



EXCERPT FROM THE APPROVED MINUTES OF THE
110th VSU Board of Regents Meeting
~~Virtual Meeting~~ via Zoom
2 JUNE 2023

**PROPOSED CHANGES IN THE DOCUMENT
AND TRANSACTION FEES OF THE OFFICE
OF THE UNIVERSITY REGISTRAR**

The Board passed

BOR Resolution No. 13, s. 2023

A Resolution Approving the Proposal to Increase the Document and Transaction Fees of the Office of the University Registrar, as modified, effective in the 1st Semester, AY 2023-2024.

TRANSACTION	APPROVED RATE
Undergraduate Official TOR	P430.00/set - regardless of number of pages (includes service fee and documentary stamp)
Graduate TOR	P350.00/set - regardless of number of pages (includes service fee and documentary stamp)
Certification, Authentication, and Verification of TOR/Diploma	P150.00/set (includes documentary stamp)
Transfer Credentials	P200.00/set - Can only be issued once
All other Certifications	P60.00/set - regardless of number of pages (includes documentary stamp)
Authentication or Certified True Copy of Grades, TOR and Diploma	P50.00/set
Grade Completion Form	Undergraduate: P 100.00 Graduate: P 200.00

Note: Rush requests that could be issued within 24 hours, an **expedite fee of P 200.00** will be charged per transaction. If filed in the afternoon of Friday or the day before a holiday, release shall be done immediately within the next working day.

BOARD ACTION : **APPROVED**
Date : 02 June 2023

Certified True and Correct:


GUIRALDO C. FERNANDEZ, JR.
Board & University Secretary

Cc: University Registrar
OVPSAS
USSO
Finance Office
Budget Office
Accounting Office
Cash Division