



BACOLOD CITY COLLEGE

Bacolod City

The Administrative Division is responsible for providing a comprehensive range of administrative services which support office operations. These services include Records & Correspondence, Supply & Property Management, and Payroll Services and such services encompassing the areas of human resource management, financial management, information management, facilities management and other administrative support services.

Location: Taculing Road, Bacolod City

Phone number: (034) 707-7469

ADMINISTRATIVE DIVISION

I. STUDENT ASSISTANT SCHOLARSHIP SERVICE

ABOUT THE SERVICE: Given to qualified students of Bacolod City College.

HOW TO AVAIL OF THE SERVICE:		
STEPS	Time Frame	Person/s In Charge
1. Submit application letter and resume, for preliminary interview	5 minutes	<i>Margie G. Tagle</i> AO II
2. Fill out Application form and take written exam	1 hour	<i>Margie G. Tagle</i> AO II
3. Interview & final evaluation of the College Administrator	5 minutes	<i>Dr. Ma. Johanna Ann R. Bayoneta</i>
4. Notice to student of his/her acceptance and orientation & deployment to offices assignment	30 minutes	<i>Margie G. Tagle</i> AO II

ACCOUNTING OFFICE

I. ISSUANCE OF STATEMENT OF ACCOUNT

ABOUT THE SERVICE: Billing statement/Statement of Account are issued and given action.

HOW TO AVAIL OF THE SERVICE:		
STEPS	Time Frame	Person/s In Charge
1. Present Enrollment Form for verification	5 minutes	<i>Femari Ybanez Verna dela Pena Sheila Mae Villaester</i>
2. Issue Statement of Account indicating the amount to be paid by the student	5 minutes	
3. Proceed to Cashier for payment		

II. POSTING OF PAYMENT AND ISSUANCE OF EXAMINATION PERMIT

ABOUT THE SERVICE: Payments posted in student's ledger for issuance of examination permit are given action.

HOW TO AVAIL OF THE SERVICE:		
STEPS	Time Frame	Person/s In Charge
1. Present Official Receipt for posting of payment	5 minutes	<i>Femari Ybanez Verna dela Pena Sheila Mae Villaester</i>
2. Release Examination Permit for the period	5 minutes	

III. SIGNING OF STUDENT CLEARANCE (FOR CURRENT TERM AND TOR)

ABOUT THE SERVICE: Student's account verified for clearance purposes are given action.

HOW TO AVAIL OF THE SERVICE:		
STEPS	Time Frame	Person/s In Charge
1. Present Enrollment Form for verification	5 minutes	<i>Femari Ybanez Verna dela Pena</i>

2. Issue Statement of Account indicating the amount to be paid by the student	5 minutes	Sheila Mae Villaester
3. Proceed to Cashier for payment		

REGISTRAR'S OFFICE - TACULING CAMPUS

I. ISSUANCE OF TRANSCRIPT OF RECORDS AND HONORABLE DISMISSAL

ABOUT THE SERVICE: For employment, transferring of school, post graduate studies and as requirement for other purposes.

HOW TO AVAIL OF THE SERVICE:		
STEPS	Time Frame	Person/s In Charge
1. Inquire and obtain clearance and request form at the Registrar's Office	5 minutes	TED/BSIS/ACT - Jay Ann Pantonial BSOA - Rosela Duno BSIT- Allen Rey Sales BSE/BSBA MM -James Gallego Ms. Pamela Joy Castellano/iko Evangelio
2. Submit duly accomplished request form and needed requirements.	5 minutes	
3. Secure claim slip on schedule of releasing	5 minutes	
4. Surrender claim slip on scheduled date and obtain assessment form and pay to the College Cashier.	20 minutes	
5. Present the Official Receipt to be reflected on the document	5 minutes	
6. Receive TOR and sign in log book.	5 minutes	

II. ISSUANCE OF ACADEMIC CERTIFICATIONS (COE, COG, GWA, CROSS-ENROLLEE GRADES)

ABOUT THE SERVICE: As requirement for scholarship grants, employment and other purposes.

