



1.0 LEGAL MANDATES

City Council Ordinance No. SP – 2812, S-2019, an Ordinance converting the Quezon City Polytechnic University to Quezon City University and enhancing its Charter (amending City Ordinances Nos. SP – 1945, S-2009 and SP-1030, S- 2001).

2.0 VISION

The constituents of the Philippines as a whole, while starting in Quezon City in particular, enjoy the good life, mainly as a result of their native talent, gained wisdom and hard work.

3.0 MISSION

To provide education that will awaken full understanding of the essence of the natural resources of the country and the potentials of the human resources of the nation.

4.0 FRONTLINE SERVICES

4.1 QCU ADMISSION TEST

Schedule of Availability of Service:

Days : Monday – Friday
Hours : 8:00 a.m. – 5:00 p.m. no noon break

**Note: Saturday service is enforced as the need arises. Office hours are until 12:00 p.m. only*

Who May Avail of the Service : Incoming Freshmen and Transferees

Documentary Requirements :

1. Application Form
2. 2 pcs. 2x2 picture w/ name tag (white background)
3. Copy of PSA Birth Certificate and Form 138/TOR

Processing Period : 10 minutes

How to Avail the Service :

Step	Applicant / Client	Service Provider	Duration of Activity	Person in Charge	Fees	Form
1	Proceed to the Admissions Office (windows 6 & 7) to present the required documents to the assigned clerk. Wait for the issuance of order of payment	Receives the Application form with 2pcs. 2x2 picture, copies of PSA birth certificate, Form 138/TOR	10 minutes	Admissions Staff	₱ 300.00	Application Form
2	Proceed to window 10 or 11 (Accounting Office) for payment of Admission Test fee	Issues Official Receipt		City Treasurer's personnel		Order of Payment
3	Return to the Admissions Office and present Official Receipt. Personal information are encoded and test permit is issued	Encodes Official Receipt number and issues Test Permit		Admissions Staff		Admission Test Permit
4	Return on allotted date of examination and pass the test					

END of TRANSACTION

4.2 ENROLLMENT PROCESS

4.2.1 FRESHMEN / TECHVOC STUDENTS

Schedule of Availability of Service:

Days : Monday – Friday
Hours : 8:00 a.m. – 5:00 p.m. no noon break

** Note: Saturday service is enforced as the need arises. Office hours are until 12:00 p.m. only*

Who May Avail of the Service : Freshmen / TechVoc Students

Documentary Requirements :

1. PSA Birth Certificate (original)
2. Form 137 w/ remarks 'Copy for QCU' (once enrolled)
3. Form 138 – A (Original)
4. Diploma (photocopy)
5. Certificate of Good Moral Character (Original)
6. Recent Barangay Clearance (Original)
7. Medical Clearance issued by the University Health Office upon submission of medical requirements (Original)
8. 1pc. 2x2 with Name Tag – White Background
9. 2 pcs. Long mailing envelope w/ Postal stamps (NCR-₱ 15.00, Luzon-₱ 12.00, Visayas & Mindanao Area-₱ 48.00)

Processing Period : 20 minutes

How to Avail the Service :

Step	Applicant/ Client	Service Provider	Duration of Activity	Person In Charge	Fees	Form
1	Proceed to Admissions Office (window 6 or 7) and submit requirements for evaluation and encoding of profile. Secure Enrollment Slip with Student Number and order of payment with assessment	Receives requirements, issues enrollment slip, student number and order of payment	5 minutes	Admissions Staff	<i>*Refer to Index</i>	Enrollment Slip & order of payment
2	Proceed to Accounting Office (Windows 10 or 11), present order of payment and pay the required amount. Secure Official receipt	Receives Order of Payment and necessary fees. Issues Official Receipt	5 minutes	City Treasurer's Office Personnel		Official Receipt
3	Proceed to window 8 or 9 (Accounting Office) for encoding of payment. Present Enrollment Slip and Official Receipt	Checks Official Receipt and encodes payment in the student's individual ledger	4 minutes	Accounting Staff		Official Receipt
4	Proceed to MIS and present Enrollment Slip and Official Receipt for printing of Registration Form. Fill out the necessary details	Checks Official Receipt then issues the printed Registration form	5 minutes	MIS Staff		Registration Form
5	Proceed to Stamping Area (Registrar's Office) for stamping of "Officially Enrolled"	Stamps Registration Form with "Officially Enrolled"	1 minute	Registrar's Staff		Registration form

END of TRANSACTION

4.2.2 RETURNEES

Schedule of Availability of Service :

Days : Monday – Friday

Hours : 8:00 a.m. – 5:00 p.m. no noon break

**Note: Note: Saturday service is enforced as the need arises. Office hours are until 12:00 p.m. only*

Who May Avail of the Service : Returnees

Documentary Requirements :

1. General Clearance issued by OSAS (Original)
2. Form 137 or TOR for Transferee w/ remarks 'Copy for QCU' (once enrolled)
3. Certified True Copy of Grades (Original) (should be requested from the Registrar's Office two (2) weeks before the enrollment)
4. Recent Barangay Clearance (Original)
5. Medical Clearance issued by the University Health Office upon submission of medical requirements (Original)
6. 1pc. 2x2 with Name Tag – White Background

