



CEBU DOCTORS' UNIVERSITY

Student Affairs, Publication and Public Relations Office

#1 Dr. P.V. Larrazabal, Jr. Avenue, North Reclamation Area, Mandaue City, Philippines
(032)238-8333 local # 8141 or 8142



REQUIREMENTS FOR CLEARANCE SIGNING

University Library

- The student needs to secure clearance first from the Research Office.

Student Affairs, Publication and Public Relations Office (SAPPRO)

- The student must not have any pending sanction.
- The student needs to accomplish online yearbook form and then attach the proof of payment for yearbook;
- The Graduation Picture must be 3R Size, with high resolution, with toga and without cap.
- The student also needs to present the School ID to SAPPRO (to be punched).

Accounting

- The student needs to pay all fees and/or balances.

Guidance Services Office

- The student needs to answer the Student Service Evaluation Survey; and be interviewed by counselors.

Research Office

- The university clearance must be countersigned by the Research Coordinator indicating that all research requirements have been submitted.

Alumni Office

- Online Registration at www.cebudocalumni.org; The student needs to pay Php 500.00 for Lifetime Alumni ID; Php 100.00 for the upgrade of ID (old graduates) and surrender old ID.

CLEARANCE SIGNING PROCEDURES

1. The student needs to fill out the necessary data and affix the signature. The signature must be physically signed, not digitally signed.

Note: The physically signed clearance should be sent to SAPPRO with the ID and 2 x 2 photo. See details in item number 5.

2. Collation and Printing

2.1 Faculty adviser will facilitate the gathering and collation of the fully filled out forms and will forward them to the respective college office secretary for batch printing.



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2.2 For those who can process their clearance personally, you may print personally your clearance and secure the needed requirements.

3. Monitoring

3.1 The collated clearance forms will be placed in an envelope or folder with a tracking sheet above them for monitoring.

3.2 For those who can process their clearance personally, make sure to keep track of your clearance as this is an important document.

4. Routing

4.1 The routing of the documents for signing may be assigned to the college's laboratory technicians.

4.2 For those who can process their clearance personally, you may route your clearance to the respective offices provided that health and safety protocols be followed and observed.

5. Student ID Invalidation

5.1 SAPPRO will serve as the first stop of the clearances with an actual ID attached to the clearance sheet. For students from outside Cebu, the actual ID will be sent to SAPPRO via courier together with their 2 x 2 ID picture as indicated in the clearance form.

Receiver:

CEBU DOCTORS' UNIVERSITY - SAPPRO
% Dominic P. Simbajon
North Reclamation Area, Mandaue City, 6014 Cebu Philippines
09985876286/09955142297

5.2 For Students to personally process the clearance, the actual ID should be brought for invalidation at SAPPRO.

Note: Affidavit of Loss will be secured for lost ID.

6. Clearance form will be available on the website for downloads on 16 June 2021.

- Start of signing clearances – 8 AM of June 17, 2021.
- End of signing clearances – 5 PM of August 5, 2021.

7. The Registrar's Office shall prepare the list of graduating candidates that will be forwarded to the CDUH Business Office for checking and verification through the CDU Business Office (Accounting).