day of the exam; otherwise, they shall not be allowed to take the exam:

2.9.1.2.1.1. Original entrance examination permit with 2x2 color picture holding name tag
2.9.1.2.1.2. Original receipt of AMCAT payment
2.9.1.2.1.3. One (1) valid identification card with picture
2.9.1.2.1.4. Two (2) Mongol pencils (no. 2 lead)

2.9.1.2.2. Wait for the result of the AMCAT. Call the DLSHSI College Admissions Center after two (2) weeks to check if they can already claim their official AMCAT results personally.

2.9.1.2.3. Pay the processing fee and secure an ADMISSIONS ENVELOPE from the DLSHSI College Admissions Center.

2.9.1.2.4. Undergo an interview with the colleges’ interviewers to be scheduled by the DLSHSI College Admissions Center.

2.9.1.2.5. Submit the rest of the required documents together with the interview results which shall serve as the final bases for the applicants’ screening and evaluation.

2.9.1.3. STAGE 3: CONFIRMATION

2.9.1.3.1. Pay the reservation fee should the applicants pass all the criteria for screening and evaluation (the applicants shall be given an advising form by the colleges concerned and an enrollment permit by the DLSHSI College
Admissions Center). The reservation fee is not refundable. However, it shall be deducted from the tuition fees should the applicants decide to enroll in the institute.

2.9.2. FOR ON-LINE APPLICANTS

2.9.2.1. STAGE 1: PRELIMINARIES
2.9.2.1.1. Fill-out the on-line application form and follow the instructions given.
2.9.2.1.2. Submit the application and wait for a confirmation through e-mail for validation.
2.9.2.1.3. Pay the Allied Medical Courses Admissions Test (AMCAT) Fee via inter-branch deposit using any of the following accounts:

Account Name: Hermano (San) Miguel Febres
Cordero Medical Education Foundation, Inc.

2.9.2.1.3.1. Bank of the Philippine Islands (BPI)
Account Number: 0963-0908-89

2.9.2.1.3.2. Developmental Bank of the Philippines (DBP):
Account Number: 0-05010-650-9

2.9.2.1.3.3. China Bank:
Account Number: 265-054741-6

2.9.2.1.4. Submit the proof of payment to the DLSHSI College Admissions Center. Applicants who paid via inter-branch bank deposit MUST FAX the VALIDATED DEPOSIT SLIP TO:

TELEFAX: (63) (46) 416-5501

WITHIN TWO DAYS AFTER DEPOSIT specifying the following:

ATTENTION: DLSHSI College Admissions Center

NAME OF EXAMINEE:______________
DATE OF PAYMENT: ________________

CONTACT NUMBER: ________________

2.9.2.1.5. Wait for the e-mail of the DLSHSI College Admissions Center for the AMCA
permit and schedule.

2.9.2.2. **STAGE 2: SCREENING and EVALUATION**

2.9.2.2.1. Take the AMCAT as scheduled. The applicants should be at the testing site at least 30 minutes before the examination. The following should be brought on the day of the exam; otherwise, they shall not be allowed to take the exam:
   2.9.2.2.1.1. Original entrance examination permit with 2x2 color picture holding name tag
   2.9.2.2.1.2. Original receipt of AMCAT payment
   2.9.2.2.1.3. One (1) valid identification card with picture
   2.9.2.2.1.4. Two (2) Mongol pencils (no.2 lead)

2.9.2.2.2. Wait for the result of the AMCAT. Call the DLSHSI College Admissions Center after two (2) weeks to check if they can already claim their official AMCAT results personally.

2.9.2.2.3. Pay the processing fee and secure an ADMISSIONS ENVELOPE from the DLSHSI College Admissions Center once the applicants have decided on their courses of choice.

2.9.2.2.4. Undergo an interview with the colleges’ interviewers to be scheduled by the DLSHSI College Admissions Center.

2.9.2.2.5. Submit the rest of the required documents together with the interview results which shall serve as the final bases for the applicants’ screening and evaluation
2.9.2.3. **STAGE 3: CONFIRMATION**

2.9.2.3.1. Pay the reservation fee should the applicants pass all the criteria for screening and evaluation (the applicants shall be given an advising form by the colleges concerned and an enrollment permit by the DLSHSI College Admissions Center). The reservation fee is not refundable. However, it shall be deducted from the tuition fees should the applicants decide to enroll in the institute.

2.10. **Admission Process and Procedure (College of Medicine applicants)**

2.10.1. Pay the admissions processing fee.

2.10.2. Undergo interview with the College of Medicine collegiate admissions committee.

2.10.3. Submit the rest of the required documents together with the interview results which shall serve as the final bases for the applicants’ screening and evaluation.

2.10.4. Pay the reservation fee should the applicants pass all the criteria for screening and evaluation. The reservation fee is not refundable. However, it shall be deducted from the tuition fees should the applicants decide to enroll in the Institute.

2.10.5. Secure an enrollment permit.

2.10.6. Enroll.

2.10.7. Undergo physical examination.

2.11. **Admission Process and Procedure for Transferee and Second Course Taker Applicants (for Undergraduate colleges)**

2.11.1. **STAGE 1: PRELIMINARIES**

2.11.1.1. Secure an interview slip (for foreign applicants only and after the interview with the Academic Services Director and Registrar, the foreign applicants follow their usual procedure together with the additional admission process required of the transferees and second course takers to strictly comply with) and referral slip for Filipino applicants.