Processing Period : 40 minutes

How to Avail the Service :

Step	Applicant/ Client	Service Provider	Duration of Activity	Person In Charge	Fees	Form
1	Proceed to Admissions Office (Window 6 or 7) and submit requirements for evaluation. Fill out re-admission form. Once approved, student account will be reactivated	Receives requirements and fill out Re-Admission Form. Reactivates student's account	5 minutes	Admissions Staff	<i>*Refer to Index</i>	Re-Admission Form
2	Proceed to windows 2-5 (Registrar's Office) for evaluation of grades and for issuance of Summary of Grades	Evaluates the grades of the students to determine the subjects to be taken	5 minutes	Registrar's Staff		Summary of grades
3	Proceed to Advising area, present approved Re-Admission Form and Summary of Grades to the Adviser. Secure Pre-Registration Form with approved subjects to be enrolled and order of payment with assessment	Advises the enrollee for needed subjects to take. Issues Order of Payment	8 minutes	Faculty Adviser		Pre-registration form & order of payment
4	Return to window 2-5 (Registrar's Office) and present approved Pre – Registration Form for confirmation of subjects to be taken and schedules	Confirms subjects to be taken and schedules	7 minutes	Registrar's Staff		Pre-registration form
5	Proceed to window 10 or 11 (Accounting Office), present order of payment and pay the required amount. Secure Official receipt	Receives Order of Payment and receives necessary fees. Issues Official Receipt	5 minutes	City Treasurer's Office Personnel		Official Receipt
6	Proceed to window 8 or 9 (Accounting Office) for encoding of payment. Present Enrollment Slip and Official Receipt	Checks Official Receipt and encodes payment in student's individual ledger	4 minutes	Accounting Staff		Enrolment Slip & Official Receipt
7	Proceed to MIS, present Enrollment Slip and Official Receipt for printing of Registration Form. Fill – out the necessary details	Checks Official Receipt then issues the Registration Form	5 minutes	MIS Staff		Registration Form
8	Proceed to Stamping Area (Registrar's Office) for stamping of "Officially Enrolled"	Stamps Registration Form with "Officially Enrolled"	1 minute	Registrar's Staff		Registration Form
END of TRANSACTION						

4.2.3 TRANSFEREES

Schedule of Availability of Service :

Days : Monday – Friday
Hours : 8:00 a.m. – 5:00 p.m. no noon break

**Note: Note: Saturday service is enforced as the need arises. Office hours are until 12:00 p.m. only*

Who May Avail of the Service : Transferee Applicants

Documentary Requirements :

1. PSA Birth Certificate (original)
2. Transcript of Records w/ remarks ‘Copy for QCU’ (Original) (once enrolled)
3. Certificate of Transfer Credential/ Honorable Dismissal (Original)
4. Subject Description (Original)
5. Recent Barangay Clearance (Original)
6. Medical Clearance issued by the University Health Office upon submission of medical requirements (Original)
7. 1pc. 2x2 with Name Tag – White Background
8. 2 pcs. Long mailing envelope w/ Postal stamps (NCR ₱ 7.00, Luzon ₱ 9.00, Visayas & Mindanao Area ₱ 12.00)

Processing Period : 30 minutes

How to Avail the Service :

Step	Applicant/ Client	Service Provider	Duration of Activity	Person In Charge	Fees	Form
1	Proceed to window 6 or 7 (Admissions Office), submit requirements and fill – out transferee Form for evaluation and encoding of profile. Secure student number for activation of account. Crediting form is issued	Receives filled out Transferee Form for activation of account. Issues Crediting Form	5 minutes	Admissions Staff	<i>*Refer to Index</i>	Transferee and crediting forms
2	Proceed to window 2-5 (Registrar’s Office) for approval of credited subjects	Evaluates subjects for crediting	5 minutes	Registrar’s staff		Approved crediting form
4	Proceed to Advising area, present approved Transferee Form with approved crediting form to the Adviser. Secure Pre-Registration Form with approved subjects to be enrolled and order of payment with assessment	Advises the enrollee for needed subjects to take. Issues Pre-Registration Form and Order of Payment	5 minutes	Faculty Adviser		Pre-registration form & order of payment
5	Return to window 2-5 (Registrar’s Office) and present approved Pre – Registration Form for confirmation of subjects to be taken and schedules. Secure Order of Payment	Confirms subjects to be taken and schedules. Issues order of payment	3 minutes	Registrar’s Staff		Order of Payment
6	Proceed to window 10 or 11 (Accounting Office), present order of payment and pay the required amount. Secure Official receipt	Receives Order of Payment and receives necessary fees. Issues Official Receipt	5 minutes	City Treasurer’s Office Personnel		Official Receipt
7	Proceed to window 8 or 9 (Accounting Office) for encoding of payment. Present Enrollment Slip and Official Receipt	Checks Official Receipt and encodes payment in student’s individual ledger	3 minutes	Accounting Staff		Official Receipt
8	Proceed to MIS, present Enrollment Slip and Official Receipt for printing of Registration Form. Fill – out the necessary details	Checks Official Receipt then issues the Registration Form	3 minutes	MIS Staff		Registration Form
9	Proceed to Stamping Area (Registrar) for stamping of “Officially Enrolled”	Stamps Registration Form with “Officially Enrolled”	1 minute	Registrar’s Staff		Registration Form
END of TRANSACTION						

