



# Visayas State University

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**Vision :** The premier university of science and technology in the Visayas.

**Mission:** Provide excellent instruction, conduct relevant research and foster community engagement that produce highly competent graduates necessary for the development of the country.

## **FRONTLINE SERVICE: PROCESSING OF STUDENT SEMESTRAL CLEARANCE**

### **Procedure:**

| STEP | APPLICANT/CLIENT   | OFFICE ACTIVITY   | DURATION | PERSON IN-CHARGE                 |
|------|--|---|----------|----------------------------------|
| 1    | Presents valid ID and current COR at the Office of the College Dean where the student belongs for the issuance of the student temporary clearance form and seeks the Dean's signature* | Checks if the particular student has no account with the College or the Department.<br><br>If a student has account in the College, Department and/or course-related organizations, directs the student to clear it first before the College Dean will sign the clearance | 10 min   | College clerks and College Deans |
| 2    | Proceeds to the Cash Division for payment and/or signature of the University Cashier**   | Receives payment and issues official receipt  | 5 min    | Cashier's Staff                  |
| 3    | Secures <b>Validated</b> Final Examination Permit from the Cash Division   | Checks if all marked office are signed and validates the Final Examination Permit   | 10 min   | Ms. Mary Nunez or Mr. Marvin Lao |

\* Those who have fully paid their accounts at the Cashier's Office shall proceed to Step 3 for validation of Final Examination Permit.

\*\* Student whose clearance is marked for a particular offices/units of the University must pass through this office before proceeding to the Cash Office.

### **Amount of Fee:**

Depending on the school account of the student

### **Requirements:**

1. Valid student identification (ID) card
2. Certificate of registration (COR)

For the student to take the final examination before the semester's end, one has to clear for any school accountability in any unit or office of the University. Thus, he/she is required to pass a semestral clearance in order to secure a Final Examination Permit needed to take the final examination. The processing may take less than one (1) hour if the student has no school accounts.

Once the Final Examination Permit is marked **Valid** by the Cash Division, the student will now be allowed to take final examinations.

### **Complaints:**

Please call Prof. Manolo B. Loreto, Jr., Dean of Students at (053) 335-2642/563-7073 or drop your concern/s in the suggestion box at the main entrance of the ONE-STOP-SHOP.