2.11.1.2. Present the referral slip and photocopy of the Transcript of Records (TOR)/Certification of Grades to the College Deans/Associate Deans/Collegiate Admissions Committee chairs for the preliminary interview.
2.11.1.3. Secure an application form (only if the applicant passes the interview, then the referral slip shall be submitted to the College Admissions Center).

2.11.1.4. Submit the accomplished application form to the DLSHSI College Admissions Center.

2.11.1.5. Pay the Allied Medical Courses Admissions Test (AMCAT) Fee at the Cashier’s Office located at the basement of the Wang Building.

2.11.1.6. Secure a DLSHSI AMCAT PERMIT from the DLSHSI College Admissions Center.

2.11.2. STAGE 2: SCREENING AND EVALUATION

2.11.2.1. Take the AMCAT as scheduled. The applicants should be at the testing site at least 30 minutes before the examination. The following should be brought on the day of the exam; otherwise, they shall not be allowed to take the exam:

2.11.2.1.1. Original entrance examination permit with 2x2 color picture holding name tag
2.11.2.1.2. Original receipt of AMCAT payment
2.11.2.1.3. One (1) valid identification card with picture
2.11.2.1.4. Two (2) Mongol pencils (no.2 lead)

2.11.2.2. Wait for the result of the AMCAT. Call the DLSHSI College Admissions Center after two (2) weeks to check if they can claim their official AMCAT results personally.

2.11.2.3. Pay the processing fee and secure an ADMISSIONS ENVELOPE from the DLSHSI College Admissions Center once the applicants have decided on their courses of choice.

2.11.2.4. Undergo an interview with the colleges’ interviewers to be scheduled by the DLSHSI College Admissions Center.

2.11.2.5. Submit the rest of the required documents together with the interview results which shall serve as the final bases for the applicants’ screening and evaluation.

2.11.3. STAGE 3: CONFIRMATION

2.11.3.1. Pay the reservation fee should the applicants pass all the criteria for screening and evaluation (the applicants shall be given an advising form by the
colleges concerned and an enrollment permit by the DLSHSI College Admissions Center. The reservation fee is not refundable. However, it shall be deducted from the tuition fees should the applicants decide to enroll in the Institute

2.12. Admission Process and Procedure for Foreign Applicants (for Undergraduate colleges)

2.12.1. Secure an interview slip form the College Admissions Center

2.12.2. Undergo initial interview with the Director for Academic Services/Concurrent Chair for Admissions and the screening process with the Registrar.

2.12.3. Secure an application form from the College Admissions Center. Then, submit the accomplished application form.

2.12.4. Apply for the Allied Medical courses Admission Test (AMCAT) and pay the $50 foreign application fees. The AMCAT is the DLSHSI eligibility exam for the undergraduate applicants. For the non-native English speakers, they shall be advised to take the English Proficiency Test (EPT) first before taking the AMCAT. In the event that they fail in the EPT, they shall be referred to the Language Services Center (LaSC) of the Institute for the English Proficiency Program (EPP).

2.12.5. Take the eligibility exam as scheduled.

2.12.6. If eligible, secure Admissions Envelope and pay the processing fees.

2.12.7. Undergo interview.

   Note: The transferee and second course taker applicants may consult the respective Deans, Associate Deans or Collegiate Admissions Committee Chairs of the college they are applying at for queries on possible subjects for crediting (Transcript of Records/ Certification of Grades is required).

2.12.8. If qualified, submit all remaining requirements.

2.12.9. Pay the reservation fees. The reservation fee is not refundable. However, it shall be deducted from the tuition fees should the applicants decide to enroll in the institute.

2.12.10. Undergo physical examination.
2.13. Admission Process and Procedure for Foreign Applicants (for Medicine)

2.13.1. Pay the $150 admissions processing fee.
2.13.2. Submit the rest of the required documents together with the interview results which shall serve as the final bases for the applicants’ screening and evaluation. All credentials and documents must be received on or before April 15 preceding the start of the school year (June). This is necessary because it takes time to process the student's papers through the Commission on Higher Education (CHED) and the Department of Foreign Affairs (DFA). Applications are processed by the CHED on a first come-first served basis. Late applications have no assurance of being approved by the CHED even if the student has been accepted by the medical school.

2.13.3. Undergo interview with the Collegiate Admissions Committee to determine the motivation and qualification of the student. References and letters of recommendation are desirable.

2.13.4. Once accepted into the College of Medicine, a formal letter of acceptance shall be forwarded to the applicant.

2.13.5. Wait for the student visa (through the DLSHSI Registrar) before proceeding to Manila, otherwise, he/she has to return to his/her homeland to receive the visa.

2.13.6. Pay the Tuition fees amount to about Two Thousand Five Hundred Dollars ($2,500.00) per year. (An increase in tuition fee of 10-20% per year is the rule).

2.13.7. Pay the $5,000 Lasallian Family Associates, Inc. membership fee.

2.14. Grounds for denial of admissions

2.14.1. incomplete requirements
2.14.2. failure to comply with admission policies
2.14.3. falsification of documents
2.14.4. dismissal, for whatever cause, from an applicant’s previous school
2.14.5. unavailability of slots
Section 3
SCHOLARSHIPS

3.1. GENERAL POLICIES

The Scholarship Program and Development and De La Salle Health Sciences Institute is a response to the thrust of De La Salle Philippines, Inc.-to give every Filipino student access to Lasallian health sciences education. The Institute extends its financial and developmental assistance to deserving students. All scholarships given by the institution are subject to availability of slots and budget allotment of the institution and the donors concerned for the semester of the school year except for the Brother President Scholarship Program (BPSP), the Enhanced Brother President Scholarship Program (EBPSP) and the Employees’ Dependents Scholarship Program (EDSP) which are mandatory given to all regular DLSHSI employees. Moreover, all information relative herein are released by the Office of the Director for Academic Services through the Scholarship Program and Development Center.

