

**REQUEST SLIP** (UPVCC/CSO FORM 1)

To Be filled up by Cashier's Office

Amount Paid: \_\_\_\_\_

OR No. \_\_\_\_\_

Date: \_\_\_\_\_

Received by: \_\_\_\_\_

**TRUE COPY OF GRADES** (PhP 20.00/page)

- 1-3 years (1 page)  
 3.5-6 years (2 page)  
 6.5-9 years (3 pages)  
 9.5-12 years (4 pages)

- HONORABLE DISMISSAL** (PhP 20.00)  
 for transfer/enrolment to non-UP unit  
 (to submit College Clearance. Pls. take note  
 that Honorable Dismissal is issued only once.)

**CERTIFICATE OF:**

- Graduation PhP 25.00) Date of Graduation \_\_\_\_\_  
 Enrolment (PhP 20.00)  
 Others (please specify: PhP 20.00/page) \_\_\_\_\_

- PERMIT TO TRANSFER** (PhP20.00) – for transfer to  
 other UP unit (to submit notice of admission and  
 College Clearance)

PURPOSE: \_\_\_\_\_

NAME OF STUDENT: \_\_\_\_\_ Student No. \_\_\_\_\_

Last Name First Name M.I.

COURSE &amp; YEAR: \_\_\_\_\_ Last enrolment in UPV Cebu \_\_\_\_\_ Sem/Summer School Year \_\_\_\_\_

GRADUATED:  YES  NO

Signature of Student/Applicant

RECOMMENDING APPROVAL:

\_\_\_\_\_  
Library\_\_\_\_\_  
Accounting

FOR RELEASE:

APPROVED BY:

\_\_\_\_\_  
College Secretary

RECEIVED BY:

\_\_\_\_\_  
Date: \_\_\_\_\_**Note:**

Payment must be made at the Cashier's office only after all the required signatures have been accomplished. For authorized representative he/she has to submit an authorization letter from the student concerned and present a valid I.D. with photo. Thank you.