



## Issuance of Transcript of Records

### ABOUT THE SERVICE

Any student who have enrolled in the City College of Naga can request for Transcript of Records.

<b>Department / Office:</b>		<b>CITY COLLEGE OF NAGA</b>		
<b>Classification:</b>		Complex		
<b>Type of Transaction:</b>		G2C - Government to Citizens G2B - Government to Businesses G2G - Government to Government		
<b>Who may avail</b>		Students and graduates of CCN		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
• Request Form		Registrar's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-up request form.	2. Verify records.	None		HERNANE R. ERFE Registrar
	3. Issue the order of payment.	P275.00/first page. Succeeding pages is P25.00 /page	10 minutes	
4. Pays the corresponding fee.			15 minutes	LOCAL REVENUE COLLECTION OFFICER City Treasurer's Office
5. Present Original Receipt (O.R.).	6. Prepare Transcript of Records (TOR).		1 day if with Special Order (S.O.)	HERNANE R. ERFE Registrar
	7. Release of Transcript of Records (TOR).		5 days if no Special Order (S.O.)  7 days if undergraduate	
<b>TOTAL</b>		P275.00	7 days and 20 minutes	

### CITY COLLEGE OF NAGA

Diversion Road, Almeda Highway, Concepcion Grande, Naga City

For more information, please contact:

Hernane R. Erfe, Registrar

Cellphone No. 09178071240

Dr. Magno S. Conag Jr., LUC President

Email: [ccn@naga.gov.ph](mailto:ccn@naga.gov.ph)