3.2. The following are the types of scholarships available:
3.2.1. General Institutionally Funded Scholarships
3.2.1.1. Entrance scholarship
3.2.1.2. Academic scholarship
3.2.1.3. Financial scholarship
3.2.1.4. Service scholarship
3.2.1.5. Gawad Lasalyanong Edukasyon scholarship

3.2.2. Institutionally Funded Scholarships specific to a college and specific grants given to all DLSHSI regular employees
3.2.2.1. Hermano San Miguel Febres Cordero Memorial Educational Foundation Scholarship (Medicine)
3.2.2.2. Brother President Scholarship Program (BPSP) and the Enhanced Brother President Scholarship Program (EBPSP)

3.2.3. Externally Funded Scholarships
3.2.3.1. DLSU Science Foundation (Hi-Eisei) Scholarship (Medicine)
3.2.3.2. Dr. Patricia Generoso Memorial Scholarship (Medicine)
3.2.3.3. Dr. Romeo Ariniego Scholarship
3.2.3.4. Dr. Lloyd Balajadia Scholarship
3.2.3.5. Pinoy MD (Medicine)
3.2.3.6. Dormbuilt, Inc. Scholarship Grant
3.2.3.7. Provincial or Local Government Scholarships
3.2.3.8. Other scholarships that are funded or sponsored by an external agency and/or/individual sponsorship through the effort of the Brother President

3.3. Definition of Institutionally Funded Scholarships
3.3.1. Entrance Scholarship refers to the scholarship automatically given by the institution in the first semester of the school year (for undergraduates) and the entire first year level (for the College of Medicine) to incoming regular freshman students who graduated as Valedictorian, Salutatorian, First, Second and Third Honorable Mentions of the high school batch (for the undergraduate programs) or those who graduated with Latin Honors in their baccalaureate program or recommended by the Dean of the College of Science of DLSU-Manila as scholars (for the College of Medicine).

3.3.2. Academic Scholarship refers to the scholarship given to regular students who applied for the grant on the basis of grades and rank among the batch. Students who are classified as Entrance Scholars should apply for the renewal of their scholarship as Academic Scholars immediately after the 1st semester for undergraduates and 1st year for the College of Medicine.

3.3.3. Financial Scholarship refers to the scholarship given to regular students who applied for the grant on the basis of grades and family economic status. Priority, however, is given to upper classmen in their 3rd, 4th or 5th year.

3.3.4. Service Scholarship refers to the scholarship given to regular upper classmen who applied for the grant on the basis of grades and performance as a varsity player or chorale member representing the institution.

3.3.5. Gawad Lasalyanong Edukasyon Scholarship refers to the scholarship automatically given to the top five (5) graduates of any Science school and/or biggest public schools in terms of the school population (whose Principals are ranked as Principal 3 or 4) in the Province of Cavite who duly passed the screening conducted by the Scholarship Program and Development Center of DLSHSI. This is also given to the winners (Champion, 1st and 2nd runners-up) of the Cavite
Search for Science Survivor-Wizards and Best Science Investigatory Projects.

3.4. Limit to the duration of an approved scholarship grant
   3.4.1. One (1) semester for the undergraduate colleges
   3.4.2. One (1) school year for the College of Medicine and Gawad Lasalyanong Edukasyon

3.5. All tuition discounts for the scholars are applied to the semester immediately following the time of approval.

3.6. Grounds for denial of scholarship application
   3.6.1. failure to comply with scholarship policies
   3.6.2. any violations contained in the Memorandum of Agreement (MOA)
   3.6.3. deficiency in requirements
   3.6.4. falsification of documents
   3.6.5. any record of major offense from the Office of Student Services of DLSU-Dasmarinas (for undergraduate Arts and Sciences level) or DLSHSI, College of origin or community
   3.6.6. unavailability of slots and/or budget for the scholarship applied for.

3.7. Minimum requirements for Scholarships
   3.7.1. Entrance Scholarship
      3.7.1.1. Newly admitted regular student
      3.7.1.2. Filipino citizen and resident of the Philippines
      3.7.1.3. High school Valedictorian, Salutatorian, First, Second and Third Honorable Mentions (for undergraduate)
      3.7.1.4. Honor graduate of other reputable tertiary institution (for Medicine)
      3.7.1.5. Star Scholars of BS Human Biology of DLSU-Manila (for Medicine)
      3.7.1.6. Top two (2) recommended students of the Dean of College of Science of DLSU-Manila (for Medicine)
      3.7.1.7. Recommendation letter certifying status as:
         3.7.1.7.1. Valedictorian, Salutatorian, First, Second, and Third Honorable Mentions from High School Principal (for undergraduate applicants)
         3.7.1.7.2. Honor Graduate, Star Scholar or College of Science Recommended Scholar from the College Dean (for Medicine)
3.7.1.8. Photocopy of High School Report Card (for undergraduate) or Transcript of Records (for Medicine) with general weighted average (GWA)

