



MABALACAT CITY COLLEGE

OFFICE OF THE COLLEGE REGISTRAR

1. Issuance of School Records (New Normal)

Issuance of Transcript of Records (Finished and Unfinished Studies) of Mabalacat City College's Students and Alumni, Certificate of Eligibility to Transfer, Certifications (Enrolment/Registration, Units Earned, GWA, Copy of Grades, Honor Graduate, Medium of Instruction, CHED-DFA Authentication and Verification, Certificate of Graduation, Authentication of TOR and Diploma, etc.)

Office or Division:		Registrar		
Classification:		Simple		
Type of Transaction:		Government to Clients		
Who may avail:		Students (Old, currently enrolled and graduates)		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Application for School Records and Clearance (Registration Form No. 10)			Registrar's Office	
Official Receipt, Documentary Stamps and Notice of Appointment			Cashier at LGU, Registrar	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to Mabalacat City College Registrar Facebook page and download MCC Reg. Form No. 10 (Application for School Records)	Provide Request Form through MCC Registrar Facebook page	None	2 minutes	Manilyn Delizo (Clerk) Erica Turla (Clerk)
2. Fill-out the application properly and completely. (Use the name based on your birth certificate; for married female student, indicate the last name you used during your last enrolment in MCC. If shiftee, indicate the institute(s) last attended.		None	2 minutes	





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<p>3. Send your fully accomplished application form and scanned copy of valid ID as attachment via e-mail at mccregistrar@yahoo.com.ph or direct message to MCC Registrar FB page. <i>(Once approved, a confirmation e-mail will be sent on the same day for the schedule of release of the document requested and payment slip)</i></p>	<p>3.1 Received and checked the completeness of form</p> <p>3.2 Facilitate and process clearance</p> <p>3.3 Issuance of Notice of Appointment (every Friday of the week) and payment slip</p>	<p>None</p>	<p>15 minutes</p>	<p>Roma Amor Manalang (College Librarian)</p> <p>Eldy Owen Layno (ODS coordinator)</p> <p>Graciela Imma Tagle (Guidance Counselor)</p> <p>Kristian Joy Tuazon (Cashier II)</p>
<p>4. Pay corresponding fee(s) at Mabalacat City Hall (One-Stop Shop Business Center, Xevera Complex, Brgy. Tabun, Mabalacat City)</p>	<p>4.1 Received payment and issued Official Receipt</p>	<p>(Please see list below for the list of fee/s)</p>	<p>10 minutes</p>	<p>Mabalacat City LGU - Cashier</p>
<p>5. Claim your requested documents at Mabalacat City College Registrar's Office – Dolores and present your Notice of Appointment (screenshot/printed) for entry purposes. Bring the following documentary requirements along with your NOA:</p> <ul style="list-style-type: none"> documentary stamp per document requested Official receipt 3 photocopies of the Official 	<p>Released requested document</p>	<p>None</p>	<p>3 minutes</p>	<p>Registrar's Clerk</p>





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<i>Transcript of Records and Diploma (for CHED-DFA Authentication and Verification applicants only)</i>				
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List of documents with corresponding fee(s)

Document	Fee
Copy of Grades	PhP 20.00
Certificate of Enrollment	PhP 50.00
Official Transcript of Records	PhP 150.00
Diploma (2nd Copy)	PhP 200.00
other Certifications (issued by the office)	PhP 50.00

Note: For students who are requesting Certificate of Eligibility to transfer, you are advise to call or message our Guidance office through their hotlines 09285039711/09285039725/09285039654 before the issuance of your Notice of Appointment for clearance purposes.

*Upon claiming your documents, please wear a face mask, face shield and always practice physical distancing





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2. Online Enrollment (New Normal)

Office or Division:		Registrar		
Classification:		Simple		
Type of Transaction:		Government to Clients		
Who may avail:		Freshmen, Continuing and Transferees		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Clearance (Submitted Entrance Credentials)			Registrar's Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log-in to your student portal on your schedule enrollment date/s	Provide information on the schedule of enrollment	None		Student
2. Answer the Hub survey		None		Student
3. Check your enlisted subjects		None		Student
4. Confirm your enlistment by clicking the "confirm" button		None		Student
5. Wait while the Registrar and Finance Office approve your enlistment		None		Registrar and Finance
6. Once approved, you will receive an e-mail from us confirming your enrollment		None		Registrar

Note: All links of downloadable forms needed for pre-registration and post-registration with procedures, LOA, shifting, returning, withdrawal of Enrollment, Dropping etc. are available at MCC REGISTRAR FB PAGE.





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3. Online Enrollment (New Normal)

Office or Division:		Registrar		
Classification:		Simple		
Type of Transaction:		Government to Clients		
Who may avail:		Returning Students		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Clearance (Submitted Entrance Credentials)			Registrar's Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to MCC Registrar FB page and download MCC Reg. Form No. 11 (Clearance for Retuning Student)		None	1 minute	Student
2. Fill-out the form correctly and completely		None	2 minutes	Student
3. Send the accomplished form via e-mail at mccregistrar@yahoo.com.ph or MCC Registrar FB page		None	2 minutes	Student
4. Wait for the approval of your clearance			10 minutes	Registrar Staff
5. You will be instructed to call the hotline of your Institute for further subjects' evaluation		None		Institute Dean/FOSH
6. Once approved, the Institute will forward the consolidated list of subjects to Registrar for enlistment on enrollment schedule				Institute and Registrar
7. Registrar will coordinate your				Registrar and





Republic of the Philippines
Province of Pampanga
Mabalacat City



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student portal to MIS office for re-activation				MIS
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Note: After accomplishing Steps 1 to 7, follow the online enrollment procedure for continuing/old students.

All links of downloadable forms needed for pre-registration and post-registration with procedures, LOA, shifting, returning, withdrawal of Enrolment, Dropping etc. are available at MCC REGISTRAR FB PAGE.

Submitted by: **GLORIA R. POLICARPIO**
College Registrar

Start Here,
Be Successful *Anywhere!*

www.mcc.edu.ph
(045) 209 8720

