



JE Mondejar Computer College, Inc.

Tacloban City

PROCEDURES ON REQUESTING SCHOOL DOCUMENTS

STEP 1: Secure a CLEARANCE FORM at **Cashier's Window**. Pay the required amount.

STEP 2: Fill-out the information needed (ie: Name, Course, SY last attended, Student Number, Purpose & Documents to be requested)

STEP 3: Have the Clearance Form signed by:

1. **Property Custodian** (Mr. Allan Adonis)
2. **Laboratory In-charge** (Ms. Adelina Q. Acebedo)
3. **Information Center/ Library Attendant** (Ms. May Manatad)
4. **Accounting** (Ms. Noreen Palacio)
 - (If you have an outstanding balance, you need to settle the account first, before the accounting in-charge will sign your clearance.)

(If your purpose id for **TRANSFER**, visit the **Guidance Office** (MS. Joy Horca) if **NOT**, proceed to the Principal/ Dean.)

5. **A) Principal** (Ma'am Caridad Baguion)- Elementary, JHS, Senior High students
6. **B) Dean** (Ma'am Leonisa A. Soria) BSBA/ HBAS students

STEP 4: Hand your CLEARANCE and RECEIPT at Registrar's Window.

(Wait for further instructions and **Date of Release**)

STEP 5: Hand your **Release Form** at Registrar's Window and Sign the logbook when you receive the documents.

STEP 6: Double check the documents information before leaving the counter.