3.7.2. Academic Scholarship
3.7.2.1. Regular student
   3.7.2.1.1. Filipino citizen and resident of the Philippines
   3.7.2.1.2. Belongs to top ten percent (10%) of the graduating batch
   3.7.2.1.3. Minimum grade requirement per subject:
      3.7.2.1.3.1. A grade of 83-84 per subject for undergraduate applicants
      3.7.2.1.3.2. A grade of 79-80 per subject for College of Medicine applicants

3.7.2.1.4. General Weighted Average (GWA) qualification
   3.7.2.1.4.1. Undergraduate Colleges
      3.7.2.1.4.1.1. A grade of 93-94 or higher for 1st and 2nd year undergraduate applicants
      3.7.2.1.4.1.2. A grade of 87-88 or higher for 3rd, 4th and/or 5th year undergraduate applicants
   3.7.2.1.4.2. College of Medicine
      3.7.2.1.4.2.1. General Weighted Average (GWA) of 87-88 or higher or must be in the top 10% of the batch

3.7.3. Financial Scholarship
3.7.3.1. Regular Student
   3.7.3.1.1. Filipino citizen and resident of the Philippines.
   3.7.3.1.2. Annual family gross income of 200,000 pesos or less for undergraduate, and 400,000 pesos or less for College of Medicine

3.7.3.2. Minimum grade requirement per subject:
   3.7.3.2.1. 79-80 per subject for undergraduate
   3.7.3.2.2. 75 per subject for College of Medicine

3.7.3.3. General Weighted Average (GWA) qualification:
   3.7.3.3.1. 83-84 or higher for undergraduate
   3.7.3.3.2. at least 83-84 or belongs to the top 10% of the batch for College of Medicine

3.7.3.4. Recommended by the College Dean
   3.7.3.4.1. Has submitted the following documents
      3.7.3.4.1.1. Most recent Income Tax Return (ITR) of parents or recent personal ITR if applicant is a working student.
3.7.3.4.1.2. Barangay Captain or Mayor’s certification of family and income potential.

3.7.3.5. Has passed the background check and interview of the scholarship committee

3.8. Service Scholarship

3.8.1. Regular student

3.8.2. Should be at least on the 2nd year of playing as varsity or 2nd year of active membership and participation in the institutional chorale of DLSHSI.

3.8.3. With good academic standing with grades not lower than 79-80 (for undergraduates) or 7-78 (for Medicine) in all subjects.

3.8.4. Has a rating of 79% based on the Varsity / Chorale Point Scoring Checklist of the Director for Sports, Cultural and Special Events

3.8.5. Recommended by the Dean of Student Services and College Dean.

3.9. Gawad Lasalyanong Edukasyon Scholarship

3.9.1. Regular student

3.9.2. Filipino citizen and resident of the Philippines

3.9.3. Graduate of any Science school and/or biggest public schools (whose Principals are ranked as Principal 3 or 4) in terms of the school population in the Province of Cavite

3.9.4. Belongs to the top five (5) of the graduating batch

3.9.5. Winners of the Cavite Search for Science Survivor-Wizards and Best Science Investigatory Projects

3.9.6. Recommendation letter certifying status as: Valedictorian, Salutatorian, First, Second, and Third Honorable Mentions from High School Principal

3.9.7. Photocopy of High School Report Card

3.10. Externally Funded Scholarships - requirements and policies for this type of scholarship are set by the sponsoring organizations and are evaluated by the offices concerned but the applicants are required to
file their applications at the Office of the Director for Academic Services through the Scholarship Program and Development Center.

3.11. **TUITION FEE DISCOUNTS**

3.11.1. **Entrance Scholarship:**

3.11.1.1. Undergraduate: Valedictorian and Salutatorian with 100 and above total number of graduating students= 100% of the Total Tuition and Miscellaneous Fees

3.11.1.2. 1\textsuperscript{st}, 2\textsuperscript{nd} and 3\textsuperscript{rd} Honorable Mentions with 100 and above total number of graduating students= 100% of the Total Tuition Fees only

3.11.1.3. Valedictorian and Salutatorian with less than 100 total number of graduating students but not less than 50= 100% of the Total Tuition Fees only

3.11.1.4. 1\textsuperscript{st}, 2\textsuperscript{nd} and 3\textsuperscript{rd} Honorable Mentions with less than 100 total number of graduating students but not less than 50= 50% of the Total Tuition Fees only

3.11.1.5. **Medicine**

3.11.1.5.1. Latin Honors:

3.11.1.5.1.1. Summa Cum Laude = 100%

3.11.1.5.1.2. Magna Cum Laude = 75%

3.11.1.5.1.3. Cum Laude = 50%

3.11.1.5.2. Star Scholar carried-over benefits from DLSU-Manila

3.11.1.5.3. College of Science Dean Recommended Scholar = 100%

3.11.2. **Academic Scholarship:** Depends on the General Weighted Average (GWA), Year Level and Course

3.11.2.1. For Undergraduate Colleges:
3.11.2.2. For College of Medicine:

3.11.2.2.1. Entrance scholars who are renewed as Academic Scholars after passing the year-end performance review are given priority for slots and shall carry-over the benefits given to them as Entrance Scholars.

3.11.2.2.2. Benefits given to non-entrance scholars who applied, passed the College Scholarship Committee review and was recommended by the College Dean shall depend on the remaining available budget for the semester.

3.11.3. Financial Scholarship: 100% discount
3.11.4. Service Scholarship: Deliberated based on remaining budget and scholarship slots
3.11.5. Gawad Lasalyanong Edukasyon Scholarship: 100% Full Tuition, Miscellaneous and other fees including book and uniform allowances.

