



# MABALACAT CITY COLLEGE

## 1. Request deficiency course for special class

Request deficiency course for Special Class of Mabalacat City College's Irregular Students.

<b>Office or Division:</b>	Institute of Computing Studies			
<b>Classification:</b>	Batch			
<b>Type of Transaction:</b>	Clients to Government			
<b>Who may avail:</b>	Students (Irregular, currently enrolled and returnee)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Student Request Letter ICS Endorsement Letter Faculty Loading		VPAA, MIS, Registrar, Finance, HRMO, ICS, Student		
Official Receipt and Documentary Stamps		Cashier		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.1 Submission of Student request letter and indicate the course being requested along with signed petition letter.	1.1 Receive Request and petition letter	None	1 minute	ICS Clerk
2.1 Prepare Endorsement letter.	2.1 Prepare and print seven (7) copies of Endorsement letter.	None	30 minutes	ICS Clerk
2.2 Proceed to the indicated offices for approval of signatories: a. Institute FOSH b. Institute Dean c. VPAA	2.2 Received and checked completeness of signed Endorsement letter.	None	30 minutes	ICS Clerk Institute FOSH Institute Dean VPAA
2.3 Prepare Faculty Loading.	2.3 Prepare and print seven (7) copies of Faculty Loading.	None	30 minutes	ICS Clerk
2.4 Proceed to the indicated offices for approval of signatories: a. Institute Faculty b. Institute Dean c. VPAA	2.4 Received and checked completeness of signed Faculty Loading.	None	30 minutes	ICS Clerk Institute Faculty Institute Dean VPAA

Start Here,  
Be Successful *Anywhere!*



<p>3. Proceed to the Concerned Office and submit fully accomplished Endorsement Letter and Faculty Loading.</p> <ul style="list-style-type: none"> <li>a. VPAA</li> <li>b. MIS</li> <li>c. HRMO</li> <li>d. Finance</li> <li>e. Registrar</li> <li>f. Institute</li> </ul>	<p>3. Received and checked completeness of Endorsement letter signatories and Faculty loading.</p>	<p>None</p>	<p>30 minutes</p>	<p>ICS Clerk</p>
<p>4. Present student copy of accomplished request on the scheduled date of release</p>	<p>Issuance of requested Special Class copy to student</p>	<p>None</p>	<p>1 minute</p>	<p>ICS Clerk</p>

Note: The Institute Clerk will not process student request with incomplete information and valid reason.

Under normal circumstance means: (1) Requirements needed are complete (2) All signatories in the Endorsement Letter and Faculty Loading are fully signed.