

1. Fill out all the information needed on the Good Moral Character Online Request Form.	Receive Good Moral Certificate Request Form. Coordinate with the Registrar's Office or check the clearance database to see if the student is cleared of any infractions, then will continue processing the request for good moral. Notify the client through their given email address about the claiming date	None	2 – 3 days	Guidance Staff
2. Request to claim the Good Moral Character certificate via email or thru scheduled appointment.	Release the Certificate.	None	1 minute	Guidance Staff
	TOTAL		2-3 days and 1 minute	

2. STUDENTS UNDER ACADEMIC PROBATION

Students with grade deficiency will be referred under academic probation. This is a time in which they must improve their academic standing by meeting or making evident progress toward their school academic performance.

Office or Division:	GUIDANCE AND COUNSELING UNIT			
Classification:	Simple			
Type of Transaction:	G2C – government services transacting public			
Who may avail:	All students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Guidance slip		Guidance Office		
Counselor Conference Form		Guidance Office		
Academic Self-Assessment Form		Guidance Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Students under	Guidance staff will	None	10 minutes	Guidance Staff

Academic probation need the guidance office and filed out the Counselor Conference Form	collect the Counselor Form and will verify the student's academic status			/ guidance counselor
2. Students will have a conference with the guidance staff /guidance counselor and accomplish the Academic Self-Assessment Form	Conduct conference with the student After the conference, guidance staff / counselor will issue a guidance slip requesting the assistance in the subject / course to be enrolled from their respective colleges or the Registrar's Office	None	15 – 30 mins	Guidance Staff / guidance counselor
3. Student will proceed to their respective colleges / Registrar's Office for enrollment and present the guidance slip		None		
4. After the enrollment, student will return to the guidance office to present the signed guidance slip / proof of academic advising		None	10 mins	Guidance Staff / guidance counselor
	TOTAL		35 – 50 minutes	