



Frontline Services

Issuance of Certificate of Appearance

RECORDS OFFICE

Issuance of Certificate of Appearance

Schedule of Availability of Service

Monday to Friday
8:00am – 5:00pm

Who may avail of the Service:

Officials, Faculty and Staff on OB from other Campuses and/or agencies

What are the requirements:

Travel Order

Duration:

Two (2) minutes

How to avail of the Service

Step	Client	Office Activity	Duration of Activity	Person In-Charge
1	Present Travel Order	Verify the Travel Order	30 seconds	Corazon R. Batarao Fenita Labitoria Edsel Miguel
2	Register at the Visitor's Logbook	Fill up the date of appearance	30 seconds	Corazon R. Batarao Fenita Labitoria Edsel Miguel
3	Receive Certificate of Appearance	Release Certificate of Appearance	30 seconds	Corazon R. Batarao Fenita Labitoria Edsel Miguel
End of Transaction (Records Office)				