



Republic of the Philippines
CATANDUANES STATE COLLEGES
Virac, Catanduanes

APPLICATION FOR THE ISSUANCE OF STUDENT'S RECORDS

Name: _____ Date of Filing: _____
I.D. No.: _____ Course: _____

SUBJECT REQUESTED FOR: (Please check)

- | | |
|---|--|
| <input type="checkbox"/> Honorable Dismissal | <input type="checkbox"/> College Diploma |
| <input type="checkbox"/> Official Transcript of Records | <input type="checkbox"/> Certification |
| <input type="checkbox"/> Others (Please specify) _____ | |

Reason: _____

Student's Signature

To be accomplished by the In-charge of Records:

- | | |
|---|---|
| <input type="checkbox"/> Form 138 B/ Form 137-A | <input type="checkbox"/> Good Moral Certificate |
| <input type="checkbox"/> Birth Certificate | <input type="checkbox"/> Student's Clearance |
| <input type="checkbox"/> Official Transcript of Records | <input type="checkbox"/> Honorable Dismissal |
| <input type="checkbox"/> Authorization Letter | <input type="checkbox"/> Birth Certificate |

Remarks: _____ Due Date: _____

Released by: _____



CLAIM STUB

Name: _____ Course: _____
Please claim your _____ on _____

In Charge of Records