3.12. RETURN OF SERVICE REQUIREMENT
Please refer to the Memorandum of Agreement (Appendices).

3.13. APPLICATION GUIDELINES

3.13.1. All forms for scholarship are available at the Office of the Director for Academic Services/Scholarship Program and Development Center and can be downloaded through the institution’s website at www.dlshsi.edu.ph

3.13.2. Entrance Scholarship is automatic and does not require filing of application form. However, candidates for this scholarship are required to fill out the Scholarship Data Form
and attach the proof / certification of honor and submit it to the Office of the Director for Academic Services /Scholarship Program and Development Center upon filing an application for admission.

3.13.3. Entrance scholars admitted to the College of Medicine shall continue to keep their scholarship and shall automatically be classified as Academic Scholars during the succeeding school year provided they pass the year-end review of the Collegiate Scholarship Committee and the grade qualification duly stipulated in this manual.

3.13.4. Gawad Lasalyanong Edukasyon scholarship is automatically given to qualified applicants and is renewed every year. However, all scholars are required to fill out the Scholarship Data Form and attach the proof / certification of honor/certificate as winners of the Cavite Search for Science Survivor Wizards and Best Science Investigatory Projects and submit it to the Office of the Director for Academic Services /Scholarship Program and Development Center upon filing an application for admission.

3.13.5. Upper classmen from the College of Medicine who were not Entrance Scholars during their 1st year and are intending to apply for Academic Scholarship needs to file an application form. Accommodation of application in such case depends on the availability of slots or budget for the college. Priority is given to entrance scholars who upon yearly review were able to carry-over their benefits to the succeeding school year.

3.13.6. Academic, Financial, Service, and GLE scholarship applicants need to file an application form and complete all the requirements stipulated in the form on or before the set deadline of application.

3.14. Significant Details/Information relative to Scholarships:

3.14.1. All scholar applicants are required to submit their letters of intent addressed to the Director for Academic Services through the Scholarship Program and Development Center chair, fill-out the application/data form and submit the accomplished application form to the Office of the Director for Academic Services on or before the set deadline with the following documents in a long brown envelope: (a) letter of application addressed to the respective college deans
justifying why the applicants deserve to be given scholarships; (b) three (3) letters of recommendation from the following: former class adviser, professor/subject teacher, person of authority in the community (parish priest, barangay official, major, etc.). Old grantees may only submit additional information for updating purposes. For the Brother President Scholarship Program (BPSP), Enhanced Brother President Scholarship Program (EBPSP) and the Employees’ Dependents Scholarship Program (EDSP) applicants, they are just required to fill-out out the application/data form and the rest of the application processes shall be coordinated with the Human Resource Department.

3.14.2. All applications shall be pre-screened (either through background investigation, interview, etc.) by the Scholarship Program and Development Center (SPDC) before forwarding them to the colleges concerned through the Collegiate Scholarship Committee chairs and college deans. The college through the collegiate scholarship committee then evaluates the documents (the collegiate scholarship committee chair may opt to call for an interview with the applicant as the application process continues) and submits prioritized list of candidates for scholarships to the SPDC. The types of scholarships to be awarded depend on what is/are being applied for by the scholar applicants. However, the Scholarship Program and Development center through the Collegiate Scholarship Committee may award a different type of scholarship if the applicants have been disqualified from their desired type and that available slots from other types of scholarships have been identified and the applicants themselves have satisfied all the requirements. The center may also recommend applicants to the President’s Scholarship Fund if slots are still available and the applicants satisfy same requirements.

3.14.3. All prospective scholars under the fund assistantship of the Brother President through individual sponsorships shall also be pre-screened by the SPDC. Upon recommendation of the SPDC (submission of the list of qualified applicants), the Brother President shall now choose the applicants who shall be granted scholarships.

3.14.4. The SPDC prepares the consolidated list of scholar applicants to be submitted to the Vice Chancellor for Academics for deliberation and approval.
3.14.5. All undergraduate scholars are enjoined to renew/re-apply for their scholarships every semester including the EBPSP and EDSP while the College of Medicine, Gawad Lasalyanong Edukasyon and the BPSP scholars are expected to renew their scholarships every school year.

3.14.6. All scholars must fill-out and submit the Memorandum of Agreement (MOA) every semester for the undergraduate scholars and every school year for the College of Medicine and Gawad Lasalyanong Edukasyon scholars. The MOA contains all the policies and guidelines, conditions of scholarships, the provisions for the mandatory return of service, etc.

3.14.7. All scholar applicants must wait for the release of the final evaluation report by the Director for Academic Services and the Vice Chancellor for Academics. Likewise, they are advised to wait for further announcements (through the Office of the Director Bulletin of Information, DLSHSI website, and other correspondences). The final list of scholars shall be posted in the DLSHSI Office of the Director for Academic Services’ website. The scholars are enjoined to visit the office for the confirmation of their status.
Section 4
ENROLLMENT

General Enrollment Guidelines

4.1. Enrollment to the institution is a privilege granted to those who qualify under the criteria set by the respective Committees on Admission of each college.

4.2. Except in cases of academic delinquency and violation of school rules and regulations, students who qualify for enrollment is qualified to stay for the entire period in which they are expected to complete the course without prejudice to their right to transfer to other schools within the prescribed period.

4.3. Enrollment shall be conducted during the registration days indicated on the approved calendar and the pertinent procedures of each college.

