

2024



San Beda College Alabang

Registrar's Office Manual



San Beda College Alabang

REGISTRAR'S OFFICE

MANUAL OF STANDARD OPERATING PROCEDURES

VISION-MISSION STATEMENT

VISION

To be a leading Catholic Christian educational institution committed to the holistic formation of persons who excel in their respective endeavors and are guided by the Benedictine principles of Prayer, Work, and Peace.

MISSION

To provide excellent and responsive programs and services, adopt empowering management systems, and build a learning, caring, and praying community guided by the teachings of St. Benedict and the example of St. Bede.



REGISTRAR'S OFFICE VISION- MISSION

Mission

Imbued with the spirit of accountability and excellence, guided by the mission of being “a School in the Lord’s service,” the Office of the Registrar is committed to protecting the integrity of students’ records, serving as a hub of information, and upholding the values of excellence, service, and community.

Vision

The Office of the Registrar envisions itself as the Bedan community’s information hub that provides excellent services to the stakeholders. Exemplifying St. Benedict’s motto of “Ora et Labora,” its services are at par with local and international standards and responsive to new technologies in records management.



DATA COLLECTION POLICIES:

San Beda College Alabang is committed to exercising, protecting, and upholding your right to quality education and privacy. We adhere to the provisions of the Philippine Data Privacy Act of 2012. Hence, we process your personal and sensitive personal information that identifies you as an individual.

We respect your right to privacy and for this purpose, this notice informs the community of the legal basis for the processing of personal and sensitive information. This policy is in place to protect your data privacy and your academic rights as a student.

PERSONAL AND SENSITIVE PERSONAL INFORMATION COLLECTION

San Beda College Alabang offices collect your personal information through paper-based and online systems. We collect, generate, and safeguard your data, which consists of written records, photographic and video images, digital material, and biometric records for the school's RFID. We use your data or information as indicated below:



1. For admission. When you apply for admission, we collect, among others the following: (1) registration/profile information such as your name, email address, home address, cell phone number, and other contact details; (2) data about your personal circumstances, for example, your family background, history, and other relevant circumstances, previous schools attended, academic performance, and medical records; and (3) and any or all information obtained through the entrance tests or admission examinations.

2. Data we generate after enrolment and during your stay with us. After your admission to SBCA, we may also collect additional information about you, including (1) your academic or curricular undertakings, schedule, program flow, scholastic performance, attendance record, etc.; (2) co-curricular activities you engage in, such as service learning, outreach activities, internship or apprenticeship compliance; (3) your extra-curricular activities, such as membership in student organizations, leadership positions, and participation and attendance in seminars, competitions, programs, outreach activities, and study tours; and (4) any disciplinary incident that you may be involved in, including accompanying sanctions. We may acquire other forms of data like pictures or videos of activities you participate in, via official documentation of such activities, or through recordings from closed-circuit security television cameras installed within school premises.

3. Other Personal Information. There may be instances when personal information is sent to or received by us even without our prior request. In such cases, we will determine if we can legitimately keep such information. If it is not related to any of our legitimate interests, we will immediately dispose of the information in a way that will safeguard your privacy. Otherwise, it will be treated in the same manner as the information you provide us. If you supply us with the personal data of other individuals (e.g., person to contact in the event of an emergency), we will request you to certify that you have obtained the consent of such individuals before providing us with their data.



INFORMATION/DATA MANAGEMENT:

We use your personal data to pursue our legitimate interests as an educational institution, which includes among others, a variety of academic, administrative, research, and statistical purposes.

We generate and protect the following:

- Application for admission.
- Confirmation or processing of incoming students, transfer, and registration of students for enrollment.
- Recording, generating, and maintaining student records of academic, co-curricular, and extra-curricular engagements.
- Storing and evaluating student work, such as homework, seatwork, quizzes, long tests, exams, term papers, theses, dissertations, capstone projects, reflection papers, essays, and presentations.
- Recording, generating, and maintaining records, whether manually, electronically, or by other means, of grades, class schedules, attendance, and participation in curricular or extra-curricular activities.
- Maintaining student information on LIS and SBCA Learning Management Systems.
- Grades evaluation for academic deliberations and student performance.
- Processing of scholarship applications, grants, reports, and other personal data for submission to partner organizations pertinent to scholarship opportunities.
- Investigating incidents related to student behavior and implementing disciplinary measures.