4.2.4 OLD REGULAR STUDENTS

Schedule of Availability of Service :

Days : Monday – Friday
Hours : 8:00 a.m. – 5:00 p.m. no noon break

**Note: Note: Saturday service is enforced as the need arises. Office hours are until 12:00 p.m. only*

Who May Avail of the Service : Old Regular Students
Documentary Requirement : Clearance from all accountabilities
Processing Period : 15 minutes
How to Avail the Service :

Step	Applicant/ Client	Service Provider	Duration of Activity	Person In Charge	Fees	Form
1	Proceed to Advising area to secure Enrollment Slip and order of payment with assessment	Issues enrollment slip and order of payment	4 minutes	Faculty Adviser	<i>*Refer to Index</i>	Enrollment slip and order of payment
2	Proceed to window 10 or 11 (Accounting Office), present order of payment and pay the required amount. Secure Official receipt	Receives Order of Payment and receives necessary fees. Issues Official Receipt	5 minutes	City Treasurer's Office Personnel		Official Receipt
3	Proceed to window 8 or 9 (Accounting Office) for encoding of payment. Present Enrollment Slip and Official Receipt	Checks Official Receipt and encodes payment in the student's individual ledger	2 minutes	Accounting Staff		Official Receipt
4	Proceed to MIS, present Enrollment Slip and Official Receipt for printing of Registration Form. Fill – out the necessary details	Checks Official Receipt then issues the Registration Form	3 minutes	MIS Staff		Registration Form
5	Proceed to Stamping Area (Registrar's Office) for stamping of "Officially Enrolled"	Stamps Registration Form with "Officially Enrolled"	1 minute	Registrar's Staff		Registration Form
END of TRANSACTION						

4.2.5 OLD IRREGULAR STUDENTS

Schedule of Availability of Service :

Days : Monday – Friday
Hours : 8:00 a.m. – 5:00 p.m. no noon break

**Note: Note: Saturday service is enforced as the need arises. Office hours are until 12:00 p.m. only*

Who May Avail of the Service : Old Irregular Students
Documentary Requirement : Summary of Grades
Processing Period : 30 minutes
How to Avail the Service :

Step	Applicant/ Client	Service Provider	Duration of Activity	Person In Charge	Fees	Form
1	Proceed to the Advising area for subjects to enroll. Secure pre-registration form and order of payment with assessment	Advises the enrollee for possible needed subjects to take	8 minutes	Faculty Adviser	<i>*Refer to Index</i>	Pre-Registration Form and Order of Payment
2	Proceed to window 2/3/4/5 (Registrar's Office) for Enlistment. Present approved Pre – Registration Form for confirmation of subjects to be taken and schedules. Issues Order of Payment	Confirms subject taken and schedules registered	7 minutes	Registrar's Staff		Subjects and Schedules
3	Proceed to window 10 or 11 (Accounting Office). Present order of payment and pay the required amount. Secure Official receipt	Receives Order of Payment and receives necessary fees. Issues Official Receipt	5 minutes	City Treasurer's		Official Receipt

				Office Personnel	
4	Proceed to window 8 or 9 (Accounting Office) for encoding of payment. Present Enrollment Slip and Official Receipt	Checks Official Receipt and encodes payment in the student's individual ledger	4 minutes	Accounting Staff	Official Receipt
5	Proceed to MIS, present Enrollment Slip and Official Receipt for printing of Registration Form. Fill – out the necessary details	Checks Official Receipt then issues the Registration Form	5 minutes	MIS Staff	Registration Form
6	Proceed to Stamping Area (Registrar's Office) for stamping of "Officially Enrolled"	Stamps Registration Form with "Officially Enrolled"	1 minute	Registrar's Staff	Registration Form
END of TRANSACTION					

4.3 ISSUANCE OF STUDENT RECORDS

4.3.1 TRANSCRIPT OF RECORDS

Schedule of Availability of Service :

Days : Monday – Friday

Hours : 8:00 a.m. – 5:00 p.m. no noon break

**Note: Note: Saturday service is enforced as the need arises. Office hours are until 12:00 p.m. only*

Who May Avail of the Service : Graduated & Transferring Students

Documentary Requirements :

1. School ID
2. Application for Records Request Form
3. Official Receipt

Processing Period : Five (5) Working Days

**Note: The number of processing days may exceed depending on the volume of applicants received.*

How to Avail the Service :

Step	Applicant / Client	Service Provider	Duration of Activity	Person in Charge	Fees	Form
1	Tap ID at the Office of Student Affairs Services (OSAS) for clearance from tuition balances and other accountabilities	Clears from all accountabilities to proceed to next step	1 minute	OSAS personnel	none	none
2	Place request at window 1 (Registrar's Office) and fill-up Application Form. Secure Order of Payment	Receives all documentary requirement and processes the request. Issues Order of Payment	5 minutes	BSE – Annie Lou Gonzales BSIE/BSEE – Toni Marie Salas BSIT – Lovelyn Valdez BSA/GenEd/TechVoc – Cecil Torrevillas	Honorable Dismissal ₱ 50.00 Transcript of Records (₱ 250.00 for years 1997-2017) (₱ 300.00 for year 2018-onwards)	Application for Records Request Form
3	Proceed to window 12 (Accounting Office), present Order of Payment and pay the processing fee. Secure Official Receipt	Receives Order of Payment and necessary fees. Issues Official Receipt	2 minutes			Order of Payment
4	Return to window 1 (Registrar's Office) and submit Official receipt. Secure claim stub	Receives the Official Receipt and issues claim stub	2 minutes			Official Receipt / Claim Stub
5	Come back to window 1 (Registrar's Office) to claim the requested document on the date indicated on the claim stub	Releases the requested document	5 working days			Claim Stub
END of TRANSACTION						

