



**Important Reminders:**

1. Transact only with the duly authorized personnel at the Office of the University Registrar (OUR). *All payments should only be made at the Cashier's Office.*
2. Present “**authorization letter**” for representative claiming requested documents.
3. Present claim stub when claiming for requested documents.
4. Follow-up/queries should be made **three (3) working days** after the request was made.
5. “**Affidavit of Loss**” should be presented/submitted to the OUR whenever required.

**OFFICE OF THE UNIVERSITY REGISTRAR (OUR)**

Trunk Line: +63 2 527-7941 up to 48, local 48

Direct Line: +63 2 527-9070