1. Compiling and generating reports for research purposes.
2. Providing services such as health, insurance, counseling, information technology, library, sports/athletics, transportation, parking, campus safety, and security.
3. Managing and controlling access to campus facilities, and equipment.
4. Communicating/disseminating official school announcements.
5. For marketing and promotional advertisements/materials.
6. Soliciting participation in research and non-commercial surveys.
7. Soliciting your support, financial or otherwise, for SBCA's projects, programs, or events.



DISCLOSURE OR TRANSFER OF YOUR INFORMATION

In adherence to standardized school-to-school practice, we may also share, disclose, and transfer your data to schools/organizations as necessary, such as:

- a) Notice of Acceptance/Certificate of Registration issued to bonafide students.
- b) Awarding of scholarship grants, class lists/schedules, either online or in school bulletin boards.
- c) Sharing of your personal data with your parents, guardians, or next of kin, as mandated by law to promote your best interests or to protect your health, safety, security, or that of others.
- d) Posting of graduation brochure for distribution to donors/donors.
- e) Distribution of the list of graduates and awardees.

Reporting and/or disclosure of information to PAASCU, NPC, DepEd, CHED, Bureau of Immigration, Department



- a) of Foreign Affairs, Legal Education Board, Supreme Court, Professional Regulation Commission, and others as the law requires.
- b) Sharing of information to the Athletic Association of the Philippines and other sports bodies for determining eligibility in sports or academic competitions, and other similar events.
- c) Conducting research or surveys for purposes of institutional advancement.
- d) Publishing academic, co-curricular, and extra-curricular achievements in school bulletin boards, websites, social media sites, and publications.
- e) Sharing academic achievements with partner institutions.
- f) For information dissemination and promotion of the school using photos, videos, and pertinent information.
- g) Live streaming of events.
- h) Publication of communications as necessary in social and print media.

The Data Privacy Act 2012 is the policy of the State to protect the fundamental human right of privacy, of communication while ensuring the free flow of information to promote innovation and growth. The State recognizes the vital role of information and communications technology in nation-building and its inherent obligation to ensure that personal information in information and communications systems in the government and the private sector are secured and protected (DPA Sec. 2). You may access the provisions of the law at [Republic Act 10173 - Data Privacy Act of 2012 - National Privacy Commission](#)



GUIDELINES ON DOCUMENT REQUESTS

Issuance of Certifications

The Office of the Registrar issues the following certifications upon request of the student/alum/parent/employee:

- *Enrollment*
- *Candidacy for Graduation/Academic Completion*
- *Graduation/Graduation with Honors*
- *Cumulative Grade Weighted Average (CGWA/GPA)*
- *Dean's List*
- *Grades*
- *English as a medium of instruction*
- *Ranking (for undergraduate students only)*
- *Other certifications as requested, regardless of frequency and number of copies.*

Processing Period

The requesting party has these options for processing his or her certifications: **Regular Processing** and **Express Processing**.

Processing Period:

Regular	The requested document is available after five (5) to seven (7) working days from the date of request.
Express	The document is available after two or three working days from the date of request.



Procedures for Document Requests

1. *Secure the Request Form from our records assistant. The requesting party may also download the form and have it assessed by the assigned records assistant.*
2. *Fill out the Request Form appropriately. Indicate if your request is Regular or Express. Please advise our staff of any special instructions.*
3. *Proceed to the Accounting Office for payment.*
4. *Return the form to the records assistant and present the Official Receipt.*
5. *Claim the document on the scheduled release date indicated in the Official Receipt.*

To claim the Certifications, the following options are available:

The Certifications may be picked up personally. The SBCA ID (student) or any valid ID (alumnus/alumna) and the Official Receipt for the payment of the Certifications must be presented.