4.3.2 CERTIFICATES

Schedule of Availability of Service :

Days : Monday – Friday
Hours : 8:00 a.m. – 5:00 p.m. no noon break

**Note: Note: Saturday service is enforced as the need arises. Office hours are until 12:00 p.m. only*

Who May Avail of the Service : Graduating, Enrolling & Transferring Students

Documentary Requirements:

1. School ID
2. Application Request Form
3. Official Receipt

Processing Period : **Three (3) Working Days**

How to Avail the Service :

Step	Applicant / Client	Service Provider	Duration of Activity	Person in Charge	Fees	Form
1	Place request at window 1 (Registrar’s Office) and fill-up application Form. Secure Order of Payment	Receives all documentary requirements and processes the request. Issues Order of Payment	5 minutes	Registrar’s Staff	Enrolment ₱ 50.00	Request Form
2	Proceed to window 12 (Accounting Office), present Order of Payment and pay the processing fee. Secure Official Receipt	Receives Order of Payment and necessary fees. Issues Official Receipt	3 minutes	Accounting Staff	Grade Slip / Summary of Grades ₱ 100.00	Order of Payment
3	Return to window 1 (Registrar’s Office) and submit Official receipt. Secure claim stub	Receives the Official Receipt and issues claim stub	Three (3) working days	Registrar’s Staff	Graduation ₱ 50.00	Official Receipt
4	Come back to window 1 (Registrar’s Office) to claim requested document on the date indicated on claim stub	Releases the requested document		Registrar’s Staff	Good Moral Certificate ₱ 50.00	Claim Stub
END of TRANSACTION						

4.3.3 COURSE DESCRIPTION

Schedule of Availability of Service :

Days : Monday – Friday
Hours : 8:00 a.m. – 5:00 p.m. no noon break

**Note: Note: Saturday service is enforced as the need arises. Office hours are until 12:00 p.m. only*

Who May Avail of the Service : Enrolling & Transferring Students

Documentary Requirement : Application Request Form

Processing Period : Three (3) Working Days

How to Avail the Service :

Step	Applicant / Client	Service Provider	Duration of Activity	Person in Charge	Fees	Form
1	Place request at window 1 (Registrar’s Office) and fill-up request form. Secure Order of Payment	Issues Order of Payment	Three (3) Working days	Registrar’s Staff	₱ 100.00	Order of Payment

2	Proceed to window 12 (Accounting Office), present the Order of Payment and pay the processing fee. Secure Official Receipt	Receives Order of Payment and necessary fees. Issues Official Receipt		Accounting Staff		Order of Payment
3	Return to window 1 (Registrar's Office) and submit Official Receipt. Secure claim stub	Receives the Official Receipt and issues claim stub		Registrar's Staff		Official Receipt
4	Come back to window 1 (Registrar's Office) to claim requested document on the date indicated on claim stub	Releases the requested document				Claim Stub
END of TRANSACTION						

4.3.4 TRUE COPY OF STUDENT CREDENTIALS

Schedule of Availability of Service :

Days : Monday – Friday

Hours : 8:00 a.m. – 5:00 p.m. no noon break

**Note: Note: Saturday service is enforced as the need arises. Office hours are until 12:00 p.m. only*

Who May Avail of the Service : Students and Graduates

Documentary Requirement : Request for CTC of Student Credentials

Processing Period : Within One (1) Working Day

How to Avail the Service :

Step	Applicant / Client	Service Provider	Duration of Activity	Person in Charge	Fees	Form
1	Place request at Window 1 (Registrar's Office). Secure Order of Payment	Issues Order of Payment	Within One (1) Working Day	Registrar's Staff	Certified True Copy of TOR, Diploma, etc. ₱ 10.00/page	Order of Payment
2	Proceed to window 12 (Accounting Office), present the Order of payment and pay the processing fee. Secure Official Receipt	Receives Order of Payment and necessary fees. Issues Official Receipt		Accounting Staff		Order of Payment
3	Return to window 1 (Registrar's Office) and submit Official Receipt. Secure claim stub	Receives the Official Receipt and issues claim stub		Registrar's Staff		Official Receipt
4	Come back to window 1 (Registrar's Office) to claim requested document on the date/time indicated on claim stub	Releases the requested document				Claim Stub
END of TRANSACTION						

4.3.5 APPLICATION for CERTIFICATION AUTHENTICATION VERIFICATION (CAV) - CHED/TESDA

Schedule of Availability of Service :