HOW TO AVAIL OF THE SERVICE:		
STEPS	Time Frame	Person/s In Charge

1. Secure requirements at the Registrar's Office	5 minutes	TED/BSIS/ACT - Jay Ann Pantonial BSOA - Rosela Duno BSIT- Allen Rey Sales BSE/BSBA MM -James Gallego Ms. Pamela Joy Castellano/iko Evangelio
2. Submit the requirements	5 minutes	
3. Obtain assessment form and pay to the College Cashier	20 minutes	
4. Present the Official Receipt to be reflected on the document and obtain the scheduled date of releasing	5 minutes	
5. Bring valid ID on scheduled date of releasing	5 minutes	
6. Receive the certificate.	5 minutes	

III. ISSUANCE OF CROSS-ENROLLEE FORM

ABOUT THE SERVICE: For students in other schools intending to take a subject in Bacolod City College.

HOW TO AVAIL OF THE SERVICE:		
STEPS	Time Frame	Person/s In Charge
1. Provide prospectus of the intended school to be cross-enrolled for verification of the subject	5 minutes	TED/BSIS/ACT - Jay Ann Pantonial BSOA - Rosela Duno BSIT- Allen Rey Sales BSE/BSBA MM -James Gallego Ms. Pamela Joy Castellano/iko Evangelio
2. Comply with the requirements (must be officially enrolled with BCC)	5 minutes	
3. Obtain assessment form and pay to the College Cashier	5 minutes	
4. Bring valid ID on schedule date of releasing	5 minutes	
5. Receive the permit to cross-enroll	5 minutes	

IV. ISSUANCE OF CERTIFICATION, AUTHENTICATION, AND VERIFICATION OF DOCUMENTS (CAV)

ABOUT THE SERVICE: To ready the documents to be processed in CHED as specific requirement for employment.

HOW TO AVAIL OF THE SERVICE:		
STEPS	Time Frame	Person/s In Charge
1. Secure requirements at the Registrar's Office	5 minutes	<i>Rosela Duno, Allen Sales, Jay Ann Pantonial</i>
2. Submit the requirements <ul style="list-style-type: none"> • Photocopy of TOR • Photocopy of Diploma 	5 minutes	
3. Obtain assessment form and pay to the College Cashier	20 minutes	
4. Present the Official Receipt to be reflected on the document	5 minutes	
5. Bring valid ID on the scheduled date of releasing	5 minutes	
6. Receive documents and sign in log book	5 minutes	<i>Ms. Pamela Joy Castellano/ Miko Evangelio</i>

V. ISSUANCE OF CERTIFICATION FOR CIVIL SERVICE ELIGIBILITY

ABOUT THE SERVICE: For students who graduated with Latin honors can apply for Honor Graduate Eligibility which is considered as a second level eligibility in Civil Service.

HOW TO AVAIL OF THE SERVICE:		
STEPS	Time Frame	Person/s In Charge

1. Secure requirements at the Registrar's Office	5 minutes	<i>Rosela Duno, Allen Sales, Jay Ann Pantonial</i>
2. Submit the requirements <ul style="list-style-type: none"> • Photocopy of TOR • Photocopy of Diploma 	5 minutes	
3. Obtain assessment form and pay to the College Cashier	20 minutes	
4. Present the Official Receipt to be reflected on the document	5 minutes	<i>Rosela Duno, Allen Sales, Jay Ann Pantonial</i>
5. Bring valid ID on the scheduled date of releasing	5 minutes	
6. Receive documents and sign in log book	5 minutes	<i>Ms. Pamela Joy Castellano/ Miko Evangelio</i>

VI. REQUEST FOR OTHER DOCUMENTS

ABOUT THE SERVICE: Request of data for research and other purposes.

HOW TO AVAIL OF THE SERVICE:		
STEPS	Time Frame	Person/s In Charge
1. Submit a letter addressed to the College Administrator stating the purpose of the request have it received at the Administrative Office.		<i>Ms. Melanie Gucman</i>
2. The letter is referred to the College Administrator for appropriate action.		<i>Dr. Ma. Johanna Ann R. Bayoneta</i>
3. Upon approval of the College Administrator, the letter request is processed at the Registrar's Office	10 minutes	<i>Ms. Pamela Castellano</i>
4. Takes action on the requested document within (15) working day(s)		
5. Receive requested documents on date of releasing.	5 minutes	