4.4. When students register, it is understood that they are enrolling for the entire semester.

4.5. Aside from the specified registration period, a student may enroll and be admitted in accordance with the reasonable rules of the school for late enrollment but which in no case shall exceed two (2) weeks after the opening of classes. After the two-week period, no further enrollment will be allowed.

4.6. A medical clearance advising the student to enroll must be secured from the school clinic prior to enrollment.

4.7. No student shall be officially enrolled unless the proper school credentials are presented on or before the end of the enrollment period for the school term.

4.8. Students are deemed officially enrolled after they have submitted the appropriate admission or transfer credentials have made an initial payment of school fees accepted by the Accounting Office of the Institution, and have been authorized to attend classes in the school.
4.9. For purposes of enrollment, the name and other personal data or circumstances of each student as indicated on the birth certificate, whenever applicable, shall prevail.

4.10. Students who transfer or otherwise withdraw, in writing, within two (2) weeks after the beginning of classes and who have already paid the pertinent tuition and other school fees in full or for any length longer than one month may be charged twenty five (25) percent of the total tuition fees for the term if they withdraw before or within the first week of classes, or fifty (50) percent if within the second week of classes, regardless of whether or not they have actually attended classes. Students will be charged all the schools fees in full if they withdraw anytime after the second week of classes.

4.11. The subject load and the sequence of subjects shall be in accordance with the approved curriculum for each program or course of study.

4.12. Graduating students may be permitted, upon the approval of the Dean of the college to carry an additional subject load of not more than six (6) academic units in excess of the normal load specified by the school year or term.

4.13. Cross Enrollment

4.13.1. In general, cross enrollment is discouraged. However, for valid reasons as determined by and approved by the Dean of the college, students may be permitted to cross-enroll in another school for a subject beyond the normal subject load for that particular semester. Students from the College of Medicine however, are not allowed to cross enroll.

4.13.2. Policies on Cross Enrollment

4.13.2.1. Students who wish to cross-enroll in another school must get the approval of the College Dean.

4.13.2.2. The Registrar endorses the cross-enrollment and releases the permit.

4.13.2.3. Students may be allowed to cross-enroll in another school only on the following conditions:

4.13.2.3.1. The subject to be cross-enrolled is not offered at DLSHSI, and has the same description and number of units as that offered in another school.

4.13.2.3.2. The student during the current semester or the summer term is a candidate for graduation.
4.14. A student enrolled in one school is entitled to transfer to another school provided he/she has no unsettled obligation with the school where he/she is previously enrolled. A transfer credential signed by the School Registrar will be issued provided that the records are complete and in order.

4.15. Enrollment of foreigners is allowed only after presentation of proof of valid stay in the country as students.
Section 5
ADDING AND DROPPING OF SUBJECTS, OVERLOADING, REFUND

5.1. A period for adding and dropping of subjects (with refund) and dropping (without refund) shall be included in the Academic Calendar.

5.2. Adding and dropping of subjects (with refund) may be set within three (3) weeks after the regular enrollment period. After which, students will no longer be allowed to add subjects and refund for dropping will no longer apply for the next three (3) weeks.

5.3. Regular academic load per semester should not exceed the number of units prescribed in the approved curriculum. During the summer term (also special classes), the maximum load shall be nine (9) units. Section 69 of the Education Law and the Private Schools: A Practical Guide for Educational Leaders and Policy Makers (2002) states that graduating students may be allowed upon the discretion of the school to have an additional load of six (6) units in excess of the normal load for the regular term and three (3) units during the summer term. The Registrar may override this limit to maximum load upon the recommendation of the College Dean.

5.4. Students who wish to withdraw from classes will be charged based on the total assessment using the following rates:

5.4.1. 25% if the student drops during the 1st week of classes
5.4.2. 50% if the student drops during the 2nd week of classes
5.4.3. 100% if the student drops after the 2nd week of classes

5.5. When claiming refunds the following are required:
5.5.1. authorization letter from the student’s parents
5.5.2. photocopy of Parent’s or guardian’s valid ID.
5.5.3. Photocopy of the Registration Form for the last semester attended by the student.
5.5.4. Additional proof of claim and identity which may be required from the student or parent whenever the need arises.
Section 6
GRADES

6.1. Grading System - The academic performance of students shall be rated and evaluated as follows:

<table>
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<tr>
<th>Grading Point</th>
<th>Percentage</th>
<th>Description</th>
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<tbody>
<tr>
<td>4.00</td>
<td>99-100</td>
<td>Excellent</td>
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<tr>
<td>3.75</td>
<td>97-98</td>
<td>Superior</td>
</tr>
<tr>
<td>3.50</td>
<td>95-96</td>
<td></td>
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<tr>
<td>3.25</td>
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<td>87-88</td>
<td>Good</td>
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<td>85-86</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>2.00</td>
<td>83-84</td>
<td></td>
</tr>
<tr>
<td>1.75</td>
<td>81-82</td>
<td>Fair</td>
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<tr>
<td>1.50</td>
<td>79-80</td>
<td></td>
</tr>
<tr>
<td>1.25</td>
<td>77-78</td>
<td></td>
</tr>
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<td>0.00</td>
<td>&lt; 75</td>
<td>Failed</td>
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<td>Incomplete</td>
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<td>Removed</td>
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<tr>
<td>DRP</td>
<td></td>
<td>Dropped</td>
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<tr>
<td>LOA</td>
<td></td>
<td>Leave of Absence</td>
</tr>
</tbody>
</table>

6.2. Grade Point Average - Only grades in academic courses are included in the computation of the semestral grade point average (GPA) or the cumulative grade point average (cum GPA).

