



**MARITIME ACADEMY OF ASIA AND THE PACIFIC-KAMAYA POINT**  
**OFFICE OF THE REGISTRAR**

Associated Marine Officers' and Seamen's Union of the Philippines - PTGWO - ITF  
Kamaya Pt., Brgy. Alas-asin, Mariveles, Bataan

# REQUEST FOR RE-ISSUANCE

Date Requested : \_\_\_\_\_  
Date Received by the MAAP Satellite Office : \_\_\_\_\_  
Date Received by the MAAP Office of the Registrar : \_\_\_\_\_  
Releasing Date : \_\_\_\_\_  
*(within 3 working days upon receipt of the request at the MAAP Office of the Registrar or depending on the availability of the concerned signatories)*

**INSTRUCTIONS:**

- Fill-up F-12 REQUEST FOR RE-ISSUANCE FORM. Official documents will be processed/released to the requestor only upon full payment of re-issuance/replacement fee and submission of requirements.
- If the requestor is unable to attend to the transaction himself/herself, he/she must submit the following:
  - Special Power of Attorney (for Diploma and Official Transcript of Records only)
  - Fully accomplished F-087 AUTHORIZATION TO REQUEST/RECEIVE DOCUMENTS FORM.
  - Photocopy of requestor's valid ID with picture and signature and a photocopy of his/her representative's valid ID with picture and signature.
- The Office of the Registrar is not authorized to receive payments for documents. Payment transactions must be done at the **CASHIER-FINANCE DEPARTMENT**.
- Please refer on the RELEASING DATE on the availability of your requested documents or you may call the MAAP Office of the Registrar at +632-784-9100 local no. 4006 on the status of your request.
- Documents can be claimed at the following:
  - MAAP DIPLOMA / Official Transcript of Records - MAAP Main Campus, Mariveles, Bataan
  - Certificate of Completion - MAAP Main Campus, Mariveles, Bataan or at MAAP Satellite Office, Intramuros, Manila, if signified. Sending of requested documents to MAAP Satellite Office is every FRIDAY from the MAAP Office of the Registrar, Mariveles, Bataan.

Requestor's Name : \_\_\_\_\_ Contact No. \_\_\_\_\_  
(SURNAME / GIVEN NAME / MIDDLE INITIAL)

**REQUEST RE-ISSUANCE OF:**

- Diploma
- Transcript of Records for General Purposes
- Transcript of Records for MARINA Board Licensure Examination
- Others \_\_\_\_\_

Degree/Program: \_\_\_\_\_ Class: \_\_\_\_\_

Reason: \_\_\_\_\_

**For enrollment of**

\_\_\_\_\_  
*(Title of Masteral Degree Program)*

**NOTE:**

- Requested Transcript of Records for Masteral Degree Program will be issued once the Office of the Registrar received the lower part of the CERTIFICATION OF TRANSFER CREDENTIAL by the present school of the requestor.
- Certification of Transfer Credential will be issued by the Office of the Registrar prior the MAAP Official Transcript of Records upon receipt of request.
- Requestor may get the Certification of Transfer Credential at the MAAP-Satellite Office, Intramuros, Manila or MAAP-Kamaya Point, Mariveles, Bataan, as signified.
- Sending of the MAAP Official Transcript of Records for Masteral Degree Program will be via school to school upon accomplishment of Note. 1.

**REQUIREMENT/S AND PAYMENT:**

- Affidavit of Loss / Damage
- Damaged Diploma / MAAP Transcript of Records
- Letter of Request for Masteral Degree Program or Registration Form from present School
- Php 230.00 - set of Transcript of Records with documentary stamps  
Official Receipt No./Date: \_\_\_\_\_
- Php 115.00 - Diploma with documentary stamp  
Official Receipt No./Date: \_\_\_\_\_
- Others: \_\_\_\_\_

Requestor: \_\_\_\_\_

\_\_\_\_\_  
**Signature over printed name**

**REQUEST RE-ISSUANCE OF:**

- ASTC Course Completion Certificate
- MSC Course Completion Certificate

Course: \_\_\_\_\_ Certificate No.: \_\_\_\_\_

Registration No. \_\_\_\_\_ Training Period: \_\_\_\_\_

**NOTE:**

- You may view you your Certificate No., Registration No. and Training Period at the MAAP Website <http://www.maap.edu.ph/#MAAP-Office-Registrar> and click TRAINING HISTORY.
- Requestor may get the Course Completion Certificate at the MAAP-Satellite Office, Intramuros, Manila or MAAP-Kamaya Point, Mariveles, Bataan, as signified.

Reason: \_\_\_\_\_

**REQUIREMENT/S AND PAYMENT:**

- Affidavit of Loss / Damage
- Damaged Course Completion Certificate
- 1 pc 1.5 x 1.5 recent picture in white background, no headgear. Printed in photopaper is NOT allowed.
- Php 50.00 – Course Completion Certificate  
Official Receipt No./Date: \_\_\_\_\_
- Others: \_\_\_\_\_

Approved by: \_\_\_\_\_

\_\_\_\_\_  
**Registrar**

This is to acknowledge that the \_\_\_\_\_ was received on \_\_\_\_\_  
*(Requested Document)* *(Date Received)*

Recipient: \_\_\_\_\_

\_\_\_\_\_  
**Signature over printed name**

Released by: \_\_\_\_\_

\_\_\_\_\_  
**Authorized Representative**