Days : Monday – Friday

Hours : 8:00 a.m. – 5:00 p.m. no noon break

**Note: Note: Saturday service is enforced as the need arises. Office hours are until 12:00 p.m. only*

Who May Avail of the Service : Graduates, Undergraduates, TechVoc Graduates

Documentary Requirements : CAV Request Form

Processing Period : Three (3) Working Days

How to Avail of the Service :

Step	Applicant / Client	Service Provider	Duration of Activity	Person in Charge	Fees	Form
1	Place request at window 1 (Registrar's Office) and fill-up CAV Request Form. Secure Order of Payment	Issues Order of Payment	Three (3) Working Days	Registrar's Staff	GRADUATES/ UNDERGRADU ATES (CHED CAV) - P80.00	Order of Payment
2	Proceed to window 12 (Accounting Office), present the Order of Payment and pay the processing fee. Secure Official Receipt	Receives Order of Payment and necessary fees. Issues Official Receipt		Accounting Staff		Order of Payment

3	Return to window 1 (Registrar's Office) and submit Official Receipt. Secure Claim Stub	Receives the Official Receipt and issues claim stub	Registrar's Staff	TECHVOC GRADUATES (TESDA CAV) - ₱ 80.00	Official Receipt
4	Come back to window 1 (Registrar's Office) to claim requested document on the date/time indicated on claim stub	Releases the requested document			Claim Stub
END of TRANSACTION					

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DEGREE COURSES

	AMOUNT
TUITION FEE:	
Amount per UNIT	P 303.34
MISCELLANEOUS FEES (per SEMESTER)	
Registration Fee	P 200.00
Cultural Fee	100.00
Guidance Fee	100.00
Student Council Fee	40.00
Library Fee	100.00
Development Fee	400.00
Dental Fee	50.00
Others	50.00
Athletics and Sports Development	50.00
TOTAL	P1,090.00
Other Miscellaneous Fees:	
Penalty for Late Enrollment	P 100.00
Subject-Related Fees:	
Computer Laboratory	
- with one (1) to two (2) Lab	P 250.00
- with three (3) or more Lab	500.00
NSTP	100.00

TECH VOC (SMAW)

	AMOUNT
TUITION FEE	P 2,500.00
**SMAW materials to be shouldered by students and are not included in the tuition and miscellaneous fees	

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REGISTRAR’S FEES AND CHARGES / CREDENTIAL FEES:	
Transcript of Records – 2 nd Copy	300.00
Diploma – 2 nd Copy	200.00
Certificate of Graduation – 2 nd Copy	50.00
Honorable Dismissal – 2 nd Copy	50.00
Returnee Fee	200.00
Certificate of Enrollment	50.00
Summary of Grades – 2 nd copy	100.00
Completion of Grades	50.00
Course Description	100.00
Adding/Substitution/Dropping of Subjects	20.00
Replacement for lost student records:	
School Registration Card	50.00
Examination Permit	20.00
Student Clearance	20.00
Copy of Completion of Grades	50.00

4.4.1 COLLECTION OF TUITION AND MISCELLANEOUS FEES

- Schedule of Availability of Service** :
- Days** : Monday – Friday
- Hours** : 8:00 a.m. – 5:00 p.m. no noon break
- Who May Avail of the Service** : Enrollees and students
- Documentary Requirements** : Registration Card
- Processing Period** : 5 minutes
- How to Avail of the Service** :

Step	Applicant/ Client	Service Provider	Duration of Activity	Person In Charge	Fees	Form
1	Proceed to Window 10 for printing of order of payment	Confirms the amount to be paid	2 minutes	Accounting Staff	<i>Necessary Fees (differs with each course and subject taken)</i>	Order of Payment
2	Proceed to Window 8 & 9 for payment	Receives order of payment and receives necessary fees and then issues OR	2 minutes	City Treasurer’s Office Collector		Official Receipt
END of TRANSACTION						

Table of Fees: Miscellaneous Fees and Charges

SEMESTRAL FEES / SUMMER : (paid during enrollment)

REGULAR	AMOUNT
Registration Fee	200.00
Cultural Fee	100.00
Guidance Fee	100.00

Student Council	40.00
Library Fee	100.00
Development Fee	400.00
Medical/ Dental Fee	50.00
Others	50.00
Athletics and Sports Development	50.00
TOTAL	1,090.00

SUBJECT – RELATED FEES:	
Computer Laboratory	
- with one (1) to two (2) Lab	250.00
- with three (3) or MORE	500.00
NSTP	100.00

CREDENTIAL FEES:	
Honorable Dismissal/Good Moral Character	50.00
Alumni Fee	50.00

OTHER FEES AND CHARGES:

REGULAR	AMOUNT
Admission/Entrance Examination Fee	200.00
Penalty for Late Enrollment	100.00

REGISTRAR’S FEES AND CHARGES / CREDENTIAL FEES:	
Transcript of Records	
From 1997 to 2014	200.00
From 2015 onwards	250.00
Diploma	200.00
Certificate of Enrollment / Graduation	50.00
Honorable Dismissal/Good Moral Character	50.00
Alumni Fee	50.00
Returnee Fee	200.00
Summary of Grades	100.00
Completion of Grades	50.00
Course Description	100.00
Adding/Substitution/Dropping of Subjects	20.00
Replacement for lost student records:	
School Registration Card	50.00
Copy of Completion of Grades	50.00