A proxy/representative may pick up the Certification/s. Kindly present a duly accomplished and signed *Proxy Form* (Authorization Letter).

Issuance of Transcript of Records

The Transcript of Records (TOR) is the official permanent record of a student for the entire duration of their stay in San Beda College Alabang. This includes credits from other schools they attended.

The Transcript of Records may be official (with school seal and signature of the Registrar) or unofficial. The purpose of the requested TOR is indicated on the last page.



Issuance of ID Card

The Office of the Registrar issues the Identification Cards to the Academic Department for distribution to bona fide students at San Beda College Alabang.

The ID cards are issued to 1) New bonafide students 2) Old students for replacement of damaged ID cards; and 3.) as replacement for lost ID. Payment must be made at the Cashier's office.

Picture-taking for Identification Card

ID picture taking is done during enrollment. Please present your Official Receipt to the ID personnel at the Registrar's Office. Kindly proceed to the designated picture-taking area.

Stickers for old students are issued by the Vice Principal's/Vice Dean's Office.

Picture-taking for new students are scheduled on:

Mondays to Wednesdays	– 8:00 – 4:00 pm
Fridays	– 8:00 – 4:00 pm
Saturdays	– 8:00 – 12:00 noon

Lost ID: In case of a lost ID card, follow the procedures below:

1. Kindly email liaison@sanbeda-alabang.edu.ph and send an Affidavit of Loss.
2. Pay the necessary fee for ID replacement and present the Official Receipt of payment to the ID personnel.
3. Claim your ID on the specified date of release.

Issuance of Diploma

SBCA awards the Diploma to certify the completion of a degree program or course of study. It is a legal document that bears the signature of the Rector-President and the Principal/Dean. The official date of graduation is indicated on the Diploma.

The original Diploma is issued only once. However, the school accepts requests for the issuance of a DUPLICATE DIPLOMA, subject to the following:



1. *The DUPLICATE Diploma will be a true certified copy of the original, to be signed by the incumbent Rector-President on behalf of the original signatories.*
2. *The words "Duplicate Copy" are printed on the Diploma.*
3. *The ORIGINAL DIPLOMA shall be rendered null and void in the records of San Beda College Alabang. It shall be considered when presented for verification/authentication and other purposes.*
4. *The DUPLICATE DIPLOMA is issued only once. Should the same be damaged or lost thereafter, no request for this document may be further entertained without prejudice to the issuance of a graduation certification.*
5. *The acceptance of the application for DUPLICATE DIPLOMA does not bind or obligate SBCA into issuing the same when its records show that a DUPLICATE DIPLOMA has been previously issued.*
6. *That a duly notarized Affidavit of Loss must be submitted, and that, in case of damaged ORIGINAL DIPLOMA, the same must be surrendered to the Office of the Registrar for appropriate disposal.*

Issuance of a Diploma requires having the clearance processed by the different offices and units. Graduates with pending accountabilities must settle their obligations before the diploma can be released.

For graduates who need credentials to apply for a job or transfer to other schools, the Office of the Registrar may issue an official certification that they have graduated.



Enrollment Procedures

Online enrollment is done through an internet-enabled computer or gadget.

Please be guided by the following enrollment procedures.

1. Log in to your i-enroll account by using your login credentials.
2. Acknowledge the Finance Policy Agreement.
3. Click the appropriate **Academic Year (AY) on the Main Screen** and proceed to update your Student Registration Information. Revise if necessary.
4. Confirm the Student Registration Information and click "SAVE and PROCEED."
5. For Integrated Basic Education Department (IBED/Tech High), fill out the Parent Information Form, and once entries are reviewed/updated, click "SAVE and PROCEED."
6. The subjects/courses for the current semester/year are pre-loaded on the I-enroll system. Review your subjects/courses before clicking, "SUBMIT." College students/transferees must ensure that advising has been completed with their Department Chair before enrolling.
7. Select the preferred mode of payment and preview/print the Payment Schedule and click "SUBMIT ENROLLMENT."
8. Once done, pay the assessed fees through the following payment channels:



<p>Bills payment to UnionBank</p> <p>Biller's Name: San Beda College Alabang Reference Number: Student ID number Reference Name: Student Name</p>	<p>2. Bills payment to BDO</p> <p>Biller's Name: San Beda College Alabang Reference Number: Student ID number Reference Name: Student Name</p>
<p>3. Bills payment to Metrobank</p> <p>Biller's Name: San Beda College Alabang Reference Number: Student ID number Reference Name: Student Name</p>	<p>4. BPI / Metrobank Credit Card Swiping</p> <p>Mondays – Fridays, 7:30 AM to 3:00 PM Saturday, 8:00 AM to 11:00 AM</p>
<p>5. ONSITE PAYMENT (SBCA Cashier)</p> <p>Mondays – Fridays, 7:30 AM to 3:00 PM Saturday, 8:00 AM to 11:00 AM</p>	<p>6. ONLINE CREDIT CARD PAYMENT</p> <p>a. Access this link: https://www.sanbeda-alabang.edu.ph/payment/</p> <p>b. <u>Fill</u> in all the necessary details for the transaction and click Submit.</p>

You may also check out the Finance Policy on this page: <https://sites.google.com/view/sbcfinance/frequently-asked-questions>.

ENROLLMENT ASSESSMENT



Claiming of Enrollment Assessment Form (EAF)

The Enrollment Assessment Form (EAF) contains the list and schedule of courses enrolled for the current academic year. It will be available for claiming on the specified date issued by the Office of the Vice Dean.

For IBED/Tech High, your EAF may be claimed at the Registrar's Office.

Adding/Dropping

Adding/dropping is also referred to as "adjustment" for late enrollment or revision of the previously selected courses/sections during enrollment.

For IBED/Tech High School, any request for adjustment in sectioning or shifting to a different strand must be coursed through the Principal/Vice Principal.

For undergraduate students at the College of Arts and Sciences, adding/dropping is facilitated by the Chairperson of each department. Transactions regarding regular or special adjustments are done on the specified schedule before the start of classes.

Verification of Records

Verification of student-graduates of San Beda College Alabang and documents submitted by applicants for employment or further studies may be requested at the Registrar's Office.

Please be guided by the following procedures:

- 1. Prepare a letter of request for academic information verification, stating the graduate's complete name and verification purpose.*
- 2. The letter must be duly signed by the Human Resources Manager/Director or its equivalent for employment verification and by the Dean/Admissions Officer or its equivalent for academic verification.*
- 3. Kindly attach the following: a. A copy of the document to be verified/authenticated (if applicable); 2. Authorization to release records signed by your applicant; 3. Valid ID of your applicant with signature (passport/government-issued ID/company ID).*
- 4. Verification requests are made onsite unless the company is located outside Metro Manila or nearby provinces. In case of the latter, kindly send the letter and documents for verification following this format:*

VERIFICATION OF RECORDS

c/o Office of the Registrar

San Beda College Alabang

8 Don Manolo Drive, Alabang Hills Village

Muntinlupa City, Metro Manila



Graduation/Commencement Exercises

The Commencement Exercises are held four (4) times a year: IBED/SHS Graduation, CAS, Graduate School, and School of Law Commencement Exercises. Graduation refers to completing an academic degree at the secondary, undergraduate, or graduate level.

For Graduate School, a graduate student needs to apply to graduate. Generally, students enrolling for the last semester/term are deemed to be graduating. Since there are peculiarities in Graduate studies, the "Application to Graduate Form" is available online.

Graduation Fees will be presented to the Graduating students. They will receive email instructions regarding their assessment.

Payment of the Graduation Fee at the Accounting Office must be made upon receipt of the email.

Verification of List of Graduates

*The Registrar issues the official **List of Graduates** to the Principal/Vice Principal/Vice Dean for Student Activities/Dean or designated academic head. The academic head and the graduating students verify the list. Upon receipt of a copy, the student must check their name, degree, and awards (if any) against the provided list.*

Graduation Mass

Graduating students are expected to attend the Graduation Mass. Depending on the seating capacity and venue, this event is for the graduates, guests, and their parents.

That in all things, God may be glorified+