

Type of Service: External

Issuance of List of Honor Graduates to Civil Service Commission (CSC)

CSC reference for Civil Service Eligibility Exemption

Office or Division:	Student Evaluation Section (SES), Office of the University Registrar			
Classification:	Complex			
Type of Transaction:	Government to Government			
Who may avail:	Civil Service Commission			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of request addressed to the University Registrar		Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter of Request to the University Registrar	1. Receive letter, record to database, and forward to University Registrar (UR) for action.	None	10 Minutes	<i>Frontline Staff Administrative Section</i>
	1.1 UR acts on the request	None	1 Day	<i>University Registrar OUR</i>
	1.2 Process Request	None	2 Days	<i>School Credits Evaluator SES</i>
	1.3 Secure authorized signature	None	1 Day	<i>University Registrar OUR</i>
	1.4 Forward to Transcript Section for mailing	None	10 Minutes	<i>School Credits Evaluator SES</i>
TOTAL:		None	4 Days, 20 Minutes	