4.4.2 COLLECTION OF OTHER MISCELLANEOUS FEES

Schedule of Availability of Service :

Days : Monday – Friday

Hours : 8:00 a.m. – 5:00 p.m. no noon break

Who May Avail of the Service : Enrollees and students

Documentary Requirements : Registration Card

Processing Period : 5 minutes

How to Avail of the Service :

Step	Applicant/ Client	Service Provider	Duration of Activity	Person In Charge	Fees	Form
1	Proceed to Window 1 for printing of order of payment	Confirms the amount to be paid	2 minutes	Accounting Staff	<i>Necessary Fees (differs with each course and subject taken)</i>	Order of Payment
2	Proceed to Window 8 & 9 for payment	Receives order of payment and receives necessary fees and then issues OR	2 minutes	City Treasurer's Office Collector		Official Receipt
END of TRANSACTION						

LIST OF OTHER FEES		
DEPARTMENT	ITEM	AMOUNT
1 OSA	ID REPLACEMENT	200.00
2 RMDO	ADDING/DROPPING/SUBSTITUTION FORM	20.00
	Certificate of Course Description	100.00
	Certificate of Enrollment	50.00
	Certificate of Graduation	50.00
	Certified true copy of documents	10.00
	Completion of grades	50.00
	DIPLOMA	200.00
	Evaluation Checklist	20.00
	Grades Slips	50.00
	Honorable Dismissal	50.00
	Other documents/ Certifications	50.00
	Replacement of Registration Form	50.00
	Summary of Grades	100.00
3 ALUMNI	Alumni membership	200.00
	Credential fee-Alumni	50.00
4 LIBRARY	Library Card	200.00
5 NSTP	NSTP FEE	100.00
6 FINANCE	ASSESSMENT	20.00
7 ADMISSION	RETURNEE FEE	200.00
8 SCHOLARSHIP	SCHOLARSHIP CERTIFICATE	100.00

4.5 ISSUANCE OF UNIVERSITY ID

Schedule of Availability of Service :

Days : Monday – Saturday

Hours : 8:00 a.m. – 5:00 p.m. no noon break

**Note: Saturday office hours are until 12:00 p.m. only. Payments are accepted during weekdays only.*

Who May Avail of the Service : Students of QCPU

Documentary Requirements : Current registration form stamped officially enrolled

Processing Period : 7 minutes
How to Avail of the Service :

Step	Applicant/ Client	Service Provider	Duration of Activity	Person In Charge	Fee	Form
1	Proceed to Office of the Student Affairs and Services, Presents Registration Form stamped with 'Officially Enrolled'	Verification	1 minute	ID Officer	None	Information Sheet
2	Proceed to Accounting Office and pay ID fee		2 minutes	Cashier	P200	Official Receipt
3	Proceed to OSAS and present Information Sheet, Registration Form and Official Receipt	Capture picture, signature, printing, and validation of ID	4 minutes	ID Officer	None	Issue ID, Stamping of Released to OR and Registration Form
END OF TRANSACTION						

4.6 ISSUANCE OF GENERAL CLEARANCE

Schedule of Availability of Service :
Days : Monday – Saturday
Hours : 8:00 a.m. – 5:00 p.m. no noon break
**Note: Saturday office hours are until 12:00 p.m. only. Payments are accepted during weekdays only.*
Who May Avail of the Service : Students of QCPU
Documentary Requirements : ID & Current registration form stamped officially enrolled
Processing Period : 4 minutes
How to Avail of the Service :

Step	Applicant/ Client	Service Provider	Duration of Activity	Person In Charge	Fees	Form
1	Present valid school ID and registration form stamped with 'Officially enrolled'	Verification	2 minutes	OSAS Admin Staff	None	General Clearance Form
2	Submit filled out General Clearance form to OSAS	To sign by OSAS Officer	1 minute	OSAS Admin Staff	None	Clearance
3	Student signature on the logbook	Releasing of Clearance	1 minute	OSAS Admin Staff	None	
END OF TRANSACTION						

4.7 PICO - COMPANY VISITATION & MONITORING

Schedule of Availability of Service :
Days : Monday – Friday
Hours : 7:00 a.m. – 4:00 p.m. no noon break
Who May Avail of the Service : All fourth year students (Graduating students)
Documentary Requirements :

1. Unified endorsement letter
2. OJT Student profile form
3. Acceptance form of the company

Processing Period : Twenty (20) minutes
How to Avail of the Service :

Step	Applicant / Client	Service Provider	Duration of Activity	Person in Charge	Fees	Form
1	OJT Adviser evaluate and analyze the unified endorsement letter and OJT student profile form	Receive the Unified endorsement letter	Ten (10) minutes	OJT Adviser	none	Unified Endorsement Letter

2	Proceed to OJT PICO for signature of Unified Endorsement Letter and submission of OJT student profile form	Receives all documentary requirement and process the endorsement	Ten (10) minutes	PICO personnel	none	OJT Profile
END OF TRANSACTION						

4.8.1 ISSUANCE OF DENTAL FORM

Schedule of Availability of Service :

Days : Monday – Friday
Hours : 8:00 am – 5:00 pm. (No noon break)

