

**GUIDELINES ON REQUISITION,
PROCESSING, AND ISSUANCE OF
STUDENTS' SCHOOL DOCUMENTS,
AND RELEASING OF ORIGINAL
COPY OF REPORT CARDS,
CERTIFICATES AND MEDALS**



MANRESA SCHOOL
Candida Maria St., BF Homes, Parañaque City

- # Scanned Copy of Report Card
- # Certified True Copy of Report Card (Php 50)
- # Certificate of Good Moral Character (Php 100)
- # Recommendation Letter (Php 100)
- # Duplicate Copy of Diploma (Php 200)
- # Scholastic Records (Php 100)
- # Certified True Copy of Transcript of Records (Php 150)
- # List of Honors and Awards, and Student Ranking
- # Other Certifications (Php 100)
- # Other Certified True Copy Documents (Php 50)



MANRESA SCHOOL
Candida Maria St., BF Homes, Parañaque City

REQUISITION

1. Request may be sent through email at registrar@manresaschool.edu.ph or through phone call at 88429918 loc. 107.

a. In using email

Requestor will be notified of the processing period and the corresponding amount that need to be settled according to the requested documents.

b. Request received through phone call

Email account will be asked for the issuance of the documents and be given notice of the processing period with the corresponding amount that needs to be settled according to the requested documents.



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REQUISITION

2. Payment may be settled online or thru fund transfer to the school's bank accounts:

Metrobank and Trust Company

Account Name: Manresa School, Inc.

Account Number: 034-3-034-32115-0

BF Homes Branch- Aguirre Ave., BF Homes, Parañaque City

Security Bank

Account Name: Manresa School, Inc.

Account Number: 0322-024152-201

BF Homes Branch- President's Ave., BF Homes, Parañaque City

Email proof of payment to registrar@manresaschool.edu.ph.



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PROCESSING

1. Upon receipt of request, the documents will be processed and prepared by the Registrar's personnel within three (3) to five (5) working days.
2. Assigned personnel has to monitor the received requests for smooth processing.



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PROCESSING

3. School Officials who have the authority to sign the requested documents are:

a. Principal

- o Certificate of Good Moral Character
- o Recommendation Letter
- o Duplicate Copy of Diploma
- o Other Certifications

b. Registrar

- o Certified True Copy of Report Card
- o Certified True Copy of Transcript of Records
- o Other Certified True Copy Documents
- o Scholastic Records



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ISSUANCE

1. Completed or prepared documents will be sent through the email of the requestor.
2. Document/s should be recorded/ logged according to the date it was issued/ sent for documentation purposes.
3. Hard copy of the requested documents may be claimed at the Registrar's Office during the specified time when the school is already allowed to accommodate clients.



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ONSITE TRANSACTIONS

1. On site transactions will be permitted starting **June 4, 2020 onwards**. As adherent to the health and safety standards, securing an appointment before going to school is necessary.
2. Walk – in clients may be accommodated but to strictly follow the protocols set by the government.



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ONSITE TRANSACTIONS

A. REQUISITION

1. Request will be done in the Registrar's Office

a. With scheduled appointment

- o Requisition of documents will be done upon securing an appointment in the Registrar's Office, this may be through a phone call.
- o During the scheduled appointment, requestor will fill-out Request Form and will pay the corresponding amount of the requested documents in the Treasurer's Office.



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ONSITE TRANSACTIONS

A. REQUISITION

1. Request will be done in the Registrar's Office

b. Walk-in

- o Secure and fill-out request form
- o Notify requestor of the date when will the documents be available for released
- o Settle amount to be paid at the Treasurer's Office

Same guidelines in the online transactions apply during the processing for the onsite transactions



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ISSUANCE

1. **Completed/ prepared documents will be issued to requestor upon payment or presentation of proof of payment.**
2. **Record/ log released documents for record purposes**



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ON SITE RELEASING OF REPORT CARDS, MEDALS, AND CERTIFICATES

On site transactions will be permitted starting June 4, 2020 onwards.

- 1. Secure an appointment before going to school through email at registrar@manresaschool.edu.ph or through phone call at 88429918 loc. 107.**
- 2. Walk-in clients may be accommodated but to strictly follow the social distancing and health and safety standards protocol.**
- 3. Releasing will be done in the Registrar's Office, front window/counter area.**



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