6.2.1. The semestral GPA refers to the average of the grades in the academic courses in a given semester.

6.2.2. The cumulative GPA refers to the weighted average of grades from the first semester enrolled by the student to the most recently enrolled semester.

6.3. Failed - A grade of 0.00 (Failed) is given for the following reasons:
6.3.1. Inability to satisfy the minimum requirements of the subject/s
6.3.2. Excessive absences

6.4. Change of Grade - A change of grade by the teacher may be allowed only if there was a mistake in the computation of the final grade. However, the change must be substantiated by the necessary document(s). All documents shall be forwarded to an Ad-Hoc Committee which will look into the merits of the request for change of grade. Findings of the investigation shall be submitted to the Dean through the Vice Dean.

6.5. Transcript of Records - All subjects and the corresponding grades obtained by the student shall be reflected in the official transcript of records.

Section 7
ATTENDANCE
7.1. A student is considered officially enrolled in her/his subject if her/his name appears on the official list furnished by Office of the Registrar.

7.2. The maximum allowable number of absences of a student per semester is 20% of the total number of class hours. A student shall be given a grade of 0.00 (failure) if he/she incurs absences more than the allowable percentage of class hours.

7.3. A student is considered absent if he/she arrives after the:
   7.3.1. first 15 minutes for a one-hour class
   7.3.2. first 25 minutes for a one and half-hour class
   7.3.3. first 30 minutes for a two-hour class
   7.3.4. first 45 minutes for a three-hour class

7.4. Although members of the faculty are expected to begin their classes promptly, various contingencies which are sometimes unavoidable may cause some faculty members to be late for class. In such cases, even without notice from the faculty the following guidelines are to be observed:
   7.4.1. For a one-hour class, students should not leave the classroom until after 15 minutes have passed
   7.4.2. For a one and half-hour class, students should not leave until after 25 minutes have passed
   7.4.3. For a two hour class students should not leave until after 30 minutes
   7.4.4. For a three-hour class, students should not leave until after 45 minutes

7.5. Faculty members arriving late but within the prescribed waiting period may mark “absent” students who left their classes earlier than the prescribed time.

7.6. The Class President or a class representative should inform the Vice Dean about the failure of the teacher to arrive within the prescribed waiting period.

Section 8
LEAVE OF ABSENCE AND RESIDENCY
8.1. Students who for any reason cannot enroll for a coming semester should file a Leave of Absence (LOA) in his college either for an entire semester or for an entire academic year only.

8.2. A student may file an LOA even after the deadline for dropping of courses if the absence is due to serious illness, serious or incapacitating accident, pregnancy, or serious financial difficulty of the family.

8.3. Upon expiration of the LOA’s validity, the student is required to report to the college and renew his LOA if necessary. Otherwise, the student shall be tagged AWOL (Absence without Leave).

8.4. The period at which a student is on leave is not cumulative and the student may file for extensions whenever necessary.

8.5. No student shall exceed the required residency period of eight (8) years for undergraduate programs and medical program or five (5) years for the M.A. in Nursing program.

8.6. If a leave shall compromise the required residency period, the student shall then be advised to file for a terminal LOA.

8.7. If a student is allowed to be on LOA after 75% of the semester or 75% of the total number of hours prescribed for individual subjects (including clinical rotation per center or area of specialization) under the integrated curriculum has already elapsed, a professor or instructor may give him a failing grade if the student’s class standing at the time of withdrawal is below 75%, but if a student’s grade is 85% or above, the passing mark may be given. Otherwise, DRP must appear in the Official Report of Grades.

Section 9
9.1. No student shall be recommended for graduation unless the student has complied with all the requirements and other prerequisites for graduation on or before the deadline set for this purpose.

9.2. Requirements and other prerequisites for graduation include:
   9.2.1. The student has passed all the subjects specified in the curriculum of his degree program.
   9.2.2. Submission of bound copies of thesis (for undergraduate students)
   9.2.3. Student clearance.
   9.2.4. Payment of the graduation fee.

9.3. For students graduating at the end of the second semester, the deadline is before the collegiate deliberation of candidates for graduation. Otherwise, the deadline is before the first day of the regular enrollment period for the coming semester.

9.4. Honors List

   Students with excellent grades in all academic subjects for both degree and non-degree courses deserve recognition through the publication of the Honors List at the end of every semester of each school year.

   9.4.1. Criteria for Honor’s List:
   9.4.1.1. A minimum academic load of 18 units
   9.4.1.2. No grade below 1.50 in any academic subject
   9.4.1.3. No major disciplinary offense
   9.4.1.4. Must be a regular student

   9.4.2. A student with a semestral GPA of 3.00 or better qualifies for the University Honors List.

   9.4.3. A student with a semestral GPA of 2.75 or better qualifies for the College Honors List.

   9.4.4. The Honors List is prepared by the Registrar’s Office upon the recommendation of the College Dean. The final list is
posted by the Registrar’s Office, copy furnished all College Deans.

9.5. Latin Honors
9.5.1. The GPA of a graduating student refers to her/his cumulative GPA. The following cumulative GPA requirements apply to students graduating with honors:
9.5.1.1. Summa Cum Laude - 3.50 or better
9.5.1.2. Magna Cum Laude - 3.25 to 3.49
9.5.1.3. Cum Laude – 3.00 to 3.24

9.6. Valedictorian and Salutatorian
9.6.1. The graduating student with the highest cumulative GPA will be called Valedictorian whereas the graduating student with the 2nd highest cumulative GPA will be called Salutatorian.
9.6.1.1. Requirements:
9.6.1.1.1. No incomplete or failing grade in any subjects
9.6.1.1.2. Must have finished the course in the required number of years
9.6.1.1.3. No major disciplinary offense

9.7. Certificates of Recognition are prepared by the respective colleges for distribution during an appropriate ceremony.