**Note: Dental Clinic is closed during Saturdays*

Who May Avail of the Service : Freshmen Students of QCU (SB, Batasan and SF Campus)
Processing Period : 10-15 minutes

How to Avail of the Service:

Step	Applicant/Client	Service Provider	Duration of Activity	Person-in-charge	Fees	Forms
1	Freshmen students visit the Clinic during their scheduled dental check-up	Distributes dental record Chart form and Dental recommendation form to freshmen students scheduled for Dental check-up	10-15 minutes	Dental Assistant	None	Dental record chart form and recommendation form
2	Fill-out Dental Record chart form and recommendation form	Provide dental services by examining the mouth and then list all the problems and conditions in the dental chart form and dental recommendation form.	10-15 minutes	University Dentist		
End of Transaction						

4.8.2 ISSUANCE OF MEDICAL CLEARANCE

Schedule of Availability of Service :

Days : Monday- Friday / Saturday
Hours : 7:00am- 7:00pm (no noon break) /
7:00am- 6:00pm (no noon break)

**Note: During semestral break clinic hours are 8:00am- 5:00pm only*

Who May Avail of the Service : All Incoming Freshmen, Returnee, Transferee Students of QCU

Documentary Requirements

Medical requirements for Bachelor’s Degree:

- CBC result
- Urinalysis result
- Chest X-ray result
- Medical Certificate
- Student Medical History Form
- Medical clearance form

Medical requirements for Tech-Voc:

- Chest X-ray result
 - Medical Certificate
 - Student Medical History Form
 - Medical clearance form
- Processing Period : 5-10 minutes

How to Avail of the Service:

Step	Applicant/Client	Service Provider	Duration of Activity	Person-in-charge	Fees	Forms
1	Submit all Medical requirements	Receives and check all the medical requirements.	5- 10 minutes	QCU Nurses	None	All Medical Requirements
2	Fill out Student Medical History form and Medical Clearance Form.	Receives accomplished student medical history & medical clearance form and interviews the applicant then signed the medical history and medical clearance form.				Student Medical History Form and Medical Clearance
End of Transaction						

4.9.1 ISSUANCE OF LIBRARY CARD

Schedule of Availability of Service :

Days : Monday – Saturday
Hours : 8:00 am – 6:00 pm. (No noon break)

Who May Avail of the Service :

First year and transferee students

Documentary Requirements :

Registration form (original and photocopy)
 Color 1x1 ID picture

Processing Period :

Within the day

How to Avail of the Service:

Step	Client	Service Provider	Duration of Activity	Person in Charge	Fees	Form
1	Present Original and Photocopy of Registration form, 2 pcs 1x1 sized picture in the information desk.	Receives all the documents and processes the request	within the day	Library Staff	None	Borrower's Card
2	Fill-up the Student Information Form and the Borrower's Card.					
3	After filled-up the form and the borrower's card, return to the library staff to proofreads information and approval					
4	Approves and signed by the librarian.					
END of TRANSACTION						

4.9.2 ISSUANCE OF REPLACEMENT LIBRARY CARD

Schedule of Availability of Service :
Days : Monday – Saturday
Hours : 8:00 am – 6:00 pm. (No noon break)

Who May Avail of the Service : First year and transferee students

Documentary Requirements : Registration form
 Color 1x1 ID picture

Processing Period : Within the day

How to Avail of the Service:

Step	Client	Service Provider	Duration of Activity	Person in Charge	Fees	Form
1	Proceed to Information desk to request an order of payment for the lost of library card. Fill out & submit.	Receives all the documents and processes the request	Within a Day	Library Staff	200	Order of Payment
2	Proceed to window 12 Accounting Office and pay the replacement fee	Official Receipts				
3	Return to the Information desk in the library and present the Official Receipt and Order of Payment to the library staff before issuing new library card	Receives the Official Receipt and Issues a library card	Within a Day	Library Staff		Official Receipt
4	Processed new library card	Receives all the documents and processes the request	Within a Day	Library Staff		
END of TRANSACTION						

4.10 EVALUATION OF REGULAR AND IRREGULAR STUDENTS

Schedule of Availability of Service :
Days : Monday – Friday
Hours : 8:00 am – 6:00 pm. (No noon break)

Who May Avail of the Service : Students, faculties, other stakeholders

Documentary Requirements : Documents, clearances, other related documents

How to Avail of the Service:

Step	Client	Service Provider	Duration of Activity	Fee	Person Responsible	Form/s
1	Seeks consultation	Looks into the documents presented	10 minutes	None	Faculty concerned	Consultation/ Suggestion/ Recommendation Forms

2	Listens to the suggestions and recommendations	Discusses/ Provides suggestions and recommendations to matters that need improvement	10 minutes	None	Faculty concerned	None
3	Receives corrected/improved documents	Writes recommendations	10 minutes	None	Faculty concerned	None
4	Agrees on next schedule of consultation	Sets schedule for next consultation	5 minutes	None	Faculty concerned	None
END of TRANSACTION						

4.11 SCHOLARSHIP APPLICATION

Schedule of Availability of Service :

Days : Monday – Friday
Hours : 8:00 am – 6:00 pm. (No noon break)

Who May Avail of the Service : Students

Documentary Requirements :
Government :

1. Photocopy of the Registration Form (submitted after enrolment)
2. Any 2 of the following:
 - a. Voters ID of applicant or parent and/or Barangay ID of parents
 - b. Latest Meralco Bill or Maynilad Bill
3. 1 pc ID picture (2x2) with white background and name tag
4. Income Tax Return (ITR) or pay slip of parent(s) or guardian
5. Barangay Clearance

Private Funded :

1. Average grade of at least 85% or its equivalent, with at least an 80% grade in all subjects
2. Income tax return not exceeding P300, 000, combined gross annual income of parents
3. Photocopy of birth certificate with the original copy (for verification)
4. Photocopies of utility bills with the original copies (for verification)
5. Endorsement letter from the school
6. Two 2x2 and 1x1 ID pictures
7. Photograph of applicant with family or guardian

Processing Period : Three (3) working days and 15 minutes

** Processing Time may also vary depending on volume of work and availability of signatories.*

How to Avail of the Service:

Step	Applicant	Service Provider	Duration of Activity	Person in Charge	Fees	Form
1	Applicants must submit the accomplished QCU Scholarship Form together with the required documents prior to enrolment	Receives application Verifies entries and completeness of the scholarship form and the attached documents	5 minutes	Scholarship Staff	None	Scholarship form
2		Evaluate all the documents submitted. Deliberation and selection of applicants for each Academic Program	Within 3days	Head and Screening Committee	None	None
3	Sign the undertaking form (for government scholarship)	Records and keep the form of applicants' undertaking	1 minutes	Scholarship Staff	None	Undertaking form
4		Prepare Scholarship Certificate and Endorsement letter	4 minutes	Scholarship Staff	None	None
5	Report to OSAS and to Registrar Office	Contacts scholars and issues the scholarship certificates	10 minutes	Scholarship Staff	None	Log book

4.12.1 APPLICATION FOR ENTRANCE EXAMINATIONS

Schedule of Availability of Service :

Days : Monday – Friday
Hours : 8:00 am – 5:00 pm. (No noon break)

Who May Avail of the Service : Freshman students and transferees
Documentary Requirements :

1. PSA Birth Certificate
2. Report Card (Freshmen) or Transcript of Records(Transferee)
3. Barangay Clearance
4. 2 pcs 2x2 ID icture
5. Official Receipt

Processing Period: 1 Day

How to Avail of the Service:

Step	Applicant/Client	Service Provider	Duration of Activity	Person in Charge	Fees	Form
1.	Register online and submit the complete requirements stated above at the Guidance Office	Receive and check the requirements and student information in the database	1 Month (depends on the exam schedule)	Guidance Personnel	None	Online Form
2.	Claim Order of Payment then proceed to Window 8 Accounting Office and pay entrance exam fee	Issuance of Order of Payment			₱300.00	Order of Payment

3.	Return to Guidance Office and submit official receipt and receive Test Permit	Issuance of Test Permit				
4.	Return to the Scheduled Exam Date	Facilitate Entrance Exam			None	Official Receipt and Test Permit
5.	Claim exam result. If exam passer, proceed to the admissions office.	Release Exam Result.				
END OF TRANSACTION						

4.12.2 ISSUANCE OF GOOD MORAL CERTIFICATE

Schedule of Availability of Service :

Days : Monday – Friday
Hours : 8:00 am – 5:30 pm. (No noon break)

Who May Avail of the Service : students
Documentary Requirements

: Clearance
 Official Receipt
 Processing Period : 1 day

Step	Applicant/Client	Service Provider	Duration of Activity	Person in Charge	Fees	Form
1	Go to Guidance Office to request for Good Moral Character Certificate.	Check if the student has infraction. Issuance of Order of Payment.	1 day	Guidance Personnel	None	
2	Proceed to Accounting Office Window 12 and pay processing fee.				₱50.00	Order of Payment
3	Return to Guidance Office and submit Official Receipt and Fill-out Good Moral Certificate Request Form.	Receive Official Receipt and Good Moral Certificate Request Form. Release claim stub and process the request.		Guidance Personnel	None	Good Moral Character Request Form
4	Return to claim requested Good Moral Character Certificate	Receive claim stub and release the Good Moral Character Certificate.				Claim Stub
5	Proceed to Registrar's Office for the stamping of university dry seal.					
END OF TRANSACTION						

4.12.3 STUDENT ON ACADEMIC PROBATION

Schedule of Availability of Service :

Days : Monday – Friday
Hours : 8:00 am – 5:30 pm. (No noon break)

Who May Avail of the Service : students

Documentary Requirements : School ID or Registration Form
Processing Period : immediate action

Step	Applicant/Client	Service Provider	Duration of Activity	Person in Charge	Fees	Form
1	Tap the School ID at Office of Student Affairs. If the student has grade deficiency, proceed to the Guidance Office.		Immediate Action	Guidance Personnel	None	None
2	Present the School ID to view the academic record.	Verify the academic record in the database. Conducts interview and counseling to the student regarding his/her grade deficiency.				
3		Clears the student from all his/her accountability in guidance office.				
4	If the student wants to continue with his/her enrollment, he/she will write a promissory note.	The Guidance Personnel will monitor the students for the whole semester.				Promissory Note and Enrollment Slip
5		Conducts follow-up interview to the student/s.				None
END OF TRANSACTION						