9.8. Loyalty Award - This award is given to any student who has enrolled in any De La Salle school or its supervised school since Grade
Section 10
ACADEMIC RECORDS AND OTHER DOCUMENTS

10.1. Academic Records are documents that contain information directly related to a student and are maintained by the Office of the Registrar.

10.2. The Office of the Registrar of De La Salle Health Sciences Institute collects and retains such data on designated periods of time for the purpose of facilitating the students' educational or professional advancement.

10.3. The Institute recognizes the rights of individuals to privacy in exerting control over what information about them may be disclosed and attempts to balance that right with the Institute's need for information relevant to the fulfillment of its educational missions. The Office of the Registrar protects the security, confidentiality, and integrity of its students' academic records and maintains security measures to protect and back up data.

10.4. Types of Academic Records

10.4.1. Transcript of Records (TOR) provides an account of the student’s academic performance. It shows the courses taken and grades earned by students throughout their stay in the Institute, including transferred credits from other educational institutions. The TOR may be official or unofficial. The official TOR bears the seal of the Institute and the signature of the Registrar. Application for TOR is filed at the Office of the Registrar. It can only be processed once a student is cleared from all obligations. An administrative fee for the TOR is charged to the requesting party.

10.4.2. Diploma

10.4.3. Transfer Credentials

The Transfer Credentials is a document that signifies a student’s permanent termination of studies at De La Salle Health Sciences Institute. It is a document certifying that a student is free of all financial and property responsibilities to the Institute, is not under a term of
suspension or expulsion, and is fully eligible to transfer to another institution.

10.4.4. Other Documents

10.4.4.1. Student Clearance

A Student Clearance is required from students who is either graduating or dropping from a course at any time during the academic year. Students should be cleared from all financial obligations and administrative accountabilities from the different units of the institution before a diploma, a transcript of record, a certification, an honorable dismissal, or any other similar document or record is issued to them.

10.4.4.2. Certificate of Good Moral Conduct

It is a document certifying that a student has not violated any school policy as stipulated in the Student Handbook nor has been involved in any misdemeanor

10.4.4.3. Course Description

10.4.4.4. Certificate of internship or Clinical Training

10.4.4.5. Clock Hours

10.5. Policies regarding the transfer of students and transfer of credentials (as stated in the Education Law and the Private Schools: A Practical Guide for Educational Leaders and Policy Makers (2002))

10.5.1. A student enrolled in one school is entitled to transfer to another school, provided he has no unsettled obligations with the school he was enrolled in.

10.5.2. Every student who applied for and is eligible to transfer should be provided by the school he is enrolled in with appropriate transfer credentials which will entitle him to admission in another school of his choice, subject to the latter's policies and regulations on the admission of transfer students.

10.5.3. Requests for transfer credentials made during the school year must be accompanied by letters of approval signed by the student's parents or legal guardians.

10.5.4. A transfer credential signed by the Registrar shall be issued not later than two weeks after the filing of the application for transfer, provided that, in the case of a student who is a transferee from another school, his records from his previous school have been received, are complete, and are in order.
10.5.5. A transfer credential is issued only once, unless the student or his parents can show that the documents were lost through *force majeure* and had not been used for enrollment elsewhere.

10.5.6. Once the transfer credentials are issued, the Institute is obliged to forward the student’s complete records to the school to which the student wishes to transfer within 30 days. The delivery of which must not be made through the student unless authorized in writing by the school requesting for the said records.

10.5.7. A request for a second copy of a student’s complete records by the Registrar or his assistant when the original has been lost or damaged is honored and given free of charge as a matter of institutional courtesy.

10.5.8. A request made by one school for a transcript which had been previously been issued to another school cannot be honored; in such cases, the second school must request from the school to which the transcript had first been sent.

10.6. Procedure for Student Clearance

10.6.1. Student fills out a Student Clearance Form available at the Registrar’s Office.

10.6.2. He/She then secures the signatures of the unit heads indicated in the form.

10.6.3. Once completed, the student presents the clearance to the Registrar’s Office so that amount needed to be paid for the documents requested may be indicated. Then, he/she goes to the cashier to pay the fees and goes back to the Registrar’s Office to present his receipt.

10.6.4. The clerk in-charge issues a slip which indicates the release date of the document/record requested.

10.7. Units/Departments issuing documents

<table>
<thead>
<tr>
<th>NAME OF DOCUMENT</th>
<th>RESPONSIBLE OFFICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diploma</td>
<td>REGISTRAR’S Office</td>
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<tr>
<td>Transcript of Records</td>
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</tr>
<tr>
<td>Transfer Credentials</td>
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<tr>
<td>Recommendation Letter</td>
<td>OFFICE OF STUDENT SERVICES</td>
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<td>Certificate of Good Moral Character</td>
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</tr>
<tr>
<td>Course Description</td>
<td>DEAN’S OFFICE of your respective College</td>
</tr>
<tr>
<td>Certificate of Internship or Clinical Training</td>
<td></td>
</tr>
<tr>
<td>Clock Hours</td>
<td></td>
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</table>